

# Instructions for booking using Doodle:

- Click on the “**Book your place**” button to bring up the workshop doodle page
- Where it says “**Participants**”, Click on the **plus (+)** sign (it should bring up a new box in the participants list)
- Type your **full name** in the box (preferably with a **contact email** or phone number.
  - If you could also include a brief description of any dietary requirements that I should be aware of when buying cakes and biscuits, then that would be a big help!
  - **E.g – Ann Person, A.P.email@outlook.com, No Gluten, No Dairy**
- Click on the workshop session you would like to attend (a tick will appear)
- At the bottom right, underneath the list of participants is a box that says “**Send**” – Click this to submit your reservation.

## You can click on the link and visit the workshop Doodle page as many times as you need:

- If you want to go back and **change your booking**, then click on the little **pencil** icon next to your name and make the change you need. Then click “**update**”.
- If you need to **cancel your booking**, click the **pencil** icon and then just click the **dustbin** icon to delete yourself from the list. Doodle will keep me updated of any changes so you don't have to.

## Payment:

- I take cash or cheque payments on the day, or you can pay by PayPal at anytime: [www.paypal.me/SHillArt](http://www.paypal.me/SHillArt)