



DanceSyndrome
Dancer Led, Disability Inspired

Registered Charity No:1152664



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How to use the DanceSyndrome online booking system

We are sharing information about our new online booking system.

This booking system is for both online sessions (on Zoom) and in-person sessions in local community centres.

We hope that this new system will make it easier for you to pay for and manage your bookings with us.

You can access this platform via www.dancesyndrome.co.uk/book-a-session or by scanning the QR code.



This guide provides support to use the system. Click the links below to jump to different sections:

[Registering as a User](#)

[Creating Attendees](#)

[Booking Sessions](#)

If you experience any difficulties when booking, please contact our team for help by emailing info@dancesyndrome.co.uk or by phone on 07597 942494.

Registering as a User

The first step to using the system is to register and create a "User".

The user is the person who will log into the system and make the bookings. This might be a participant who books their own sessions or it may be a parent/carer who provides support with booking sessions.

This means that you can sign in to our system much more quickly and easily for future bookings.

The full process for creating a user is below. You do this by clicking on the "register" button in the top right corner.

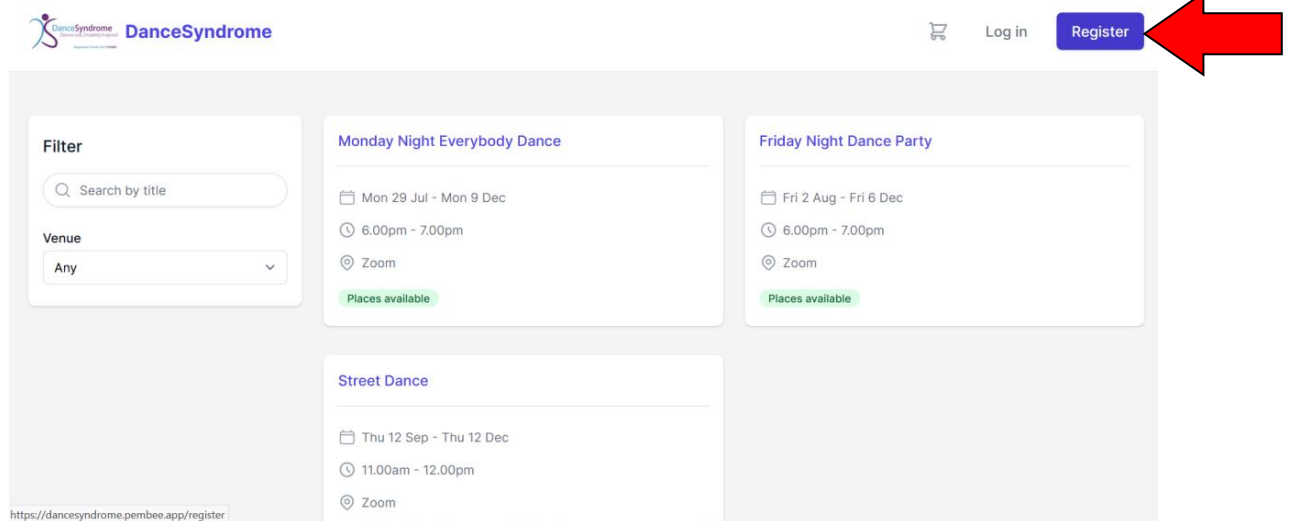


www.dancesyndrome.co.uk



@DanceSyndromeUK

When you visit the Book a Session page on the website it will look like this:



The first time that you use the system you need to create a user. You do this by pressing the register button.

You will then see a screen that asks you to give your personal details as shown below:

Complete this form with your own details. You will then be signed in and taken to the session list page.



