

How to Book Events using your Apothecaries personalised log-in

If it is your first time:

You will need to set up your password & have your bank details ready

1. Go to the Society website <https://www.apothecaries.org/> and click *Log-in then click Members Area*. You will see the new Login screen with the Company crest.
2. Click the Forgot Your Password button.
3. Next, enter your email address and click "Send Password Reset Link".
4. You will receive an email inviting you to reset your password. If you do not receive it, please check your junk/spam folder.
5. Please click the link in the email and choose a new password.
6. You will then return to the Login screen.
7. Enter your email address and the new password. Agree to the GDPR statement which allows the Society to use your personal data for the purpose of contacting you with regard to events, news and your membership subscription.

Members Area Dashboard – creating a profile & updating your details

8. You will then see the Members' Area Dashboard, from here you can see upcoming events, news articles, resources (Society documents) and galleries. You can also search for other Members' using the Member Search box.
9. The new Members' Area looks very different from the previous one! You are invited to click the Profile tab at top right, and from here you can view the details we hold for you and also set which of your personal details you would like to be available to other Members as a kind of online Yearbook from the Contact tab. Simply click the Web Visible toggle for each item, and when it turns green, that piece of information is visible to other Members searching for your profile.
10. You can also use the Profile tab to advise us of changes of postal address, email address, telephone number and others details. You can also upload a new profile photo if you wish.

NB: Any changes you request, will first need to be approved by ourselves before they will show in your profile.

Setting up bank payments using Gocardless

11. As we will be collecting some subscriptions and payments for events, via GoCardless, it would be very helpful at this point if you could set up a GoCardless account. Click the Payments tab, click Setup GoCardless, this will take you to the GoCardless sign-up screen. Enter your bank sort code and account number into the boxes and complete the sign-up. If you choose not to do this now, you will be reminded when you first book for an event.

Remember to Logout (top right) when you have finished editing your profile.

Now you are ready to book (skip to step 2)

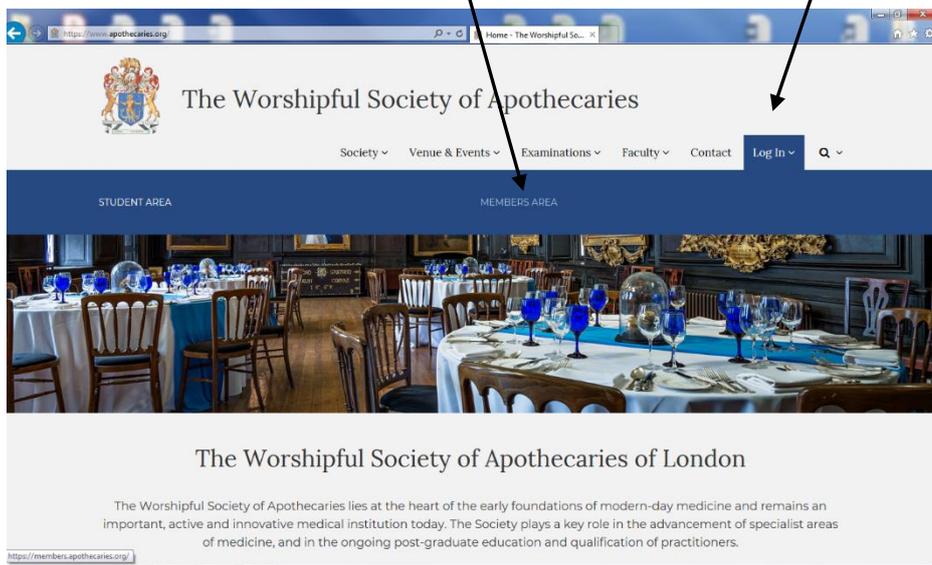
If you have logged in before:

