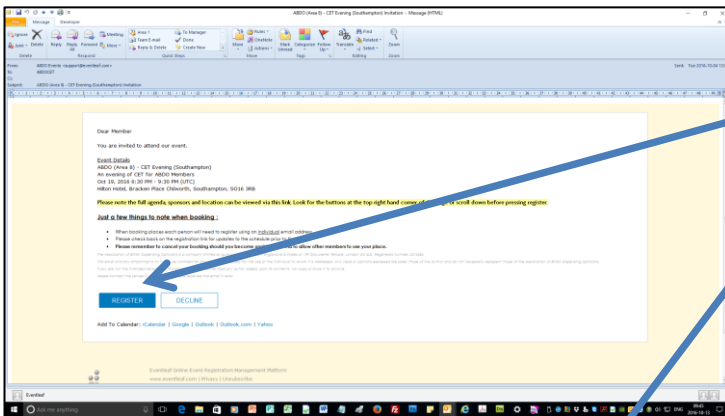


USING THE BOOKING SYSTEM FOR CET EVENTS



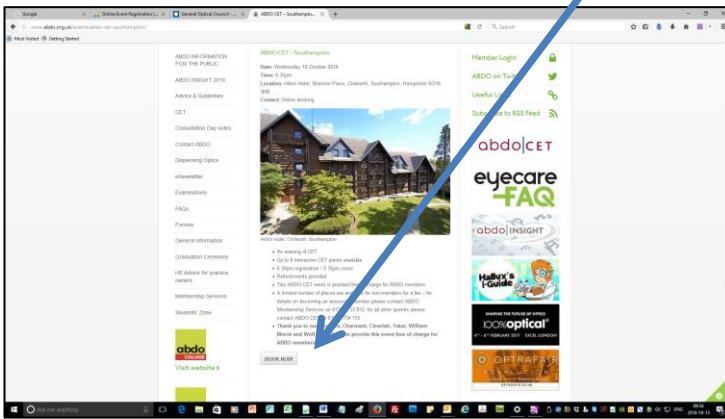
This guide has been set up to assist with the booking process for ABDO CET events.

Invitation emails are sent out as below or you can book direct through the website www.abdo.org.uk/events

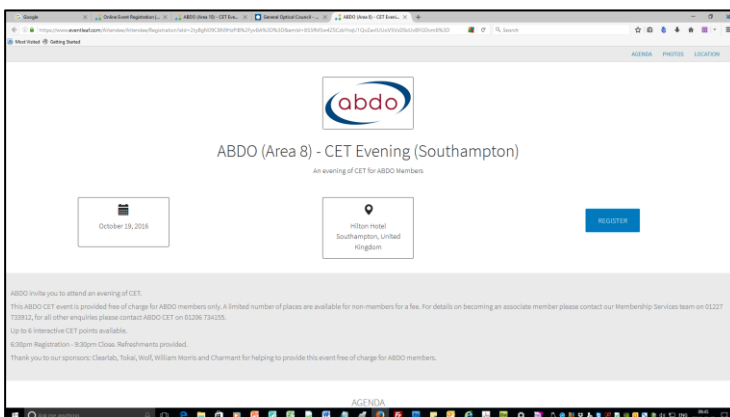


Click on the register button in the email to view further details and book or use the BOOK NOW button on the website.