Creating Attendees

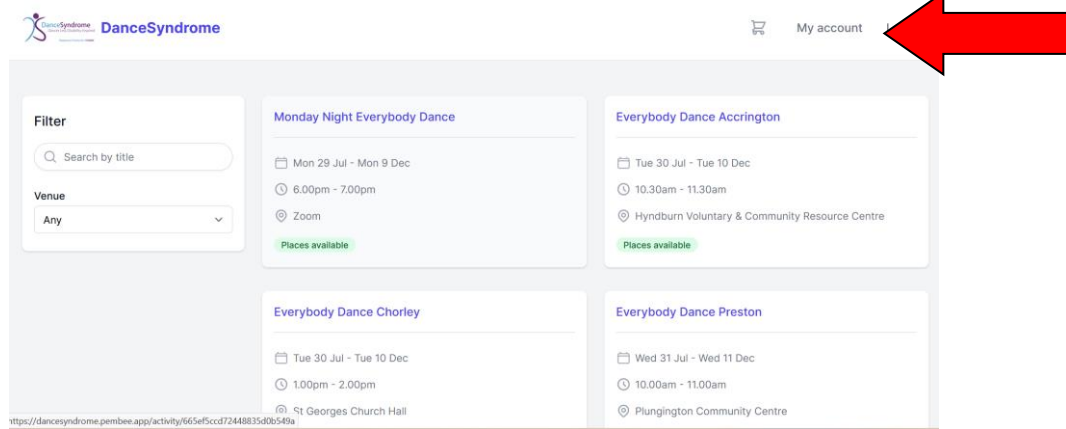
The second step is to create an “attendee”. This is the person who takes part in the dance session. This might be yourself or a person who you support.

As a user, you can have more than one “attendee”, for example if you are a parent who has siblings who participate together or if you are a support worker who brings a group to participate.

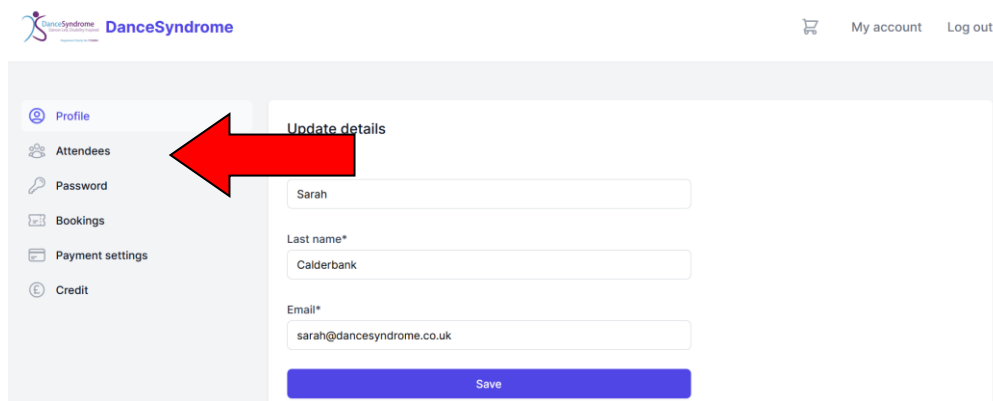
The process for adding attendees is below.

Alternatively, you can set up attendees as you go through the process of booking a session.

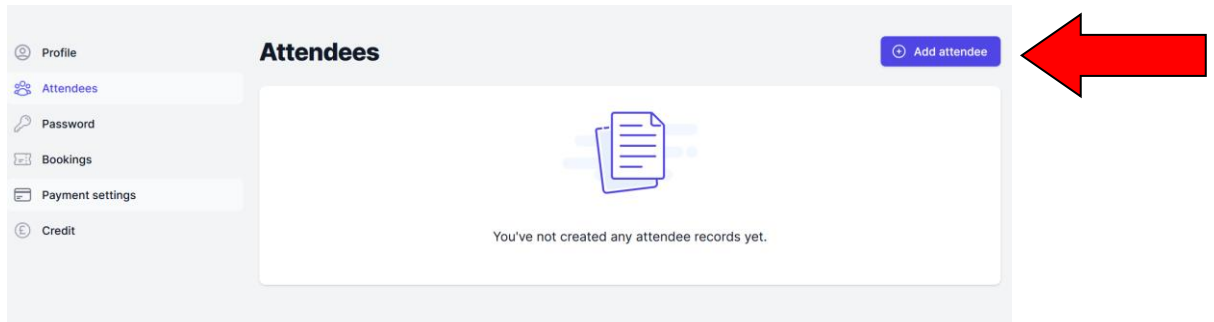
When you are signed in to your account, click the “My Account” button in the top right hand corner.



