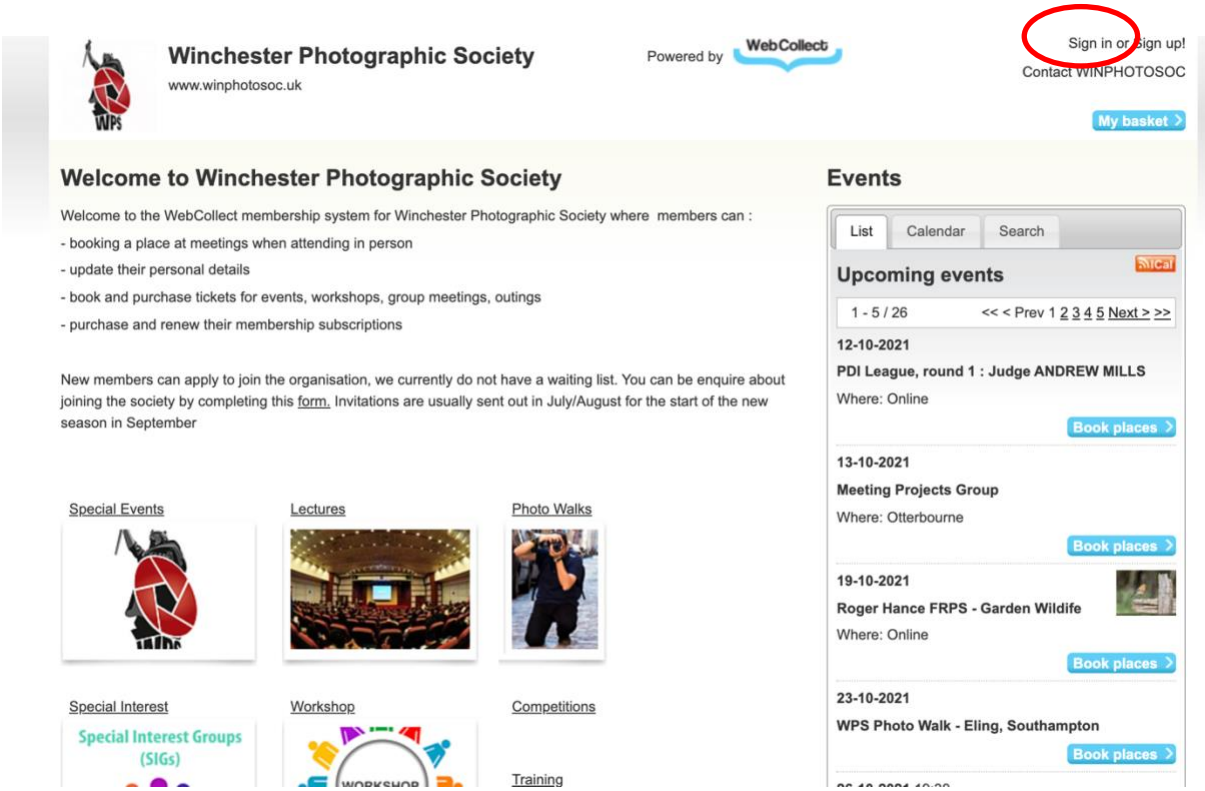
WebCollect – Book an Event/Ticket

All bookings for events, workshops and training and now done via WebCollect, this describes that process

1. First goto our WebCollect Page at https://webcollect.org.uk/winphotosoc
   Please note that some events are hidden to the public so please login

