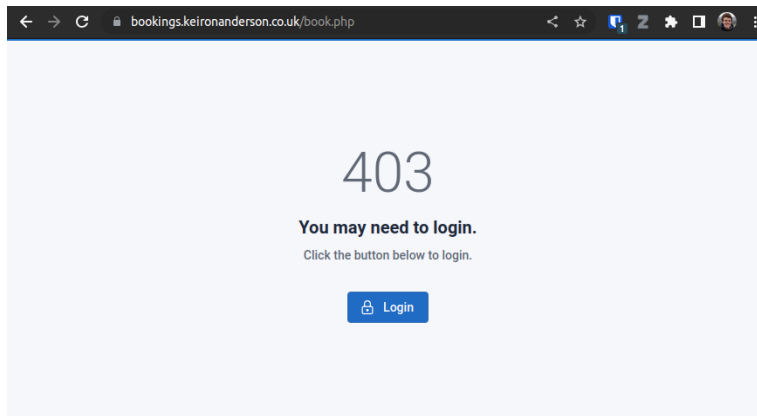


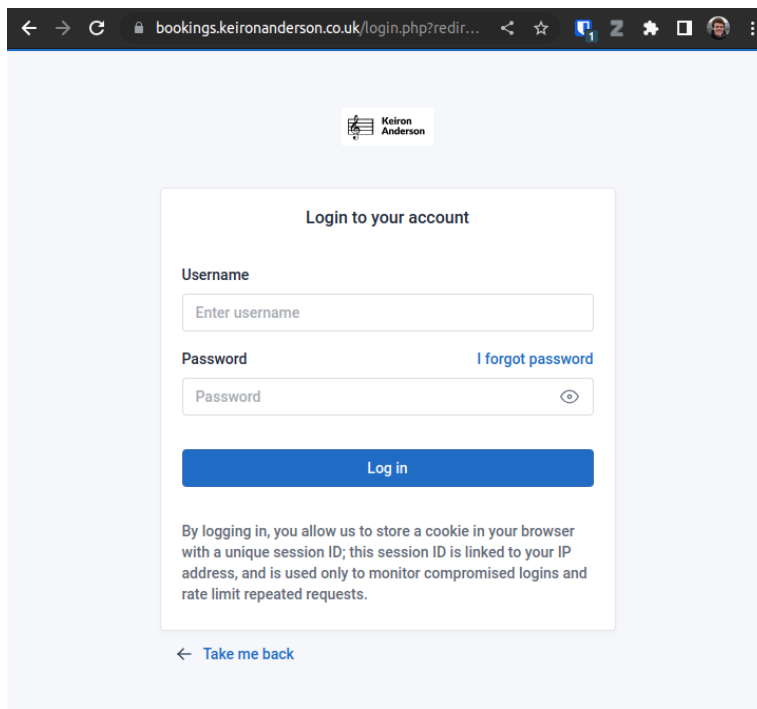
Booking system guide

Logging in

1. Head to bookings.keironanderson.co.uk.



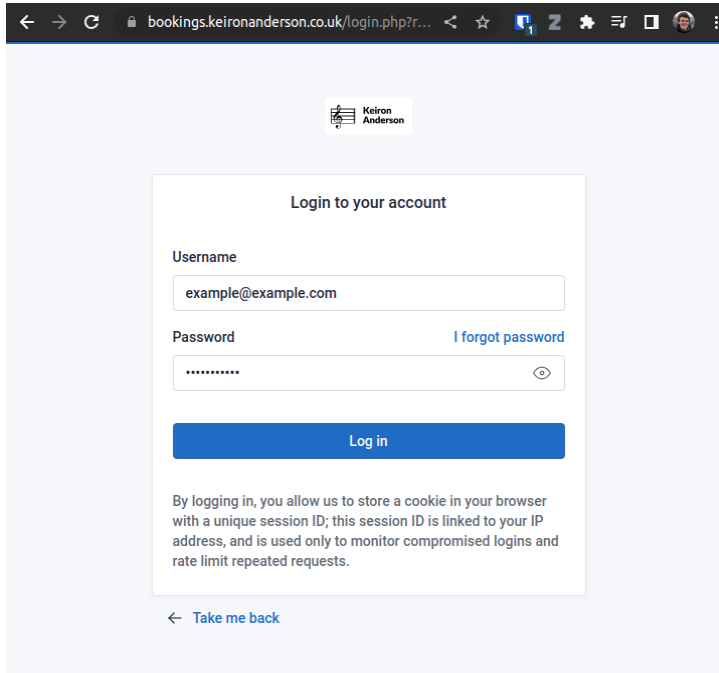
2. If you haven't yet set your password, then first click "I forgot password". Proceed to step 5 if you know your password already.



3. Type in your email address and request a new password. Please contact Adam if you get any error messages or can't remember your email address.