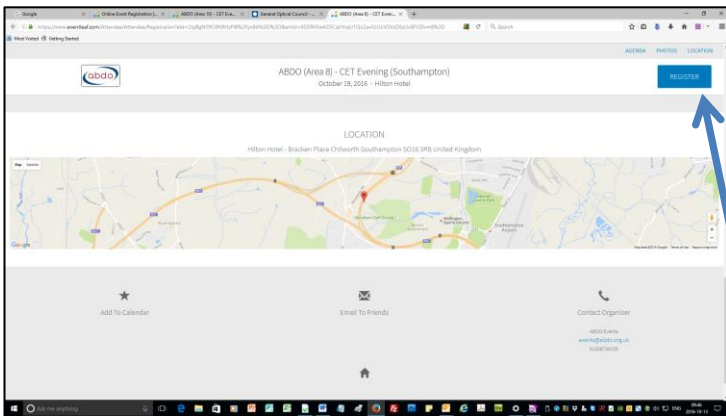
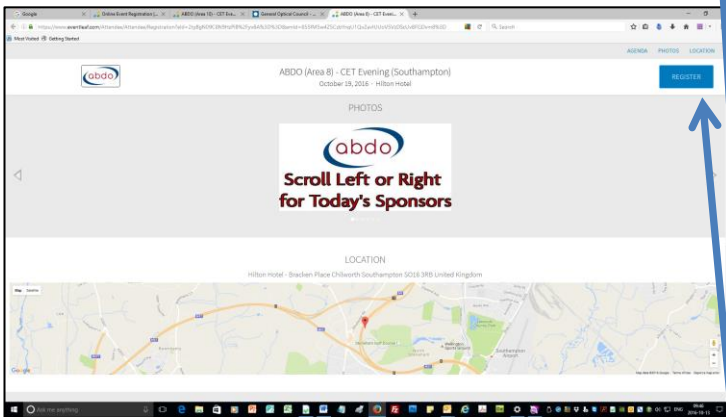
Alternatively if you are not interested click on the decline button and you will not receive any further information about THIS event.



This page will then open in your internet browser. This is the information page. From here if you are viewing on a PC you can use the hyperlinked buttons at the top right of the screen to access the Agenda and Location, Sponsors are found under the Photos link.



If you are using a smart phone or tablet the hyperlinked buttons do not appear however you can still view this information by simply scrolling down on the page until you see the agenda, sponsors (you can click left or right on these to see who is attending and below this is the location).



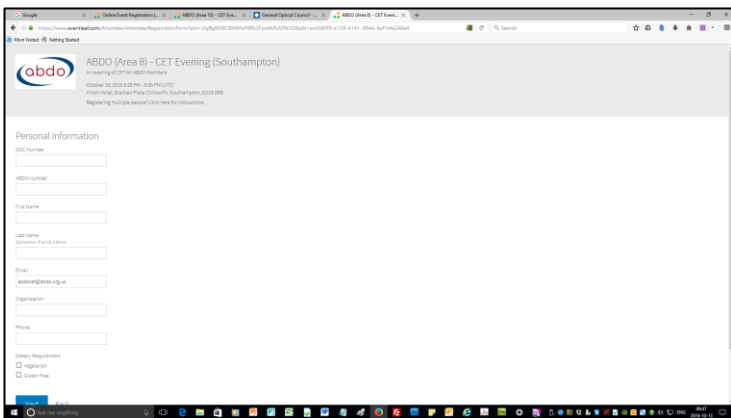
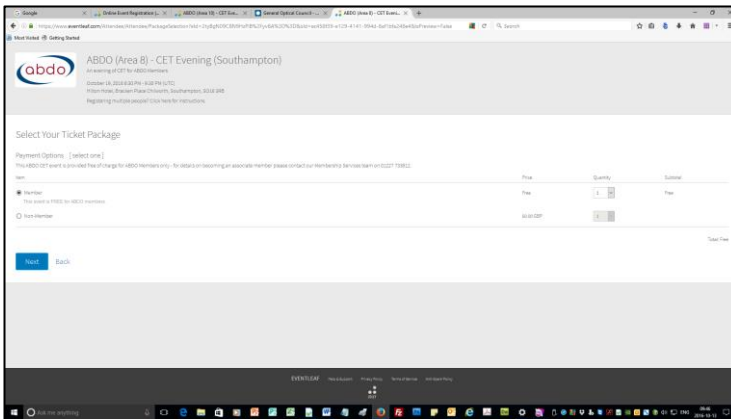
Once you are ready to book onto the CET Event click on the REGISTER button. This stays visible throughout the scrolling process.

