

How to transfer a booking on JustGo



1. Go to the Event Management page
2. Find the course you want to move the booking to, make sure it is in Accepting Bookings status
3. Make a note of the Event Number

EV004175	Silver Navigator course by GLWJ June '24	01/06/2024 @00:00 BST	£125	6	2	Navigator Awards	Accepting Bookings				
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3. Find the course where the candidate is currently booked and click on Manage Bookings
4. Tick the box to select the candidate to transfer



Summary By Booking Status Summary by Tickets

<input type="checkbox"/>	Reference	Ticket	Booking Date	Booked By	Entity Id	Name	Email Address	Qty	Booking Status
<input checked="" type="checkbox"/>	CB017445	Silver Navigator Award	22/05/2023	System Admin	ME701772	Test Three	info@nnas.org.uk	1	Booked

5. Click on the Transfer button
6. In the search bar, type the Event Reference number of the course you wish to move the booking to



Silver Navigator course by GLWJ June '24 (EV004175)

7. Click the course name to select it
8. Click the circle to the right to select the ticket
9. Click the button to “Copy directly onto event”
10. Click the button to “Update Available Ticket Place”

11. Then click the Done button
12. Your candidate will now be transferred to the new course
13. They will still show in the Manage Bookings area of the old course, but their booking status will show as Transferred.

Silver Navigator course by GLWJ June '24 ✕

Silver Navigator course by GLWJ June '24

TBC

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Choose a ticket shown below to transfer

SILVER NAVIGATOR AWARD

01 JUN 2024

Copy directly onto event

Add to Waitlist

Update Available Ticket Place

Yes

No

✓

Done