

## **BDR Participant & Study Partner Engagement Day, 29<sup>th</sup> April, BAWA Bristol**

### **Instructions for registering via University of Bristol Online Shop**

- On **Info Tab**, click on "**Book Event**" at bottom of page.
- This brings you to **Shopping Basket screen**.
- **If you just require a ticket for yourself - go straight to "Proceed to Checkout"**.
- However, if you require a ticket for both participant and study partner, click on "Add Attendee" in Conferences & Events section. Now "Proceed to Checkout".
- After clicking on Proceed to Checkout you will see **Login/Register screen**, please register as a New Customer using your email address.
- On the next screen (**Register New Account**), re-enter your email address and add a password, then add your name and telephone number.
- Now enter your postcode, and house number. Click "**CONTINUE**" at bottom right of the page.
- You will now be asked to check your details. If you are booking on behalf of someone else, please type in their details.
- Now add any dietary or access requirements.
- If you would like to be on our mailing list for similar events, please tick the box.
- Also, if there are any questions you would like to put to our panel of experts on the day during the Question & Answer session, please add your question to the text box.
- Please indicate if you are a participant or a study partner.

#### **Click "CONTINUE"**

**You will now be on the Final page.** Please check your Free ticket order etc, then to submit your order, click on "**Confirm Your Order**" button at top of page (or bottom of page)

**You will know when your booking is successful when an order number appears on your screen (e.g UOB123456) and you will receive an email confirmation.**

**If you haven't received this confirmation message, please click on "Confirm Your Order" button again.**