USING THE BOOKING SYSTEM FOR CET EVENTS

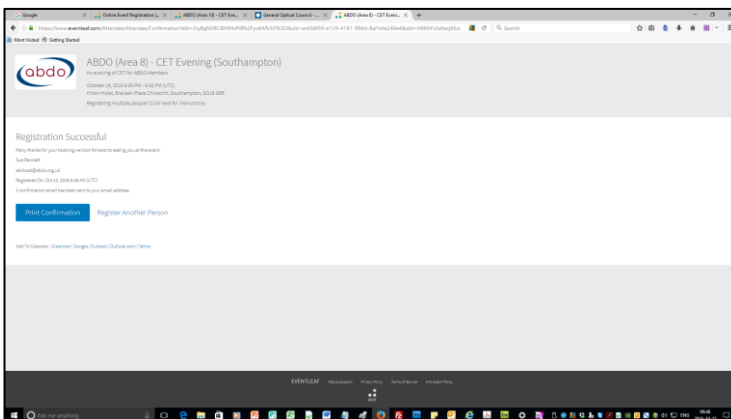
Using the registration process is easy, if you are a Member you are entitled to free CET and the member option should be pressed.

We do have a few places for non-members and should you wish to attend you should select the non-member option. This will take you to the payment page where you can pay the required amount via Paypal.

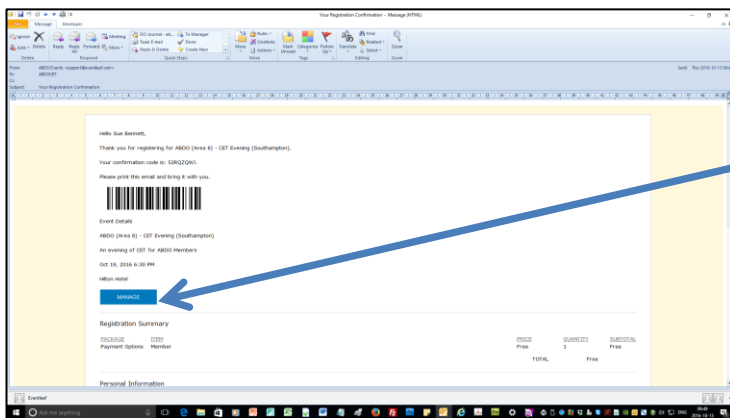
Both members and non-members will then complete the form – NOTE ABDO members do not have to go through the payment steps as CET events are included in their membership.



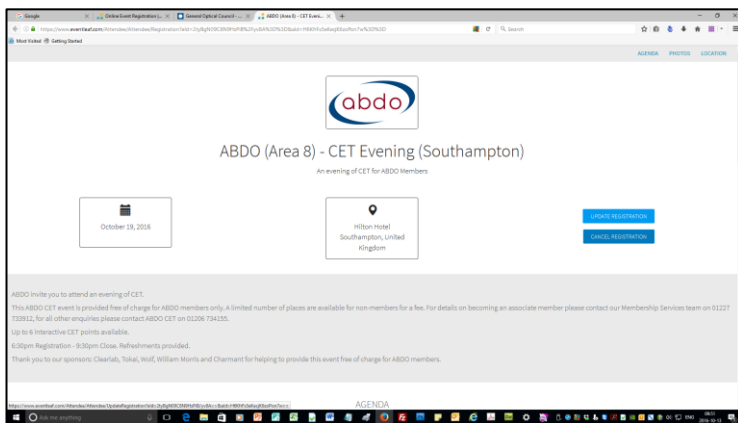
Once the form has been completed and submitted you will see a message which says you have been successful. You may print this confirmation if you so wish.



You will also be sent a confirmation email. Please ensure that emails from ABDO EVENTS (support@eventleaf.com) are accepted into your Inbox. You may print this confirmation if you so wish.



PLEASE NOTE YOU CAN AMEND YOUR BOOKING OR CANCEL YOUR PLACE VIA THE MANAGE BUTTON IN THIS EMAIL .



JOINING THE WAITING LIST

If an event is fully booked we offer a waiting list where places are offered via an automated system. This offers places on a first booked, first offered basis. Once a place becomes available you will be sent an email inviting you to book and advising of how long the reservation will be held. Reservations are offered for 24 hours only. If you have not booked by the time this expires you will lose your place.