



Booking Day Opportunities and Community Social Groups

User Guide

All sessions must be pre-booked.

project-indi.hivelink.co.uk

CHAMPIONING INCLUSION
CELEBRATING DIVERSITY

PROJECT
INDI

Project Indi / Day Opportunities / Jan | Day Opportunities

You need to be logged in to book on our programmes. Please [login](#) or [register an account](#) to continue.

Jan | Day Opportunities

Venue: The Indi Club | Host: Marie Bird

Total: £0.00

0 selected
Apply discounts at the checkout

Confirm Booking

Monday 20th January

Full Day 09:30 - 15:30 £20.00	Morning 09:30 - 12:00 £11.00	Afternoon 13:00 - 15:30 £11.00
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You must be logged in to place a booking.

Wednesday 22nd January

Full Day 09:30 - 15:30 £20.00	Morning 09:30 - 12:00 £11.00	Afternoon 13:00 - 15:30 £11.00
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You must be logged in to place a booking.

Friday 24th January

Full Day 09:30 - 15:30 £20.00	Morning 09:30 - 12:00 £11.00	Afternoon 13:00 - 15:30 £11.00
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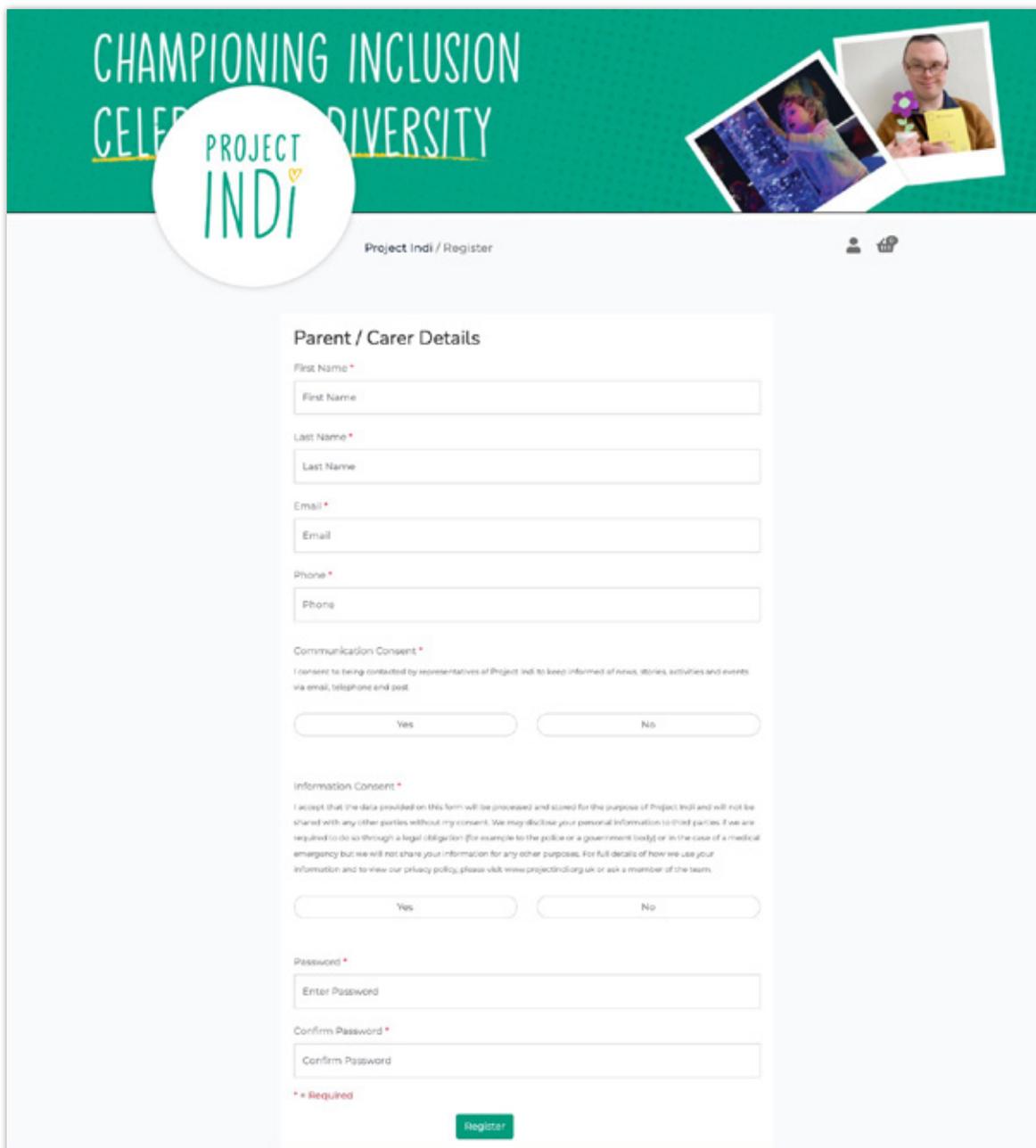
You must be logged in to place a booking.

