## How to Book

## Step one: Go to the Web Site

Navigate to <a href="https://www.meadsa.co.za">https://www.meadsa.co.za</a>



Make sure you are logged in, if you are logged in, your name will display above the golden donate link as per the screenshot. If you don't have a login name yet, click on Join Us to create one.

The events currently available to book for are normally displayed on the home page like this:

Event 22: Council of Vengeance Event Dates: 14 to 16 August 2015, starting at 16, ending at 12. Plot Closes: 31 July 2015 Bookings Close: 7 August 2015 Refunds Close: 7 August 2015 Character System Locks: 7 August 2015 Venue: <u>Bushtrails Environmental Centre</u> Places and Prices: Perma Monsters: R150 each (R250 with catering); Players: R300 each (R400 with catering); Catering: R100; Facebook Event: <u>Event 22 Facebook Event</u> Book: <u>Book Now!</u>

You can book for the event by clicking on the Book Now link.

Alternatively, use the Events Menu to navigate to the page where all our events are listed:



Click on the Select Link of the event you wish to book for and then click on the Book button (either the top of the bottom book button, they both take you to the same place.

-View Events											View Event
Event Name	Event Start Date	Event Registration Closed	Player Price	Early Registration Closed	Early Places	Early Price	Monster Price	Catering?	Cater Cost	View	Event Name: Council of Vergenze Event Bimby: After: Vic maccane: were delivered lond and clear to the harves of Masdell the Timbase Astroist has called for the herves of
Council of Vengeance	8/14/2015 4:00:00 AM	Friday, August 07, 2015	300				150	True	120	Select	Meadel to come together yet again. This time she means to unify the forces that stand against V and other such threats to Meadel to come together yet again. This time she means to unify the forces that stand against V and other such threats to Meadel's safety
Intro into LARPing	7/26/2015 11:30:00 AM	Friday, July 24, 2015	20				o	False		Select	The Duckess has proposed that a new council be formed to coordinate and plan the final assault on V. She also issued warnings to the herces attending that they may expect more interference from the villations V.
Cornerstone Tavern	7/26/2015 11:30:00 AM	Friday, July 24, 2015	20				o	False		Select	*Perma-Monsters will earn loog only in points and 3 build points for a character of their choice.
											A to be prime moment and a minimum and a minimum and control and control and the minimum
											5 meals provided
											Start Date: 2019-08-14 04:00
											Event Location Bushnalls
											Location Directions and Notes: Georgie Many Link
											If you have trouble getting there (traffic jam, you are lost or if you can't make it any more) please call us on o824053652 or o832976641.
											Event Location Link <u>Event location</u> Event Forum Topic <u>Directs the Event Heret</u>
											Book

Any of these methods will work to get you to step 2.

## Step 2: The Booking Screen

- Event-											
Name	Start Date	Player Cost	Early Cost	Monster Cost	Cater Cost						
Council of Vengeance	8/14/2015	300	N/A	150	120						
Type of Booking	Select V										
Cater for Me:											
Character Name	Select a Cha	aracter Profile 🔻									
Payment Reference											
Amount Paid	Please note: If you edit this field, the amount you add in will be <b>ADDED</b> to the amount you specified before. So if you take the catering option as additional, you just submit the additional cash for catering and it will be added to your payment total.										
Booking Comments	• •										
Paragraph 🔻 Font 🔻 Size	Color V	🍟 B I 🛛 🕁	« x x, 0 🖁								
: ■ ■ ■ ( :::::::::::::::::::::::::::::											
Cesign C mmc	Eri 14/08/5	015 22:00:00									
	Sat 15/08/2	2015 08:00:00									
Monster Slots (select 2 if possible, I	f Sat 15/08/2	2015 10:00:00									
not, select what there is and we'll be	in Sat 15/08/2015 13:00:00										
touch to sort out the other one in du	e Sat 15/08/2015 15:00:00 □										
course)	Sat 15/08/2015 19:00:00 🗆										
	Sat 15/08/2	2015 21:00:00 💷									
	Sun 16/08/	2015 08:00:00 🗆									
					Book						

Select the type of booking you want to make (either PC, player character or NPC, non-player character).

If catering is available and you want catering, tick the Cater for Me checkbox.

If you are making a player booking, select the character you want to play at the event. If you profile hasn't been approved yet or you don't know who you're taking, select the booking placeholder option.

Type in the payment reference you will use on your EFT payment to Mead Legends.

Put in the amount of money you'll be paying to Mead Legends (this must be a valid number).

Add any comments you want admin to be aware of.

If there are monster slots available for the event and you are booking as a player character, select at least 2 of the displayed monster slots.

Check that all your information is correct and click on Book.

There will be a popup asking you to confirm that you wish to book. Click on OK. This will display a red message at the top of the page stating that you have booked.

You can always check your booking by coming to the event booking page and seeing what information is displayed there.

That's it, you're done, you now know how to book  $\ensuremath{\textcircled{\odot}}$