JustGo.com

Booking an event ticket

User Guide for JustGo
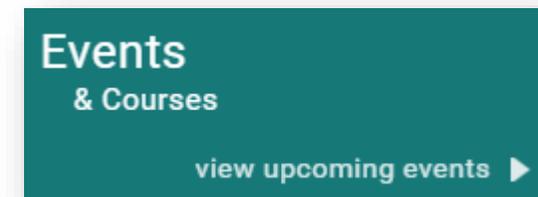
What's inside?

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.
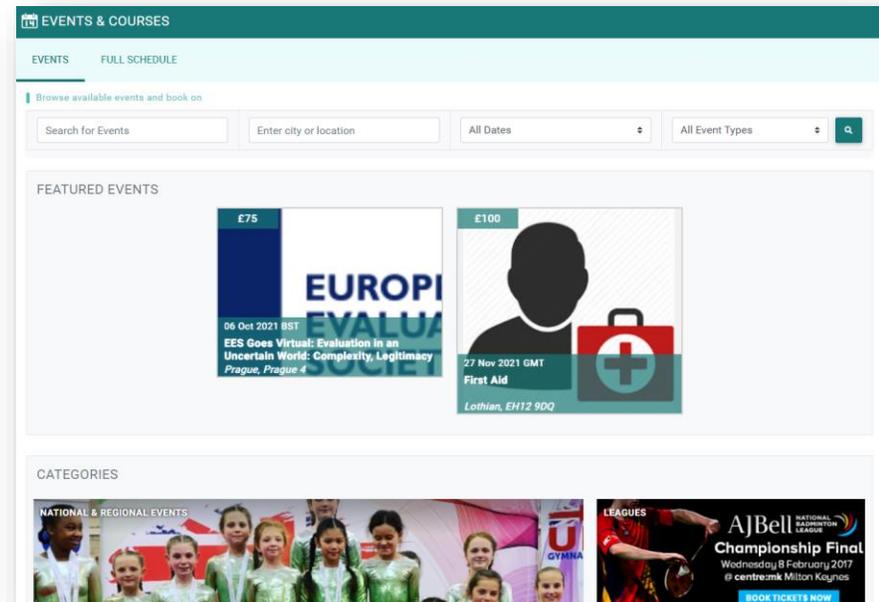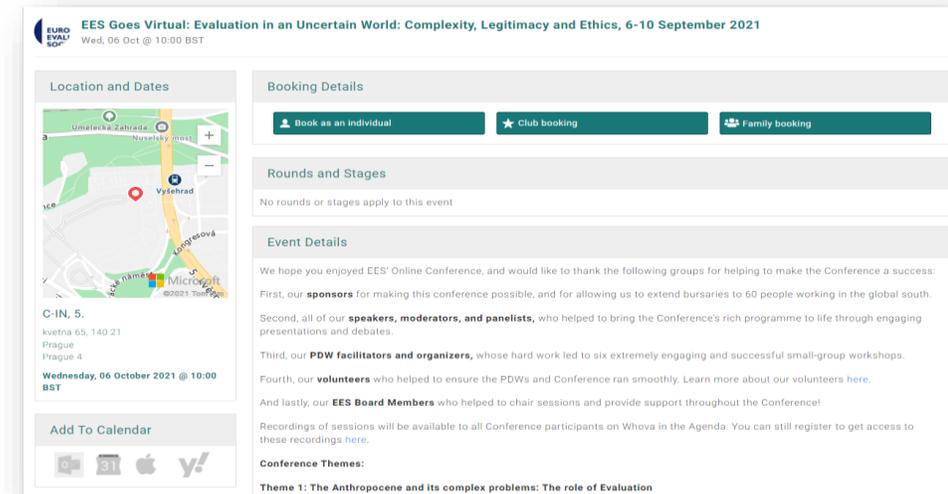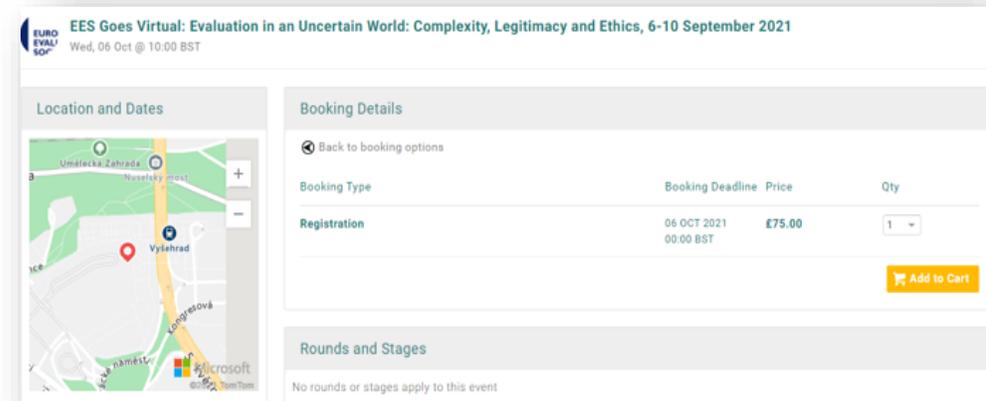
How do I pay for an event?

