



We hope this guide supports you in how to book onto the new member ceremony

- Log in using your RCP code or email address registered with your account
- You will automatically be registered as a delegate (1); in this example it is Amy Roche

The screenshot displays a five-step booking process: 1. Add delegates, 2. Prices, 3. Delegate details, 4. Booking summary, and 5. Confirmation. Below the progress bar is a light blue banner with an information icon and the text: "Become a member now to immediately access our discounted ticket prices before you checkout". A "Join now" button is positioned below this banner. The main content area is titled "Add delegates" and includes a horizontal line. Below the line is the instruction: "If you are booking on behalf of someone else please click on the edit icon to add the delegate's details". A list of delegates is shown, with the first entry "Amy Roche" highlighted by a blue box labeled "1". To the right of "Amy Roche" are edit and delete icons. At the bottom right of the interface is a "Next" button, highlighted by a blue box labeled "2".

- Click next (2) to proceed to the next page to select guest and dinner options



1. Add delegates 2. Prices 3. Delegate details 4. Booking summary 5. Confirmation

i Become a member now to immediately access our discounted ticket prices before you checkout

[Join now](#)

Amy Roche

3 Prices
£0.00 (New member - attending ceremony + reception)

Select all **4**

- Ceremony and reception - 1 adult guest - £25.00
- Ceremony and reception - 2 adult guests - £50.00
- Ceremony and reception - 3 adult guests - £75.00
- Ceremony and reception - 4 adult guests - £100.00
- Ceremony and reception - child (age 1-12) - £0.00
- Creche place (6 months - 8 years) - 1 child - £25.00
- Creche place (6 months - 8 years) - 2 children - £50.00

- You'll see under the header "Prices" (3) as the member you are automatically registered under the rate "New member – attending ceremony + reception"
- To book your guests, under the same header (4) you can select the appropriate option depending on the amount of guest you will be bringing to the ceremony and inclusive reception.
- You can bring a maximum of 4 guests, children between the ages of (12-16yrs) are welcome to attend with you and are included in your guest limit
- Each ticket has a selected price depending on the number of adults/children you will be bringing to the event i.e Ceremony and reception - 4 adult tickets £100.00
- The page will refresh with the total cost of your booking (5)



5 Total: £100.00

Back Next

- Select Next
- You will now be taken to the page where you can provide your dietary and access requirements (6) (7)
- Please ensure these are completed as we cannot guarantee your requests can be accommodated if you make us aware after booking

Test User2

Adjustments

Dietary restrictions:

6

Gluten free

Halal

No beef

No pork

None

Vegan

Vegetarian

Allergy information: (optional)

If you have any food allergies please let us know. We cannot guarantee that any of our products are safe to consume for people with specific allergies.

7

Access requirements (optional)

Please let us know if you have any special requirements eg do you require wheelchair access

- On the same page, you will see a header labelled as “Delegate details” (8) there will be some survey questions we ask you to fill out to provide us with some final details before completing your booking



- Question one (9) we ask you to let us know of the phonetic pronunciation of your name (e.g David Baranowski – David Ba-ra-nof-ski). This is to confirm how you would like for your name to be pronounced during the roll call at the ceremony
- Question two to four (10) (11) (12) (13) we ask you to let us know of your guest(s) name for registration on the day of the ceremony. There is a text box to fill per guest attending the ceremony.
- Question five (14) we ask you to let us know of any dietary requirements we need to be aware of for your guest(s) staying for the dinner
- Question six (15) we ask you to let us know the name and age of your child if you have booked a place for the creche facility.

Delegate details 8

9 Please advise the phonetic pronunciation of your name (eg David Baranowski - David Ba-ra-nof-ski)

10 If you have chosen to bring a guest, please enter their name here

11 If you have chosen to bring a second guest, please enter their name here

12 If you have chosen to bring a third guest, please enter their name here

13 If you have chosen to bring a fourth guest, please enter their name here

14 Please provide any dietary requirements for each of your guests. Unfortunately any on the day requests will not be able to be accommodated.

15 If you have booked a crèche place please tell us your child's name and age

[Back](#) [Next](#)

- Once complete, select Next and you will be taken to the summary booking page, please check that all information is correct and read through the cancellation policy and terms and conditions



Booking new member ceremonies

- The summary will show the rate you as the member are booked for and the number of options you selected along with the total amount for your booking
- You will be required to tick some boxes before being able to proceed to payment.

Summary

Amy Roche

1x option(s);

£100.00

New member - attending ceremony + reception


I have a discount code ▾

Total £100.00


- You will then be redirected to our payment portal

Choose a way to pay

› Pay with my PayPal account



The faster, safer way to pay



Order summary

Subtotal	248
Total (GBP)	248

› Pay with my debit or credit card


Card type

Billing information

First name

Last name

Email address

Secure payments by 

- Follow the steps to make the payment, only when payment is received is your booking confirmed



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Booking new member ceremonies

- Shortly after you have made payment you will then receive confirmation emails, please read through these carefully and advise us if there are any errors
- If you run into any difficulties when booking, please contact ceremonies.queries@rcp.ac.uk or call 020 3075 2389 and a member of the team will assist you.