4. The link in the email is valid for 24 hours. Click it to set a new password.

5. Now you have your password, return to the original login screen and login.



The screenshot shows a web browser window with the address bar displaying `bookings.keironanderson.co.uk/login.php?r...`. The page features the Keiron Anderson logo at the top center. Below the logo is a white box titled "Login to your account". Inside this box, there are two input fields: "Username" with the value `example@example.com` and "Password" with masked characters. A link "I forgot password" is located to the right of the password field. Below the input fields is a blue "Log in" button. At the bottom of the white box, there is a paragraph of text: "By logging in, you allow us to store a cookie in your browser with a unique session ID; this session ID is linked to your IP address, and is used only to monitor compromised logins and rate limit repeated requests." Below the white box, there is a link "← Take me back".

bookings.keironanderson.co.uk/login.php?r...

Keiron
Anderson

Login to your account

Username
example@example.com

Password [I forgot password](#)
.....

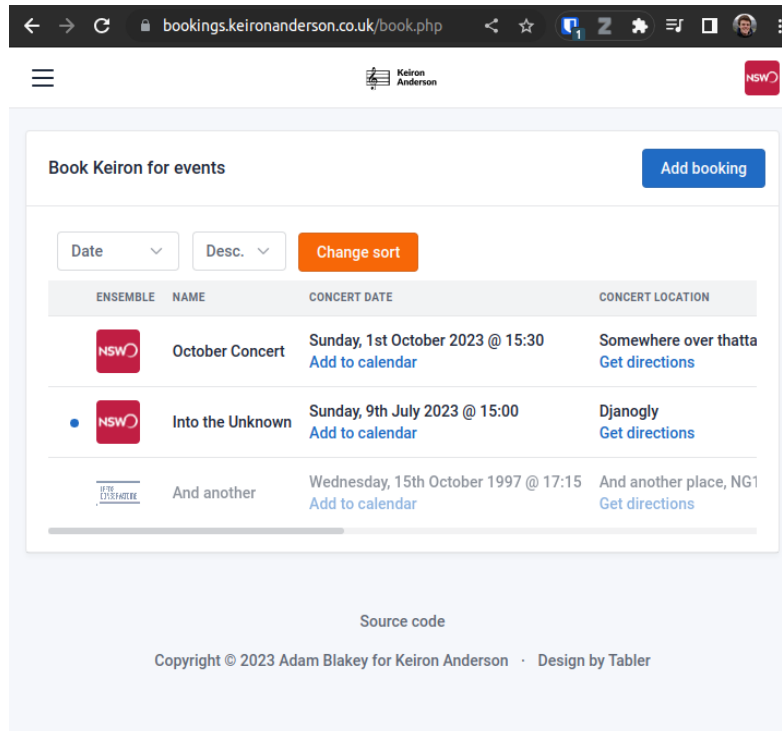
Log in

By logging in, you allow us to store a cookie in your browser with a unique session ID; this session ID is linked to your IP address, and is used only to monitor compromised logins and rate limit repeated requests.

← [Take me back](#)

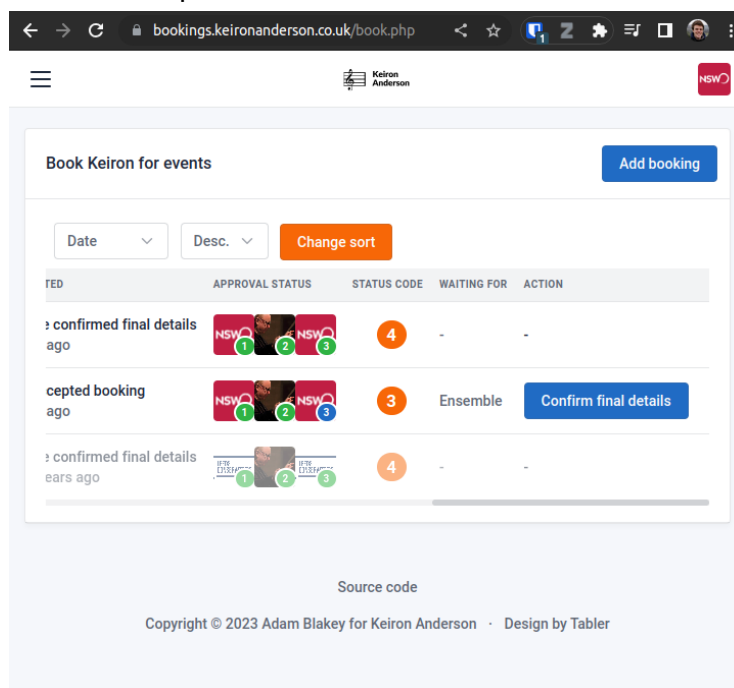
Main booking screen

- Once you login, you might see a screen such as the following. Other ensembles' events will be greyed out. Note that the details can be quite wide, so you may need to scroll left/right to see all the details.



The screenshot shows a web browser at bookings.keironanderson.co.uk/book.php. The page has a header with the Keiron Anderson logo and a red NSW logo. Below the header is a section titled "Book Keiron for events" with an "Add booking" button. There are two dropdown menus for "Date" and "Desc.", and a "Change sort" button. The main content is a table with the following columns: ENSEMBLE, NAME, CONCERT DATE, and CONCERT LOCATION. The table lists three events: "October Concert" (Sunday, 1st October 2023 @ 15:30, Somewhere over thatta), "Into the Unknown" (Sunday, 9th July 2023 @ 15:00, Djanogly), and "And another" (Wednesday, 15th October 1997 @ 17:15, And another place, NG1). Each event has a blue circle next to it and a "Get directions" link. At the bottom, there is a "Source code" link and a copyright notice: "Copyright © 2023 Adam Blakey for Keiron Anderson · Design by Tabler".

