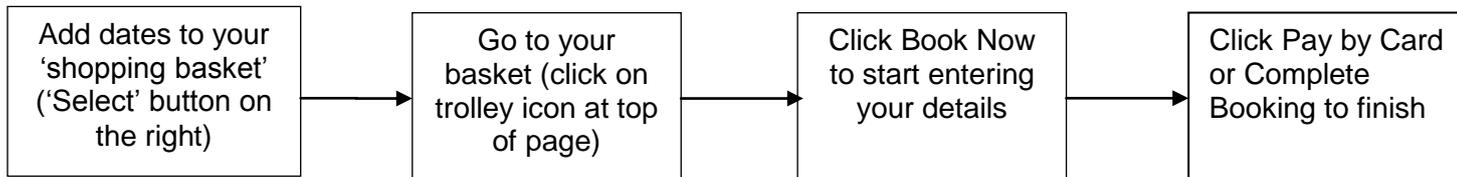




How to make a booking



1. Go to the booking website: <https://bookwhen.com/bdwwasw>

* Please note that if you are booking for more than one person and each needs to pay separately then you will need to book all the sessions for one person and pay before moving on to the next person. *

2. The system works like a shopping basket and checkout. Click on the first date and time period you want to book on the left hand side of the page and then click the blue **Select** button on the right. This puts the session in your basket (look at the top right to see how many sessions you have selected).

Month	Date	Day	Time Period	Day of Week
June			2pm - 4pm	Saturday
	18	Tue	9am - 11am	Tuesday
			11am - 1pm	Tuesday
July	6	Sat	9am - 11am	Saturday
			11am - 1pm	Saturday
			2pm - 4pm	Saturday
	23	Tue	9am - 11am	Tuesday
			11am - 1pm	Tuesday
	August	3	Sat	9am - 11am
			11am - 1pm	Saturday
			2pm - 4pm	Saturday
20		Tue	9am - 11am	Tuesday
			11am - 1pm	Tuesday

Saturday July [View details](#)

Saturday, 6 July '19 9am - 11am
Ellingham Lake, Ringwood, Hants BH24 3PJ

DETAILS

Skiing will take place between 9am and 4pm. Please make sure you have selected your preferred time period, but please also note that this is only an indication of when you will ski and not a guaranteed time.

Waterskiing is an exciting and rewarding pursuit, but like all fast moving sports, there are risks involved. Whilst the BDWWA will take care to ensure that skiing takes place in as safe an environment as possible, members and users must understand that they take part at their own risk.

Medical information you provide will help us to assess your ability and the type of equipment suitable for your needs, so please make sure this is accurate.

TICKETS

1 x Ski Session [Select](#)
£12.00

[View selections](#)

3. Continue to book other dates and time periods, clicking the blue **Select** button each time.

The screenshot shows a calendar interface on the website. The left sidebar displays a monthly calendar for June, July, and August. The date Saturday, July 6th, is highlighted in yellow. The main content area shows the details for this selected date: "Saturday July", "Saturday, 6 July '19 9am - 11am", and the location "Ellingham Lake, Ringwood, Hants BH24 3PJ". Under the "DETAILS" section, there is text about skiing time and safety. The "TICKETS" section shows "1 x Ski Session" for "£12.00". A "View selections" button is visible at the bottom right of the details panel.

- When you have selected all the required dates click **View Selections** (or the shopping basket icon at the top) to go to a list of all your dates. You can delete any dates from the list or go back and add other dates.

The screenshot shows the booking confirmation page. The URL is "https://bookwhen.com/bdwwasw/basket". The "SCHEDULE" section shows "SELECTED ITEMS" with "Saturday July" and "Sat, 6 Jul '19 9am - 11am". Below this, it lists "1 x Ski Session" with a quantity of "x 1" and a price of "£12.00". A "Total cost of tickets" of "£12.00" is shown at the bottom of the item list. A "Back" button is located below the total cost. To the right, a "Book now" button is highlighted in green. Below it, there are two bullet points: "Your places will be reserved when you start the booking." and "Attendee details and a payment (if any) are required to complete the booking." At the bottom of the page, there are sections for "CONTACT" (BDWWA - SW, The Tony Edge National Centre, Heron Lake Wraysbury, Staines, Middlesex, TW19 5ET) and "PAYMENTS" (Cards accepted: VISA, Mastercard, American Express). A "Show all" button is visible in the bottom right corner.

