

Remember!

- Where JustGo says “**Club**”, think “**Provider organisation**”
- Where JustGo says “**Member**”, think “**Candidate**” – this can be your Course Directors, Admin staff, or the candidates on your courses.



Q. How are bookings taken on JustGo?

A. There are many ways!

Please note that the course fee will be due upon booking on a course, not after the course is completed.

If a candidate books directly via JustGo they will pay the NNAS course fee along with the payment for the Provider's course.

If a Provider adds candidates to their course, i.e. payment is being taken offline, the Provider will pay the NNAS course fee at the point of adding the bookings.

NNAS Course fees per candidate on the course:

£5 for Navigator courses (Bronze, Silver, Gold)

£10 for Tutor Awards

£1.95 for ODA courses

Providers with courses open to the public:

1. Can put a direct link to the course on their website, so candidates can input their own data, book and pay for the course. *There may be a way to show all your public courses on your website, instead of adding links one by one. We are checking this and will update asap.*
2. Candidates can also use the course search weblet on the NNAS website to find and directly book publicly visible courses
3. Or, you can take your bookings in whatever way you currently use, ensuring to collect the correct data from the candidates, then input the candidate to JustGo and add to the course as a booking *(see next page for further info)*

Public courses, but don't want to use JustGo to take bookings?

- When creating the event from the templates, delete the ticket. This stops people booking through JustGo
- Add the price of the course (include the NNAS course fee) manually in Part 4, Event Settings:

Advertised Price Settings:

- ☐ Ticket Range (Price range is displayed based on the min and max ticket price available)
- ☐ Hidden (NO price will be displayed with the event listing page and will only be viewable within the event detail page)
- ☒ User Defined Range (Price range will be displayed based on the below values)

Manual Min Price:

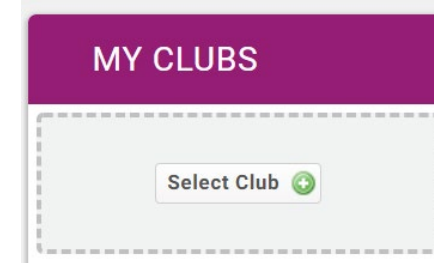
Manual Max Price:



- Ensure you put a link to your website into the event description, so your candidates can book on your course via your normal method.
- Publish the course. It should now show a price, but no tickets.

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- Once you have all your bookings ready to add to the course, **before** you try manually adding them, make the event status **DRAFT**, then create a ticket at £0. Begin to add the bookings as below:
- To make adding your candidates to a course easier, give them the link <https://nnas.justgo.com/Account.mvc/Login> to sign up for a user account on JustGo
- They should search for your “Club” on their profile page and link to you



- If they don't do the link in the step above, you will need to use their member ID and email address to find them and add them to your Provider account. This will send them an email to let ask them to confirm this.
- **OR**, you can use the Data Import tile to upload the supplied spreadsheet with all names, email addresses and dates of birth of those booked on the course.
- **OR**, you can manually add them one at a time to your Provider account
- Once they are linked to your Provider account you can then allocate them to the course.
- **Ensure the email address you have is correct, as this is used to send the candidate their digital certificate!**

Providers running courses for a private group i.e. not open to the public to book:

1. If candidates are to pay via JustGo: Create the course on JustGo and email the unique course link to the candidates. This works well as they are inputting their own data and paying for the course all in one step
2. If candidates are not paying via JustGo, e.g. cadets or school pupils, you have a couple of different options:
 - Send the candidates the link to the NNAS JustGo sign up page where they can sign up for a user account and search and link to the Provider (Club). Once this is done the course director can find them to add them to a course. This is recommended as the candidate adds their own data and can amend as and when needed
 - OR, the Provider admin can use the Data Import tile to bulk upload the candidates to the Provider account. Once this is done the course director can find them to add them to a course