- Anything that requires your attention will be marked with a blue circle on the left. In this example, we just need to confirm the final details. We need to scroll right to reveal what options are available.



The screenshot shows the same web browser at bookings.keironanderson.co.uk/book.php. The page has a header with the Keiron Anderson logo and a red NSW logo. Below the header is a section titled "Book Keiron for events" with an "Add booking" button. There are two dropdown menus for "Date" and "Desc.", and a "Change sort" button. The main content is a table with the following columns: ID, APPROVAL STATUS, STATUS CODE, WAITING FOR, and ACTION. The table lists three bookings: "confirmed final details" (4, -), "cepted booking" (3, Ensemble), and "confirmed final details" (4, -). Each booking has a blue circle next to it and a "Confirm final details" button. At the bottom, there is a "Source code" link and a copyright notice: "Copyright © 2023 Adam Blakey for Keiron Anderson · Design by Tabler".

- A booking will progress in the following way:

- a. Draft created by ensemble. This is not submitted to Keiron.

Ensemble created booking
1 minute ago



- b. Booking submitted to Keiron.

Ensemble submitted booking to Keiron
less than a minute ago



- c. Keiron may either accept or decline.

Keiron accepted booking
less than a minute ago



Keiron rejected booking
less than a minute ago



- d. Ensemble must confirm the final title and location details (date and time remain fixed).

Keiron accepted booking
less than a minute ago



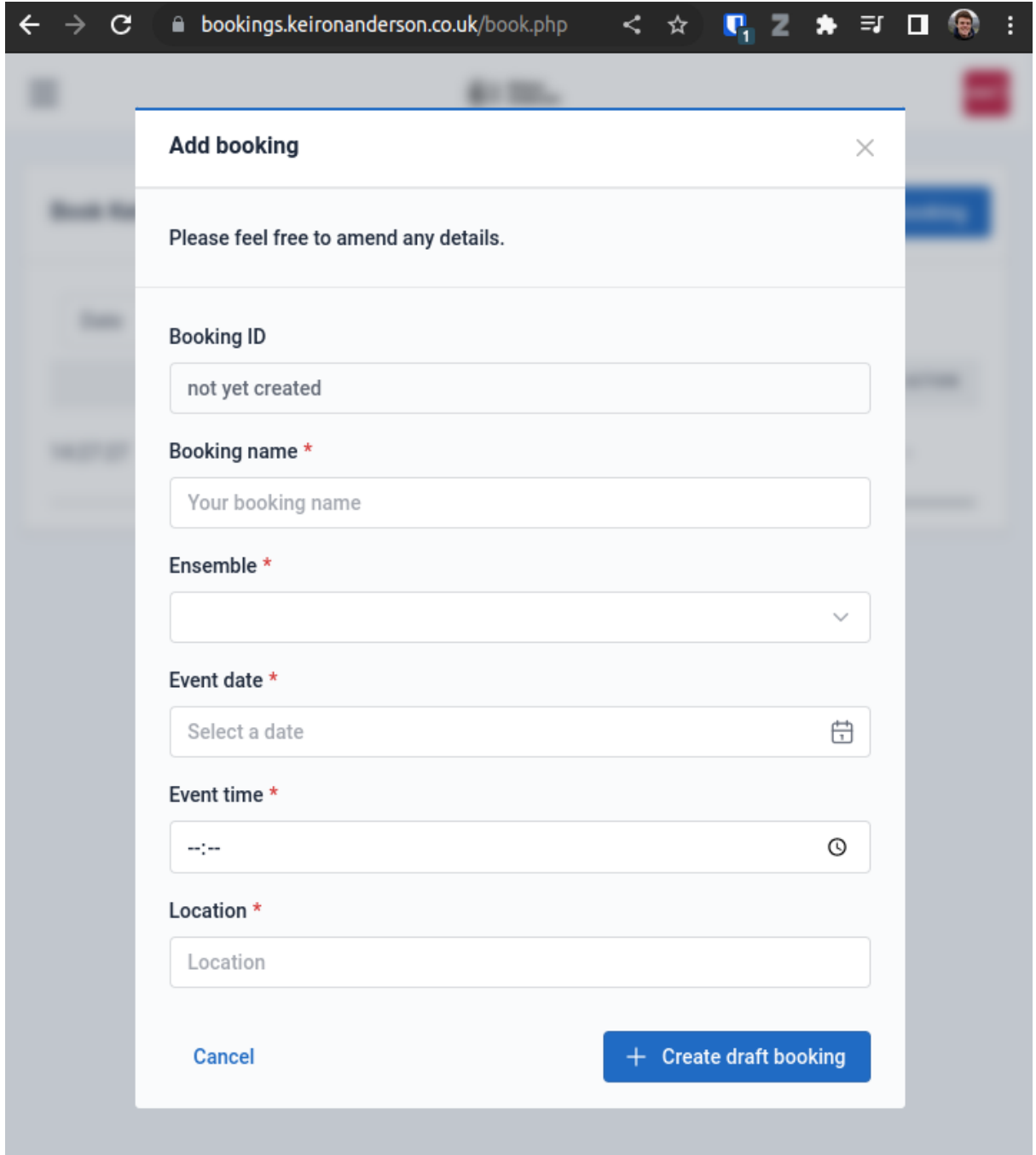
- e. Ensemble confirm final details, and booking is fully confirmed.

