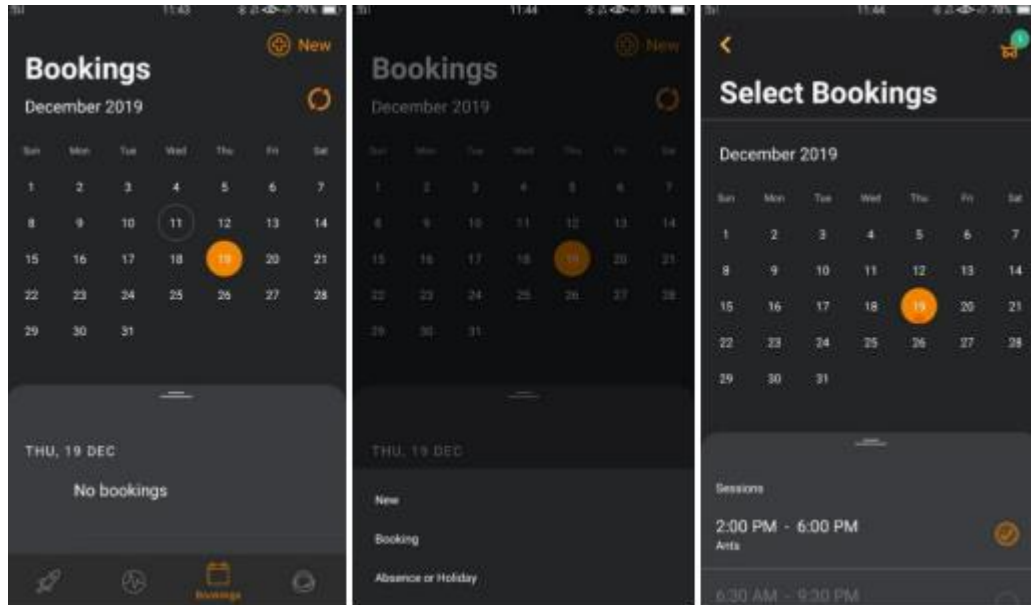


XPLOR 101:

Make a Casual Booking:

1. To add a booking, click '(+) new' in the top right hand corner and select 'Booking' in the pop up. Available sessions will be viewable for that day. Select the room and time you wish to book.
Note: For multiple bookings, repeat the process above until all the sessions are selected. Once selected, click the pram icon in the top right-hand corner to move to the summary screen.



2. The summary screen will display the name of the child, the sessions being booked at their price, time and room. If these are incorrect, click the back arrow to correct selections. Once happy with the selections, click 'Request'. If the sessions have been booked successfully, the next screen will show a 'confirmed' status for the booking.

