



Booking an event ticket

User Guide for JustGo

What's inside?

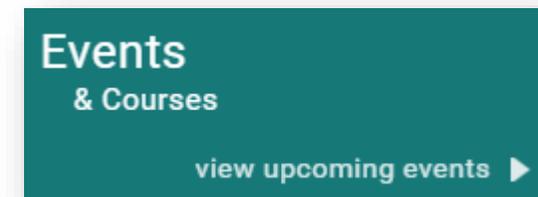
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How do I book into an event?

Sign in from the login-in screen using your username and password (remember these will be case sensitive), and click on the Events and Courses tab.



Once logged in to the system, from the homepage navigate to the 'Events & Courses' tile as shown or when on any other page use the 'Events and Courses' tab that sits at top of page:



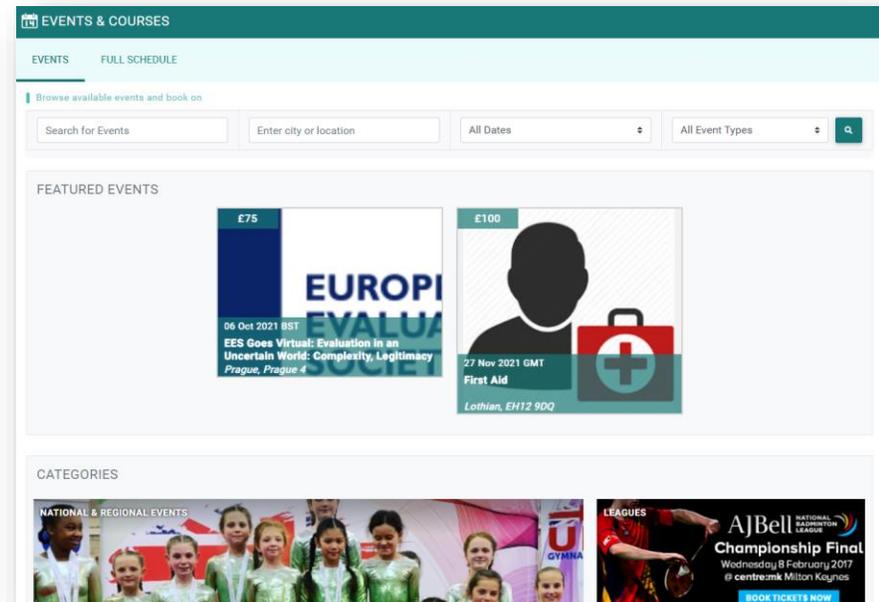
How do I search an event?

Once on this page you will be able to access and search for all open events and courses.

Search: The ‘Search’ box above allows you to use a number of options to narrow down live event search results including keywords, city/postcode and dates.

Featured Events: These are events that the organisation has chosen to highlight at the top of the section to give additional visibility.

Categories: Clicking on a category tile will direct you to a pre-filtered view of all events, specific to that category type selected.

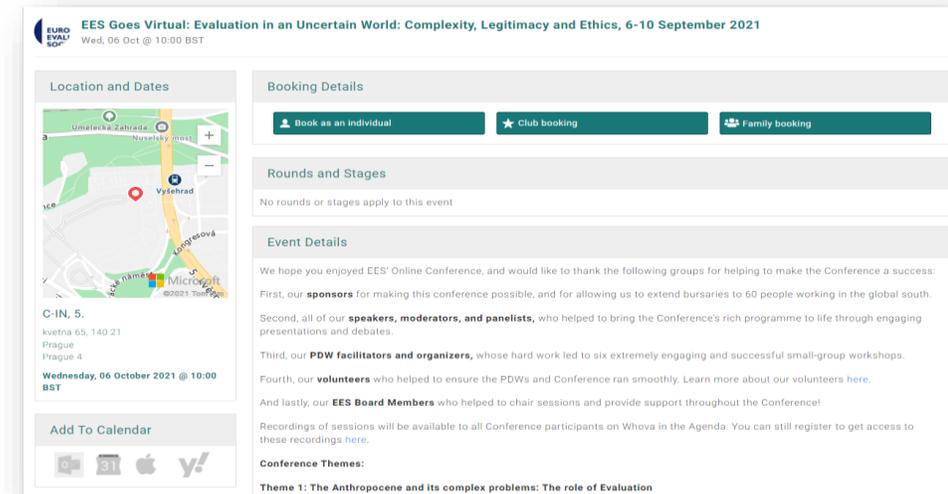


How do I pay for an event?

