

## How to book social or training event tickets with Smart Club Cloud - web version

Go to: [www.smartclubcloud.com](http://www.smartclubcloud.com)

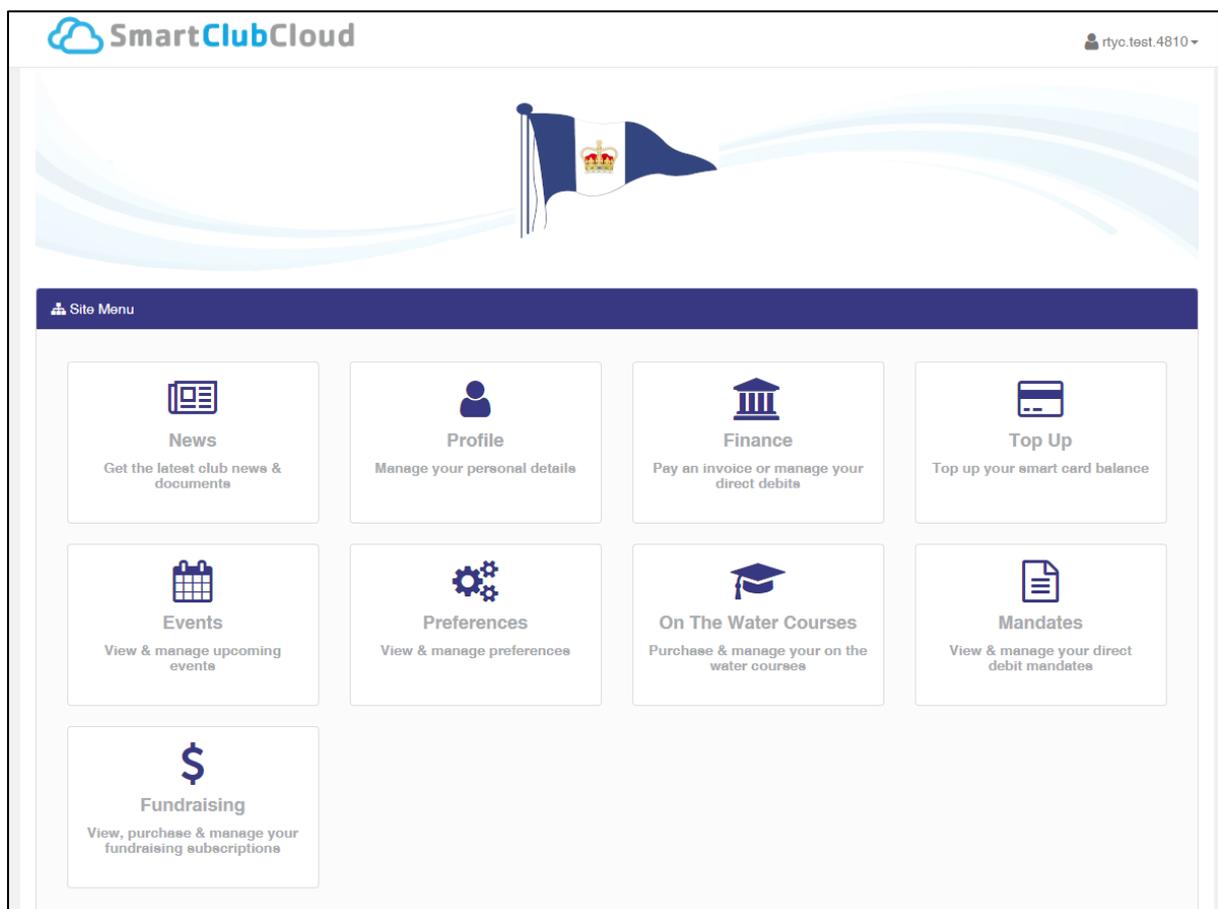
Log in with your username and password.

