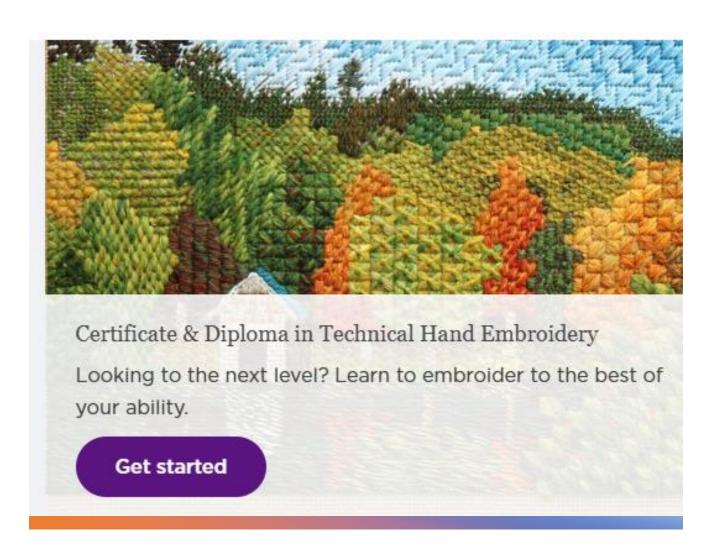
Accessing Bookeo and Course Documents from the RSN website

- You **must** access your Bookeo account via the RSN website.
- <u>www.royal-</u> <u>needlework.org.uk</u>
- On the home page click on Classes & Courses at the top of the screen



C&D

 Select the Certificate and Diploma page (the forest image)



Select Bookeo

• In Bookeo you can see the calendar, book book classes, change bookings if they are more than one week ahead, update personal details and change your password.







Using Bookeo

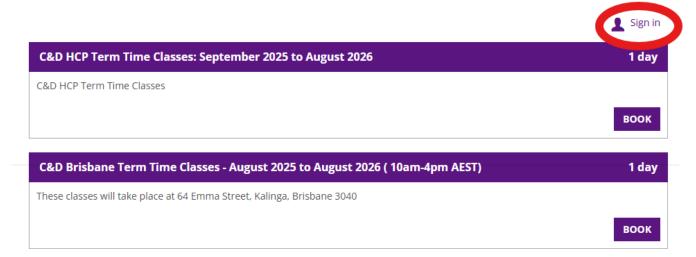
- You must log in to your Bookeo account to book C & D days. This is not the same as an RSN account you may have for the shop etc. The shopping basket on the screen has nothing to do with your Bookeo account.
- On the Bookeo page the Sign
 In box is on the right-hand side
 at the top of the calendar.

Current C&D Students - view availability, book classes, review and amend your bookings for the academic year up to September 2025.

How to Book C&D Classes in Bookeo (PDF).

Download essential course information and documents, including project briefs and evaluation forms.

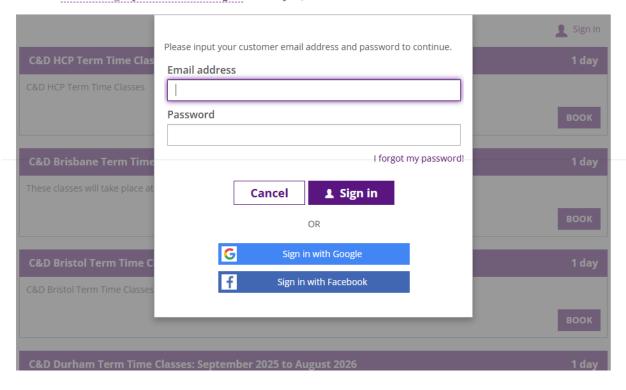
To sign in to Bookeo: click the "Sign In" link just above the first Bookeo 'box' below (on the top right-hand corner of the box). Use your **Bookeo** account details (name and password) to sign in. Important: please note that your Bookeo account details are *not* the same as your main RSN website account details. If you have any issues please contact certificate@royal-needlework.org.uk. Thank you,



Signing in to Bookeo

- Enter the email address with which you registered for the C & D.
- Enter your password. If you need the password to be reset email certificate@royal-needlework.org.uk
- Sign in

