Using the BCS online Event Booking System

Link: www.bcs.org/events/registration

The online event booking system is located on the BCS secure area. This can be accessed using the above link, or by logging into the BCS website (www.bcs.org) using the login link in the top right of every page.

The event booking system is available to all delegates. You do not need to be a member of the BCS to access it but you will need to create a log in and password. This can be used to register for future events also.

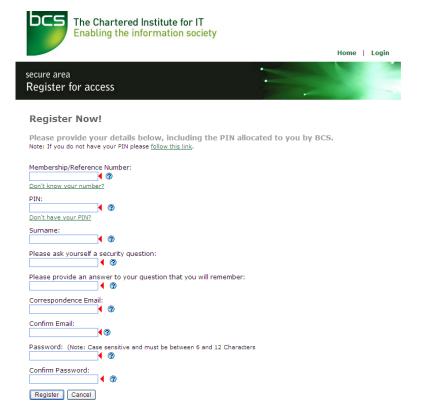
If you have already registered to use the secure area then go straight to section 2 (below).

1. How to Register

a. BCS Member

If you are a current member of the BCS go to the log in page of the BCS website using the links above. You will then need to click on the Register link to bring up the below form

(https://wam.bcs.org/wam/MemberRegistration.aspx).



In order to register you will need your membership number and pin, both of which can be automatically forwarded to your defaulted email address using the links provided. All fields need to be completed.

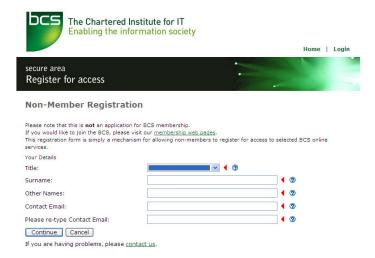
Clicking Register will take you to a page listing the information you have entered. If this is correct click YES to continue, or NO to amend.

Once completed you shall be taken to a Registration Complete page and you shall have the option to be taken straight to the secure area using the Login link. A confirmation email will also be forwarded to you from **Customer Services BCS**.

b. Non-BCS Member

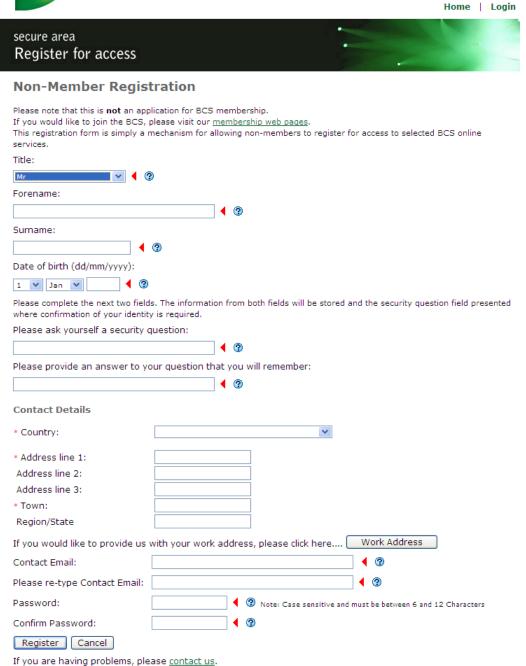
If you are not a current member of the BCS go to www.bcs.org/events/registration and answer No to bring up the Non Member registration form (below), or go to https://wam.bcs.org/wam/RegisterNM.exe.

Please note that this is <u>not</u> an application for BCS membership and you will not be charged for registering to use the booking system.



The next screen will ask you for further details including your date of birth for security purposes. You will also need to create a password which you will need when logging into the secure area.





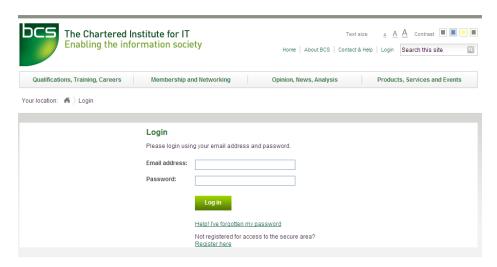
Clicking Register will take you to a page listing the information you have entered. If this is correct click YES to continue, or NO to amend.

Once completed you will be taken to the a Registration Complete page. You have the option to be taken straight to the secure area using the <u>login</u> link. A confirmation email will also be forwarded to you from **Customer Services BCS**.

2. BCS Secure Area

Either log in via the BCS website (<u>www.bcs.org</u>) using the login link in the top right of every page, or use the <u>www.bcs.org/events/registration</u> link.

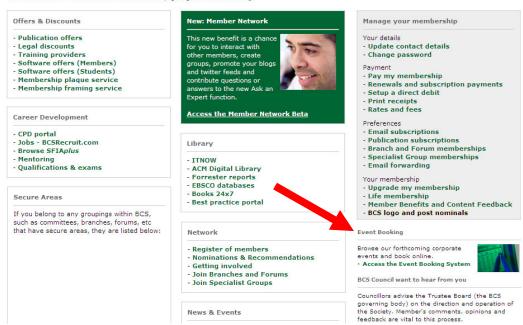
You will need your email address and password, as specified when registering. If you have forgotten your password this can be automatically requested using the link provided.



Once into the BCS Secure Area you will be taken to your home page (the example below is for a BCS member). The link to the Event Booking System is listed in the column on the right.

Welcome





Non members shall be taken to a BCS front page in the first instance and can then access the secure area using the link on the top left.



The Event Booking System will then show in the middle column.

Welcome

Do we have your most up-to-date contact details?

You can navigate around this site using the links in the top navigation or by following the links below. You can return to the main BCS website by going to www.bcs.org



3. Online Event Booking System

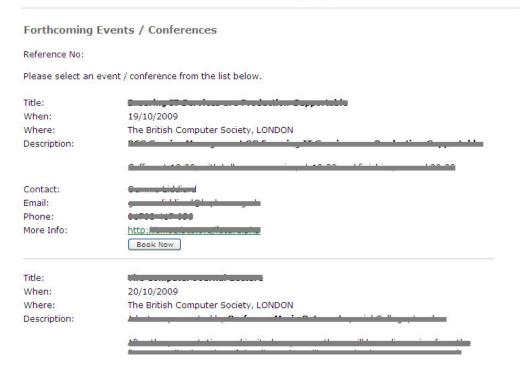
Events are listed in date order, therefore you may need to scroll down until you find the one you wish to book onto.

Once found click on the Book Now button and follow the instructions to register.

Secure Area Home | BCS Public Website

event booking facility

BCS Event Booking System



If payment is required you will be taken to a separate NetBanx page after you have filled in your delegate information.

Once your booking is completed you will receive an automated email confirmation from NetBanx and an electronic receipt from BCS.

PLEASE NOTE: If you do not receive both emails within 15 minutes of booking then email/call the contact given ASAP, as there may be an error with your registration.