Try Booking step by step guide



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2. Sign in using an email and create your own password You will then receive an email with a link to activate your account – follow these email instructions	1 () Type have to search	<page-header></page-header>		0 ик	
				en en en en en	

3. Now login to the account you've just created

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📩 trybooking		DASHBOARD > EVENTS > CREATE AN EVENT			(?) Learning	Centre 🔮 Nes	NS (B)	Му Асси
DASHBOARD								
VENTS		CREATE AN EVENT						
		Step 2 of 5: Venue details						
Create an event		Where will it be located?	NAME OF VENUE*					
Clone event								
II PORTS			ADDRESS 1	ADDRESS 2			0/S0 chara	jahera -
BOOKING & REFUNDS								
			TOWN/CITY	COUNTY	POSTCODE			
) BANKING	~							
TEMPLATES	~							
GIFT CERTIFICATES	~	Show a map?	Show map on the event					
8 MARKETING TOOLS	U.							
		What is the allocation type?	Space	, Seat				
5 INTEGRATION TOOLS	~		No seat number (E.g. Gen Admission)	1 - 1 Specific se	achunder (E.g. Theatre)			
n TEAM MEMBERS	~		NUMBER OF ATTENDEES*					
						_		-
		€ BACK				NEXT: SESSIO	A TIMES -	2

- Select 'Events' on the left side of the dashboard (see screengrab left)
- Select 'Create an event' to create your LEAF Open Farm Sunday event

6. Click through the setup process filling in your basic event details such as address, time etc.

Answer all the questions to complete the event set up...

Don't worry, if you don't have all the details finalised, you can always come back and edit it later.

You have now created your

TryBooking will supply you with an online link that you can use to share when advertising your

event!

event.

🔆 trybooking		DASHBOARD > EVENTS > CREATE AN EVENT				② Learn	ing Centre 🛛 😫 News	My Acco
DASHBOARD								
EVENTS	~	CREATE AN EVENT						
		Step 3 of 5: Session times						
		What date is your event?	SESSION DATE*		START TIME*			
		Enter the date and time for the session of your event.	7 June 2020		10 🕶 30 🕶	I AM O PM		
REPORTS		Additional session times can be added once the event	TIME ZONE*					
BOOKING & REFUNDS	.	has been Geneu.	(UTC+00) Europe/London	*				
BANKING	.		DOUBLE FAIT DATE					
TEMPLATES	.	Allow bookings between Enter the booking window for the first event session.	2 March 2020	۲	1 - 00 -	AM O PM		
GIFT CERTIFICATES	.	Additional booking times can be added once the event .	BOOKING END DATE!		BOOKING END TIME*			
MARKETING TOOLS			7 June 2020		10 🕶 30 🕶			
	×							
INTEGRATION TOOLS	~							_





We supply a LOFS hero image (*above*) – available on our ticketing service webpage.

7. Upload this image here so your event is identified as an official LOFS event.

📩 trybooking	DASHBOARD > 'MY FARM' LEAF OPEN FAR	M SUNDAY > EVENT CREATED			② Learni	ing Centre 😫 News	() My Ace
DASHBOARD							
EVENT - 'My Farm' LEAF Open Farm Sunday	EVENT CREATED						
Homepage & images			\sim				
Event name and contact			Your event is now				
Session times			pubushed				
Venue							
ADDITIONAL INFORMATION			Please share your event UKL with tic	ket buyers:			
Data collection			https://www.trybooking.co.uk/QRL				
Terms and conditions							
Waiting list		More options		Widgets			
Denations							
		 Add more session times 	 Add promotion codes 	Embed your event of your website with of	ne of our		
Sections		 Add terms & conditions 	Make your event private	GO TO W			
Seat / space		 Upload more images/log 	 Turn on booking notifications 				
3 TICKETING							/
Pricing group (ticket prices)							_
Limits					VIEW EVENT	EVENT DASHBO	pard →
Pricing schema							
Return free tickets							
MAKE & BOOKING							
) MAREA BOOMING							

Now your basic event has been created, you can get more technical and start data collection and add in timed activities for people to book on to.