Basic End-User Guide
Once signed up, to log in you must enter your email address and password (see below).

Upon log-in you will be asked to add your card details to be used for the deposit system for your booking.

**PLEASE NOTE:**

1. There is an online helpdesk, to use this please click on the green ‘Support’ button in the top right hand corner.

2. We recommend the use of Google Chrome or Microsoft Edge browsers as older browsers will provide a poor user experience.
How to book (1)

1. Select a date and your user type (eg. Shell Scheme or Space Only - these are pre-defined in the dropdown) You can also make multiple bookings at once by clicking on the Add New button.

2. Select the phase of your booking, and then select your date (there will probably just be one phase to choose from).

Please note that the NEC only uses the Deposit System for busier build up days on some events. Your organiser will confirm if it is in use for your event. It is not used for all build up days or any breakdown days.

3. Select which Hall you are booking into and your vehicle type

4. A pop up will then appear with available time slots – if a time is not available, it will be greyed out. Please remember that this is an ETA and the NEC cannot guarantee entry at this time.
How to book (2)

5. Add in details of the exhibitor company that you are delivering to, as well as the delivering company. Please enter stand details, the name and number of the stand that you are delivering to.

6. Complete the rest of the booking form by adding in the driver of your vehicle. Click on the checkbox if you do not know this, but please ensure you edit this once you know.

7. Add the postcode of origin (where your journey is beginning from) and the vehicle registration number.

8. Ensure that you review the Terms and Conditions and click the checkbox to agree to these.

9. Once complete, press the green ‘Submit Booking’ button.

Note: If this box appears grey and you can’t submit, check through the booking form to ensure that you have an answer filled in for each section and haven’t missed anything.
How to book (3)

10. Once the booking is submitted, you will then get a summary screen with rules and an email with all of your booking details on it as well as a link to the platform to download your pass, with your QR code on it.

11. You can also see all your bookings in the ‘List of Bookings’ in the menu on the left hand side of your screen.

12. You can click into any of your bookings to ‘edit’ them, print off your vehicle pass and perform a number of other functionalities.

Please ensure that you have a printed vehicle pass for when you arrive on-site.