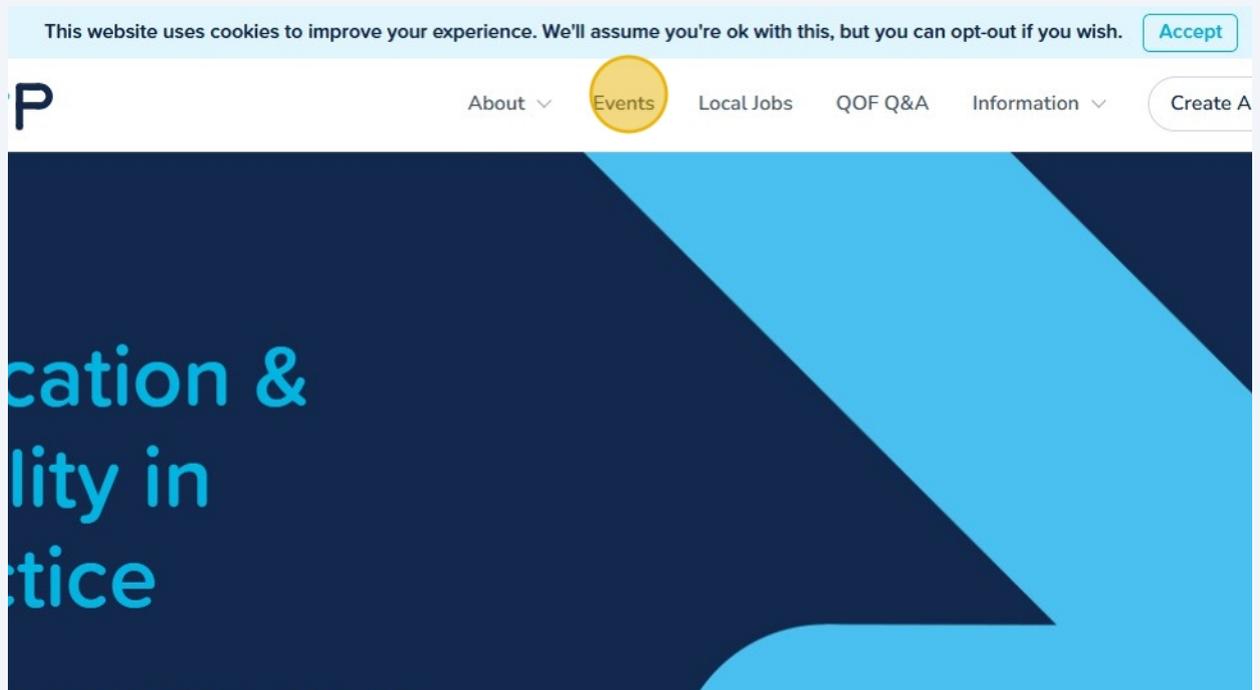


Booking Tickets with a Discount Code

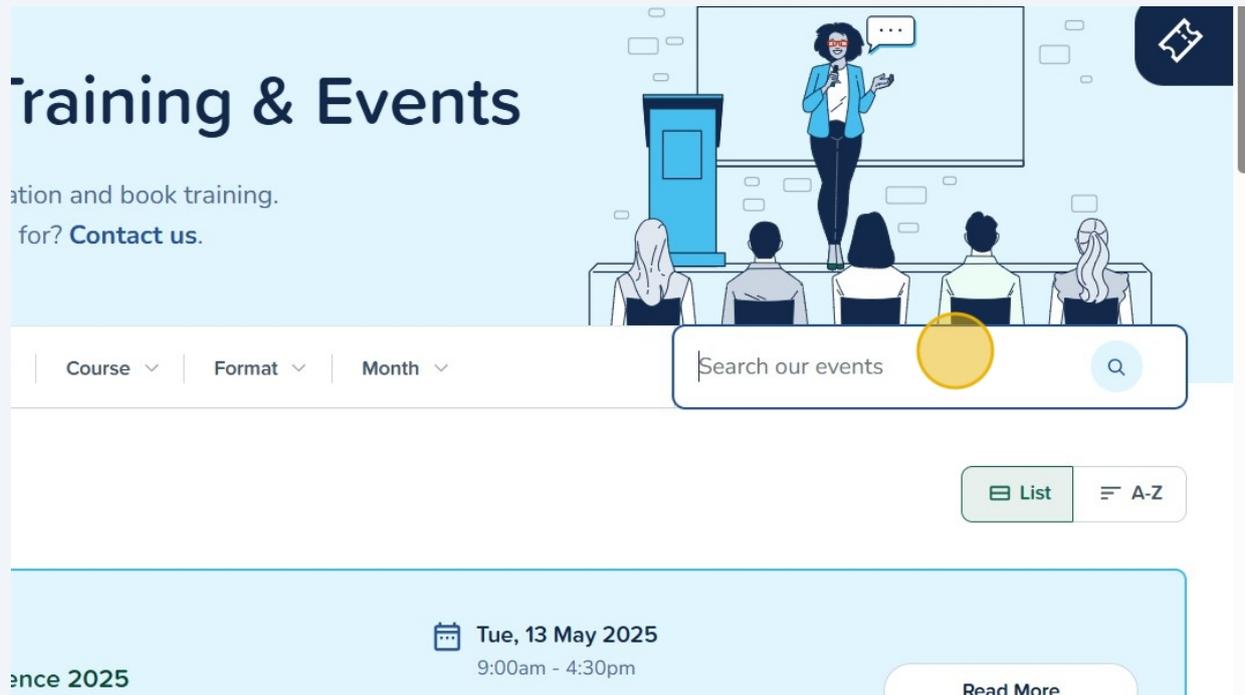


1 Navigate to <https://www.essexequip.co.uk/>

2 Click "Events"

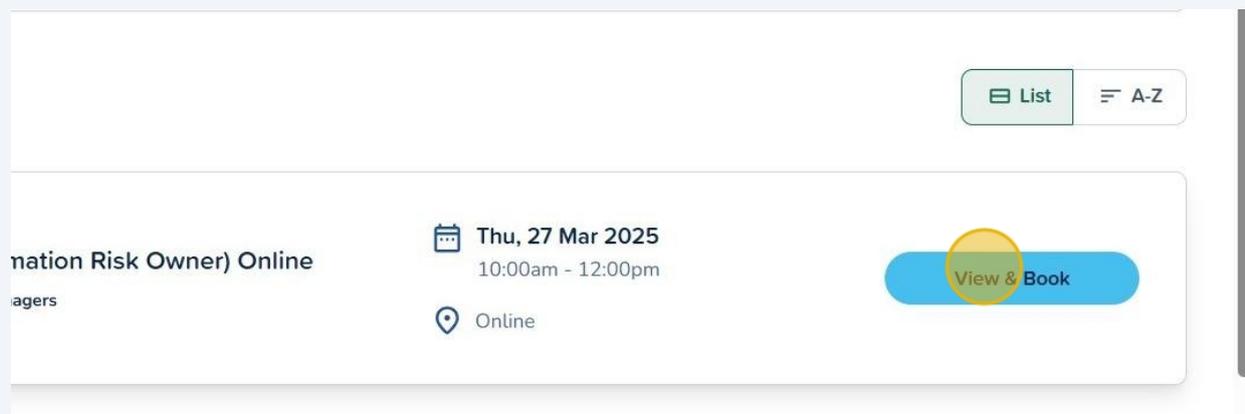