Ensemble confirmed final details
less than a minute ago



Adding bookings (as an ensemble)

1. Add a new booking by clicking “Add booking” in top right. This will create a draft that does not require Keiron’s approval.

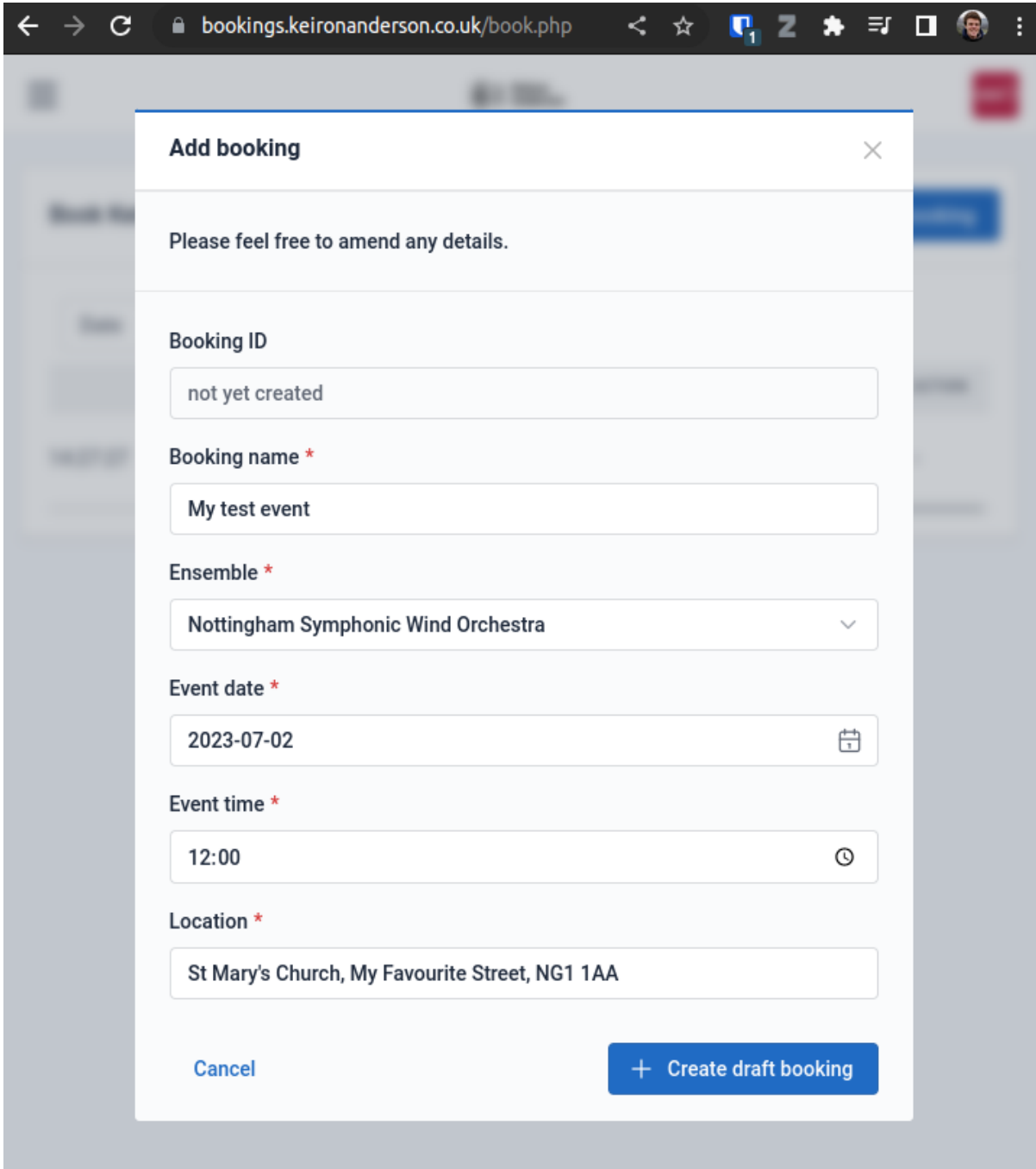


The screenshot shows a web browser window with the URL `bookings.keironanderson.co.uk/book.php`. A modal form titled "Add booking" is displayed. The form includes a close button (X) in the top right corner. Below the title, a message states: "Please feel free to amend any details." The form contains several input fields:

- Booking ID**: A text input field with the placeholder text "not yet created".
- Booking name ***: A text input field with the placeholder text "Your booking name".
- Ensemble ***: A dropdown menu with a downward arrow icon.
- Event date ***: A date picker input field with the placeholder text "Select a date" and a calendar icon.
- Event time ***: A time picker input field with the placeholder text "--:--" and a clock icon.
- Location ***: A text input field with the placeholder text "Location".