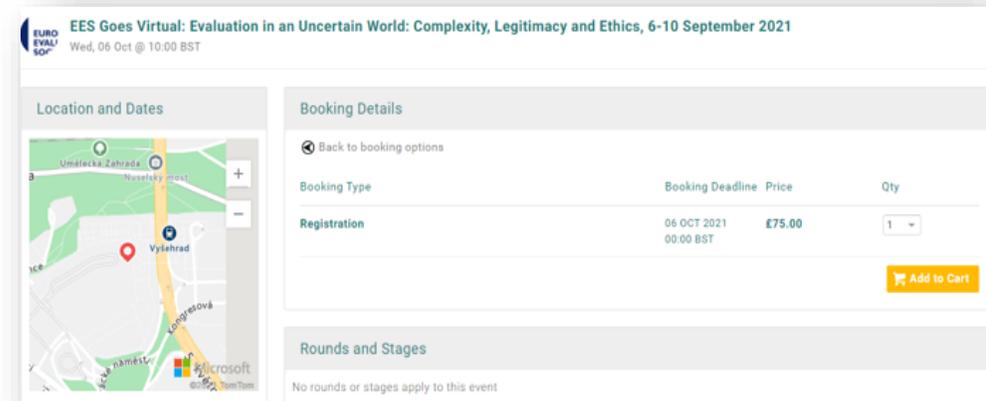
Click on the event or course you are interested in to read more information about it, and to book

Once you have selected the event or course you wish to book you can review the appropriate event detail (Location, Details, Contact Information, Booking Details and Cost). Once you are satisfied with the details and you wish to commit to payment press the 'Add to Cart' button.

Continued on the next page...



The screenshot shows the event page for 'EES Goes Virtual: Evaluation in an Uncertain World: Complexity, Legitimacy and Ethics, 6-10 September 2021'. The page includes a map of the location in Prague, Czech Republic, and a table of booking details. The 'Booking Details' section shows three options: 'Book as an individual', 'Club booking', and 'Family booking'. The 'Event Details' section provides information about the event, including the location (C-IN, 5, kvetna 65, 140 21, Prague, Prague 4) and the date (Wednesday, 06 October 2021 @ 10:00 BST). The 'Conference Themes' section lists the theme: 'Theme 1: The Anthropocene and its complex problems: The role of Evaluation'.



The screenshot shows the event page for 'EES Goes Virtual: Evaluation in an Uncertain World: Complexity, Legitimacy and Ethics, 6-10 September 2021'. The page includes a map of the location in Prague, Czech Republic, and a table of booking details. The 'Booking Details' section shows a table with columns for 'Booking Type', 'Booking Deadline', 'Price', and 'Qty'. The 'Registration' row shows a price of £75.00 and a quantity of 1. The 'Add to Cart' button is visible in the bottom right corner of the booking details section.

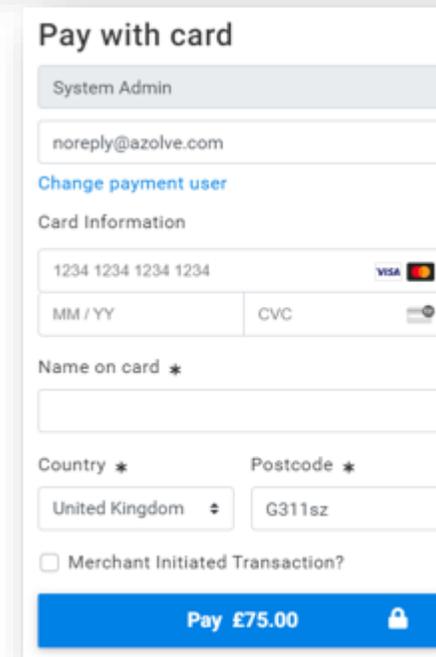
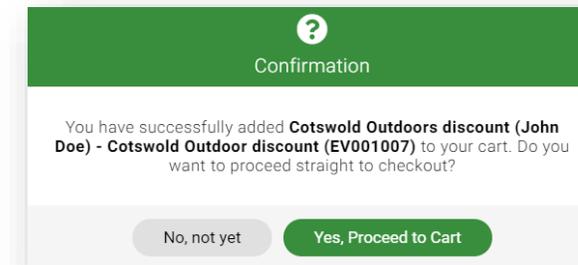
Booking Type	Booking Deadline	Price	Qty
Registration	06 OCT 2021 00:00 BST	£75.00	1

