

## Step one

Please select the course dates page at the top of the screen. Once selected you should be directed to a list of all the courses that are scheduled in 2008.

## Step two

Once you have looked through all the course options you can now select the courses you want. Firstly you need to decide, which skill level best suits your child (BEGINNER, INTERMEDIATE or ADVANCED), which are displayed across the top of the page.

Once you have decided on what type of skills level course best suits your child you can then select whether your child is attending the FULL COURSE or whether he/she will be attending only part of the course (1,2 or 3 Days). Once you have made your selection please press the BOOK button.

There will be a slight delay whilst your order is processed, however once it is processed you will notice that a box will appear in the BOOKINGS area to the left of screen. In here you will see what course you have booked plus it will automatically start calculating the total cost of your order.

## ADDING ANOTHER CHILD TO THE SAME COURSE

You can also add another child to any of the courses you have already booked. You will notice that after you first clicked the BOOK button underneath the course you selected, the button had changed to read ADD CHILD. If you want your other child to attend the same course simply click on the ADD CHILD button and this will be added to your order on the left of screen.

Once you have selected all of your courses please check the details on the left of screen and then click CONFIRM ORDER.

Please note you can alter your order by selecting the ALTER ORDER button.

## Step 3

You should now have been directed to the Parents/Guardian registration form. You will need complete all the fields before you can move on to the next step. The reason that we need this information is explained at the top of the page. Once you have entered all the information please click on the NOW REGISTER YOUR CHILDREN on the bottom right hand side of the page.

## Step 4

You will then be able to add your child or children's details. All fields must be completed. After you have added your first child you can then choose to add another child.

Once you have added all your children please scroll to the bottom right hand side of this page and select NOW BOOK YOUR COURSES.

## Step 5

A list of all the courses you have booked will appear. You will notice that there is a white box with the wording PLEASE CHOOSE in it. If you CLICK ON THE ARROW a list of all the children you have registered will appear. Select that child that you want to place on the course and then press the BOOK COURSE button on the bottom right of screen.

## Step 6

That is it all done. A booking confirmation page will appear giving you your order reference number, which you need to make a note of and write it on the back of the cheque that you need to post. A confirmation email will be sent to the email address you supplied during the registration process. The address and who to make the cheque payable to are listed on the BOOKING CONFIRMATION PAGE as well as the email confirmation that you should now have.