- When you have finished selecting dates, click **Book Now** to complete your booking.

6. Enter the email address where confirmation details should be sent. (NB If you are booking for the residents of a supported living house, this should be the manager or Senior of house, to ensure that all communications are received.) Click **Continue**.

Home - BBC News | Poole weather - Met Office | Upcoming events - Booking by B | +

https://bookwhen.com/bdwwasw/checkout/b/6wa992ga00so/booker

Login

BOOKER > DETAILS > PAYMENT > COMPLETE

Booker details

Your email address

Enter your own email if booking on behalf of others.

Continue

CONTACT

BDWWA - SW
The Tony Edge National Centre, Heron Lake Wraysbury,
Staines, Middlesex, TW19 5ET

PAYMENTS

Cards accepted:

VISA | Mastercard | American Express

Screenshot 2019-...png | Screenshot 2019-...png | Show all

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7. Enter the contact information for the person you are booking for. (You do not need to enter an attendee email address unless you want them to receive information about the booking as well)

Home - BBC News | Poole weather - Met Office | Upcoming events - Booking by B | +

https://bookwhen.com/bdwwasw/checkout/b/6wa992ga00so/details

View bookings | Logout

Attendee details

1ST ATTENDEE

* Is this attendee under 18? Yes No

By selecting yes, the individual making the booking hereby declares that they are the parent/guardian of the attendee, that they have read the terms and conditions and that they agree on their own behalf and on the behalf of the named minor to accept and be bound by them.