Your username will be in the format: firstname.surname.membershipnumber e.g. joe.smith.1001

If you cannot remember your password, please contact the Office who can reset it for you ([admin@rtyc.org](mailto:admin@rtyc.org) 01803 292006).

Please note password reset emails will come directly from Smart Club – please check your spam folder if you do not receive it after requesting.

This is the Smart Club Cloud Dashboard:

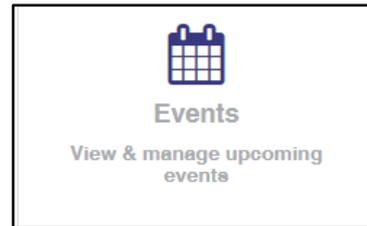


The screenshot shows the Smart Club Cloud dashboard interface. At the top left is the SmartClubCloud logo, and at the top right is the user ID 'rtyc.test.4810'. Below the header is a decorative banner featuring a flag. A dark blue 'Site Menu' bar is positioned below the banner. The main content area contains several interactive tiles:

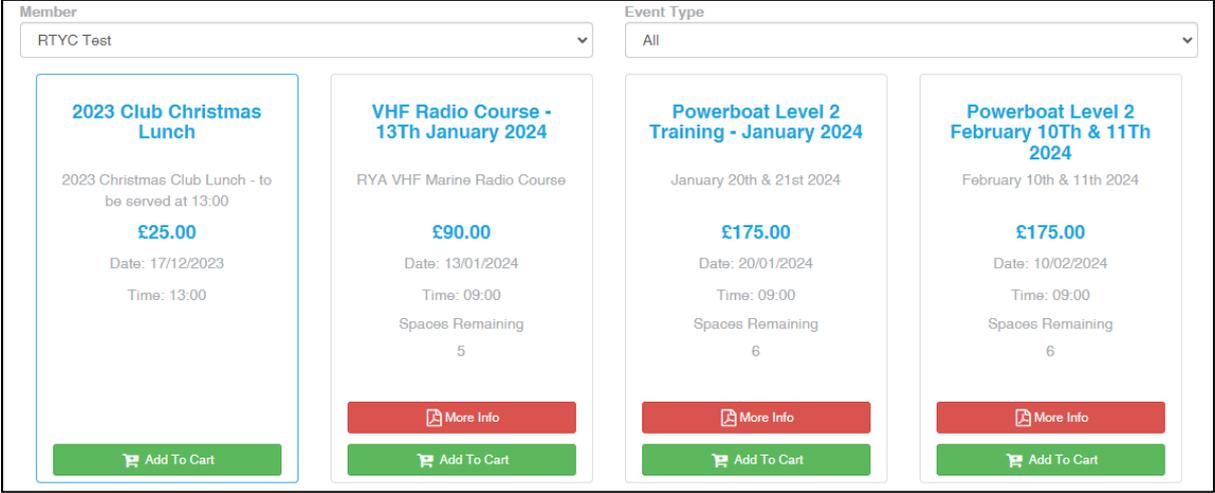
- News**: Get the latest club news & documents
- Profile**: Manage your personal details
- Finance**: Pay an invoice or manage your direct debits
- Top Up**: Top up your smart card balance
- Events**: View & manage upcoming events
- Preferences**: View & manage preferences
- On The Water Courses**: Purchase & manage your on the water courses
- Mandates**: View & manage your direct debit mandates
- Fundraising**: View, purchase & manage your fundraising subscriptions

From here you can amend your personal details by clicking on “Profile”, add money to your Membership card by clicking “Top Up”, view and manage your Direct Debits by clicking “Mandates”.

To book a social or training event, click the “Events” button.



You will now see all social and training events available to book.