To sign in to Bookeo: click the "Sign In" link just above the first Bookeo 'box' below (on the top right-hand corner of the box). Use your **Bookeo** account details (name and password) to sign in. Important: please note that your Bookeo account details details are *not* the same as your main RSN website account details. If you have any issues please contact certificate@royal-needlework.org.uk. Thank you,

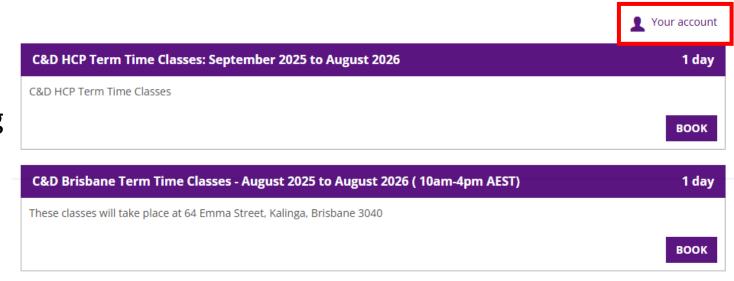


Your Account

The box now changes to "Your account" Clicking on this gives access to:

- Making new bookings
- Reviewing and changing existing bookings
- Updating your contact details
- Changing your password.

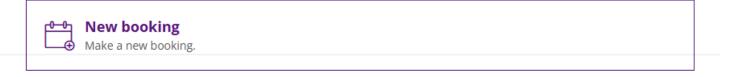
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Hi Stella!

Please select one of the actions below





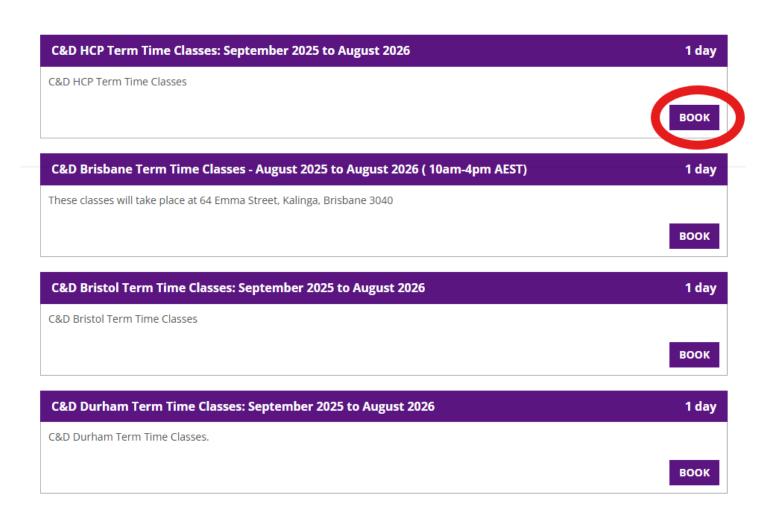






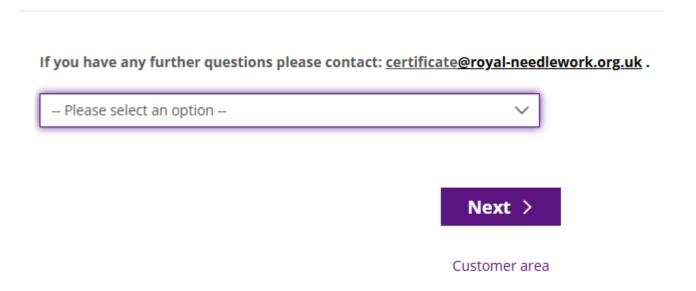
Making a booking

- Select the venue/course from the drop-down list
- Select Book



Making a booking

- Select option this is the course you want e.g.
 Jacobean
- Select "First class" if it is.
- Select date Book means the date is available, Wait means you can join the waiting list