3 Click the "Search our events" field.



4 Either Search for Events, or view the A-Z to locate.

5 Once located, click "View & Book"



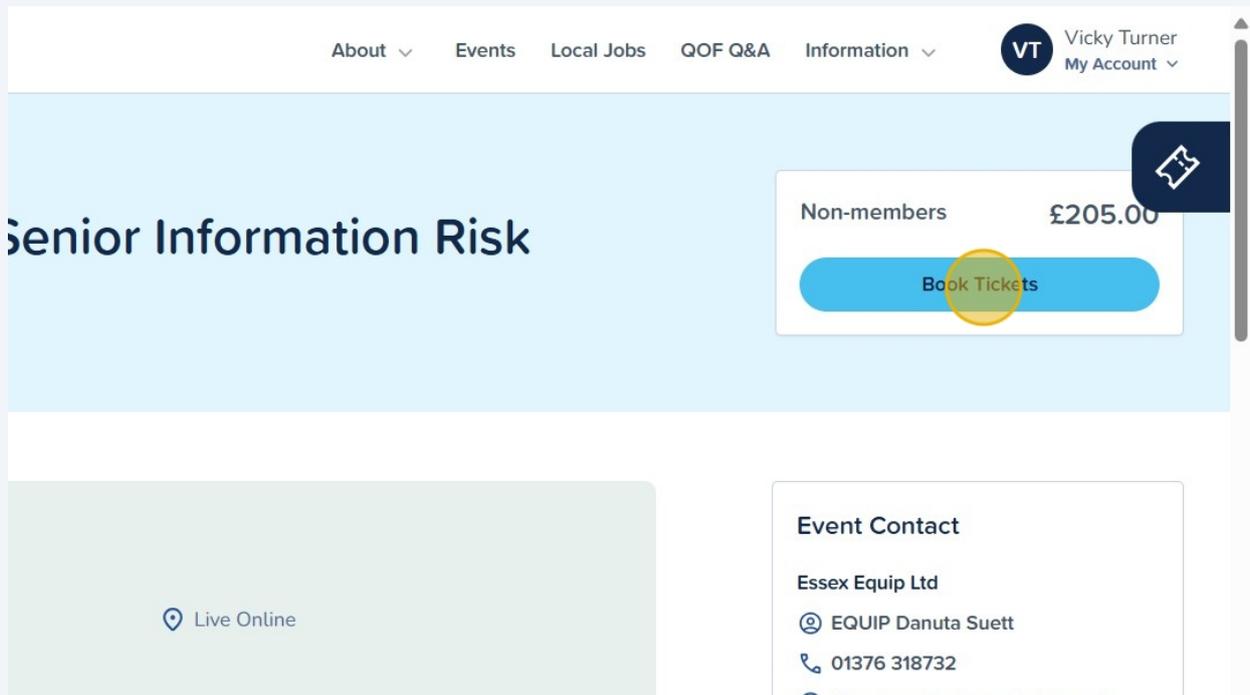
6 Click "Login to Book"