At the bottom of the form, there are two buttons: a "Cancel" button and a blue button labeled "+ Create draft booking".

2. Once you're happy with the details, create the draft.



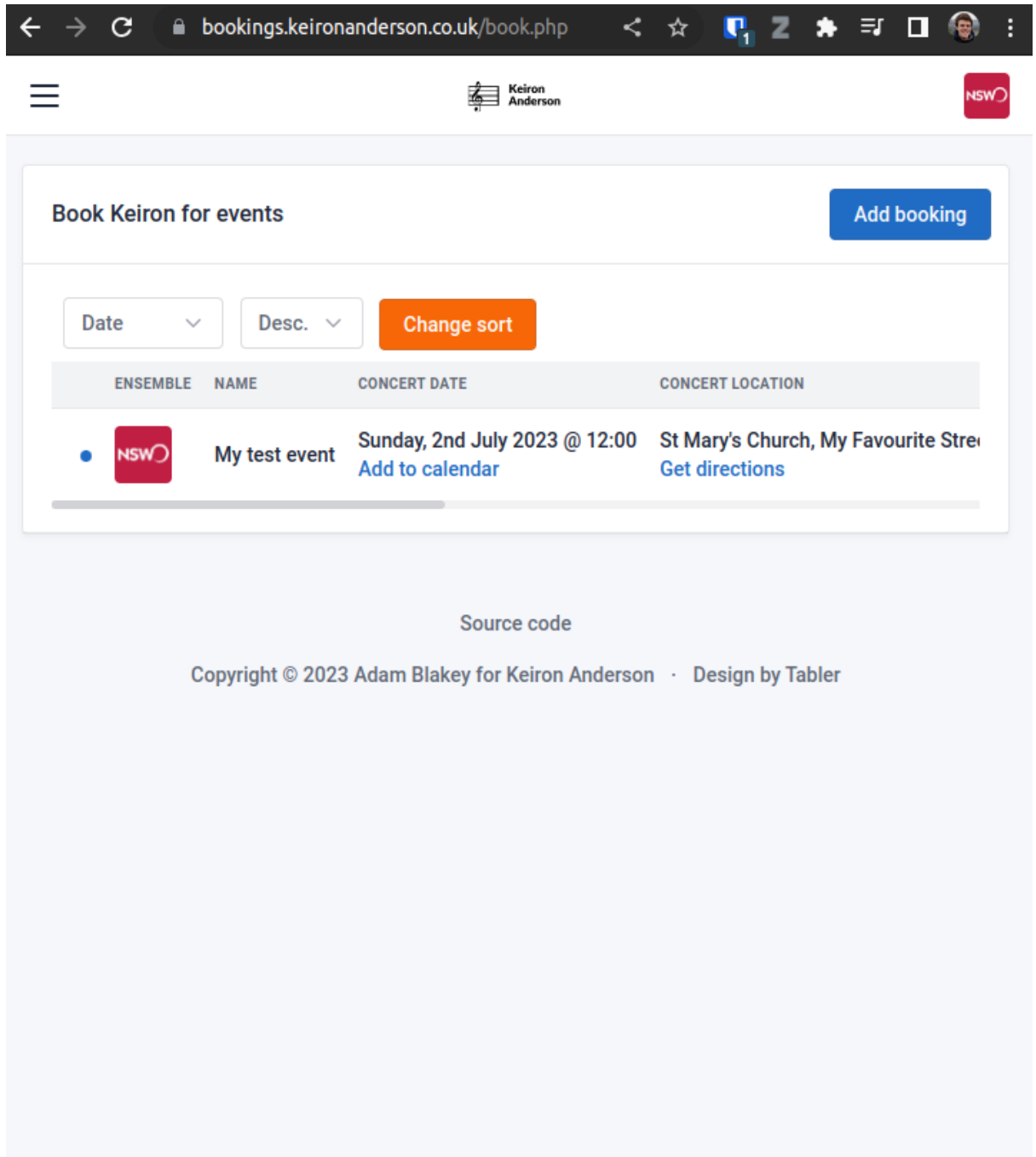
The screenshot shows a web browser window with the address bar displaying `bookings.keironanderson.co.uk/book.php`. A modal form titled "Add booking" is open, featuring a close button (X) in the top right corner. Below the title, a message reads: "Please feel free to amend any details."

The form contains the following fields:

- Booking ID**: A text input field containing "not yet created".
- Booking name ***: A text input field containing "My test event".
- Ensemble ***: A dropdown menu with "Nottingham Symphonic Wind Orchestra" selected.
- Event date ***: A date input field containing "2023-07-02", accompanied by a calendar icon.
- Event time ***: A time input field containing "12:00", accompanied by a clock icon.
- Location ***: A text input field containing "St Mary's Church, My Favourite Street, NG1 1AA".

At the bottom of the form, there are two buttons: a "Cancel" button on the left and a blue button labeled "+ Create draft booking" on the right.


