



A STEP-BY-STEP GUIDE TO BOOKING RMYC SOCIAL EVENTS ONLINE

1. Click on '**Book Events**'.
2. Click on the event you want to book. You will be able to see more details about the event and the menu (for example, if there is a set menu).
3. Click on '**Select**' to start your booking.
4. Chose the number of tickets required and click '**View Selections**'.
5. You will then see a review of your booking and the total. If this is correct click '**Book Now**'.
6. In the next page you will need put in your email address. Then click '**Continue**'.
Please note: The booking confirmation and any other communications regarding the event will be sent to this email address.
7. Complete the details for one of the people in your party. To add details for the next person in your party please click '**Add another attendee**'.

Please note:

All sections marked with an asterisk () must be completed for each person. Sections without an asterisk do not need to be filled in but can be used to give us any additional information which may be relevant.*

Dietary requirements: This field must be completed. If no-one in your party has any dietary requirements/allergies simply enter 'no' or 'none'.

If the event offers menu choices (such as the Flag Officers' BBQ), the menu selection for everyone in the party must be made at the time of booking.

If relevant to the event, you can also ask to be seated with other attendees.

Once you have completed this section click '**Continue**'.

8. The next page will show confirmation of the total cost of your booking. You will need to tick the box '**Agree offline payment terms**' which means you are happy to be invoiced separately by the RMYC for this booking. Click '**Complete booking**'.
9. You will immediately receive a booking confirmation via email, with a booking reference number.
10. Cancellation: If you need to cancel your booking, click on '**View Booking**' in the confirmation email.