How to add or receive bookings on JustGo

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:

£7.50 for Navigator courses (Bronze, Silver, Gold)

£15 for Tutor Awards

Contents

Providers with public courses open for bookings via JustGo:

1. Providers can put a direct link to all their public courses on their own website, so candidates can input their own data, book and pay for the course.

2. Click the **menu**, then select **Club Account**
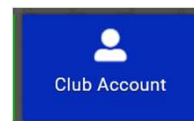
3. You will then see a **Direct Join Link** and a **Direct Event Link**

The Direct Event Link can be put on your website and if clicked

It will take the candidate to JustGo but will only show
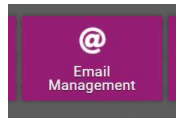
your Provider's Courses.

4. Candidates can also use the course search weblet on www.nnas.org.uk to find and directly book publicly visible courses.

5. To make the system notify you by email when you receive a booking, you must add your email address to the draft email by doing the following:
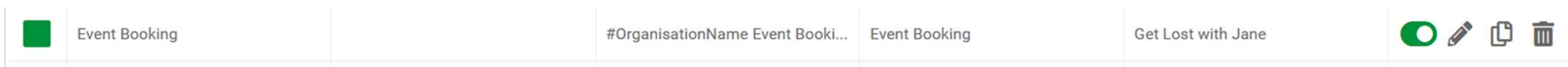
6. Go to Email Management tile

7. Click the **Events** filter

8. Find the **Event Booking** email that is toggled green (active) and click the **edit** button

	Event Booking		#OrganisationName Event Booki...	Event Booking	Get Lost with Jane	⬤ ✏ 🗐 🗑

9. Now add your email address into the "cc" field

10. Click Save

11. You will now receive a copy of the booking email when someone books.

2 Content Edit

From: _Type here to override your default from address_

CC:

BCC:

Email Title: Event Booking Confirmation

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

1. When creating the event from the Templates, keep the ticket but make the **Quantity Available zero**. This stops people booking through JustGo but allows for better publicity of your course:
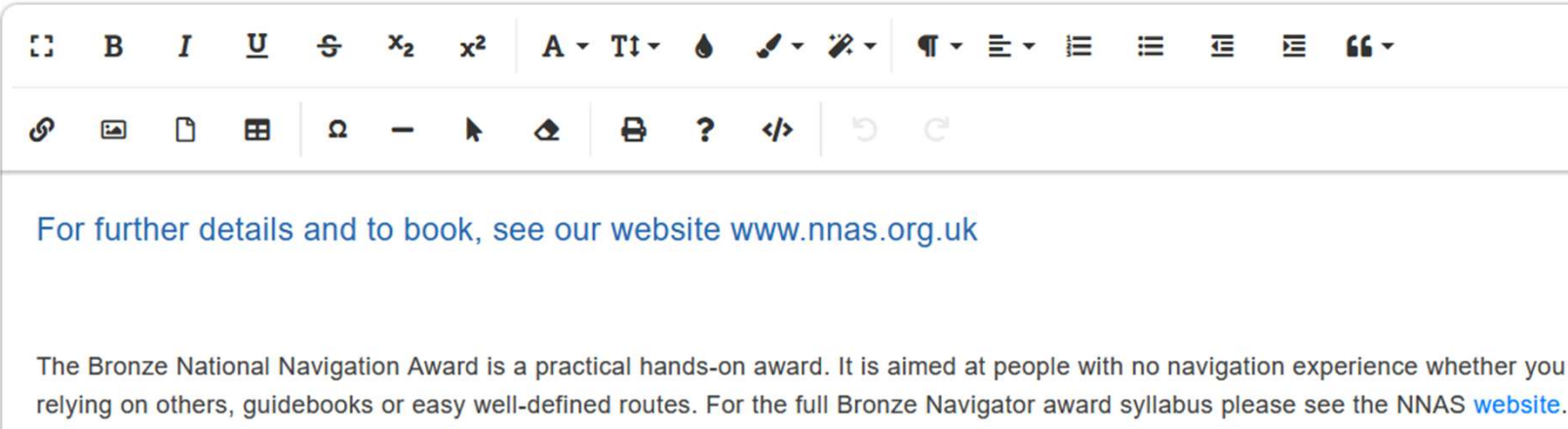
3. Ensure you put a link to your own website into the event description, so your candidates can book on your course via your normal method, for example see below, replacing the NNAS website link with your own:

Event Details:

For further details and to book, see our website www.nnas.org.uk

The Bronze National Navigation Award is a practical hands-on award. It is aimed at people with no navigation experience whether you a relying on others, guidebooks or easy well-defined routes. For the full Bronze Navigator award syllabus please see the NNAS website.

