



# Online Course Bookings Functionality

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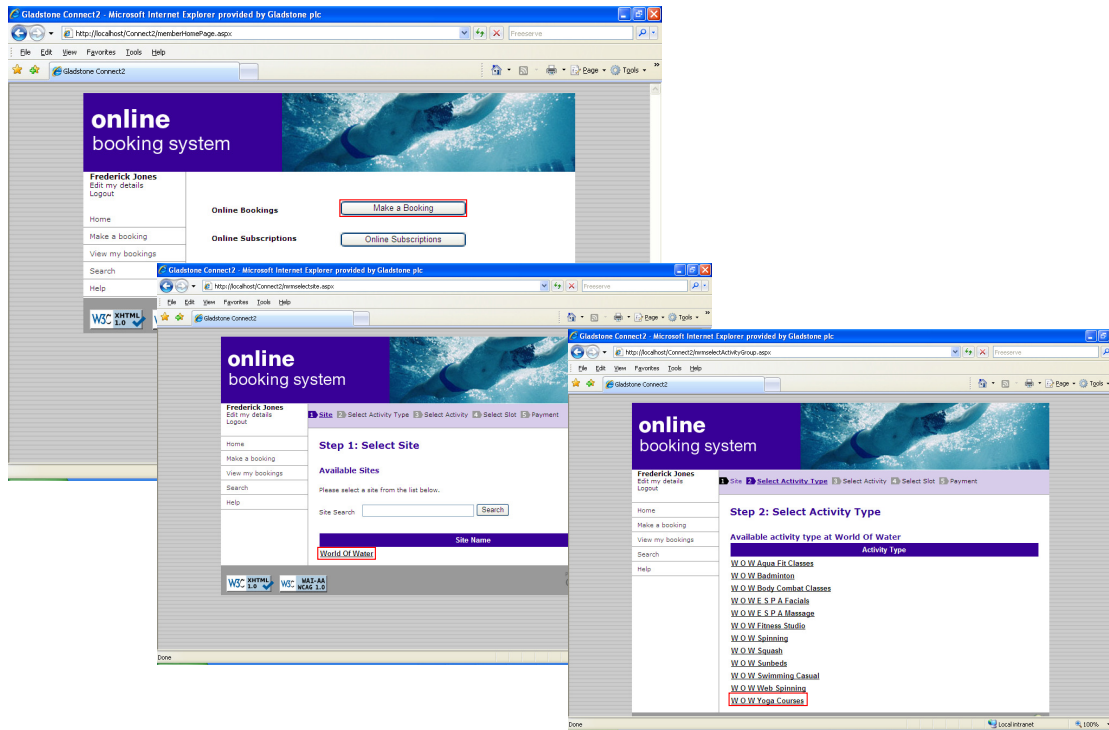
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# 1. Make a course booking online



