



## STEP BY STEP GUIDE TO ONLINE FIXTURE BOOKING

1. Head to [www.highlodge.co.uk](http://www.highlodge.co.uk)
2. Head either to **CLAY SHOOTING drop down box** at top of website and select **CLAY SHOOTING EVENTS**  
or  
**WHAT'S ON PAGE**
3. Click on the fixture you would like to book
4. Click '**BOOK HERE**'
5. On the left you will see all of the competition dates for that month, **select the date and preferred time** (*as you hi-light one, it will tell you on the right hand side how many spaces are available*)
6. On the right hand side under '**TICKETS**', select how many spaces you are booking (*you can book for more than 1 person but please make sure you have their email address, mobile number and CPSA number to hand*)
7. Click '**VIEW SELECTIONS**'
8. Click '**BOOK NOW**'
9. Enter your email address and select '**CONTINUE**'
10. Enter your details (*full name, contact number & CPSA number*)
11. If you have booked more than 1 space, select '**ADD ANOTHER ATTENDEE**' and continue to add their details
12. Tick to agree to The Privacy Policy, add any other info you need to let us know and select '**CONTINUE**'
13. A £20 per person deposit is required, please select **PAYPAL CHECK OUT** and pay your deposit (*please note you do not need a PAYPAL account to check out, you can just add your credit/debit card details on the check out process*)
14. When you have paid your deposit, your booking will be confirmed & you will receive a confirmation email. If you have added other guests, they will also receive a confirmation email if you entered their email address.

If you have any questions or issues with booking, please do not hesitate to contact a member of the office team on 01986 784347