SASP Booking & Activity Management System

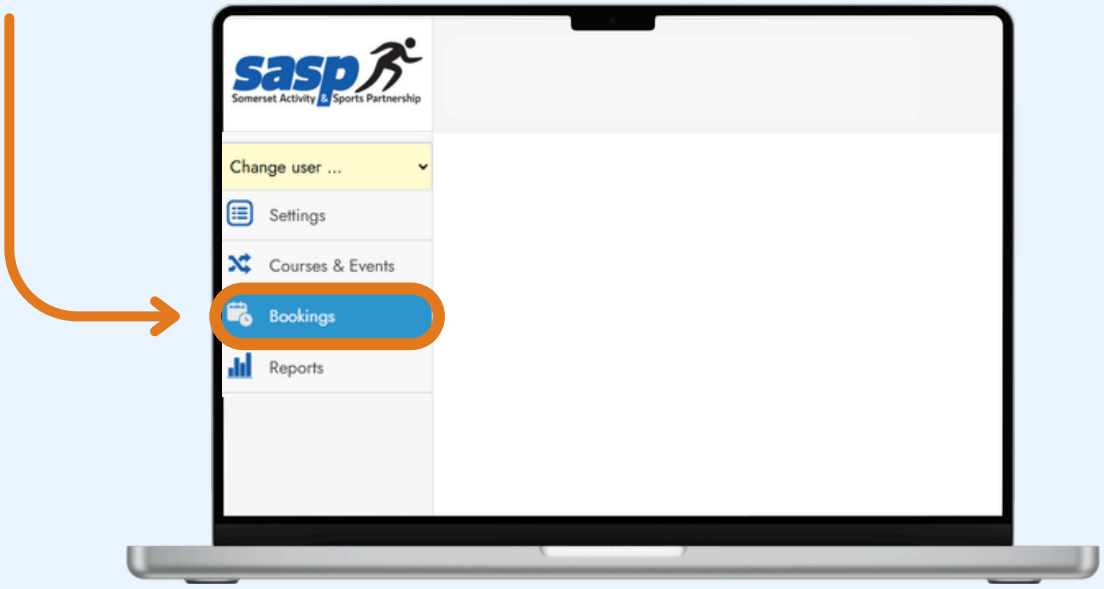
How to Make a Booking

Contact:

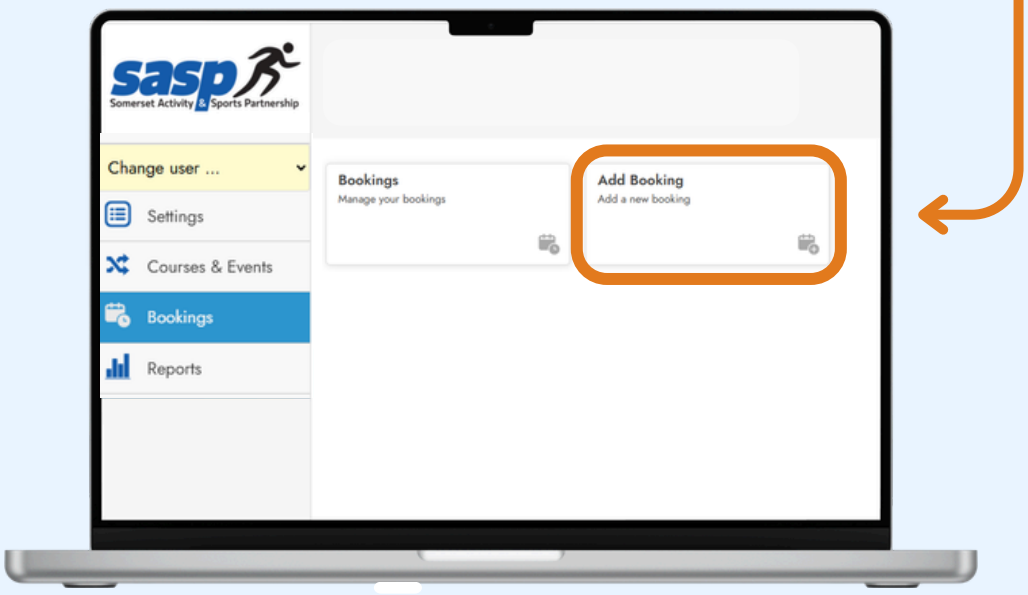
Bams@sasp.co.uk

How to Make a Booking

1. Select **bookings** from your dashboard

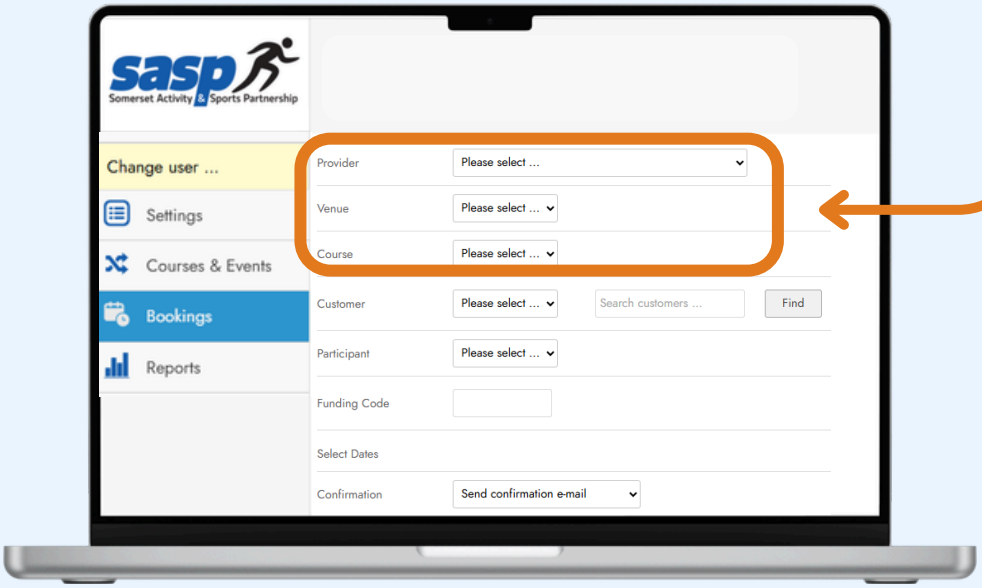


2. Select **'Add Bookings'**

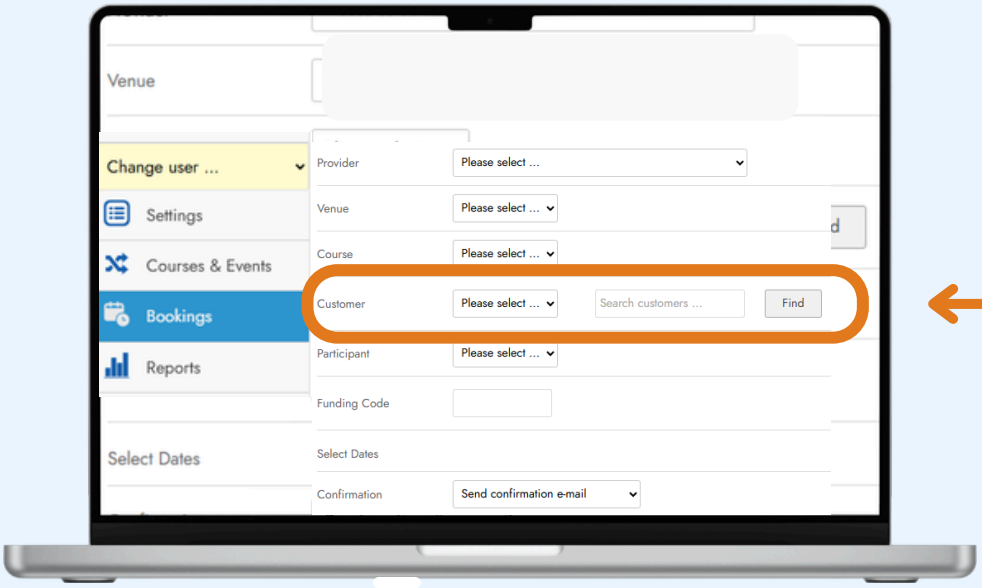


How to Make a Booking

3. Select the relevent options for the first three dropdowns

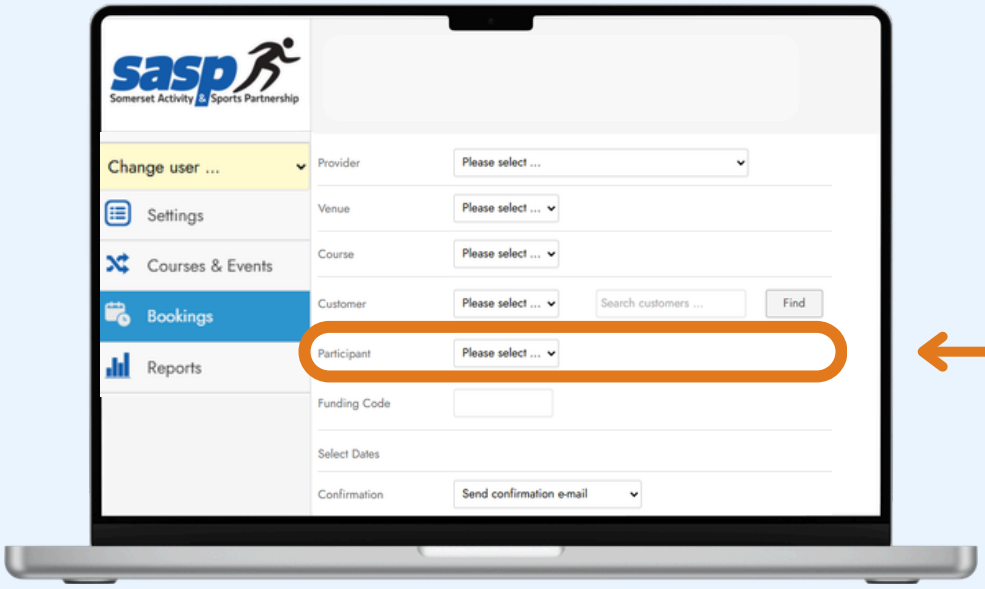


4. Add the customers first or surname in the search customers field-select search-you will then be able to select the correct customer from the list under the Customer drop down



How to Make a Booking

5. Select the relevent participant from the participant drop down



6. All dates for your course will now show up here.
Select the dates you wish to book the participant onto