Booking an event

Step 1: Log-in

1. Click on log-in

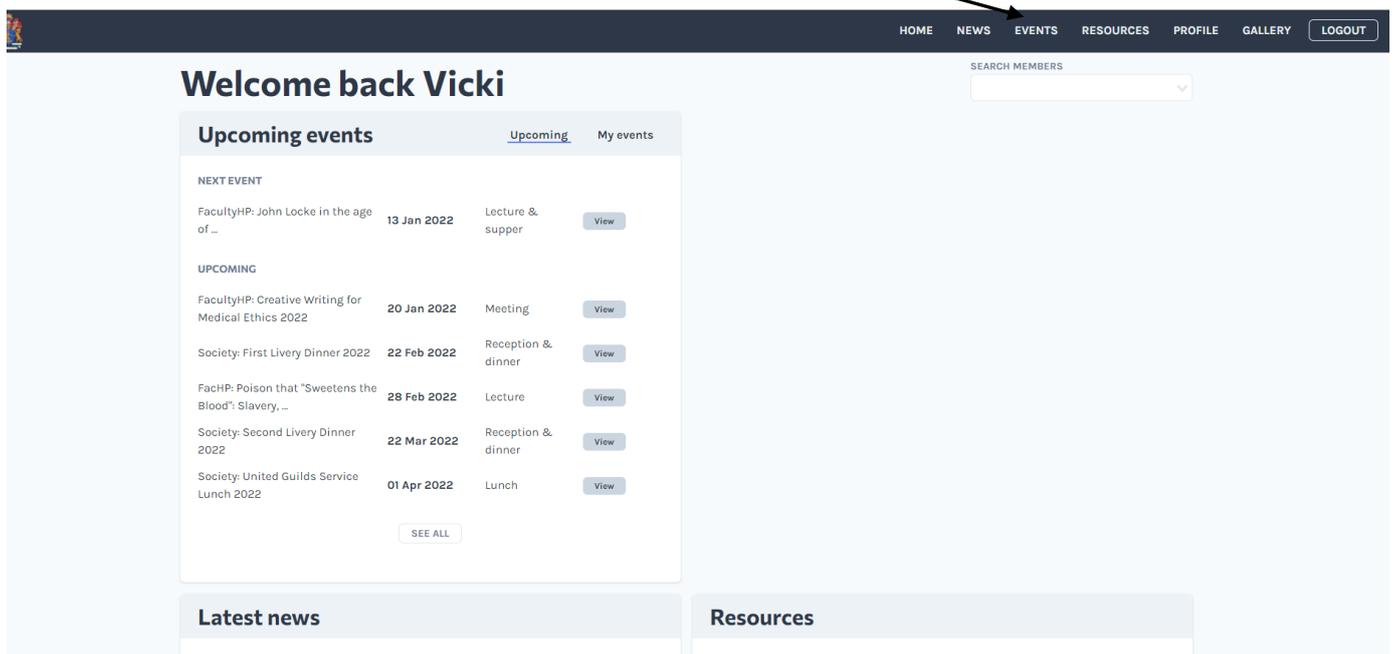
2. Click on members area



Enter your username (email address) & your password. If you can't remember your password, follow the instructions above.

When you are successfully logged in, you will find your member's welcome page.

You can also book your event by clicking on events in the top menu bar.



Step 2: Select an event

Use the next & previous buttons to scroll through the months.

Dates on which events are taking place have a symbol (4 dots) which you can click on & are also listed underneath the calendar.

To view details of an event or to book, click on "View".

NB: Once you have booked an event, the description changes to "View My Booking". From here you can see what you have entered and make some edits to your booking.

The screenshot shows the 'Events' page. On the left is a calendar for February 2022. The 22nd of February has four dots on it, indicating an event. Below the calendar is a list of 'Upcoming events'. The first event is 'Society: First Livery Dinner 2022' on 22 Feb 2022, with a 'View' button next to it. Other events include 'FacultyHP: John Locke in the age of...', 'FacultyHP: Creative Writing for Medical Ethics 2022', 'FacultyHP: Poison that "Sweetens the Blood": Slavery...', and 'Society: Second Livery Dinner 2022'.

Step 3: Start the booking process

When you click view, you will see the General Information tab. To book; click **Booking**.

