

## How to book workshops for the Harvest Festival

A full list of the workshops and a brief description of each one is on our booking site.

An EARLYBIRD discount applies for bookings made before the 23<sup>rd</sup> March – just type in EARLYBIRD when booking.

A bulk booking discount of 10% applies for each person that books 4 or more workshops (please note this discount is per person)

**IMPORTANT: Before you begin, please note that each person needs to be booked separately**

- Click on this link to book <https://bookwhen.com/harvestfest#focus=ev-sen6-20190330090000>
- On the left you will see the list of sessions for each day
  - Click on the first workshop you are interested in
  - Click on the blue SELECT button (on the right) to book your ticket
  - You then will see a shopping cart beside your selected workshop
  - Continue booking each workshop until you are ready to continue
  - Click **VIEW SELECTIONS**
  - Check that the workshops selected are all correct and you have not booked two sessions in the same time slot
- If you are booking 4 or more workshops your discount will automatically apply (20% before 23<sup>RD</sup> March and 10% after the 23<sup>RD</sup> March, this includes the early bird discount)
- If you are booking less than 4 workshops (before the 23<sup>rd</sup> March) click “**add a discount code**” and type in **EARLYBIRD** for a 10% discount.
- Click on **BOOK NOW** (top right of page)
- Fill in your email, name, phone number etc and proceed to the payment page
- Tick Agree offline payment terms? \*
- Click on **COMPLETE BOOKING**
- You will then get a message saying **BOOKING COMPLETE** with a booking reference and our bank account details.
- Early payment is appreciated. Please put your booking number in the reference field.
- You will receive an email confirmation shortly after booking.

*If you have any issues please email Sam for help - scseseducation@gmail.com*