3. Draft will be created and you and Keiron will be emailed as an update.



The screenshot shows a web browser at the URL `bookings.keironanderson.co.uk/book.php`. The page has a header with a hamburger menu, the Keiron Anderson logo, and an NSW logo. The main content area is titled "Book Keiron for events" and includes a blue "Add booking" button. Below this is a filter section with "Date" and "Desc." dropdowns and a "Change sort" button. A table lists events with columns for Ensemble, Name, Concert Date, and Concert Location. One event is shown: "My test event" on "Sunday, 2nd July 2023 @ 12:00" at "St Mary's Church, My Favourite Street". The footer contains the text "Source code" and "Copyright © 2023 Adam Blakey for Keiron Anderson · Design by Tabler".

Book Keiron for events [Add booking](#)

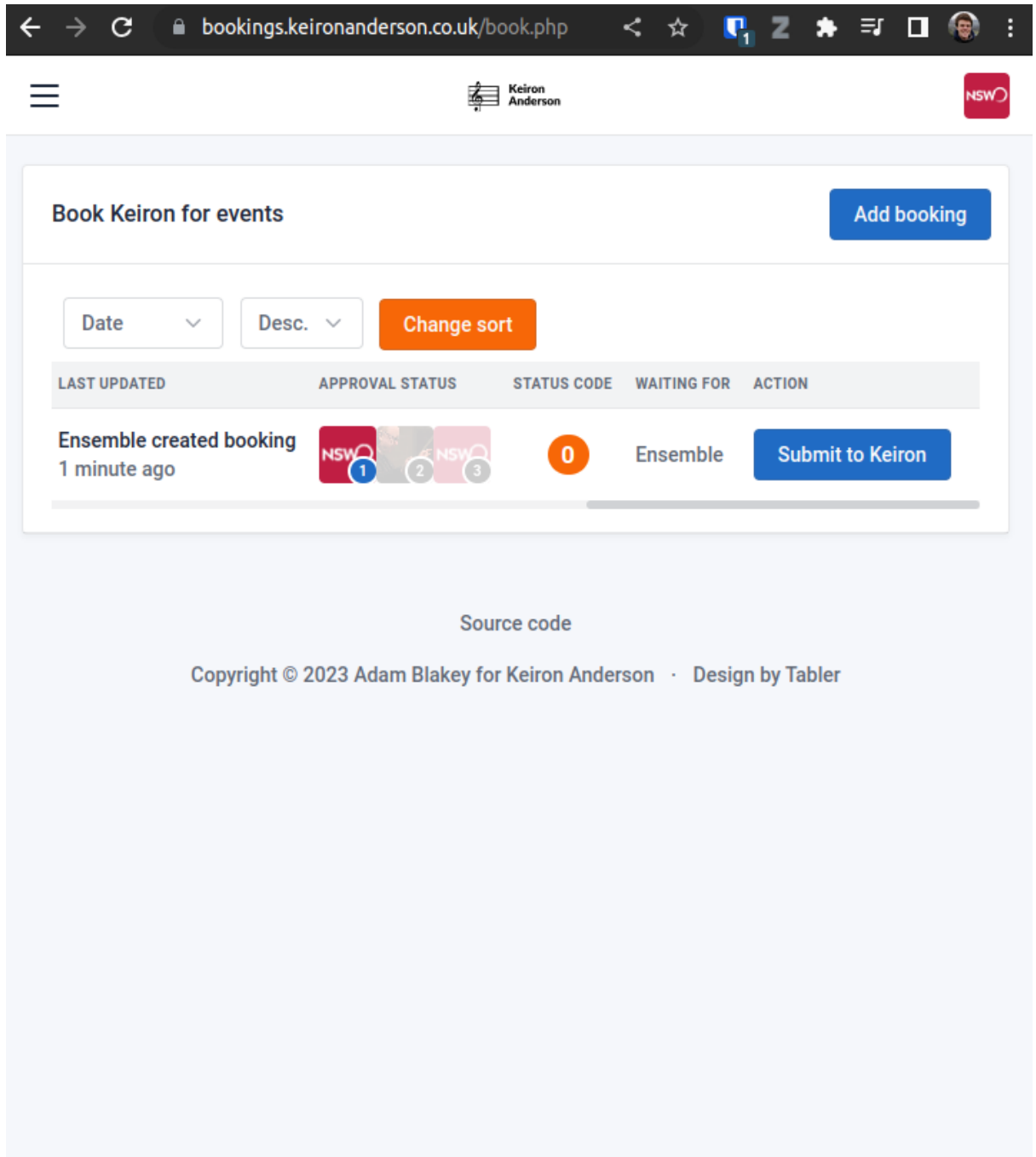
Date ▾ Desc. ▾ [Change sort](#)

ENSEMBLE	NAME	CONCERT DATE	CONCERT LOCATION
	My test event	Sunday, 2nd July 2023 @ 12:00 Add to calendar	St Mary's Church, My Favourite Street Get directions

Source code

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4. Scroll along to submit the booking to Keiron.



The screenshot shows a web browser window with the URL `bookings.keironanderson.co.uk/book.php`. The page has a header with a hamburger menu, the Keiron Anderson logo, and an NSW logo. The main content area is titled "Book Keiron for events" and includes an "Add booking" button. Below this is a table with columns: "LAST UPDATED", "APPROVAL STATUS", "STATUS CODE", "WAITING FOR", and "ACTION". The table contains one row for an "Ensemble created booking" made "1 minute ago". The approval status shows three NSW logos with numbers 1, 2, and 3. The status code is "0" in an orange circle, and the waiting for section says "Ensemble". There is a "Submit to Keiron" button. At the bottom, there is a "Source code" link and a copyright notice: "Copyright © 2023 Adam Blakey for Keiron Anderson · Design by Tabler".