4. Publish the course. It will now show a price and direct people to book on your website.

5. To add bookings manually you will first need to have the candidate's user account linked to your Provider profile. You do this as follows:

Linking candidates to your Provider Profile

Before a candidate can be manually booked onto a course, they must be linked the Provider. There are few ways to do this:

1. You can give them the link https://nnas.justgo.com/Account.mvc/Login to sign up for a user account on JustGo.

   They should then search for the Provider name on their profile page and link to it.

2. If they are a new candidate and do not have a user account already, you can use the **Data Import** tile to upload the supplied spreadsheet with names, email addresses and dates of birth of your new candidates.

3. Or, you can manually add them one at a time to your Provider account in **Club Members**

4. If they already have a user account, ask them to link up by logging in and searching for the Provider, **or** in the Club Members area, click **Add Existing Member** and use their Date of Birth and email address to find them and add them to your Provider account. This will send a Verification email asking the candidate to confirm this.

Ensure the email address you have is correct, as this is used to send the candidate their digital certificate!

MY CLUBS

Select Club

Data Import

Club Members

Add Existing Member
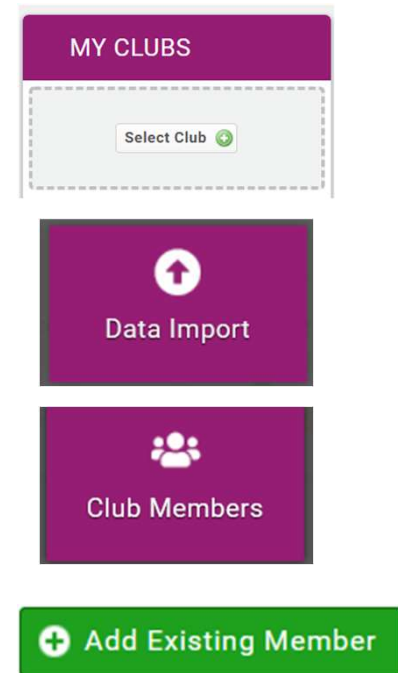
Once all the candidates are linked to your Provider profile you can then -

Manually book candidates on to a course

1. Click the **Menu**, select **Event Management**

2. Find your course and click the Edit icon

3. Edit the ticket Quantity Available to the number of bookings you have, then click the cog on the ticket to edit further

4. Tick the box ☐ Do you want to set ticket availability dates?

5. If the **End Date** of the ticket is in the past, change it to today's date, otherwise you will not be able to add bookings using this ticket. Click **Done** to save the ticket.

6. Scroll down to **Listing Privacy** and select **Private**. This will prevent anyone booking on JustGo while you are working on the course bookings.

7. Now **Save** the course.

Price	Quantity available
£0.00	0

Booking Start Date: Time - Hr: Min:
01/05/2022   00   00

Booking End Date: Time - Hr: Min:
10/06/2022   09   00

Listing Privacy:
○ Public (viewable by anyone on JustGo)
⦿ Private (viewable only by those people wi

https://nnas-sandbox.justgo.com/workbench/public/e

8. Find your course again and click the Manage Bookings icon

9. Click on   ➕ Create Booking

10. Click on   👤⁺ Add Member

11. Type the candidate's name and press enter, then select the candidate, scroll down and click Done

12. You can add further members in the same way. Their registration on the course may show as Incomplete as there is a disability question in the form that is a required field, however this will not stop you from proceeding so please just ignore it.

13. Once you have added all your candidates click   ✔ Confirm Booking

14. You can now go to the cart and pay by card or request an invoice.

15. If requesting an invoice, please ensure you fill in the details required correctly. It will email the invoice to you (check your spam!), but you also have the option to download it there and then:

Thank you, your invoice request has been successful ✅

ur reference number is **PR000019** and we'll send a confirmation email with detail to **info@nnas.org.uk**

(Back to cart)   (Home)

Download a PDF Invoice ⬇ ⬅

16. Your course is now populated with the candidates.

17. **NB:** If you are still receiving bookings for your course, **Edit** the course again and ensure the Ticket **Quantity Available** is **Zero**

Price	Quantity available					
£0.00	0	↑	↓	⚙	✏	🗑

Listing Privacy:
◉ Public (viewable by anyone on JustGo)
○ Private (viewable only by those people with the

https://nnas-sandbox.justgo.com/workbench/public/events?

18. Now change **Listing Privacy** back to **Public**

19. **Save** the course.

20. When the course has run, please use the guide **Submitting a course for NNAS approval**

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

1. If you wish the candidates to pay via JustGo: Create the course on JustGo as you would with a public course, but make the listing visibility Private, then 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, please download our

    Guide for Corporate Providers that has been prepared for your situation, taking you in steps

    from creating the course right through to submitting the course to NNAS . It is available here:

    https://nnas.org.uk/nnas-justgo-support/