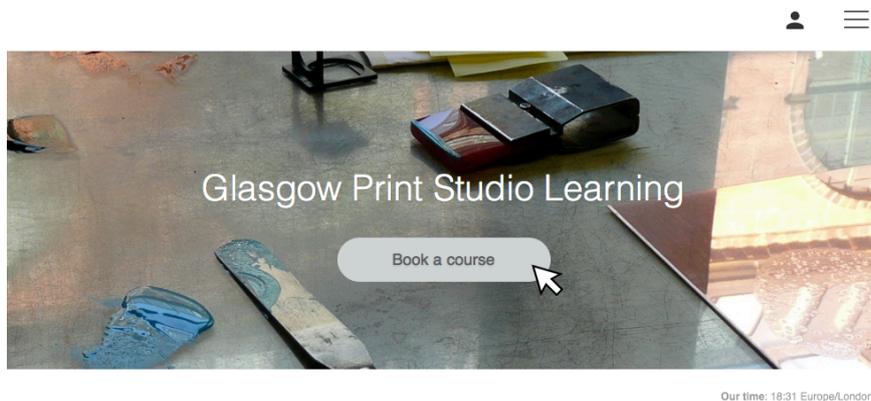# Booking a course: How-to Guide

- To book a course, go to www.glasgowprintstudiolearning.simplybook.it or you can simply visit www.glasgowprintstudio.co.uk and choose the 'Booking' option from the 'Learning' menu.

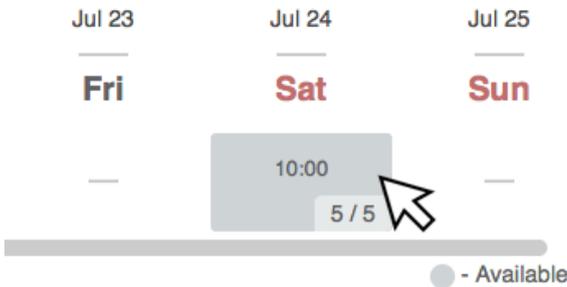- Click the "book a course" button on the banner image.

- Next, select a printmaking category to view all courses available in that medium.

- The page will now display all courses in date order. Different course levels are indicated by the coloured band around the image – yellow for taster courses, green for beginner/refresher, blue for intermediate, and purple for advanced. For more information about each course, click "read more".

- Once you have chosen a course, click "select".

- The page will now display a calendar. If there are still places available on your chosen course, the course start-date and time will show as available on the calendar. The number of places remaining and the total number of places in the course will also be displayed (e.g. 5/5 means that five out of five places are available to book). If no availability shows on the calendar for the course start-date, unfortunately it is fully booked. Please return to the previous page and select another course.

Jul 23	Jul 24	Jul 25
Fri	**Sat**	**Sun**
—	10:00	—
	5 / 5	

⬤ - Available

- Once you have selected the relevant start-date and time from the calendar, you will be prompted to create an account or login to proceed with your class booking. Please check the box to allow us to send you relevant information such as course notes and notifications of any changes or cancellations to your course.

☐ I agree with SimplyBook.me Terms & Conditions *

☐ Please check this box to give Glasgow Print Studio Learning permission to contact you by email about your course booking

Sign Up And Continue

- Once logged in, you will be redirected to the participant and course details page. Please fill out the information fields on the left, indicating your level of experience, concession eligibility, and any disabilities/conditions/allergies you may have. Check the course details on the right are correct and click "confirm booking".

- Next, the order confirmation page will be displayed. If you have a discount or concession code, please enter it here. Click confirm to make payment via our secure payment processor, Stripe.

- Once your payment has been processed, you will receive an automated email confirming your course details. To view the bookings you have made, login to www.glasgowprintstudiolearning.simplybook.it and click "my bookings" from the drop-down menu at the top of the screen.

- If you have any problems making a booking, please contact us on classes@glasgowprintstudio.co.uk