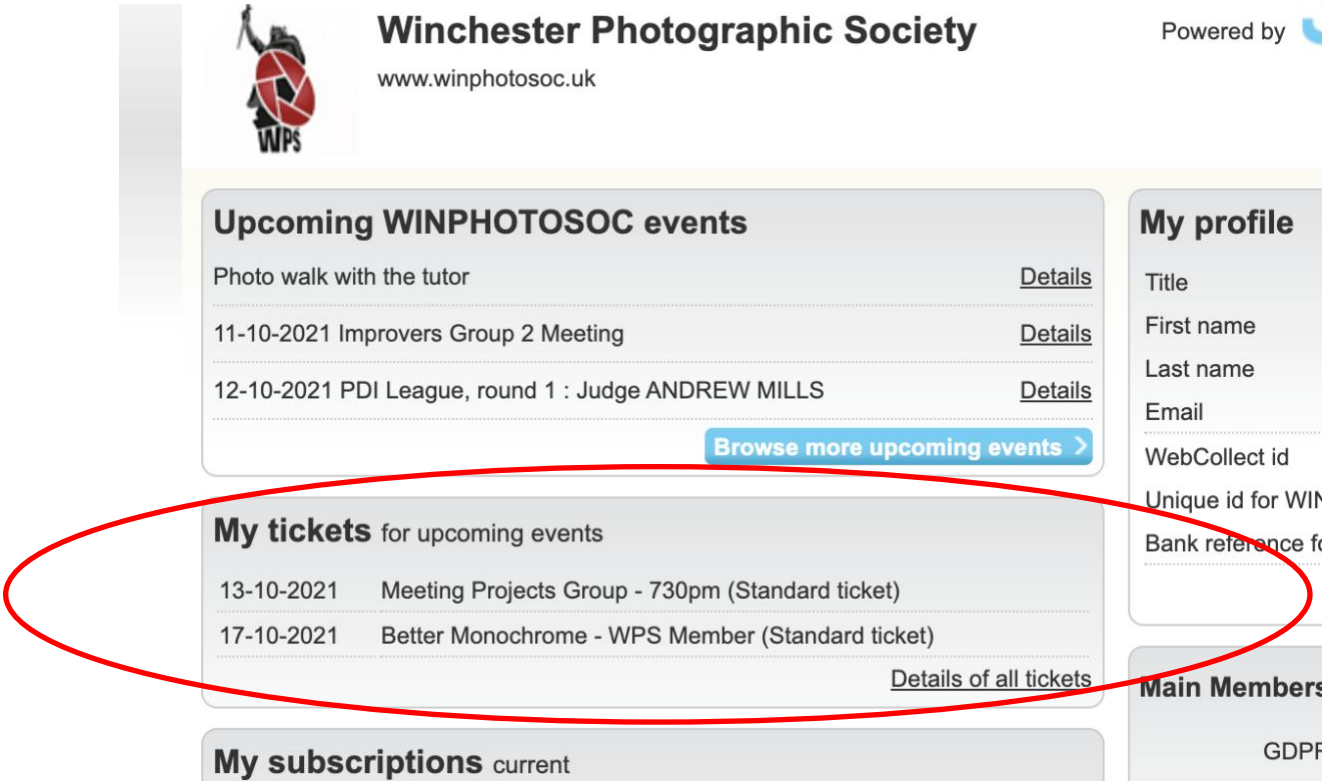


Click on Sign in

Once logged in you can see Which Tickets Have I Purchased and Book Tickets for Future Events

