Sign-up

To **Sign up** please press the green ‘Sign-up’ button, and enter your credentials here. If you need to reset your password you can amend this in ‘Settings’ once you are logged in.

Once signed up, to log in you must enter your email address and password (see below).

Upon log-in you will be asked to add your card details. Charges will only apply for overstays, outlined at the start of the booking process.

**PLEASE NOTE:**

1. There is an online helpdesk, to use this please click on the green ‘Support’ button in the top right hand corner.

2. **We recommend the use of Google Chrome or Microsoft Edge browsers as older browsers will provide a poor user experience.**
1. Select “make a booking”

2. Select your event

3. Select a date and your user type (eg. Shell Scheme or Space Only - these are pre-defined in the dropdown) You can also make multiple bookings at once by clicking on the Add New button.

4. Select the phase of your booking. “Build” is for a normal build up day. “Deposit System Delivery” is for use on designated deposit system days. This is normally the last day of a build up on busier events

5. Select the date

6. Select which Hall you are delivering to and your vehicle type

7. A pop up will then appear with available time slots – if a time is not available, it will be greyed out. Please remember that this is an ETA and the NEC cannot guarantee entry at this time. Select the time and click ok.

8. Click Next
9. Add in details of the exhibiting company that you are delivering to, as well as the delivering company.

10. Please enter stand details, the name and number of the stand that you are delivering to.

11. Complete the rest of the booking form by adding in the driver of your vehicle. You can use the drop down box if the driver has been booked in before or enter a new driver. *Click on the checkbox if you do not know the drivers details yet but please ensure you edit this once you know.*

12. Add the postcode of origin (where your journey is beginning from) and the vehicle registration number. Select the Reg. number from the drop down if the vehicle has been booked in before or enter a new one.

13. Ensure that you review the Terms and Conditions and click the checkbox to agree to these.

14. Once complete, press the green ‘Submit Booking’ button.

Note: If the submit box appears grey and you can’t submit, check through the booking form to ensure that you have an answer filled in for each section and haven’t missed anything.
15. Once the booking is submitted, you will then get a summary screen with rules and an email with all of your booking details on it as well as a link to the platform to download your pass, with your QR code on it.

16. You can also see all your bookings in the ‘List of Bookings’ in the menu on the left hand side of your screen.

17. You can click into any of your bookings to ‘edit’ them, print off your vehicle pass and perform a number of other functions.

18. Please ensure that you have a printed vehicle pass for when you arrive on-site.