

How to book a session

To browse and create a booking go to the home page and login

On the right hand side you will be able to see “Events” each day is an event and has multiple sessions available.

To make a booking or see availability click on “Book Place” against the appropriate day.

Description	Date	Start time	End time	Places available	Price	Book places
08:00 - 09:00	19-05-2022	08:00	09:00	1	£10	<input type="checkbox"/>
09:10 - 10:10	19-05-2022	09:10	10:10	1	£10	<input type="checkbox"/>
10:20 - 11:20	19-05-2022	10:20	11:20	1	£10	<input type="checkbox"/>
11:30 - 12:30	19-05-2022	11:30	12:30	1	£10	<input type="checkbox"/>
12:40 - 13:40	19-05-2022	12:40	13:40	1	£10	<input type="checkbox"/>
13:50 - 14:50	19-05-2022	13:50	14:50	1	£10	<input type="checkbox"/>
15:00 - 16:00	19-05-2022	15:00	16:00	1	£10	<input type="checkbox"/>
16:10 - 17:10	19-05-2022	16:10	17:10	1	£10	<input type="checkbox"/>
17:20 - 18:20	19-05-2022	17:20	18:20	1	£10	<input type="checkbox"/>
18:30 - 19:30	19-05-2022	18:30	19:30	1	£10	<input type="checkbox"/>

If a session is available you will see a 1 otherwise it will show as Full.

After you have clicked on the places you wish to book for that day, click Add to Basket.

Inca's Field [Admin home](#)
incasfield.weebly.com

Powered by **WebCollect** [My home](#) [Sign out](#)
Contact INCAS-FIELD

[Home](#) > [Session](#)

Session [Nica](#) [edit](#)

Location: [Inca's Field Fairlight](#)

Contact: [Sherron Foster](#)

Select dates

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17:20 - 18:20	19-05-2022	17:20	18:20	1	£10	<input type="checkbox"/>
18:30 - 19:30	19-05-2022	18:30	19:30	1	£10	<input type="checkbox"/>

[Add to basket](#)

[Close](#) [Go to basket](#)

Added to Basket

1 x Session - 08:00 - 09:00 19-05-2022 (Standard ticket)

My basket

Product	Price
Session - 08:00 - 09:00 19-05-2022 (Standard ticket)	£10
Total	£10

[Close](#) [Admin checkout](#) [Checkout](#)

Repeat as necessary to add sessions for multiple days if required, once you have finished you can review “My Basket” and then proceed by clicking on “Checkout”

After confirming your detail a summary of the order will be displayed click to confirm the “Terms and conditions then save to proceed.

Inca's Field [Admin home](#)
incasfield.weebly.com

Powered by **WebCollect** [My basket](#) [Contact INCAS-FIELD](#)

Checkout > Forms

Please complete/review this information and save to proceed

Event name **Session**

Date(s) **20-08-2022 - 09:10 - 10:10 - Price type: Standard ticket: £10**

Terms & Conditions

Terms and Conditions* It is my responsibility to control and supervise my dog(s) and I understand the rules and any potential hazards during the use of the field. I will not hold the owners of Inca's Field responsible for any injury or damages whilst I am in use of the field. I have read and agree to comply with the 'Inca's Field Information & Rules' available on request and via <https://incasfield.weebly.com>

[Save](#)

* Required field

After click Place Order, confirmation of your order will be displayed, you will also receive a confirmation email giving you details of how to send payments via bank transfer. Please note this email gives your personal Bank Reference to give when making payment. Most banks will automatically use the same reference every time you make a payment so you will only have to enter this the first time.

The screenshot shows a checkout page for 'Inca's Field'. At the top left is the logo and 'Admin home' link. At the top right is 'Powered by WebCollect' and 'Contact INCAS-FIELD'. A 'My basket' button is in the top right corner. The main heading is 'Checkout > Order confirmation' with a sub-heading 'Please check the details of your order or make any changes. Then click "Place Order"'. A red warning message states: 'Confirmation of payment will be sent to you within 2 days but you can attend sessions before receiving this email.' On the right, the 'Order summary' shows '1 item(s)' for £10 and an 'Order total' of £10. Under 'Pay by', 'Bank Transfer' is selected. A 'Place order' button is at the bottom right. Below the main content is an 'Order items' table.

Product		Form	Price
Session - 08:00 - 09:00 19-05-2022 (Standard ticket)	Remove		£10