When you login you can see some of the upcoming events

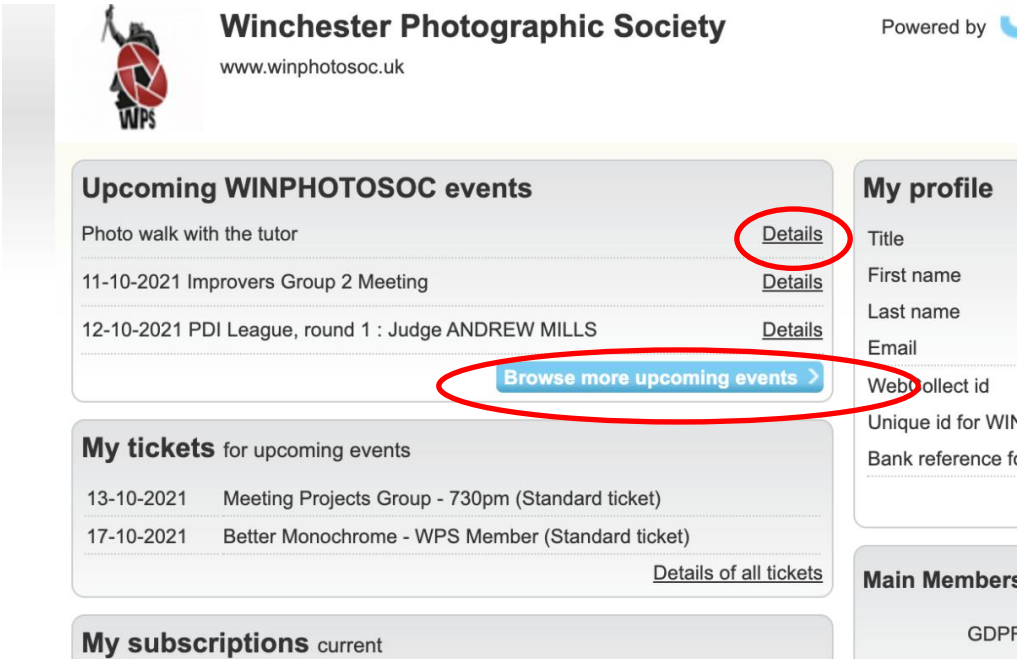
Which Tickets Have I Purchased



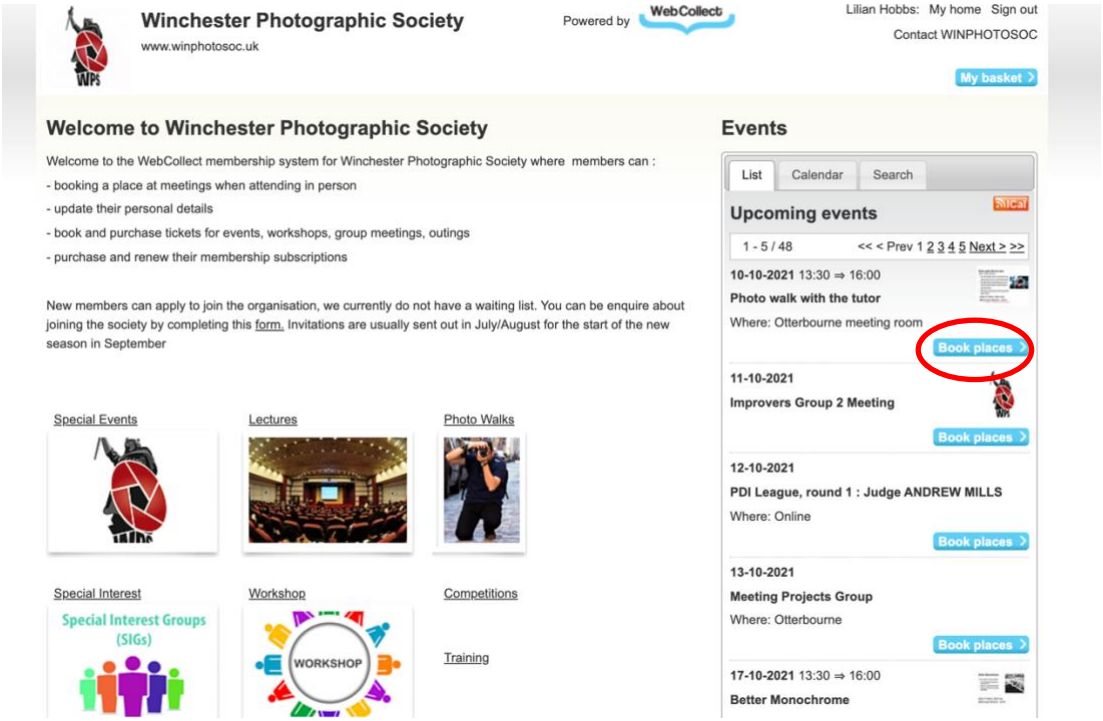
If not all tickets are visible click on ***Details of all tickets***