Navigate to the booking site at project-indi.hivelink.co.uk on your phone, tablet, computer or any internet enabled device. Follow the links to find the item you wish to book for.

Here you can view available dates, session times and prices. To make your selection you must first **log in** or **create your account**. This is a quick process and ensures that our team have all the information we need to ensure our members are safe during our sessions.

All information is saved to your account for future bookings and is always available to the team who are delivering the session.

Parent / Carer Details.



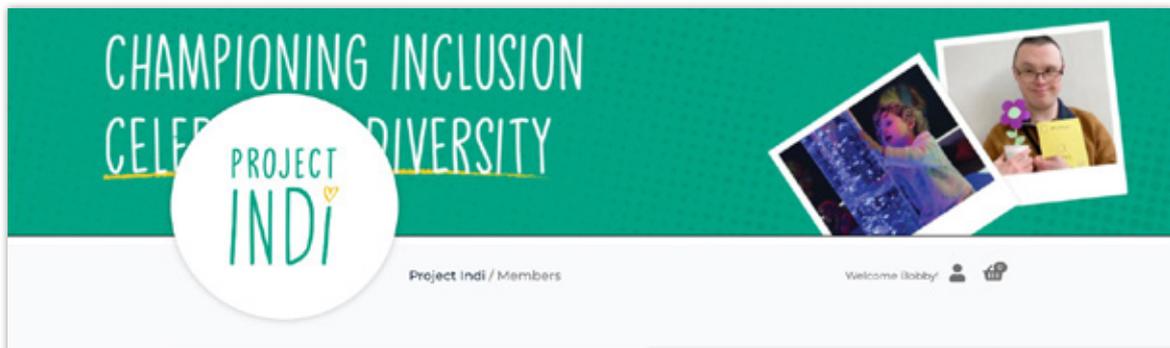
The image shows a registration form for Project Indi. At the top, there is a green banner with the text "CHAMPIONING INCLUSION CELEBRATING DIVERSITY" and the Project Indi logo. Below the banner, the page title is "Project Indi / Register". The form is titled "Parent / Carer Details" and contains the following fields and sections:

- First Name ***: A text input field labeled "First Name".
- Last Name ***: A text input field labeled "Last Name".
- Email ***: A text input field labeled "Email".
- Phone ***: A text input field labeled "Phone".
- Communication Consent ***: A section with the text "I consent to being contacted by representatives of Project Indi to keep informed of news, stories, activities and events via email, telephone and post." Below this text are two radio buttons labeled "Yes" and "No".
- Information Consent ***: A section with the text "I accept that the data provided on this form will be processed and stored for the purpose of Project Indi and will not be shared with any other parties without my consent. We may disclose your personal information to third parties if we are required to do so through a legal obligation (for example to the police or a government body) or in the case of a medical emergency but we will not share your information for any other purposes. For full details of how we use your information and to view our privacy policy, please visit www.projectindi.org.uk or ask a member of the team." Below this text are two radio buttons labeled "Yes" and "No".
- Password ***: A text input field labeled "Enter Password".
- Confirm Password ***: A text input field labeled "Confirm Password".

