Event Booking process flow chart

Rev 1-0

Login

Payment is to be taken immediately for all events **

Select event → Confirm booking → Payment screen → Payment confirmed —Yes→ Does event receive immediate confirmation* —Yes→ Booking confirmation email

System to remember event detail is user not logged in when looking at events

Payment confirmed —No→ (back to Payment screen)

Does event receive immediate confirmation* —No→ Booking acknowledgement email
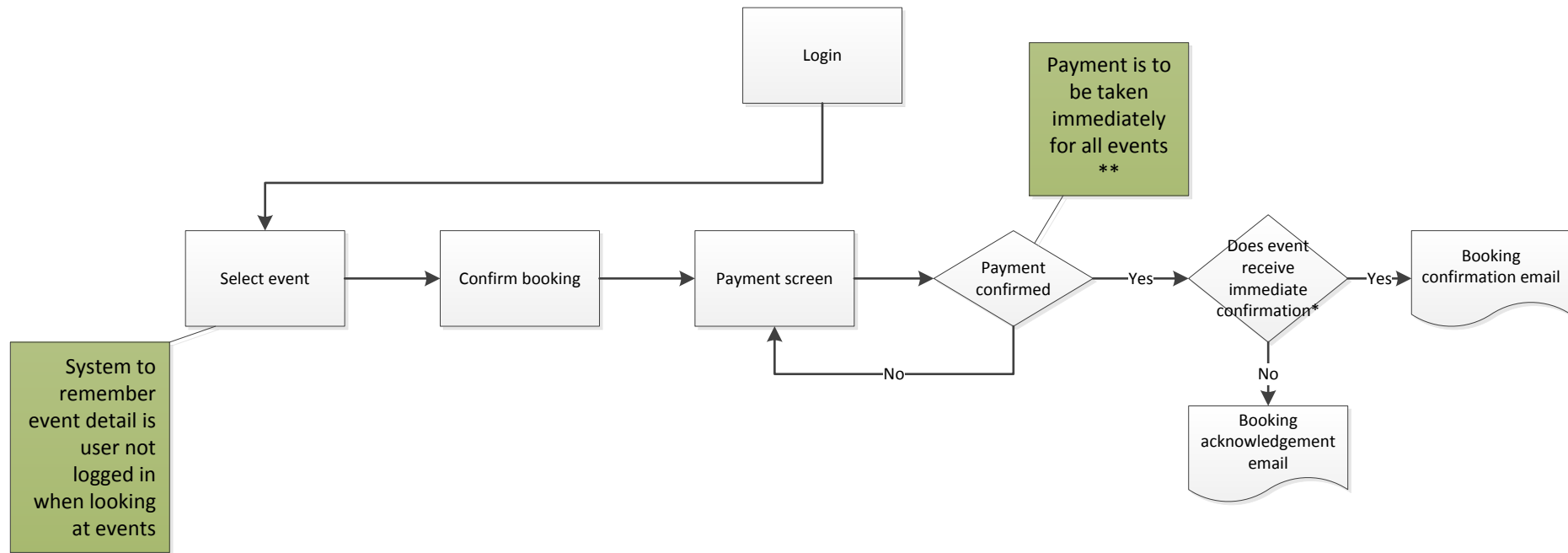
Notes:

This process is for all events

* this is differentiation between Seminars (Scientific) and Courses (Education & Training)

** if event is to be credited due to cancellation this process is to be managed offline