* Full name

First name Surname

Attendee email

* Address

* Phone number

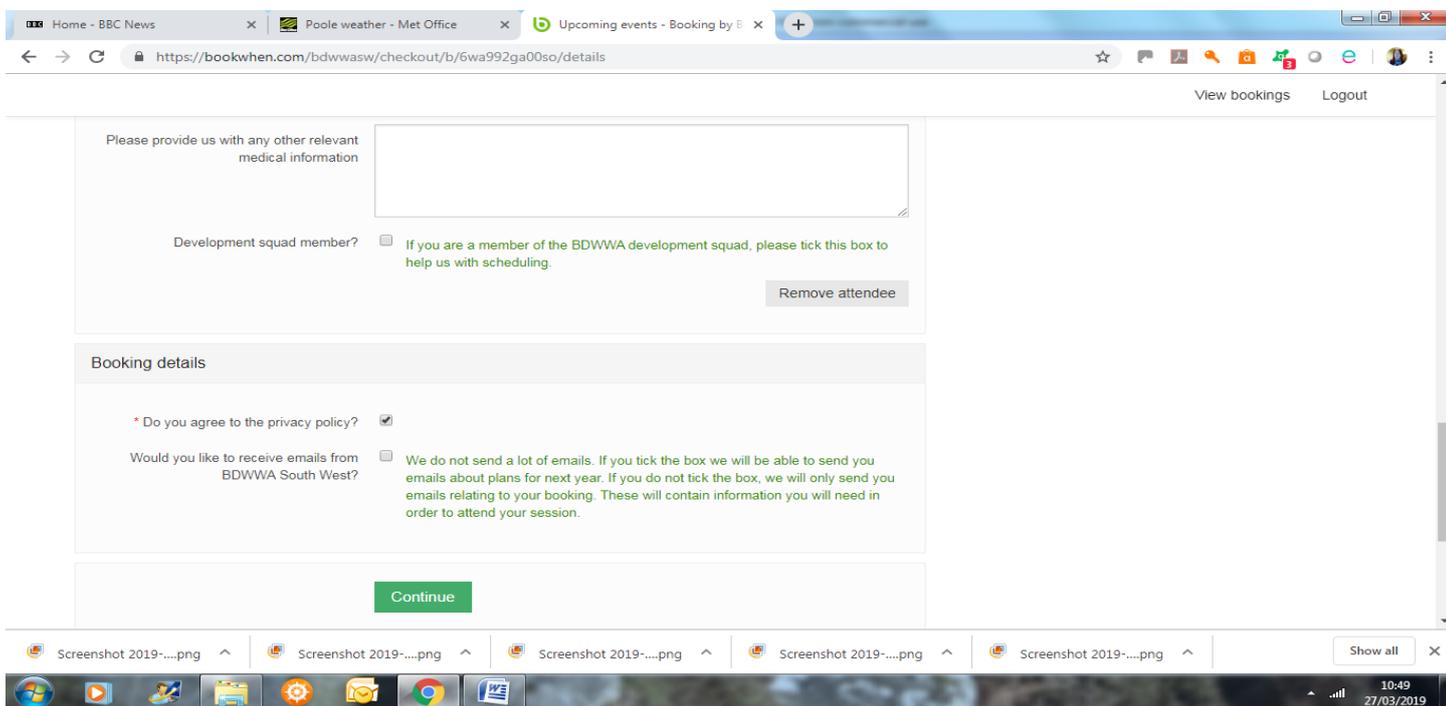
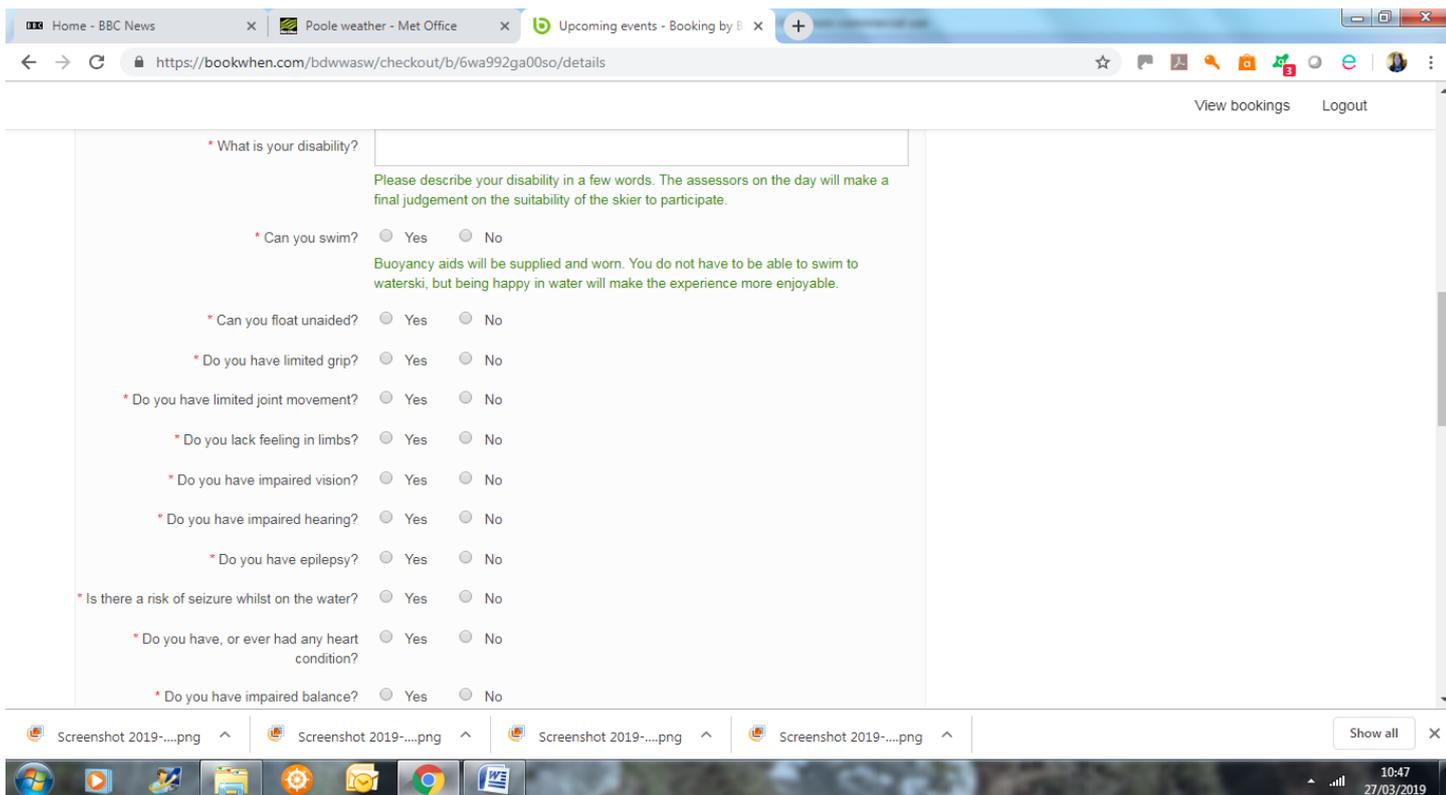
* What is your disability?