This is the Account page. Click on the “Attendees” tab on the left:



Click the “Add attendee” button:



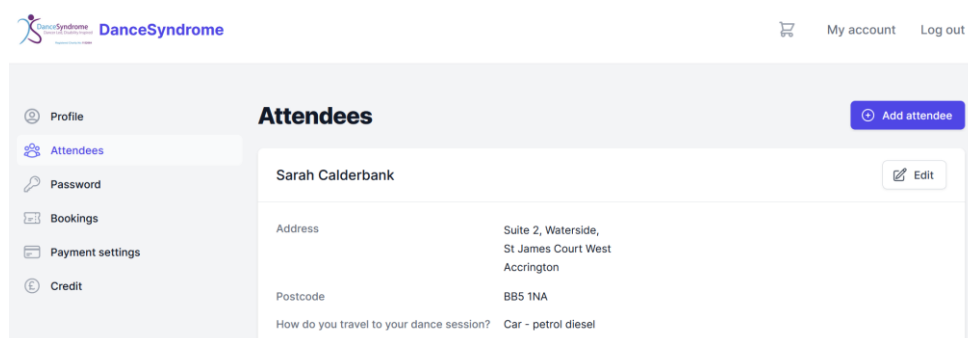
This will open the following form:

A screenshot of a form titled 'Add attendee'. The form has a blue paw print icon and the following fields: 'First name*', 'Last name*', 'Address*', 'Postcode*', and 'Emergency Contact 1 - Telephone*'. Below the 'Emergency Contact 1 - Telephone*' field, there is a note: 'Please provide the telephone number for a person who can be contacted in case of an emergency in the session.'

Complete this form with **the details of the person who will be in the dance session.**

You are now ready to book your sessions. You can view the full list of sessions by clicking “DanceSyndrome” in the top left corner.

You will then come back to this screen:



From here you can add more attendees if needed. You can also edit your attendees if their details change, for example if there is a change of address or new Emergency Contact.

