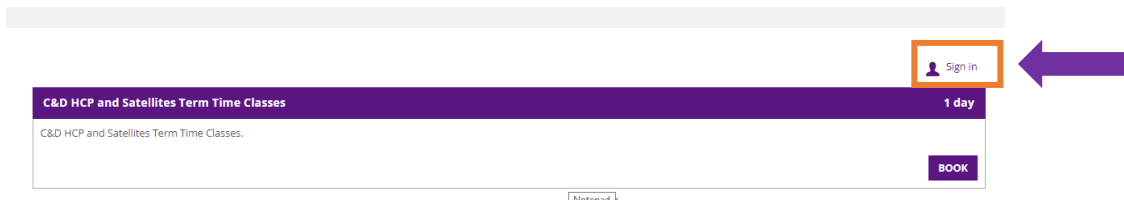
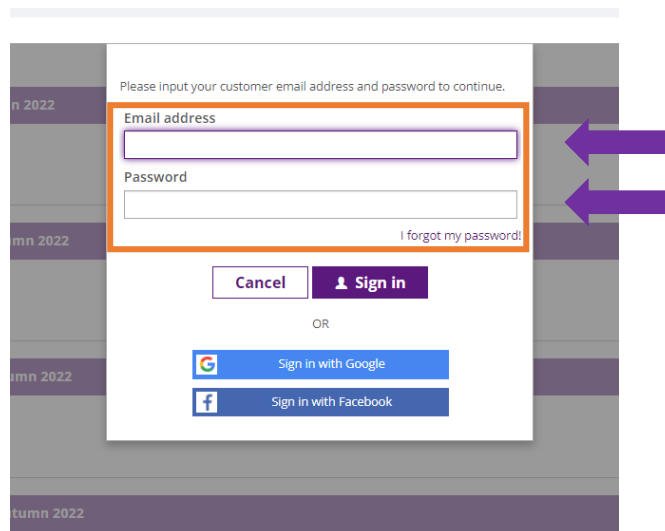


How to Book C&D Classes through Bookeo

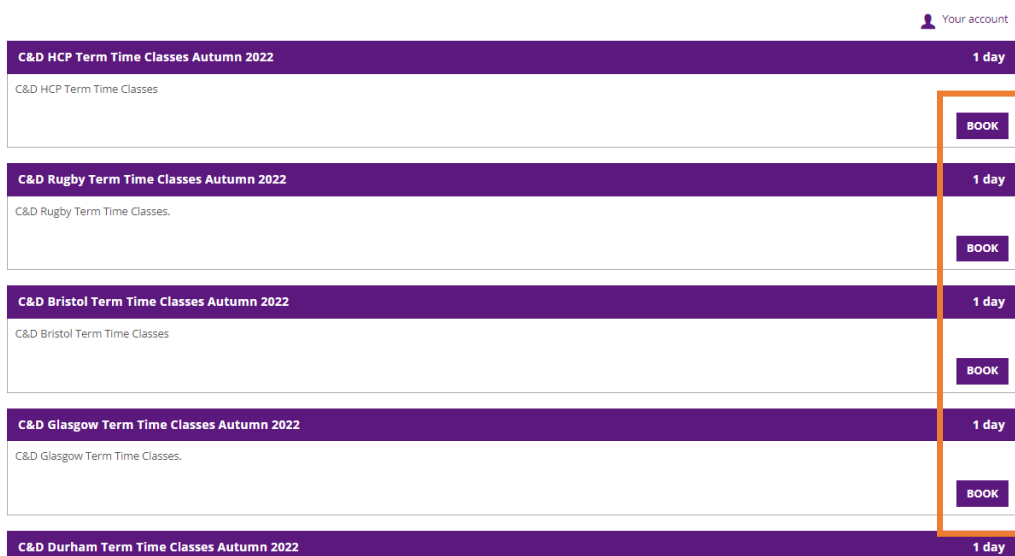
1. Go to <https://royal-needlework.org.uk/courses/certificate-diploma/book/>
On the right-hand side you will see a 'sign in' option. Click on it.



2. You will then get a pop-up box asking for your e-mail and password. This will be the same e-mail you signed up to the course with, and your chosen password that should be changed on your first login to something memorable to you (see *Signing up and Changing Bookeo Password* instructions if necessary)



3. You will now see a list of dates and locations available to book for your C&D class. Scroll through the list and select the location and term you want, then click 'Book' on the right-hand side.



