

## How to transfer a booking on JustGo





- 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



- 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

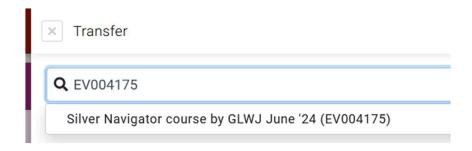


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5. Click on the Transfer button



6. In the search bar, type the Event Reference number of the course you wish to move the booking to



- 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.