How do I pay for an event?

Once you have added it to the cart, you can decide to go direct to cart or browse for more events or courses.

in the cart 'Order Review' page, you can either save the item and pay later, remove it from the shopping cart or proceed to checkout

When you choose 'Pay with Card' you will be shown the following window to enter your card details via secure payment. Enter your card details as required and then hit 'Pay'.

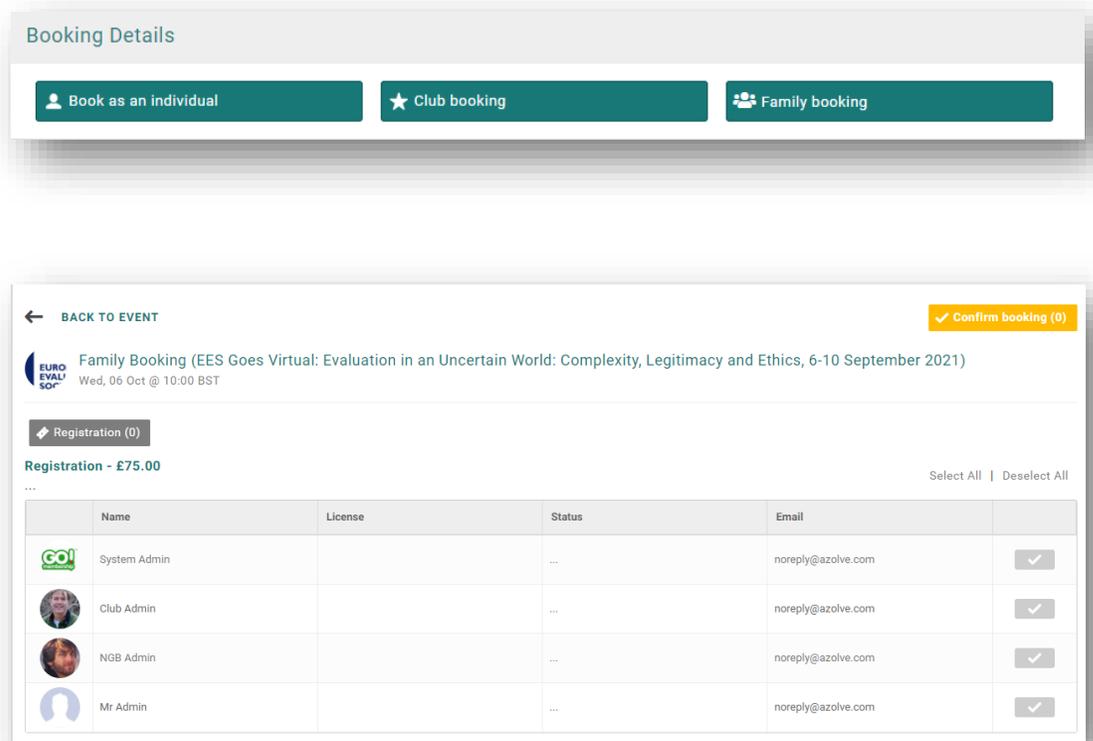


A "Pay with card" form. At the top, it says "System Admin" in a grey box, followed by an email field containing "noreply@azolve.com" and a link "Change payment user". Under "Card Information", there is a card number field with "1234 1234 1234 1234" and a Visa logo, a "MM / YY" field, and a "CVC" field with a CVC icon. Below that is a "Name on card *" field. Further down are "Country *" (set to "United Kingdom") and "Postcode *" (set to "G311sz") fields. There is a checkbox for "Merchant Initiated Transaction?". At the bottom is a blue "Pay £75.00" button with a lock icon.