The screenshot shows the 'Event details' page for 'Society: First Livery Dinner 2022'. The page has two tabs: 'General information' and 'Booking'. The 'General information' tab is active. It shows the event type as 'Reception & dinner', the location as 'Apothecaries' Hall, Black Friars Lane, London, and the date as 22 Feb 2022 from 18:45 to 22:30. There is a map of London showing the location. Below the map is a description of the event. On the right side, there is an 'Attendees' section with a list of names and their roles, such as 'Apothecaries - Dinner (2)', 'Apothecaries - Apothecaries free guardant dinner (14)', 'Company - Dinner (10)', and 'Current Staff - Dinner (1)'. A 'Booking' button is visible at the bottom right of the page.

Members who have given permission for their data to be viewed, will show in the attendees. Guests of members, show by first name only. Official Society guests are not listed by name, (but you can see how many are attending).

Step 4: Select your Booking Option

< Back to all events

Society: First Livery Dinner 2022

Event details General information Booking

OPTION	MEMBER PRICE	GUEST PRICE	MAX ATTENDEES	MAX GUESTS	
Apothecaries - Dinner	£105.00	£105.00	-	10	Book
Apothecaries - Apothecaries free guardant dinner	£0.00	£105.00	-	10	Book

FURTHER INFORMATION
Please make sure that your contact details are kept up-to-date as we will use these to send confirmation of booking and reminders.
If for any reason you need to cancel a booking, please contact us as soon as possible. A refund is only available if we have been notified **five working days** before the event.

Please select the booking option that you need. Members are reminded that Annual Free Dinners are for Members who pay quarterage & may be used **once a year**.

A list of members who have already used their annual dinner is maintained at the Hall, so please do contact us if you are unsure whether you have used yours this year or not.

Guests are charged at the rate listed.

Make sure you click on the correct 'Book' button.

NB. This does not yet place your booking.

Step 5: The Booking Form (Society Dinners)

Event details General information Booking

OPTION	MEMBER PRICE	GUEST PRICE	MAX ATTENDEES	MAX GUESTS	
Apothecaries - Dinner	£105.00	£105.00	-	10	Book
Apothecaries - Apothecaries free guardant dinner	£0.00	£105.00	-	10	Book

Book onto this event
You are booking under the Apothecaries - Apothecaries free guardant dinner plan.

DIETARY REQUIREMENTS
Information to help us (vegetarian, dietary, allergies, food allergies) please.

ADDITIONAL INFO

ADD GUEST

MEMBER COST: £105.00
GUESTS COST: £0.00 (x105.00 x 0)

TOTAL COST (EXCL. VAT): £105.00
VAT RATE: 0%
TOTAL COST (INC. VAT): £105.00

PAYMENT METHOD: GoCardless

TOTAL TO PAY: £105.00

BOOK

FURTHER INFORMATION

Enter **your own** dietary needs at the top. After the first time you have entered these, they will show up automatically on the next event so you can edit them as necessary.

Use the additional info box to communicate with us anything that won't fit into any of the other boxes! e.g. seating requests.

If you have guests, proceed to step 6. If you have no guests and you wish to make your booking, click "Book". Check the amount to be charged carefully, before you press this button.

This is the GO button! If you do not click this button, your booking will not be taken.

The method you will pay by is 'GoCardless'. The first time you use the system (even if you are only booking a free place for yourself), you will be asked to enter your bank details. These then act like a direct debit and are securely stored. When you are logged in to the members' area, you can then pay via gocardless without needing to re-enter you bank details.

Step 6: Adding Guest Details (Society Dinners)

1. To book Guests; you will need to do this one at a time.

The first time you bring a guest to an event you will need to add their details so click "Add Guest"

7. You can switch between guests to amend their details at the top, by clicking on their name.

2. Completing this form

For Society dining bookings, please ensure you enter: **Title, first name, surname, known as, gender and dietary needs (if applicable)** for every guest.

If you enter an email address, your guest will receive any communications about this event. If not, you would need to pass on any relevant information to them.

3. When preparing their speech to welcome the guests, Private Court members find it useful to have a very short biography of guests. If you would like to share any info about your guest, bullet points are sufficient and can be added in additional information.

4. If you would like us to send a Pour Memoire card directly to your guest, please provide their full postal address. Otherwise, we will send their Pour Memoire to you to pass on to them.