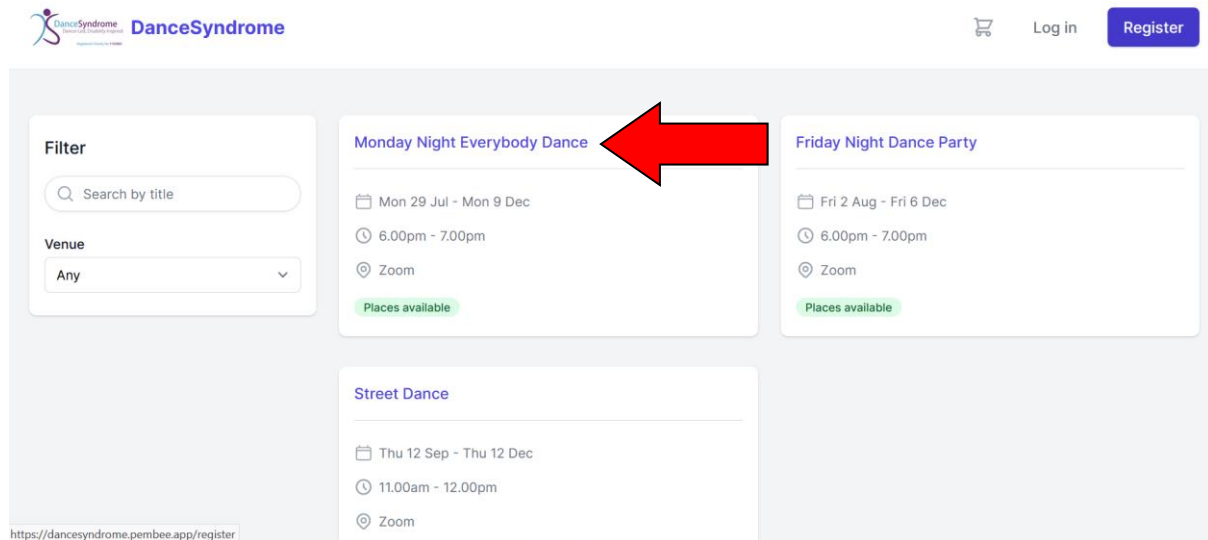


Booking a session

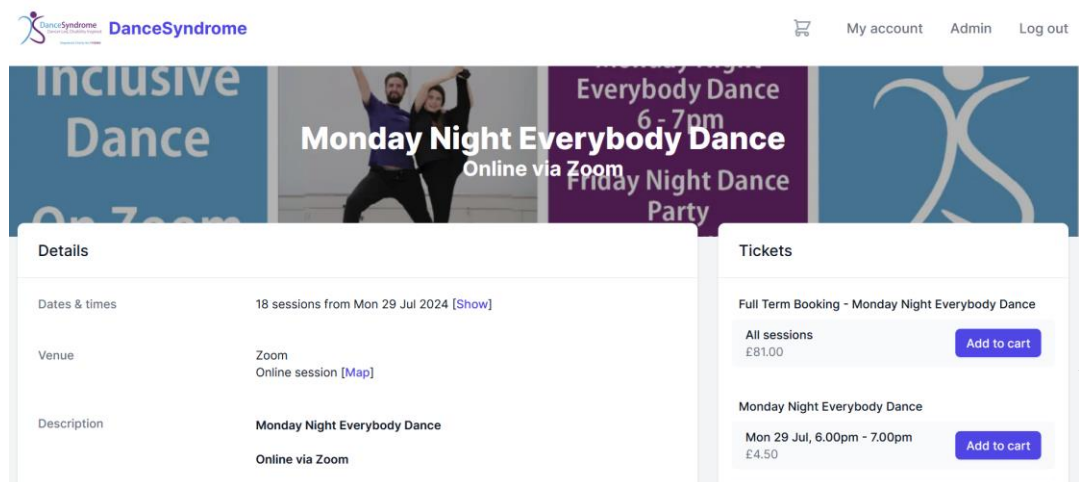
Once you have created your user and attendees, booking sessions is really quick and easy.

The process for booking is shown below.

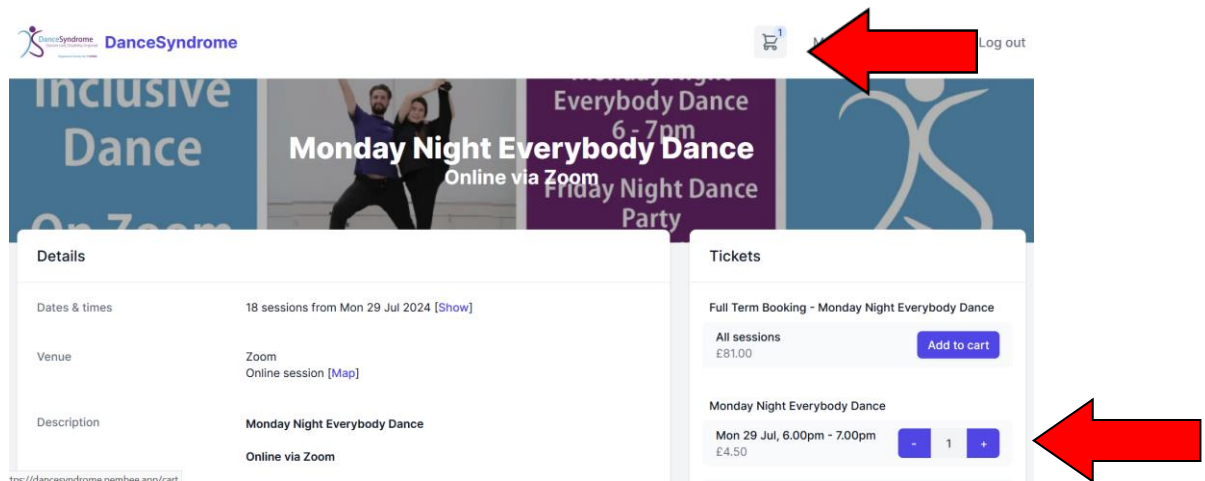
Click on a session title to view more details about the session(s):



On the session page you will see the list of dates on the right hand side. You can choose to book for the full term at once, or select individual sessions that you want to join. You click the "Add to cart" button to select sessions.