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…

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'.
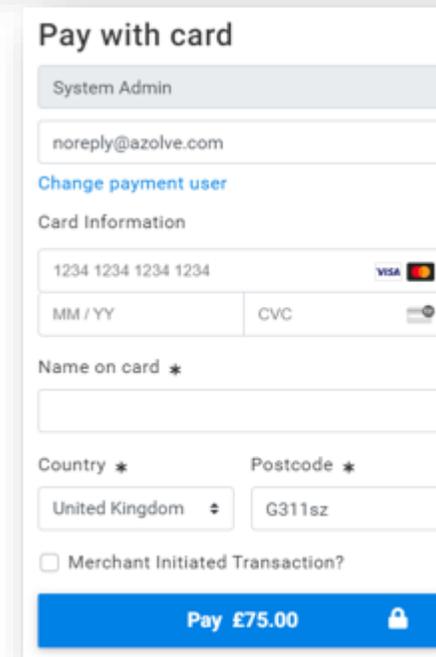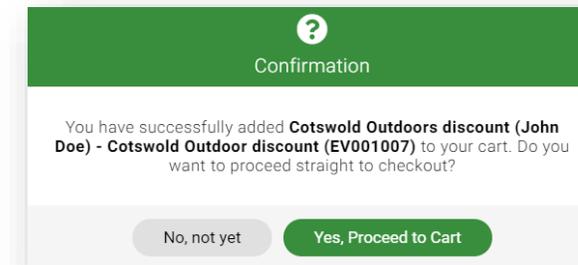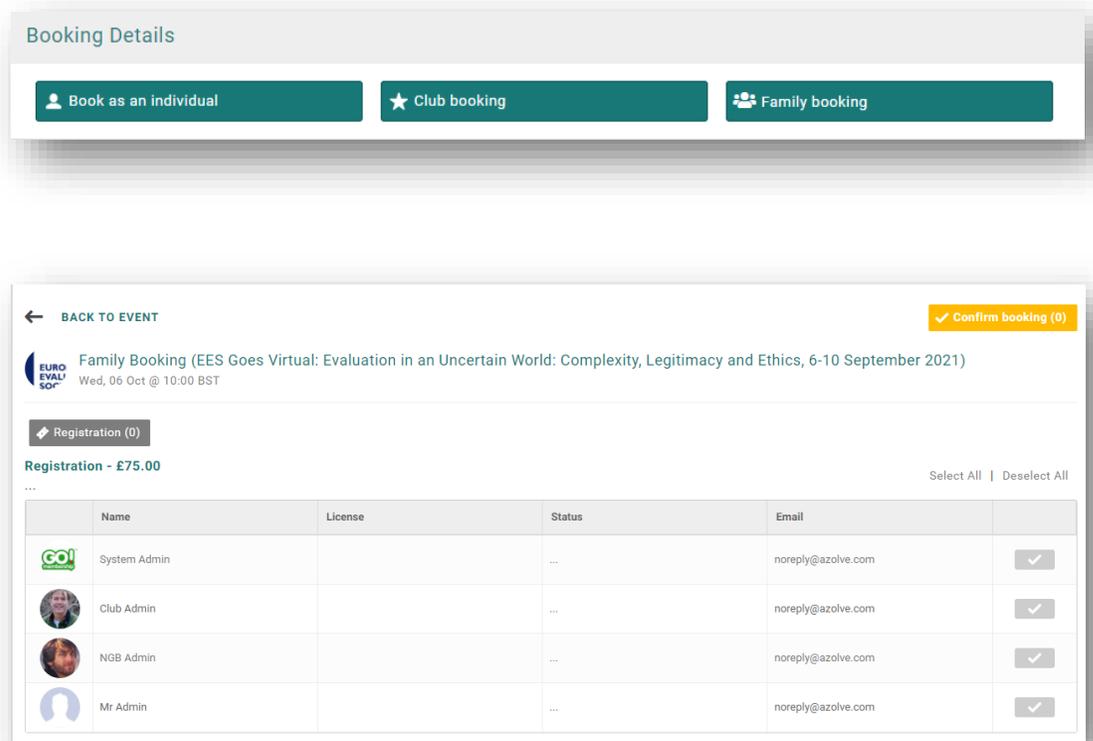
Can I book a family member to an event?

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.

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.

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.