Book Keiron for events [Add booking](#)

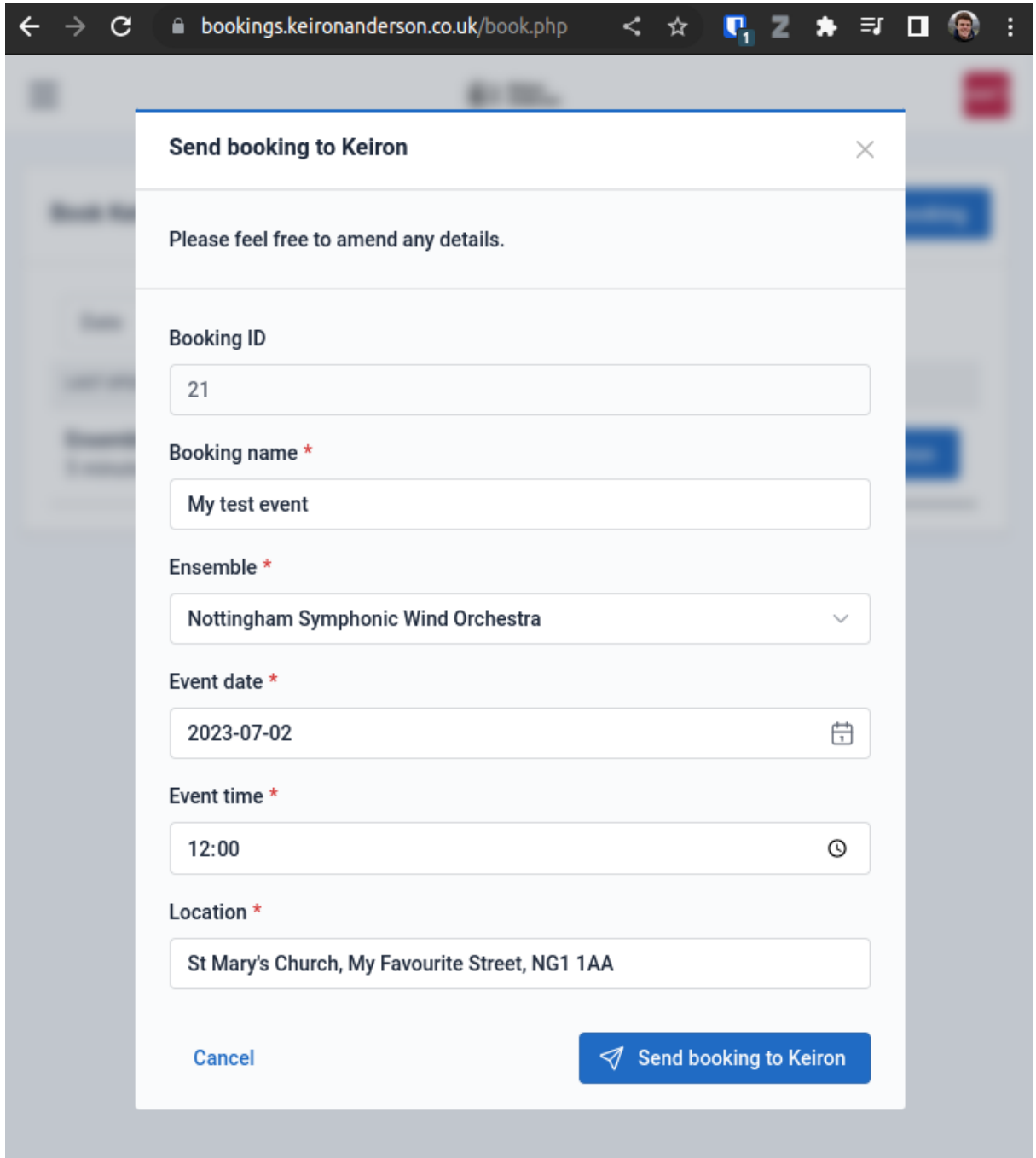
Date ▾ Desc. ▾ [Change sort](#)

LAST UPDATED	APPROVAL STATUS	STATUS CODE	WAITING FOR	ACTION
Ensemble created booking 1 minute ago	  	0	Ensemble	Submit to Keiron

[Source code](#)

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5. Edit details as necessary. **Note you can't change date or time after this point without creating a new booking.**