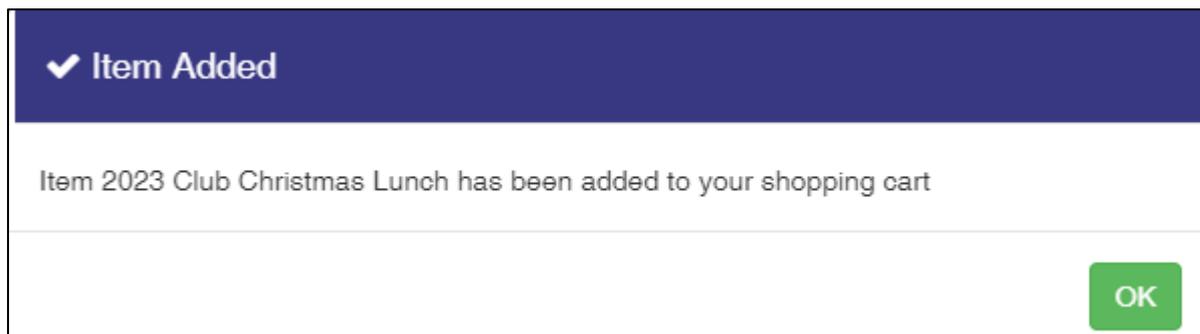
The screenshot shows a web interface for booking events. At the top, there are two dropdown menus: "Member" set to "RTYC Test" and "Event Type" set to "All". Below these are four event cards. Each card displays the event title, a brief description, the price, the date and time, and the number of spaces remaining. At the bottom of each card are two buttons: a red "More Info" button and a green "Add To Cart" button.

Event Title	Description	Price	Date	Time	Spaces Remaining
2023 Club Christmas Lunch	2023 Christmas Club Lunch - to be served at 13:00	£25.00	17/12/2023	13:00	
VHF Radio Course - 13Th January 2024	RYA VHF Marine Radio Course	£90.00	13/01/2024	09:00	5
Powerboat Level 2 Training - January 2024		£175.00	20/01/2024	09:00	6
Powerboat Level 2 February 10Th & 11Th 2024		£175.00	10/02/2024	09:00	6

Some events will have a “More Info” link – this will allow you to see a document with information specific to that event (this may be information about what you will need to bring to a training event for example)

Click “Add to Cart” for the event you are booking. If you are booking more than one ticket for an event this can be amended later.

You will see a pop-up notification to let you know the item has successfully been added to your “Shopping Cart”.



Click “Ok” and you can add more tickets to your “Shopping Cart” – this allows you to book multiple different events in one payment process.

Click on “Shopping Cart” to amend your tickets or make payment. You may be asked additional questions at check out.



Here you will see any tickets you have added to your “Shopping Cart”, and you can amend the number of each ticket by changing the quantity and clicking “update”.

Shopping Cart						
Member	Item	Qty	Cost	Discount	Total	
RTYC Test	2023 Club Christmas Lunch 2023 Christmas Club Lunch - to be served at 13:00	1	£25.00	0%	£25.00	<input type="button" value="Delete"/> <input type="button" value="Update"/>

When you are happy with the number of tickets you have, click “Check Out – Total £X”.



You will now be asked to complete some questions based on the ticket you have chosen. This may include the name of the person dining, food choices, dietary needs, medical information, emergency contacts etc. An example, showing meal choices, is displayed below:

**Guest Name**

**Starter**

**Maine**

**Puddings**

**Dietary Requirments**

You will be asked questions for each ticket you have purchased, for example, if you have bought a ticket for yourself and one for your partner, you will need to complete the questions twice (once for each of you).

When you have completed the questions, click “Pay Now”.

Pay Now

Here you can enter your card details and make your payment.

**Total Due: £25.00**  
Payment for 1 event(s) for member rtyc.test.4810

**Name On Card**

**Card Number**

**Card Expiry**  **CVC**

[Submit Payment](#)

[Cancel](#)

You will receive a confirmation email from Smart Club Cloud. If you wish to view any tickets purchased, you can do this by clicking the “Events” button from the Dashboard and selecting “My Events”.

[Dashboard >](#)

[Events](#) [My Events](#)