At the bottom of the form, there is a red asterisk indicating that all fields are required, and a green "Register" button.

All fields are required, please double check the accuracy of your contact details. Click **Register** once complete.

Member Details.



Who are you making this booking for?

You must select who this booking is for.

[Add New Member](#)

Add New Child

First Name *

Last Name *

Gender *

Date of Birth *

What is your relationship to the child? *

Child's current class *

Is there any dietary information we should be aware of? *

Does your child have any known allergies? *

Is there any medical information we should know about? *

Is there anything we need to know about your child in relation to Safeguarding? *

* = Required

[Cancel](#) [Save](#)

Select **Add New Member** to launch the member registration form.

Please provide as much information as necessary where applicable (dietary, allergies or safeguarding etc)

Click **Save** once complete and repeat for additional members as required. Then choose **Return to booking**

Who are you making this booking for?

You are booking for John.

[Add New Member](#)

John Lennon ✓

DOB: 29/12/2019
Gender: male
Age: 5

[Deselect Member](#) [Edit](#)

[Return to booking](#)

Member Induction / Validation.

Monday 20th January

Full Day 09:30 - 15:30 £20.00	Morning 09:30 - 12:00 £11.00	Afternoon 13:00 - 15:30 £11.00
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This member has not completed the induction process. Please allow 48 hours for your account submission to be processed. If you require any support, please contact our team for further information.

To ensure that our team can meet the needs of our members, new accounts must first be verified as part of our induction process. Please allow 48 hours for this process to be completed.

Once our team have reviewed the members details, you will be able to book instantly in the future.

Build your booking.

The screenshot shows a booking interface for 'Project Indi' with a green header. The header text reads 'CHAMPIONING INCLUSION CELEBRATING DIVERSITY' and features the 'PROJECT INDI' logo. Below the header, there is a breadcrumb trail 'Project Indi / Day Opportunities / Jan | Day Opportunities' and a user greeting 'Welcome Bobby!'. A notification bar states 'you are booking for John. [Click here to edit](#)'. The main section is titled 'Jan | Day Opportunities' and includes details for the venue 'The Indi Club' and host 'Marie Bird'. A summary on the right shows 'Total: £42.00', '3 selected', and a 'Confirm Booking' button. The booking options are organized by date:

Date	Option	Time	Price
Monday 20th January	Full Day	09:30 - 15:30	£20.00
	Morning	09:30 - 12:00	£11.00
	Afternoon	13:00 - 15:30	£11.00
Wednesday 22nd January	Full Day	09:30 - 15:30	£20.00
	Morning	09:30 - 12:00	£11.00
	Afternoon	13:00 - 15:30	£11.00
Friday 24th January	Full Day	09:30 - 15:30	£20.00
	Morning	09:30 - 12:00	£11.00
	Afternoon	13:00 - 15:30	£11.00
Monday 27th January	Full Day	09:30 - 15:30	£20.00
	Morning	09:30 - 12:00	£11.00
	Afternoon	13:00 - 15:30	£11.00
Wednesday 29th January	Full Day	09:30 - 15:30	£20.00
	Morning	09:30 - 12:00	£11.00
	Afternoon	13:00 - 15:30	£11.00

Choose your options for the selected members. Your prices will calculate as you add to your booking - along with any available automatic discounts.

Once you have all the options required click **Confirm Booking**.

Confirm your booking.

CHAMPIONING INCLUSION
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Project Indi / Confirm Booking

Welcome Bobby!

Please check through your options below, if you need to make changes, click 'edit options' at the bottom of the booking. Once your booking is complete you will receive a full summary of your choices via email.