Please describe your disability in a few words. The assessors on the day will make a...

Screenshot 2019-...png | Screenshot 2019-...png | Screenshot 2019-...png | Show all

10:46 27/03/2019

Answer all the ability and health questions about the person you are booking for.



Complete the data privacy questions and then click **Continue** (ignoring the option to add another attendee).

8. Select **Pay by Card** if the person you are booking for has a credit or debit card. You will be taken to our secure payment partner to enter payment details. Skip step 9.

Home - BBC News x Poole weather - Met Office x Upcoming events - Booking by B x

https://bookwhen.com/bdwwasw/checkout/b/s3b7vxgfk25d/payment

Page setup Admin site Logout

COSTS & PAYMENT

Saturday July - 1 x Ski Session	£12.00
---------------------------------	--------

Total cost of booking £12.00

ONLINE PAYMENT

Pay by card using the button below.

Total to be paid: £12.00 **Pay by card**

OFFLINE PAYMENT

Online payment is our preferred method, but if you are unable to pay online (e.g. if you do not possess a credit or debit card) then you may pay using one of the below methods.

PLEASE NOTE THAT YOUR BOOKING IS NOT FINAL UNTIL WE HAVE RECEIVED PAYMENT AND YOUR PLACE MAY GO TO SOMEONE ELSE IF YOU DO NOT PAY WITHIN 14 DAYS.

1. BACS transfer - click here for details: <https://bit.ly/2YodUPJ>
2. By cheque - payable to BDWWA South West and posted to Bridget Campbell, 7 Barn Road, Broadstone BH18 8NH. Please put your booking reference number on the back of your cheque.

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9. If you cannot pay by card then scroll down to the Offline Payment information, click on the link to the instructions for paying by bank transfer or note the instructions for paying by cheque and then tick 'Agree offline payment terms' and click **Complete Booking**.

Home - BBC News x Poole weather - Met Office x Upcoming events - Booking by B x

https://bookwhen.com/bdwwasw/checkout/b/p4y4cd11q32a/payment

Login

Total to be paid: £12.00 **Pay by card**

OFFLINE PAYMENT

Online payment is our preferred method, but if you are unable to pay online (e.g. if you do not possess a credit or debit card) then you may pay using one of the below methods.