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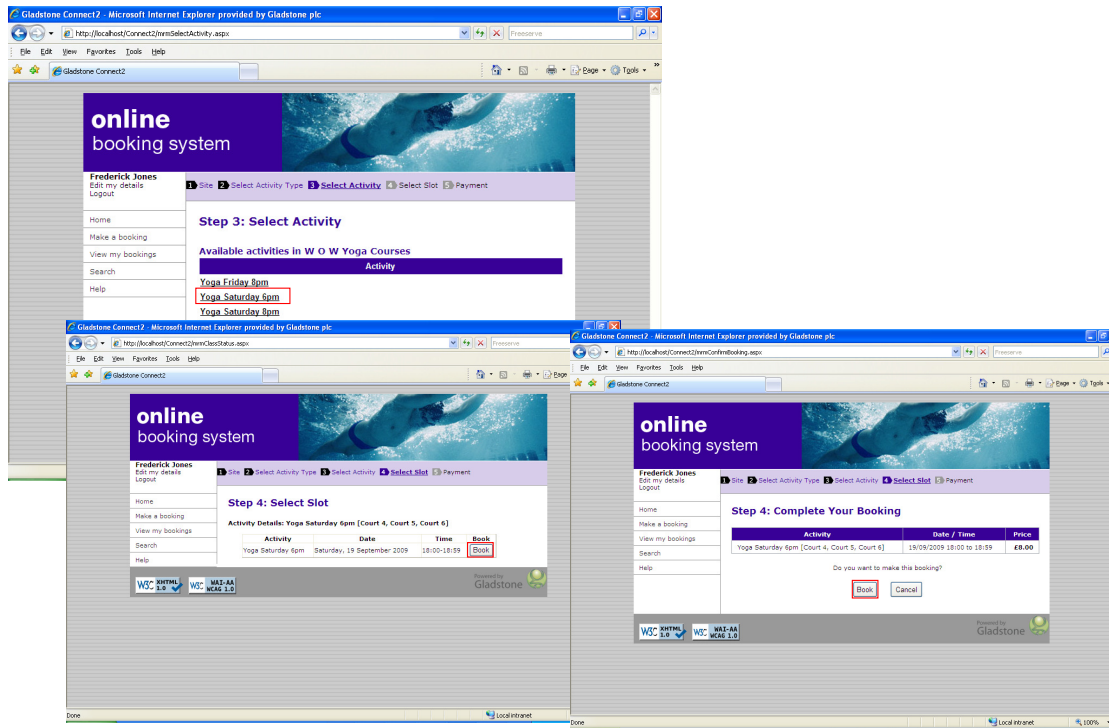
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Once courses within Plus2 are configured to be booked online, the following will illustrate the course online booking process.

- To make a class booking, select the option of 'Online Bookings'.
- The user will be requested to select the site for the activity of their choice.
- Move the cursor over the name of the site and click.
- The user will be requested to select the activity type that contains the specific activities of that type.
- Move the cursor over the activity type name and click.

# 1. Make a course booking online



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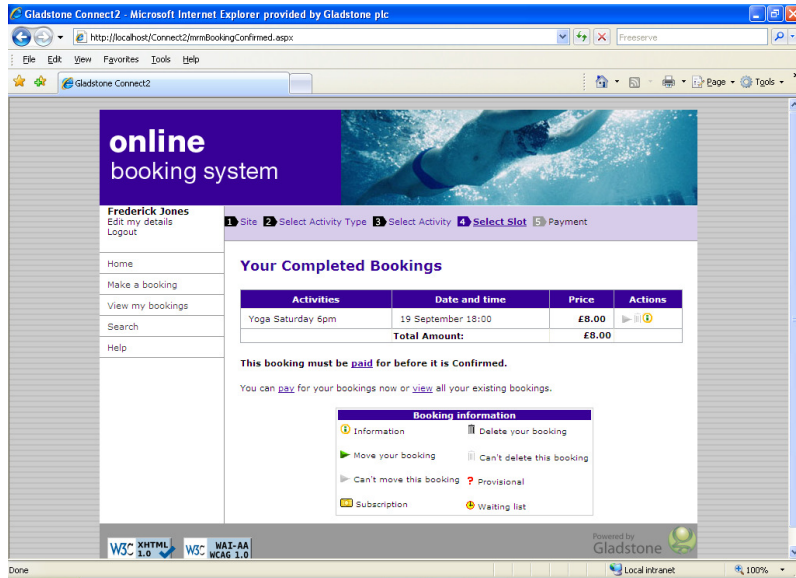
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- The user will be displayed the activities held within the activity type.
- Move the cursor over the name of the course and click.
- The availability of the course will be displayed.
- Move the cursor to the option of 'Book' and click.
- The user is presented with the confirmation screen if the user is permitted to book the course. If not, a message will be displayed to indicate the reason.
- Move the cursor to the option of 'Book' and click.

# 1. Make a course booking online



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- The booking is updated within Plus2 and the confirmation screen is updated with the users confirmed booking details.
- At this stage the booking will remain unpaid, unless the cost the booking is £0.00.