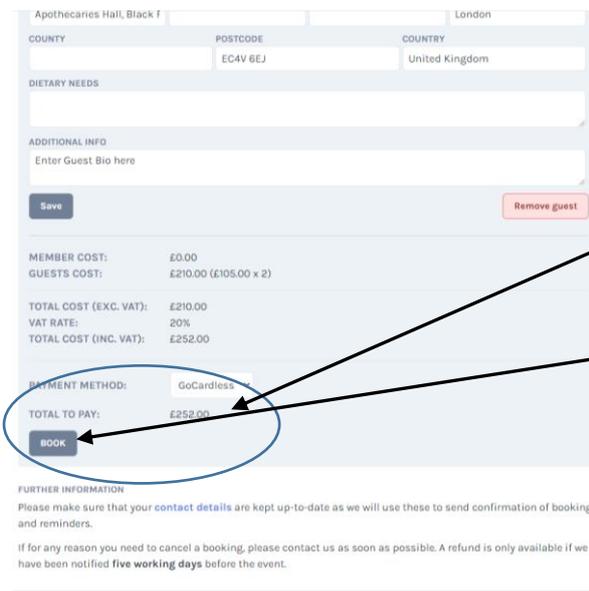
6. When you have completed this form for your first guest, if you need to add another Guest, come back to the top of the form & click "Add Guest".

5. This button allows you to save the Guest details. Click this to add the Guest to the booking.

8. If you make a mistake, you can click 'remove guest'. The guest whose name is underlined at the top is the one that will be deleted.

The screenshot shows a web form for adding a guest. At the top left is a blue 'ADD GUEST' button. At the top right, the names 'Vicki' and 'Nick' are listed, with 'Vicki' underlined. The form fields include: TITLE * (Miss), FIRST NAME(S) * (Vicki), LAST NAME(S) * (Longhurst), KNOWN AS, EMAIL * (deputyclerk@apothecaric), EMAIL TYPE, PHONE (02072361189), PHONE TYPE, POSTNOMS, GENDER (Female), COMPANY NAME (Worshipful Society of Apothecaries), ADDRESS 1 (Apothecaries Hall, Black F), ADDRESS 2, ADDRESS 3, TOWN (London), COUNTY, POSTCODE (EC4V 6EJ), COUNTRY (United Kingdom), DIETARY NEEDS, and ADDITIONAL INFO (Enter Guest Bio here). At the bottom left is a blue 'Save' button, and at the bottom right is a red 'Remove guest' button. A cost summary at the bottom shows: MEMBER COST: £0.00, GUESTS COST: £210.00 (£105.00 x 2), TOTAL COST (EXC. VAT): £210.00, VAT RATE: 20%, and TOTAL COST (INC. VAT): £252.00. A Windows taskbar is visible at the very bottom.

Step 7: Placing Your Booking



The screenshot shows a booking form with the following details:

- Address: Apothecaries Hall, Black F, London
- COUNTRY: EC4V 6EJ, United Kingdom
- DIETARY NEEDS: (empty field)
- ADDITIONAL INFO: Enter Guest Bio here
- Save button (blue) and Remove guest button (red)
- COST SUMMARY:
 - MEMBER COST: £0.00
 - GUESTS COST: £210.00 (£105.00 x 2)
 - TOTAL COST (EXC. VAT): £210.00
 - VAT RATE: 20%
 - TOTAL COST (INC. VAT): £252.00
- PAYMENT METHOD: GoCardless
- TOTAL TO PAY: £252.00
- BOOK button (blue, circled in blue)

FURTHER INFORMATION
Please make sure that your [contact details](#) are kept up-to-date as we will use these to send confirmation of booking and reminders.
If for any reason you need to cancel a booking, please contact us as soon as possible. A refund is only available if we have been notified **five working days** before the event.

When you have finished adding all of your Guests, check the total cost and if you're happy with the amount to pay, click "Book." **Your booking will not be placed if you do not press this button.**

Further Information:

If for any reason you need to cancel a booking, please contact us as soon as possible. We are able to cancel Gocardless payments before the money is taken from your account, if you get in touch within a couple of days of booking. After this, refunds can be issued, but it costs the Society an admin fee to Gocardless.

You are entitled to a full refund if you cancel **for any reason** up to 5 working days before an event. After this time, no refunds are available.

Booking closes 7 days before the event, so please make bookings in plenty of time.