Can I book a family member to an event?

Some events may allow family to attend, If you wish to book a family member the select family booking option and then select the members in your family and click confirm.

And once confirmed it will take you through the payment process for your family.



Booking Details

[← BACK TO EVENT](#)

 **Family Booking (EES Goes Virtual: Evaluation in an Uncertain World: Complexity, Legitimacy and Ethics, 6-10 September 2021)**
Wed, 06 Oct @ 10:00 BST

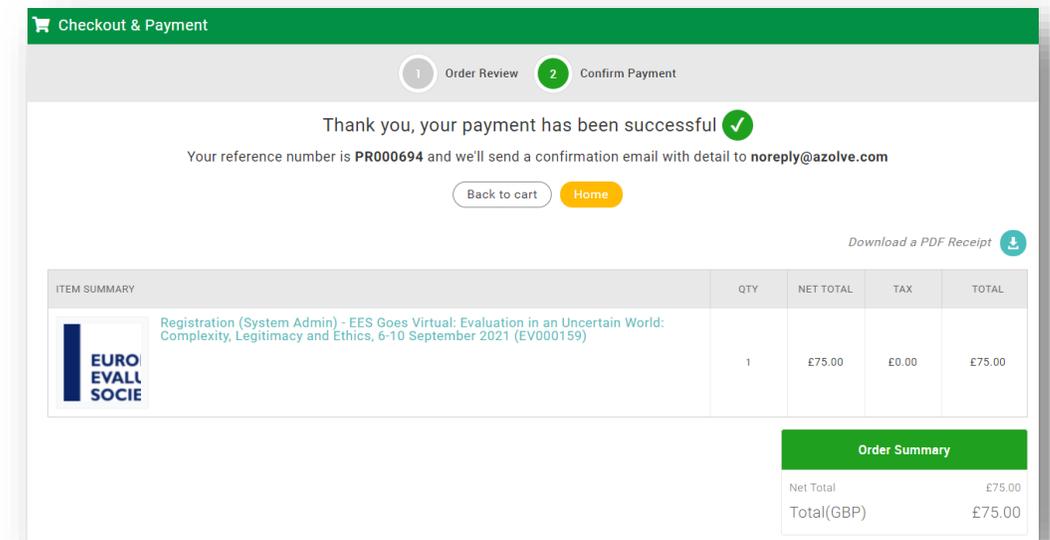
Registration - £75.00 Select All | Deselect All

	Name	License	Status	Email	
	System Admin		...	noreply@azolve.com	<input checked="" type="checkbox"/>
	Club Admin		...	noreply@azolve.com	<input checked="" type="checkbox"/>
	NGB Admin		...	noreply@azolve.com	<input checked="" type="checkbox"/>
	Mr Admin		...	noreply@azolve.com	<input checked="" type="checkbox"/>

How do I know if I completed a booking?

On successful completion of the payment the following message will appear. Should an error message be returned then please check the card is valid and that all details entered are accurate and up to date.

Once you have added an item to the Cart or saved it for later, it will remain there even if you navigate away from the payment page or logout. There is no need to go back through the booking process if you have already saved an item, simply access the Cart from the tile on the home screen and pick up from where you left off.