4. You will then see all the class slots that are available for that location and term. Click 'Book' for the class you want to join. If it is full, you can click 'wait list' to join the waiting list (though this does not guarantee that you will be able to join this class).

Date	Class	Tutor 1	Tutor 2	Satellite/Online	Available	Price		
Saturday, 17 September 2022								
10:00	C&D HCP Term Time Classes Autumn 2022	Rachel Doyle	Owen Davies	Hampton Court Apt 12A Hampton Court Palace, East Molesey KT8 9AU	0	£146	Info	WAIT LIST
Sunday, 18 September 2022								
10:00	C&D HCP Term Time Classes Autumn 2022	Becky Quine	???	Hampton Court Apt 12A Hampton Court Palace, East Molesey KT8 9AU	0	£146	Info	WAIT LIST
Monday, 19 September 2022								
10:00	C&D HCP Term Time Classes Autumn 2022	Jen Goodwin	Shelley Cox	Hampton Court Apt 12A Hampton Court Palace, East Molesey KT8 9AU	0	£146	Info	WAIT LIST
Tuesday, 20 September 2022								
10:00	C&D HCP Term Time Classes Autumn 2022	Matthew Cayton	???	Hampton Court Apt 12A Hampton Court Palace, East Molesey KT8 9AU	1	£146	Info	BOOK

5. You will then be taken to the booking page where you can select which module you would like. Note: for your first module when you start your course, you MUST select Jacobean Crewelwork. Once you have selected your module, click 'Next'.

* Certificate & Diploma Term-time Classes

Please select from the drop down box below which module you would like to book. New students must select new technique when changing to a new module eg Certificate Canvas - 1st class, Diploma Advanced Goldwork cost to be added to the price of the first class.

If you have any further questions please contact: education@royal-needlework.org.uk.

-- Please select an option --

- Please select an option --
- Certificate Jacobean - 1st Class (+ £140)
- Certificate Jacobean
- Certificate Blackwork - 1st Class (+ £26)
- Certificate Blackwork
- Certificate Canvas - 1st Class
- Certificate Canvas
- Certificate Goldwork - 1st Class (+ £44)
- Certificate Goldwork
- Certificate Silk Shading - 1st Class
- Certificate Silk Shading
- Diploma Applique - 1st Class
- Diploma Applique
- Diploma Advanced Silk Shading - 1st Class
- Diploma Advanced Silk Shading
- Diploma Advanced Goldwork - 1st Class
- Diploma Advanced Goldwork
- Diploma Canvas Stitches - 1st Class
- Diploma Canvas Stitches
- Diploma Blackwork - 1st Class (+ £26)

Next >

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Contact us

+44 (0)20 316

enquiries@roy

The Royal Sch

HCP

6. You will then be shown a page about contact details. If you are signed into your account, the fields should be filled in automatically, but it is a good idea to check these details are correct! If any are incorrect or missing, you can simply add them in.
Once you are happy with all the details, click 'Next' at the bottom of the page.

7. You will now see a summary page of your booking, including the module you have chosen and your details.

1 bookings in cart + Add another booking


C&D HCP Term Time Classes Autumn 2022 Change
Tuesday, 20 September 2022 10:00
Tutor 1: Matthew Cayton Remove
Satellite/Online: Hampton Court Apt 12A Hampton Court Palace, East Molesey KT8 9AU


8. Underneath this, you will find the request for billing details and the total cost of your module (including any kit required). You can pay via credit/debit card, or through PayPal. Please Note: your booking will be held for 10 minutes, so it may be good idea to have you preferred payment method ready!

Price

Description	Unit price	Quantity	Price
Tuesday, 20 September 2022 10:00			
C&D HCP Term Time Classes Autumn 2022 - adults	£146	1	£146
Certificate & Diploma Term-time Classes: Certificate Jacobean - 1st Class - adults	£140	1	£140
Total			£286

Payment method

Credit card 

PayPal 

When you click on the payment button below, you will be directed to a dedicated secure page to complete the payment.

Cancellation policy

- No refund will be provided for cancellations made less than 24 hours in advance, or in case of no-show.
- A cancellation fee of 50% applies for cancellations made less than 7 days in advance.
- No cancellation fee applies for cancellations made 7 or more days in advance.

9. Once all your details have been added, make sure you click to agree to the terms and conditions, and then click 'pay now to confirm your booking', and you are all set!

I agree to the conditions and policies above

Pay now and confirm your booking!

The slot will be held for 10 minutes

Customer area

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