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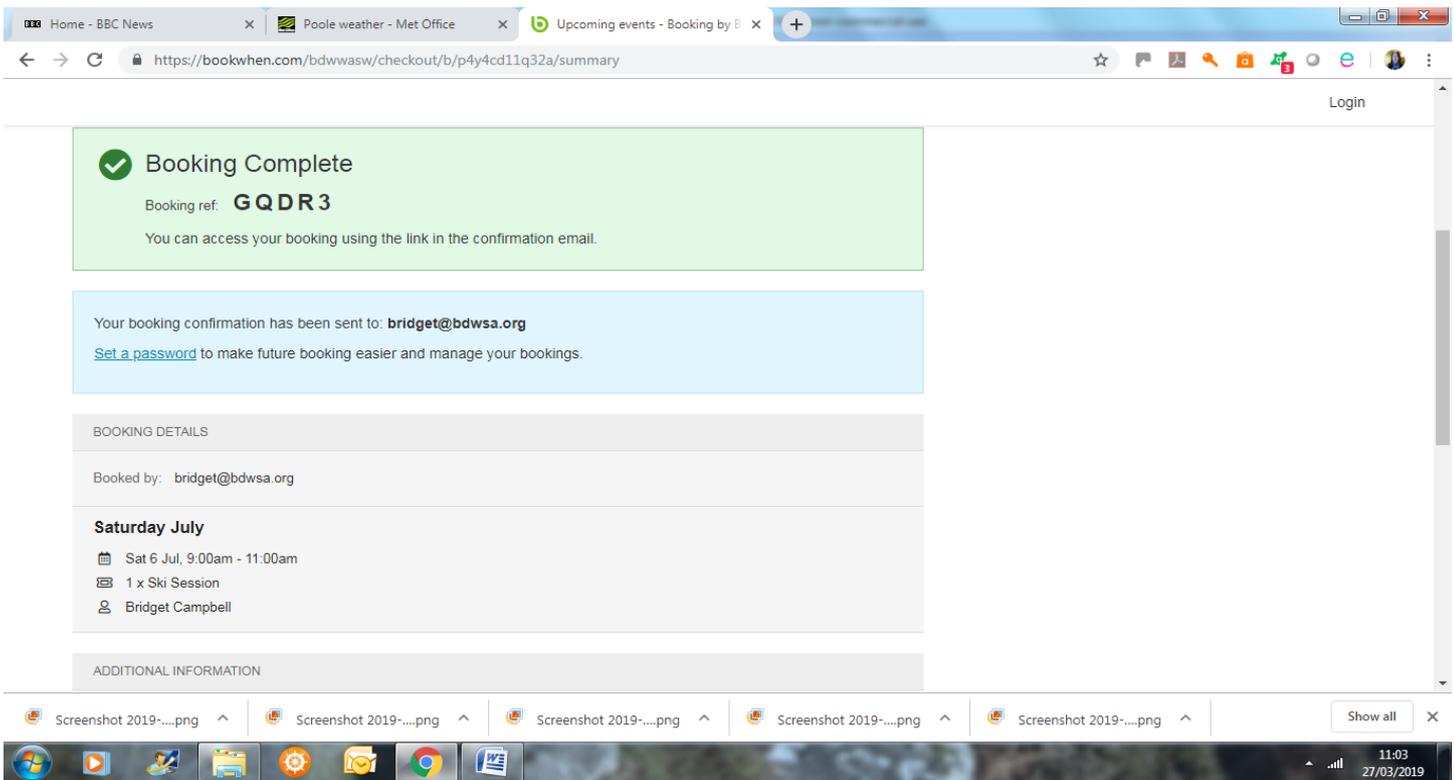
PLEASE ONLY CLICK 'COMPLETE BOOKING' IF YOU ARE UNABLE TO PAY BY CARD. If you have access to a card, please click 'Pay by card' above and finish your booking that way.

Agree offline payment terms?

