

AOG Booking Instructions

- 1) Access the Event you want to book and scroll down until you see the ticket box.
Click on 'Myself and Others'
A drop-down box will appear, headed Additional Members.
- 2) Start typing the name of the second member in the box and a list will appear of members with the corresponding name. When you see the correct member in the list, click on their name and it will populate the box.
- 3) Hover over the Quantity box and, using the up/down arrows to the right-hand side, change the quantity to 2.
Two boxes (tickets) will open up underneath.

Now this is the important bit

- 4) In the first box click on 'Myself'. In the second box click on the name of the second member.
- 5) Click 'Book'.
A message will appear on screen saying:
'Booking Confirmed', followed by 'Your booking has been confirmed. Your reference number is: 99999'.
You may have to scroll up the page a little to be able to see this message.
You will also receive a confirmation of booking via email.
- 6) Your name will not immediately appear on the list of attendees. Reverse out, or click out, of the Event, (no need to log out of the website completely), go straight back in to the Event if you wish, and you should see both names on the list of people attending.

Good luck, and thanks for taking a little extra time to make the procedure run as smoothly as possible.

Mark Parker.