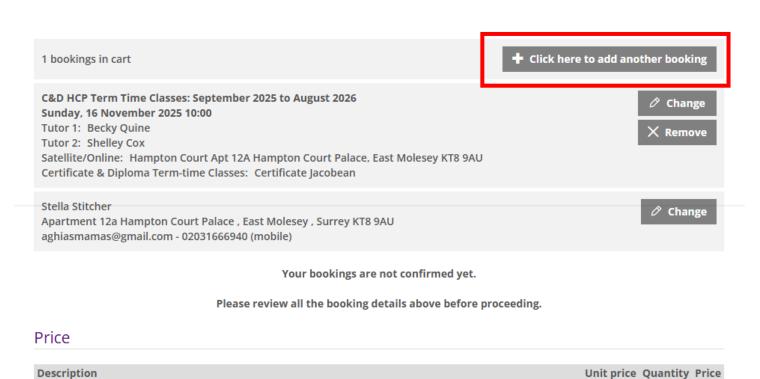
Making a booking

 Select date – Book means the date is available, 'Wait List' means you can join the waiting list

| Date | Class | Tutor 1 | Tutor 2 | Satellite/Online | Price | |
|--------------------------|----------------------------------------------------------------|-------------------|-------------|------------------------------------------------------------------------|------------------|----------|
| Satur | day, 15 November | 2025 | | | | |
| 10:00 | C&D HCP Term Time Classes: September 2025 to August 2026 | Matthew Cayton | ??? | Hampton Court Apt 12A Hampton Court Palace, East Molesey KT8 9AU | £159 Info W | AIT LIST |
| Sunday, 16 November 2025 | | | | | | |
| 10:00 | C&D HCP Term Time Classes: September 2025 to August 2026 | Becky Quine | Shelley Cox | Hampton Court Apt 12A Hampton Court Palace, East Molesey KT8 9AU | £159 Info | воок |
| Mond | day, 17 November 2 | 025 | | | | |
| 10:00 | C&D HCP Term Time Classes: September 2025 to August 2026 | Jen Goodwin | Shelley Cox | Hampton Court Apt 12A Hampton Court Palace, East Molesey KT8 9AU | £159 Info | воок |
| Tues | day, 18 November 2 | 025 | | | | |
| 10:00 | C&D HCP Term Time Classes: September 2025 to August 2026 | Auburn Lucas | ??? | Hampton Court Apt 12A Hampton Court Palace, East Molesey KT8 9AU | £159 Info | воок |

Review and Pay

- Review your choices and insert your details.
- NB. You do not need a PayPal account to pay by PayPal, just a credit card.
- If you want to book more than one date, click on the "Add another booking" box on the payment page.



£159

Total

£159

£159

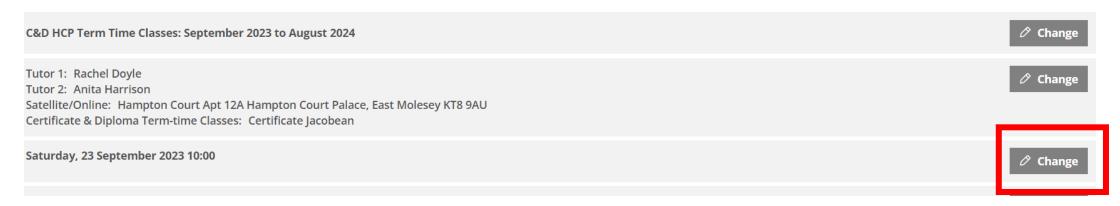
Sunday, 16 November 2025 10:00

C&D HCP Term Time Classes: September 2025 to August 2026 - adults

Changing a future booking

You may only do this if there are at least seven days before the class date. If the date is sooner, you must e mail certificate@royal-needlework.org.uk with a request to amend the booking. It may be subject to a cancellation fee. To make a change:

- From "Your bookings" click on the booking to be changed.
- In that booking click on the "Change" button alongside the date.
- From the list of available classes below select "Book" for the one you want.
- Scroll to the bottom of the screen and click on "Next"
- Scroll to the bottom of the screen again and tick Agree Conditions and click on "Confirm booking".
- You can click on "Customer Area" to go back to check your bookings.



Changing Contact Details

- Select "Your profile"
- Amend details and select OK
- At the bottom of this page is the option to change your password.

Password

Change password