The screenshot shows the 'Checkout & Payment' page with a green header. A progress bar at the top indicates '1 Order Review' and '2 Confirm Payment' (the current step). The main message reads: 'Thank you, your payment has been successful' with a green checkmark icon. Below this, it states: 'Your reference number is PR000694 and we'll send a confirmation email with detail to noreply@azolve.com'. There are two buttons: 'Back to cart' and 'Home'. A 'Download a PDF Receipt' link with a download icon is also present. Below the message is an 'ITEM SUMMARY' table:

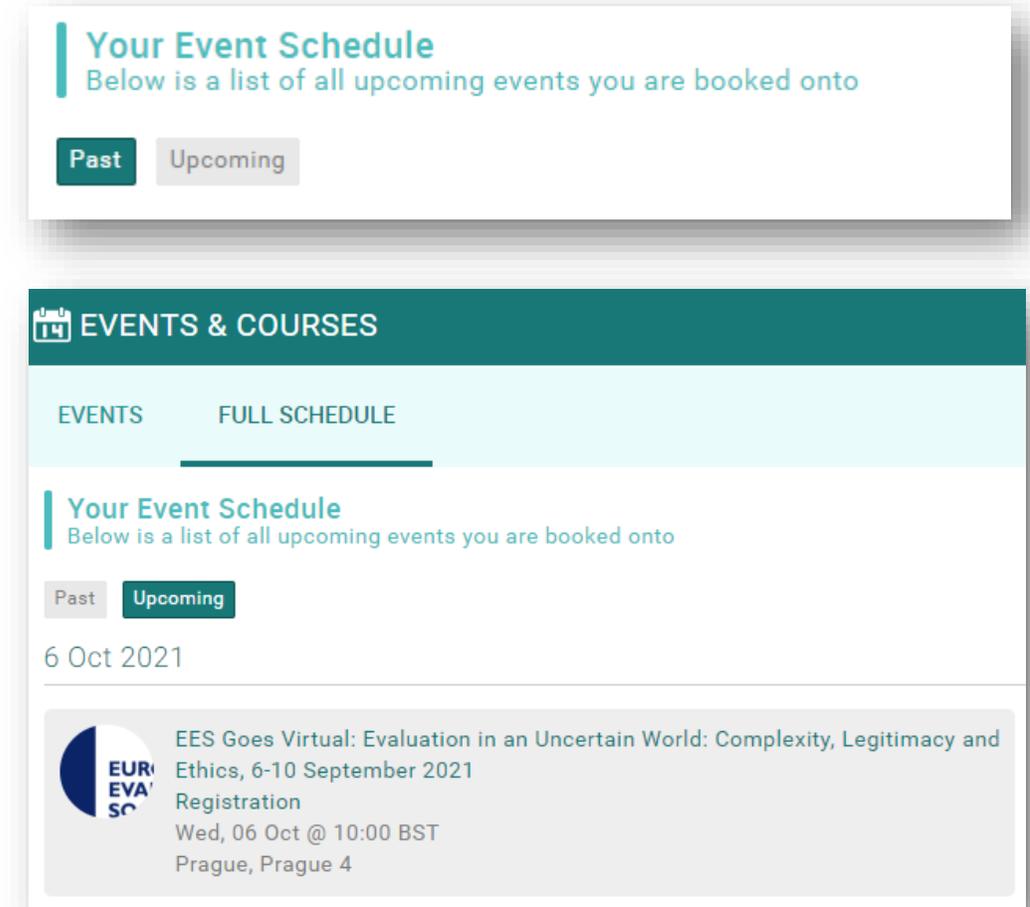
ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
 Registration (System Admin) - EES Goes Virtual: Evaluation in an Uncertain World: Complexity, Legitimacy and Ethics, 6-10 September 2021 (EV000159)	1	£75.00	£0.00	£75.00

Below the table is an 'Order Summary' box with a green header:

Order Summary	
Net Total	£75.00
Total(GBP)	£75.00

How do I view my booked events?

To view all your booked events and courses simply navigate back to the Events & Courses tile on the homepage and access the 'Booked Events' tile, the most recent upcoming events will be listed first but to view all events past and future you can hit the 'Full Schedule' button.



Your Event Schedule
Below is a list of all upcoming events you are booked onto

Past Upcoming

EVENTS & COURSES

EVENTS FULL SCHEDULE

Your Event Schedule
Below is a list of all upcoming events you are booked onto

Past Upcoming

6 Oct 2021

 **EES Goes Virtual: Evaluation in an Uncertain World: Complexity, Legitimacy and Ethics, 6-10 September 2021**
Registration
Wed, 06 Oct @ 10:00 BST
Prague, Prague 4