The screenshot shows a website header with navigation links: About, Events, Local Jobs, QOF Q&A, and Information. There are buttons for 'Create Account' and 'Login'. Below the header, a light blue banner features the text 'Senior Information Risk' on the left. On the right, there is a table with two columns: 'Non-members' with a price of £205.00, and 'Members' with a price of £175.00. Below the table is a blue button with a lock icon and the text 'Login to Book', which is highlighted with a yellow circle. To the right of the banner is a dark blue button with a ticket icon. Below the banner, there is a green box with a 'Live Online' icon and text, and a white box titled 'Event Contact' containing the following information: Essex Equip Ltd, EQUIP Danuta Suett, and phone number 01376 318732.

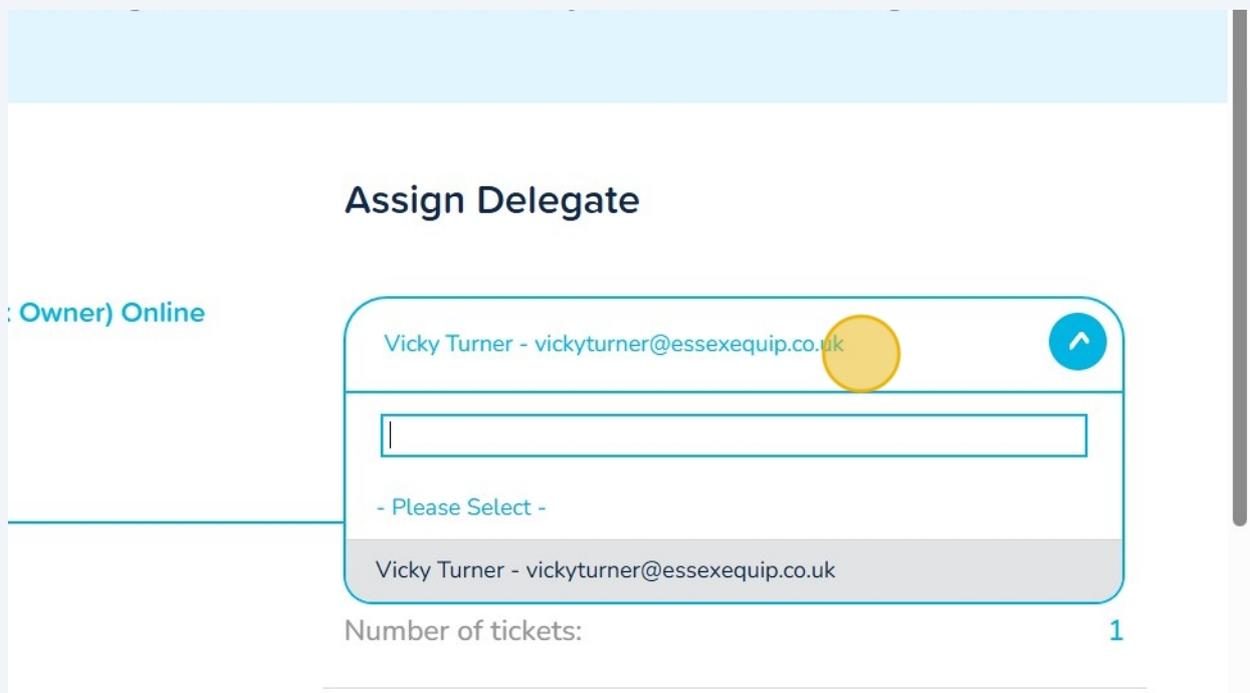
7 Enter your login details and sign in

The screenshot shows a login form on a white background. At the top is a light blue header bar. Below it, the form has two input fields. The first is labeled 'Email Address / Username' and contains the text 'VickyTurner'. The second is labeled 'Password' and contains seven dots. Below the password field is a blue button with the text 'Sign in', which is highlighted with a yellow circle. To the right of the button is a link that says 'Forgot your password?'.

8 Click "Book Tickets"



9 If you wish to assign the booking to a staff member, you can do this via the drop down button



10 Click "Add discount code"

The screenshot shows a web interface titled "Assign Delegate". On the left, there is a label "(Owner) Online". In the center, a rounded rectangular box contains the text "Vicky Turner - vickyturner@essexequip.co.uk" and a blue checkmark icon. Below this box, there are two buttons: "Add discount code" (highlighted with a yellow circle) and "Remove Ticket" (with a trash icon). At the bottom of the interface, there is a summary section with a horizontal line above it. The text "Number of tickets:" is followed by the number "1". Below that, "Total:" is followed by "£205".

11 Enter the discount code

12 Click "Apply"

Assign Delegate

(Owner) Online

Vicky Turner - vickyturner@essexequip.co.uk 

Cancel |  Remove Ticket

OFFER11 

Number of tickets: 1

13 Click "Continue to booking details"

Number of tickets: 1

OFFER11 [Remove](#) - £41

Total: £164

