

Guide to booking a REMS event using the IOP booking system

Introduction

Before you start the booking process, you will need to have your membership number, your booking password and debit or credit card with you. The first time that you use the booking system, you will be asked to fill in your details (this is a different system to myIOP) and you will be given your booking password. If you are booking more than one event, you will find that you have to go through most of the process including paying for each booking.

Explanations

I have printed the labels on the various buttons in bold and underlined the headings of the web pages. The paragraph headings match the headings of the corresponding web page. This will make it easier for you to look up the instructions for a page. At the end of the guide, there are instructions about how to add a guest after you have completed your booking and how to cancel your booking and delete a guest.

Booking events

Enter the web address www.london.iop.org/remis into your web browser. This will take you to the first REMS page.

Retired Members Section (REMS)

Click on **Calendar** at the bottom of the left hand list. You may have to click it again, because the page is redisplayed.

REMS calendar

The “REMS calendar” page contains a list of all the events, which can now be booked. The list may contain details of one or more of the branch’s Wednesday evening talks, but they are easily recognised. You can print the list by clicking the little print icon above the **Email Reminder** button, which itself is above the list of events. Click on the bold heading of any event, which you are interested in.

REMS calendar

This displays a page with a summary of the event. If the event is fully booked or you are trying to book after registration has closed, you will see an appropriate message displayed. Otherwise, if you are still interested, click on the words **click here** at the bottom of the page.

Event information

On this page, you should click on the line containing the words **Event information (PDF)** to print the event flyer. If you want to continue booking this event, click the red **REGISTER NOW** button. This red button appears on subsequent pages. Only press it again, if you want to lose what you have entered so far and go back to the start of the process.

Registration is not available

This page is displayed, if the event is fully booked or is past the registration date.

Select booking mode

If the event is still bookable, this page shows two buttons. Click one of them. It doesn’t matter which, because you have the opportunity to add one or more guests later on.

Register or login to attend this event

Enter your email address and click the **PROCEED** button.

If you are using the booking system for the first time, you will have to fill in the Registration contact page. (I can’t tell you exactly what happens after you have completed the form, because it is not my first time and I have not got a spare membership number to practice with.) You should write down your booking password for future use.

Register or login to attend this event

Enter your booking password in this page. If you have forgotten it or can't find it, click the **Request login details** words and you will receive an email containing it. Click the **PROCEED** button. Remember not to click the red **REGISTER NOW** button.

Registration contact

The next page contains your details. You have to enter your IOP membership number here and select an item from the dropdown list of how you heard of the event at the bottom of the page. Click the **PROCEED** button.

Delegate details

This page, allows you to enter any special requirements. Do not click the **Email opt out button**. If you do, you won't receive any more REMS emails from the IOP. Click the **PROCEED** button.

Booking details

If you are bringing a guest, click the **ADD ANOTHER ATTENDEE** button, which takes you back to the previous page, where you enter the guest's title and name. If you are going alone or when you have entered your guest's details, you have to select a payment method. We recommend that you use the credit card method, because it makes life easier for our treasurer and the IOP finance department. It is also the simplest and cheapest method for you. Click a payment method circle. The page will be refreshed and then you can click the **PROCEED** button.

This page has no title

There is nothing to enter in this page. Click the **PAY NOW** button. Do not click the **REGISTER NOW** button unless you want to abandon everything that you have entered so far.

The following pages are displayed if you pay by debit or credit card. I do not know what pages will be displayed if you have chosen one of the other payment methods.

Secure payment page

Click on your card type.

Secure payment page

Fill in the details and click the **Make payment** ticked circle. I don't have an event, which I want to book at the moment, so I can't describe the next page or two. You do end up with the next page.

Registration complete

You can print this email, but the heading containing the event name and date will not be printed. If you wait a little while, you will receive an email from the IOP confirming your booking with an invoice attached to it. You can print the email or invoice, both of which contain the event information.

Adding a guest after you have booked

The Event information and following pages have the words "Amend or cancel booking" at the bottom of the left hand menu. Click this. If you have not already logged in, the Booking amendment page will be displayed and you can log in.. The Booking details page will be displayed.

Click the **ADD ANOTHER ATTENDEE** button and fill in the shortened Delegate details page. Check that the additional payment is only for your new guests.

Cancelling a booking for yourself or a guest

Follow the procedure in the first paragraph of the last section. When you get to the Booking details page, click the **DELETE** button to the right of the person, whose booking you wish to cancel. You will be reimbursed in time by the IOP.