Online booking Registration—Step by Step

Step 1 – Click on TAB – Register – brings up the Registration Screen

The Registration Screen
Online booking Registration—Step by Step

Step 2.....Complete the registration – (with explanation)

**Username** – as it suggests here I would use your initial followed by your surname – using lower case letters and no spaces

Carefully add your email address as (copy & paste possibly) as you will receive an email into this in box to link back and confirm your password

Type in your POSTCODE without spaces HERE

This box will open - use the scroll bar to select your correct house number from the list

Little red dots means – you must complete these lines

Add your title, first name and last name
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This will automatically put your address in the boxes below like this.

Now add your telephone number(s)

Where there is a course cost this now allows us to reclaim the tax if you are a UK taxpayer at no cost to you.

Click or PRESS the REGISTER button to confirm your registration

Example of a completed Registration screen

Don’t forget to PRESS/CLICK this button

TIP – if you haven’t completed everything marked with a RED* you will get an error message – please re-check
Online booking Registration–Step by Step

You will then see message on screen (a)

And an email in your inbox (b)

Step 3 - CLICK the link in this email

You will then be taken back to the website.....
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Step 4.... Set up your password – Enter your username and password (Twice) and then click Set my Password

TIP – Do remember to write this information down somewhere safe

Welcome,
Your user account has been created.
Your username is edinburgh.
Please activate it by visiting

http://sal.beetledev.co.uk/passwordreset/911bd3e0b71?userid=edinburgh

Please activate your account before 17 Feb, 2016 03:00

Set your password

TIP – Your user name is in the email you were sent

TIP – REMEMBER these are case sensitive so Test123 is not the same as test123
You are now ready to log in and start booking courses (and like Hello,Hello – you only register once so this is the last time you will do this!)

Any questions or if you need any help please contact the office T: 01722 411944