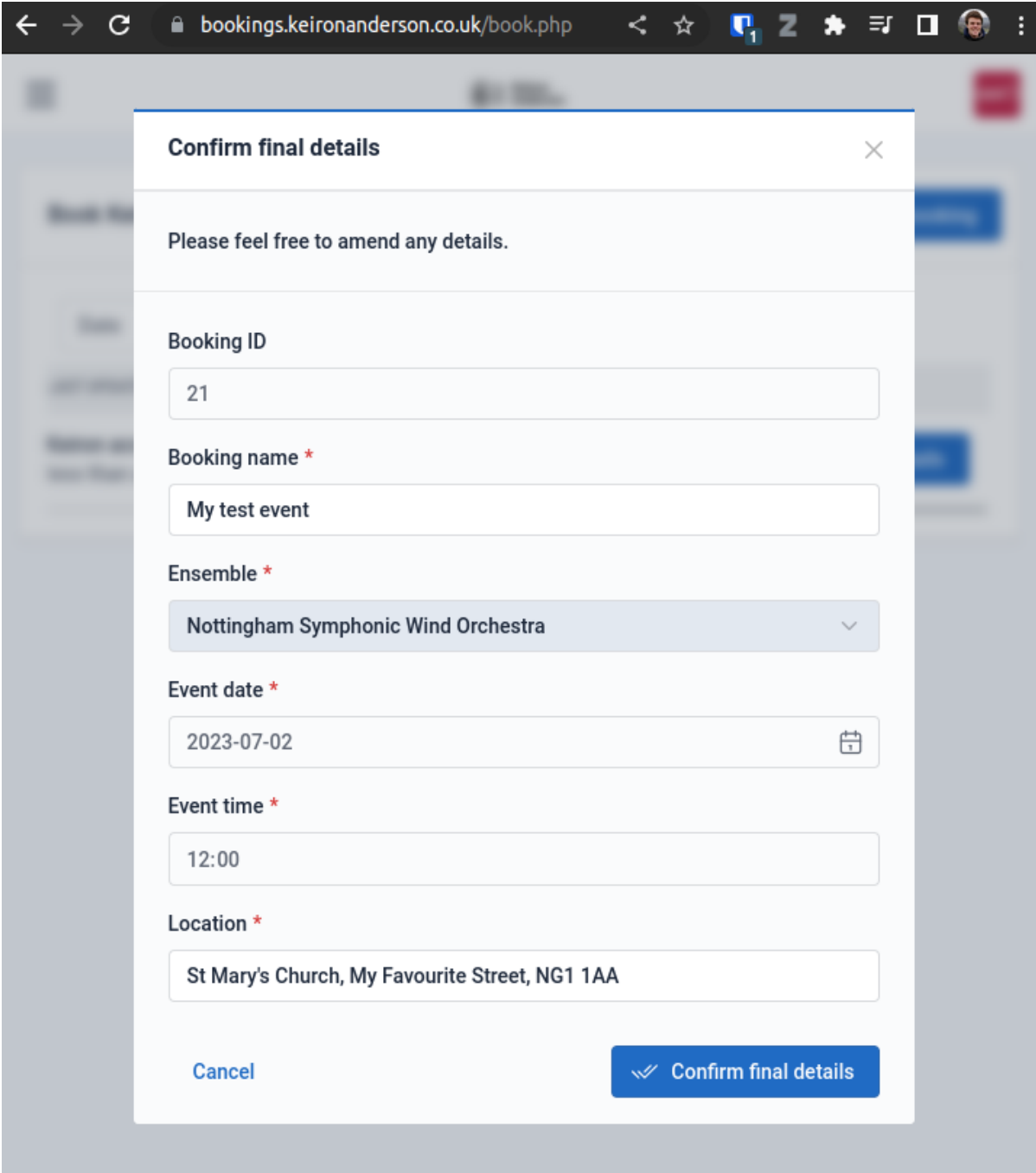
The screenshot shows a web browser window with the URL `bookings.keironanderson.co.uk/book.php`. A modal window titled "Send booking to Keiron" is open. It contains the following fields:

- Booking ID**: A text input field containing the value "21".
- Booking name ***: A text input field containing the value "My test event".
- Ensemble ***: A dropdown menu showing "Nottingham Symphonic Wind Orchestra".
- Event date ***: A date input field showing "2023-07-02" with a calendar icon.
- Event time ***: A time input field showing "12:00" with a clock icon.
- Location ***: A text input field containing the value "St Mary's Church, My Favourite Street, NG1 1AA".

At the bottom of the modal, there are two buttons: a "Cancel" button and a blue "Send booking to Keiron" button with a paper plane icon.

6. Keiron will now see the option to accept or decline this booking. You will be updated again once it has been approved or declined.

7. If accepted, then you will receive an email and be asked to confirm the final details.
Note: you may only change title and location on this final confirmation.



The screenshot shows a web browser window with the address bar displaying `bookings.keironanderson.co.uk/book.php`. A modal window titled "Confirm final details" is open, featuring a close button (X) in the top right corner. The modal contains the following fields and options:

- Please feel free to amend any details.**
- Booking ID**: A text input field containing the value "21".
- Booking name ***: A text input field containing the value "My test event".
- Ensemble ***: A dropdown menu with the selected option "Nottingham Symphonic Wind Orchestra".
- Event date ***: A date input field containing "2023-07-02", with a calendar icon to its right.
- Event time ***: A time input field containing "12:00".
- Location ***: A text input field containing "St Mary's Church, My Favourite Street, NG1 1AA".

At the bottom of the modal, there are two buttons: a "Cancel" button on the left and a blue "Confirm final details" button on the right, which includes a checkmark icon.