Book an Event

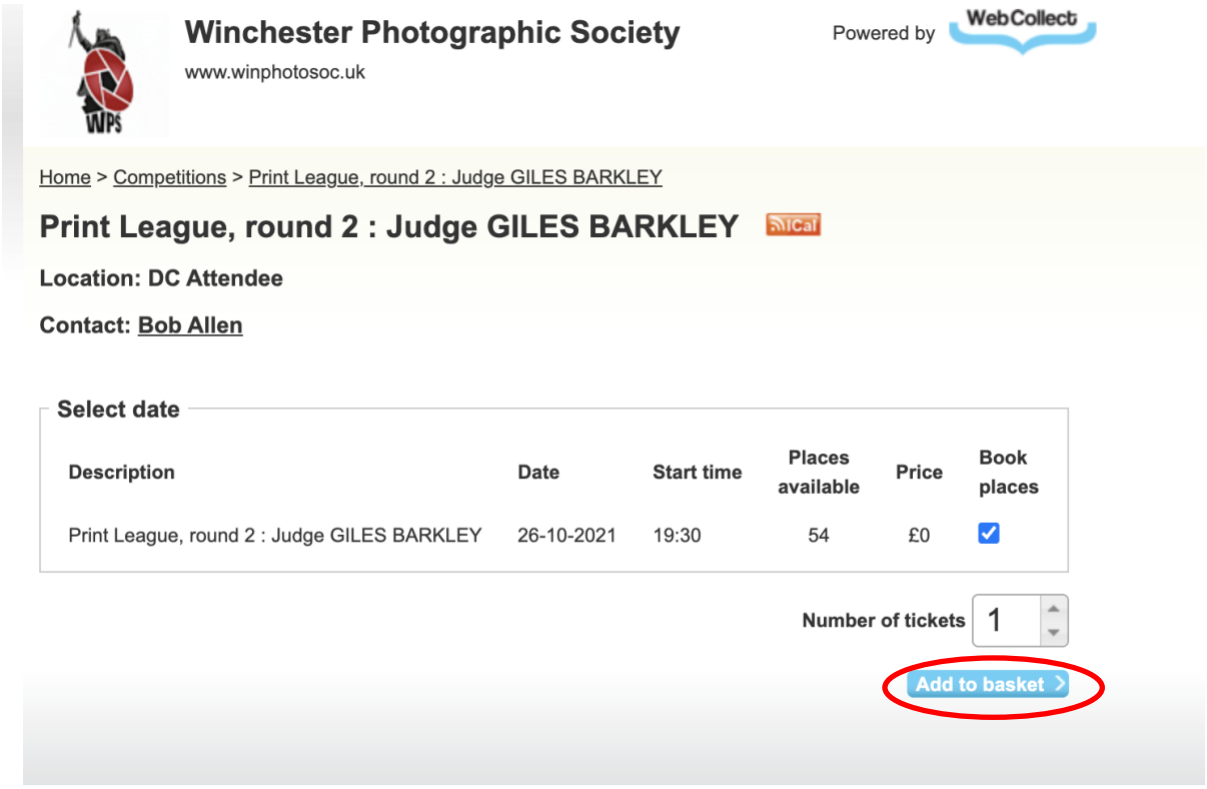
To Book an Event/Workshop/Meeting etc either click on ***Details*** or ***Browse more upcoming events*** if its not shown



