

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**'

The screenshot shows the website for the Small Farm Training Group. The browser window title is "Small Farm Training Group | Networking for smallholders in Sussex, Surrey and Kent - Windows Internet Explorer provided by FCIM". The address bar shows "http://sftg.co.uk/". The page has a navigation menu with "Calendar" selected, which has opened a dropdown menu with "Courses and Events" highlighted. The main content area features a "Home" section with a description of the group and a user profile for "MelPowell".

Home

The Small Farm Training Group is based in Sussex aims to enable members to learn better farming skills. Members are enthusiasts who want to know how to do things in an efficient and professional way. We organise Smallholding Courses on many individual topics given in the evenings and at weekends. The instructors are smallholders trained in instructional techniques or college lecturers who are geared to the person-to-person style of instructing in a small group. We encourage networking in a number of ways. Monthly meetings provide information and an opportunity to share experiences. The meetings start at 7.45pm on the third Friday of most months (usually) with a speaker at 8pm and there's also the opportunity to browse and borrow from our library. We arrange social events such as a barbecue and an Annual Dinner. Last but by no means least, there is an electronic bulletin board where members can advertise For Sale/ Wanted items or simply ask for advice to sort out a problem. We usually have somebody who can help! We currently have in excess of 200 members across Sussex, into Kent and Surrey and further afield, with many varied interests practiced in gardens, fields and farms. We are friendly and helpful. Why not make contact and try for yourself? [membership details](#) [more about sftg](#)

MelPowell

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

Upcoming Events

- No 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 | 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, Chiddingly East Sussex</i>
09/02/2013 13:00 -16:00	Lambing Theory Practical Goat Keeping <i>Nabbscott Farm, BN27 4BB</i>

[Edit](#)

MelPowell

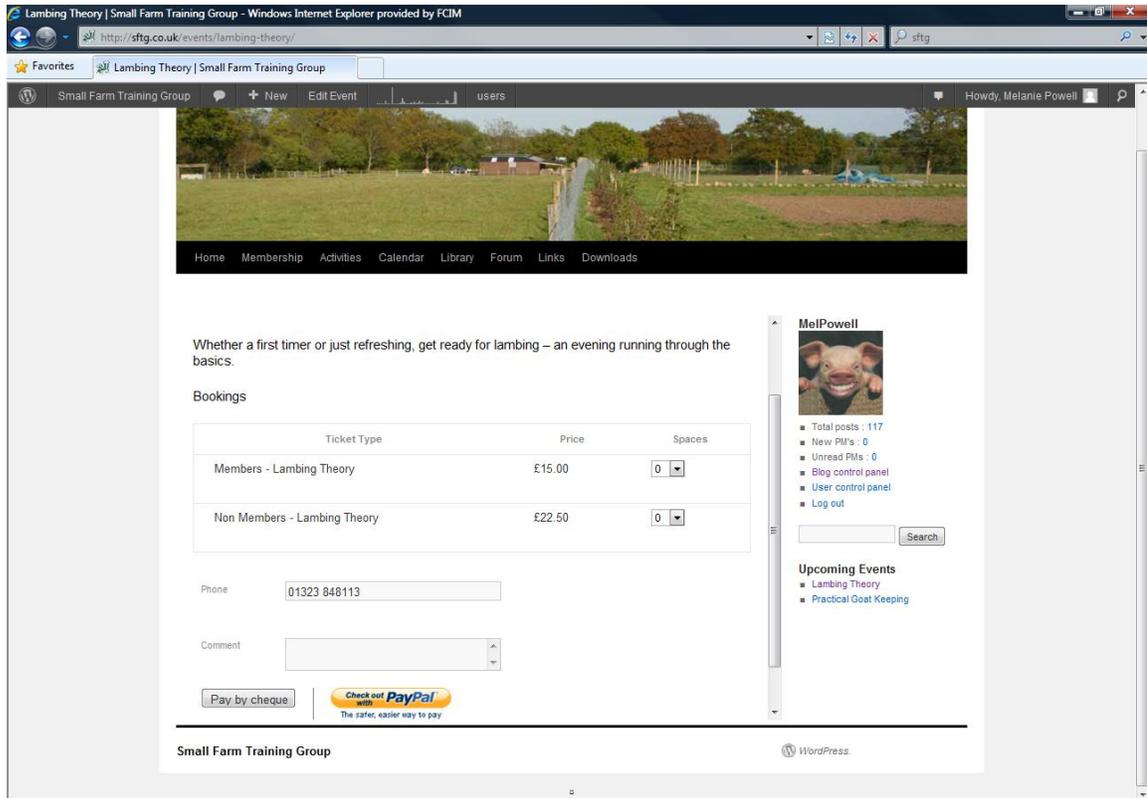
- Total posts : 117
- New PM's : 0
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- Log out

Search

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..



The screenshot shows a web browser window displaying the Small Farm Training Group website. The page features a navigation menu with links for Home, Membership, Activities, Calendar, Library, Forum, Links, and Downloads. A main heading reads: "Whether a first timer or just refreshing, get ready for lambing – an evening running through the basics." Below this is a "Bookings" section with a table:

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

Below the table are input fields for "Phone" (containing 01323 848113) and "Comment". At the bottom of the form are two buttons: "Pay by cheque" and "Check out with PayPal". A sidebar on the right shows a user profile for "MelPowell" with a profile picture and statistics: Total posts: 117, New PM's: 0, Unread PM's: 0. It also includes links for "Blog control panel", "User control panel", and "Log out". A "Search" box and "Upcoming Events" section (listing "Lambing Theory" and "Practical Goat Keeping") are also visible. The footer contains "Small Farm Training Group" and "WordPress".

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.