

SFTG Course Booking Instructions

We have recently implemented a new online booking facility through our website, so there are now a number of ways you can book your courses.

- 1. Fill in the booking form and send to the GTO with your cheque**

Or

- 2. Go to www.sftg.co.uk and access the online booking facility through the website, and send a cheque once you have confirmed your place.**

Or

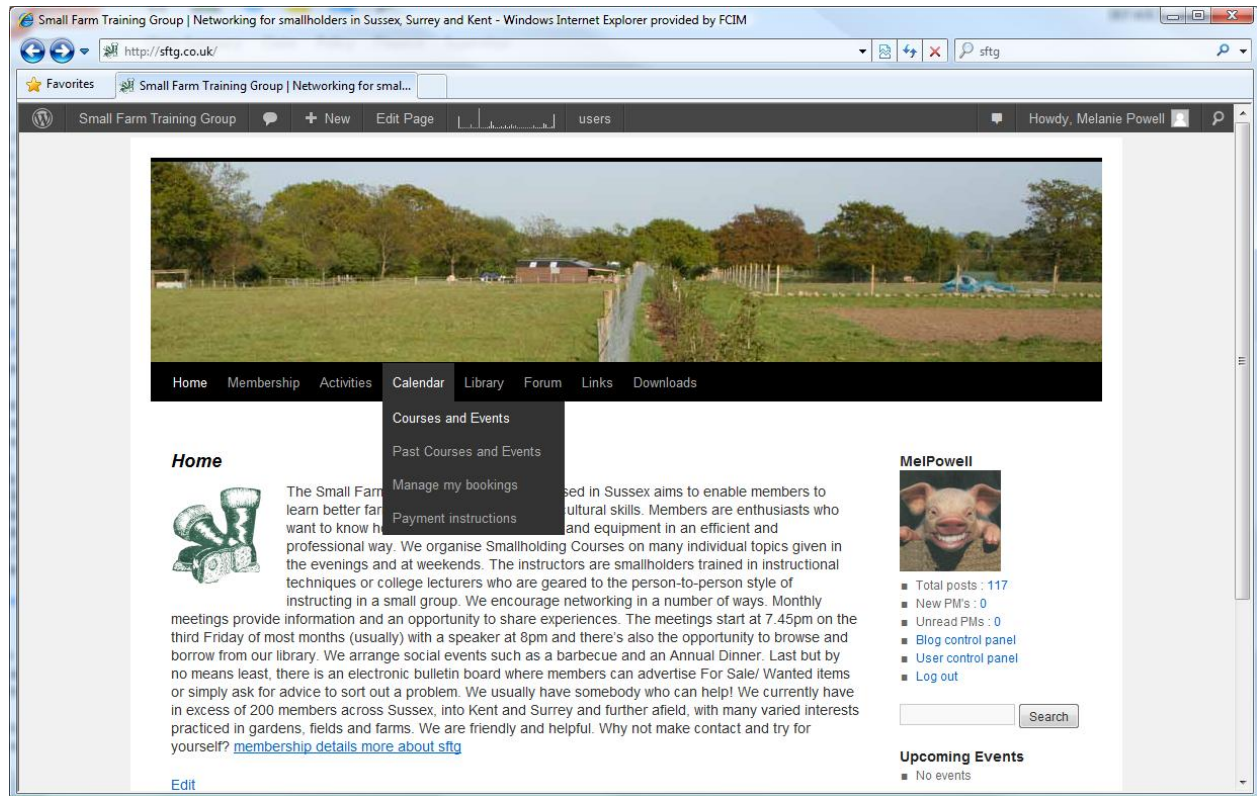
- 3. Fill in the online booking form and pay online through PayPal**

We hope you will find the online booking option easy to use, it has the following advantages:

1. Instant registration for courses – when you book a place it is automatically reserved for you.
2. Automatic emails will confirm your place for you and at the same time notify the GTO of your booking
3. Reduction in form filling and paperwork – no booking forms needed
4. Online payments will make the process fully automated, the money comes straight out of your account and refunds can be issued automatically in case of cancellation
5. The facility to log in to the SFTG website and manage your bookings, see what you have coming up and will also allow you to cancel a booking (note late cancellation fees are applied within 7 days of a course)

Over the page you will find a brief guide to booking courses on line....

1. Go to www.sftg.co.uk and login to the site – if you need your user name and password please email editor@sftg.co.uk . Once you are logged in it will take you to the forum page, click on SFTG website at the top right of the page to take you back to the home page.
2. You are now logged in.
3. Highlight **Calendar** with your cursor. Select '**courses & events**'




4. Click on upcoming events and then chose the course you wish to attend

Events | Small Farm Training Group - Windows Internet Explorer provided by FCIM

http://sftg.co.uk/events/

Small Farm Training Group + New Edit Page users Howdy, Melanie Powell




Home Membership Activities Calendar Library Forum Links Downloads

Events

Date/Time	Event
02/02/2013 19:00 -21:00	Lambing Theory <i>The Mohair Centre, Chiddingfold East Sussex</i>
09/02/2013 13:00 -16:00	Practical Goat Keeping <i>Nabbescott Farm, BN27 4BB</i>

[Edit](#)

MelPowell



- Total posts : 117
- New PM's : 0
- Unread PM's : 0
- [Blog control panel](#)
- [User control panel](#)
- [Log out](#)

Upcoming Events

- [Lambing Theory](#)

5. Open the event you wish to attend. If you wish to reserve a place, **scroll down within the main webpage** to the bottom of the course details box select the number of tickets you would like, and fill in your contact number. Then click '**pay by cheque**' or the **PayPal** box if you wish to use a debit or credit card online..

Lambing Theory | Small Farm Training Group - Windows Internet Explorer provided by FCIM

http://sftg.co.uk/events/lambing-theory/

Small Farm Training Group

Home Membership Activities Calendar Library Forum Links Downloads

Whether a first timer or just refreshing, get ready for lambing – an evening running through the basics.

Bookings

Ticket Type	Price	Spaces
Members - Lambing Theory	£15.00	0
Non Members - Lambing Theory	£22.50	0

Phone: 01323 848113

Comment:

Pay by cheque

Check out with PayPal

Small Farm Training Group

WordPress

MelPowell

- Total posts: 117
- New PM's: 0
- Unread PM's: 0
- Blog control panel
- User control panel
- Log out

Upcoming Events

- Lambing Theory
- Practical Goat Keeping

6. You will receive an automated email confirming your booking. Please note that this is provisional pending receipt of your payment and is not a guarantee of your place. If you book by post you will receive a manual email or a letter within a week of booking.
7. For payment instructions if paying by cheque, go to **Activities – Courses – Booking a Place on a Course** or print off the form attached to this email and send it to the address on the form.
8. The GTO will confirm your place on the course upon receipt of your cheque and send out further instructions closer to the course date.
9. You can view your bookings at any time – log in and go to **Calendar – Manage My Bookings**, you can then see a list of your past and upcoming courses, fees for each course and whether your booking is approved. You also have the option to cancel a booking from this page.