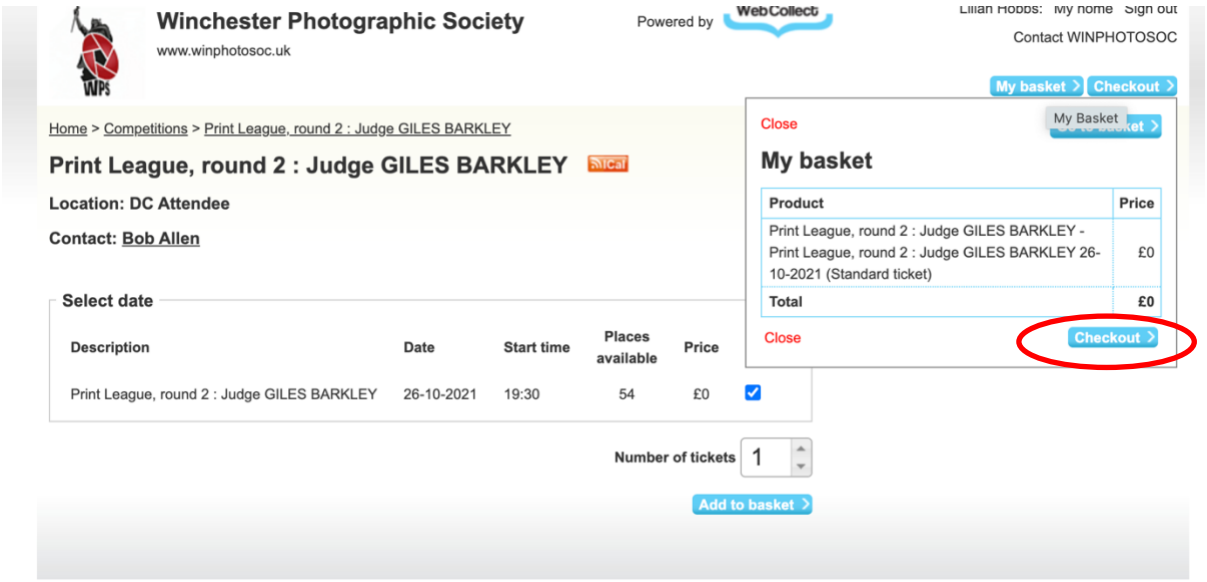
When Click ***on Browse more upcoming event***s you are taken to the home screen to see all the events. Simply ***page*** through the list to find the event and click on ***Book Place***



Either Clicking on ***Details*** or ***Book Place*** will display the following screen for the event



It automatically defaults to 1 ticket, if you have a joint membership you can change that to 2 and click on ***Add to Basket***



A new window appears on the right with what is in your basket, click on ***Checkout***

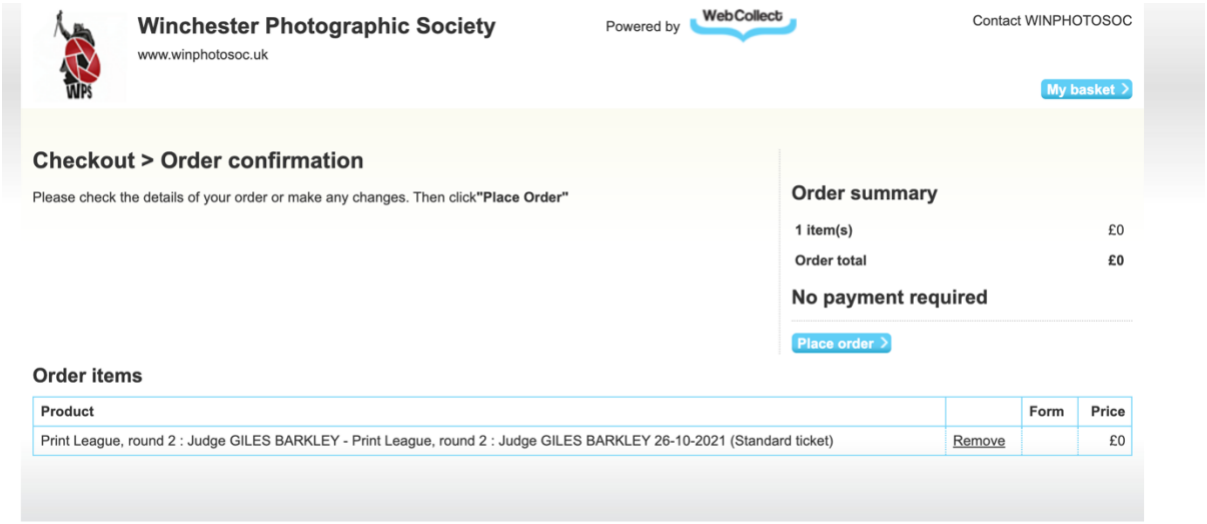
To complete the checkout, it always ask you to confirm your details

Click on ***Save and proceed to checkout***

You will now see your order. If a payment is required

YOU MUST PAY MANUALLY USING ONLINE/TELEPHONE BANKING

Click on ***Place Order*** and you will receive a confirmation message and an email



Your order will show on your main dashboard.

PLEASE NOTE WEBCOLLECT DOES NOT COLLECT ANY MONEY YOU MUST MAKE THE PAYMENT