

Upper Thames Sailing Club
Bourne End Week
Booking Procedures

Introduction:

This year we are trying to simplify the booking and payment procedures for Bourne End week.

Our preferred process is for you to book the sailing entry, camping and social events online through Sailing Club Manager (SCM). This makes it easier for us to manage and hopefully easier for you too.

To receive the **early booking sailing discounts** you will need to complete the booking online **and** the payment process by midnight on May 21st. Online booking closes at midday on Wednesday, May 24th.

You can still book sailing entry at the higher price and social events at the desk from Wednesday evening, May 24th.

We recommend you research the website and identify all the tickets you need before you start the booking process.

Members, Non Members and previous users of UTSC's SCM:

1. Go to the UTSC website (www.utsc.org.uk) and select SCM in the left hand menu and then 'Members access' or go to the calendar on the website.
2. Select login on the right at the top of the page and key in your email address and password. If you have forgotten your password then select the forgotten password link. A new password will be emailed to you.
3. If you are a **Non Member** who hasn't used our SCM before on the login screen you will see under the Red 'LOGIN' it says 'Not got an account – Create an account now'. Select this option and complete the fields. This will create you as a contact on our database. You may later in the process need to add your boat details.
4. Once logged in select 'Book online'.
5. Select 'Bourne End Week'
6. If you are a competitor select the correct 'BEW Sailing Entry' for your boat:
 - a. Go down the list and select the correct entry ticket you require by ticking the box.
 - b. Identify the contact entering by selecting 'For Whom'
 - c. Identify 'Which Boat' this entry applies to
 - d. Please read the rules of the Regatta and confirm that you agree to follow them by typing YES in the space provided. Please also add the names of your crews in the same field.
 - e. Select 'Add to Cart'
 - f. Check that the entries in your cart are correct.
 - g. If you want to book social tickets and camping then select 'Continue Shopping'.
7. If you want Social tickets or Camping:
 - a. Go to Book online.
 - b. Select Bourne End Week.

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- c. Select the event you want tickets for.
 - d. If you want to pay for all your BEW events, entry and camping together then select the tickets 'Bank transfer to UTSC'.
 - e. In either category select the number you need and tick the box for '...Bank transfers'.
 - f. Select 'Add to Cart' if you are paying by Bank Transfer.
 - g. Repeat the process for the all the events you require.
8. Complete the checkout process by selecting 'Begin checkout process'.
 9. Select 'Continue to Account Details'.
 10. Please check the entries are correct.
 11. Go on to the 'Emergency Contact Information' – please add if a competitor, ignore if you are only booking social functions.
 12. Click 'Onto Payment'.
 13. If correct please select 'Pay now'.
 14. Go down the page and select 'Yes, I agree, create booking'.
 15. An invoice will be sent to you in the coming days. Please pay the invoice by transferring the required funds to the UTSC bank account detailed on the invoice. Please remember there is a payment deadline of midnight on May 21st to receive the lower priced sailing entry.
 16. Social entries can be booked via SCM up until Midday on May 24th.
 17. At Bourne End Week please take your invoice to the desk to pickup your tickets for the various events