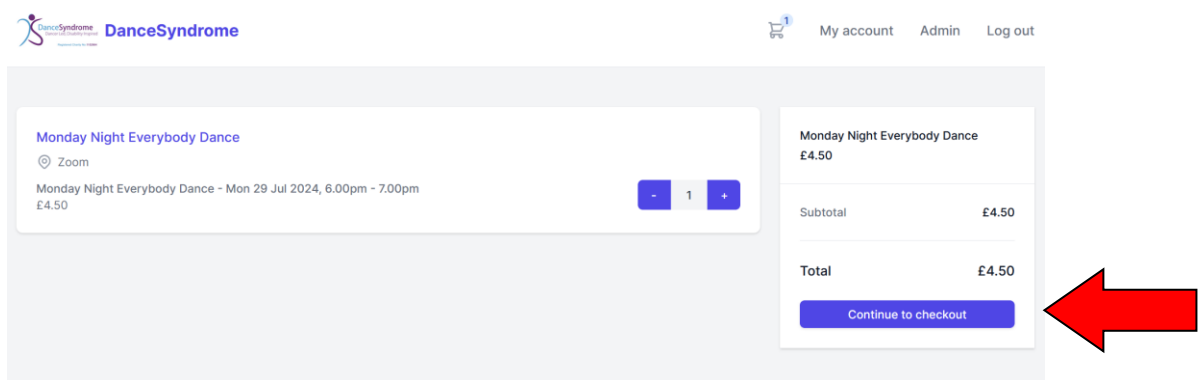


When you have added a session to the cart, you will see that a number appears above the cart icon to show how many items you have selected. The “add to cart” button will change to a number 1 too.



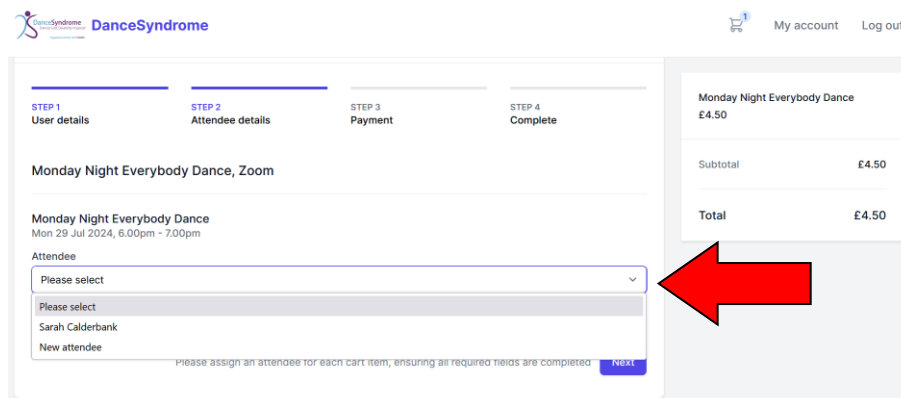
When you are happy with the sessions you have added, you can checkout by clicking on the cart icon. If you want to add a different session, click on “DanceSyndrome” in the top left.

If you go to the cart it will look like this:



Please check that the session details are correct. If they are click the “Continue to checkout” button.

This will bring up this screen which asks you to choose attendees. Click on the Attendee dropdown menu and choose the attendee. Your existing Attendees will be listed here or you can create a new one if needed:



Your Attendee personal details will load. Scroll to the bottom of the page to check the details are correct then press the "Next" button in the bottom right hand corner.

The next page is the payment page. For in-person sessions you can choose to pay online by card or give a cash payment in the session. For online sessions you will need to pay using your card. Enter your card details into the form and click the "Complete booking" button in the bottom right corner.

Payment method

Credit/debit card

Cash payment

New card
Use a new card for this payment

Card number: 1234 1234 1234 1234

Expiration date: MM / YY

CVC: CVC

Postal code:

Save card Save card
Card will be saved for future payments.

Complete booking

Monday Night Everybody Dance
£4.50

Subtotal £4.50

Total £4.50

You will then receive a confirmation email with details of your booking. Please check your Junk email folder as booking confirmation emails sometimes go into Junk/Spam folders.

If you have booked an online session, the Zoom link for the session will be in the email.

You can also check your existing bookings by clicking on the Bookings tab on the Account page:

Update details

First name*
Sarah

Last name*
Calderbank

Email*
sarah@dancesyndrome.co.uk

Save

We hope that this new system will make booking sessions and managing your personal information much quicker and easier for you but if you experience any difficulties when booking, please contact our team for help by emailing info@dancesyndrome.co.uk or by phone on 07597 942494.