Total to be paid: £12.00 **Complete booking**

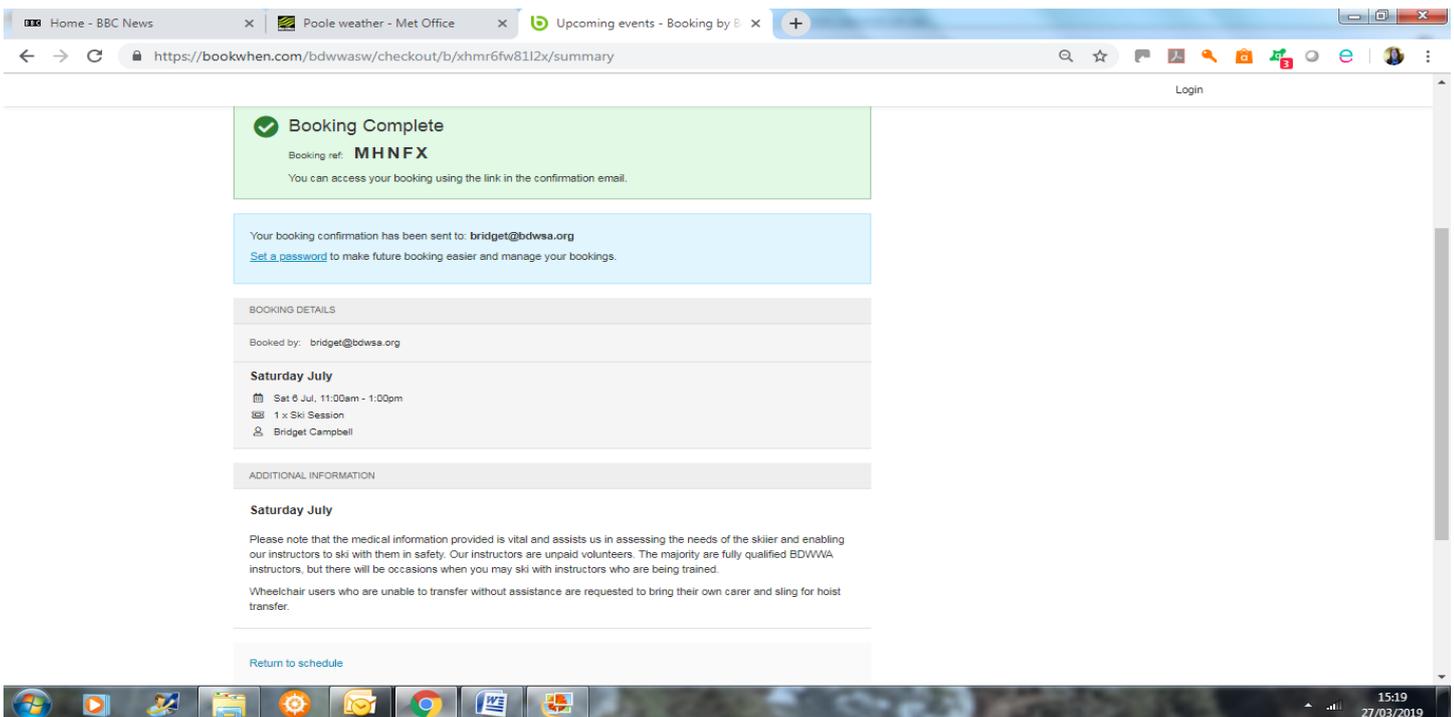
11:02 27/03/2019

10. You will get a reference number for your booking and will be asked to set up a password. This is optional but will mean that the system remembers the attendee details for future bookings.



11. A confirmation email will be sent to the main contact email address.

12. If you want to book sessions for another person click on the 'Return to Schedule' link at the bottom of the page and repeat the process from step 3. The system will remember your booking contact details for the other attendees.



13. You can use the **View Booking** link in the confirmation email to return to view your booking at any time. If you did not set up a password before, you can click the link in the blue box on the right hand side to set up a password. If you want to book further sessions then click **Open Schedule** and start again from step 3.

Home - BBC News x Poole weather - Met Office x Bookwhen x

https://my.bookwhen.com/user/bookings/p4y4cd11q32a

Booking: GQDR3

Ref: GQDR3
 Status: COMPLETE — Wed 27 Mar 11:03am
 Booked by: bridget@bdwsa.org

Attendee details

Bridget Campbell bridget@bdwsa.org

Address	7 Barn Road
Phone number	07887997476
What is your disability?	Down's syndrome
Can you swim?	Yes
Can you float unaided?	Yes
Do you have limited grip?	No
Do you have limited joint movement?	No
Do you lack feeling in limbs?	No
Do you have impaired vision?	No
Do you have impaired hearing?	Yes
Do you have epilepsy?	No
Is there a risk of seizure whilst on the water?	No

Costs	
Tickets cost	£12.00
TOTAL	
Amount due	£12.00

You're accessing this page via the link in the booking confirmation email.

If you have other bookings, you can view them by logging in using your email and password.

Use the forgot password page if you have not setup a password yet.

12:58
27/03/2019

