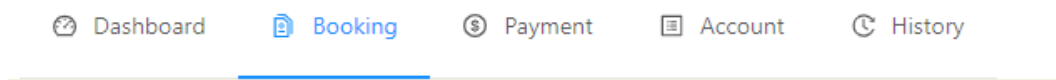
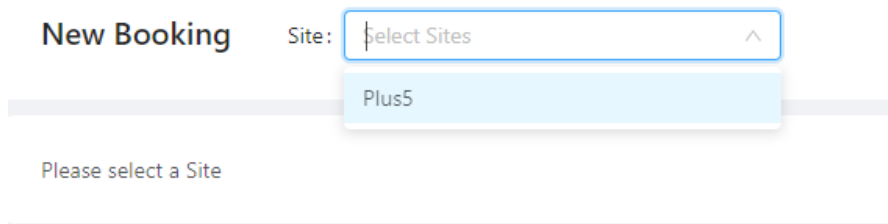


# HOW TO BOOK PLUS 5 CLASSES

- 1) Log in to your AimyOne portal using the link below.
- 2) Click on the 'booking' header.



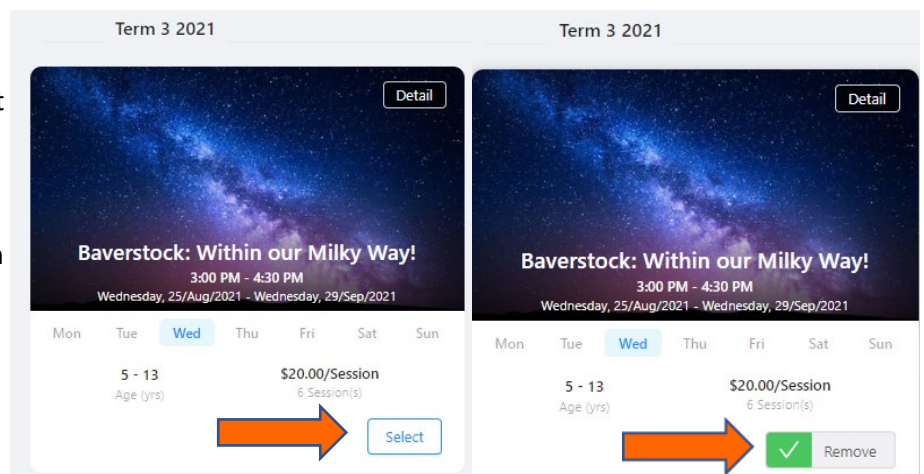
- 3) Under 'Select Sites' next to new booking, click on Plus 5.



- 4) Select the Term, Programme, Class and Day of the week you want to book for.

Term	Programme	Class
Term 3 2021 x	FabLab x	Within our Milky Way! x
Day of Week	Age (yrs)	School Year
Wednesday x	All	All

- Choose the course you want to book for by clicking the 'select' button.
- Ensure the box is green with a tick.



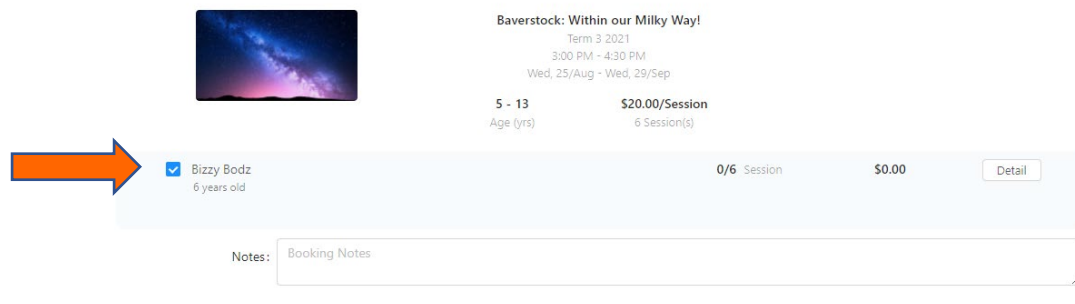
5) Click on the 'next' box' in the bottom right corner to proceed.

1 Course **\$120.00** per Attendee

Next


6) Review your booking details. If you are happy with the booking click on the checkbox next each attendee.

- If you want to leave a comment about your booking, you can write to us in the comments box at the bottom of the page.



The screenshot shows a booking interface for a course titled "Baverstock: Within our Milky Way!". The course details include "Term 3 2021", "3:00 PM - 4:30 PM", and dates "Wed, 25/Aug - Wed, 29/Sep". The price is "\$20.00/Session" for "6 Session(s)", with an age range of "5 - 13". A list of attendees is shown below, with one attendee, "Bizzy Bodz" (6 years old), checked. An orange arrow points to the checkbox next to the attendee name. Below the list is a "Notes:" field with the text "Booking Notes". At the bottom right, there is a "Detail" button and a "Next" button (partially visible).

7) To confirm your booking, click on the submit box to proceed to our payment options.



The screenshot shows the bottom navigation bar with four buttons: "Calendar View", "Previous", "Submit", and "Next". An orange arrow points to the "Submit" button.

8) Select one of the payment options provided 'pay now' or 'pay later'. Please note that the booking will be cancelled after 15 minutes if not confirmed.

**Pay Now** - By selecting this option you will pay for your booking in full amount immediately.

**Pay Later** - Selecting this option your booking is sent through to us. You will receive an email confirming the pending booking. Once we have reviewed your booking you will receive an invoice which you can then pay via internet banking or call us on 09 530 9020 to make a payment over the phone.