Participants

- John Lennon

Week Commencing: 20th January, 2025

Date	AM	PM	Extra	Price
Monday 20th January, 2025	09:30 - 12:00	13:00 - 15:30		£20.00
Wednesday 22nd January, 2025	09:30 - 12:00	13:00 - 15:30		£11.00
Friday 24th January, 2025	09:30 - 12:00	13:00 - 15:30		£11.00
Totals				
				Subtotal £42.00
				Total £42.00

[Edit Booking](#) [Add to Basket](#)

Review your options for the selected members. To make changes choose **Edit Booking** to return to the previous screen. If you are happy with your choices choose **Add to Basket**.

Review your basket.

Project Indi / Basket

Welcome Bobby!

Basket

Name	Total
Jan Day Opportunities Participants: John Lennon Show Booking	£42.00
Subtotal	£42.00
VAT	£0.00
Total	£42.00

[Checkout](#)

If you are booking other items, or an alternate pattern for another child you can navigate away from this page and make any additions to your basket.

To finalise your booking choose **Checkout**.

Complete your booking.

CHAMPIONING INCLUSION
CELEBRATING DIVERSITY

PROJECT INDI

Project Indi / Basket / Checkout

Welcome Bobby!

Please complete your booking as soon as possible, your places are secured for 14:30 minutes.

Subtotal	£42.00
VAT	0.00
Total	£42.00

Billing Details

First Name: Bobby

Last Name: Mills

Address Line 1: Address Line 1

Address Line 2: Address Line 2

Town / City: Town / City

County: County

Postcode: Postcode

Payment Details

Online Payment Pay on arrival

Pay using any UK based credit/debit card.

Secure Payments
Powered by stripe

Secure, 1-click checkout with Link

Card number: 1234 1234 1234 1234

Expiry date: MM / YY

Security code: CVC

Country: United Kingdom

Postal code: WS11 1DB

Back to Basket Complete Booking

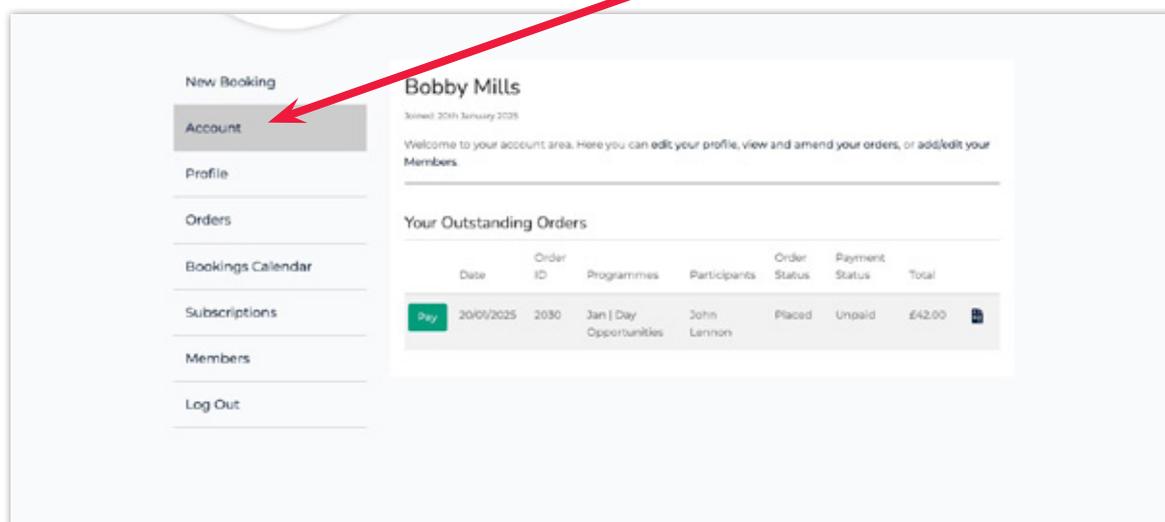
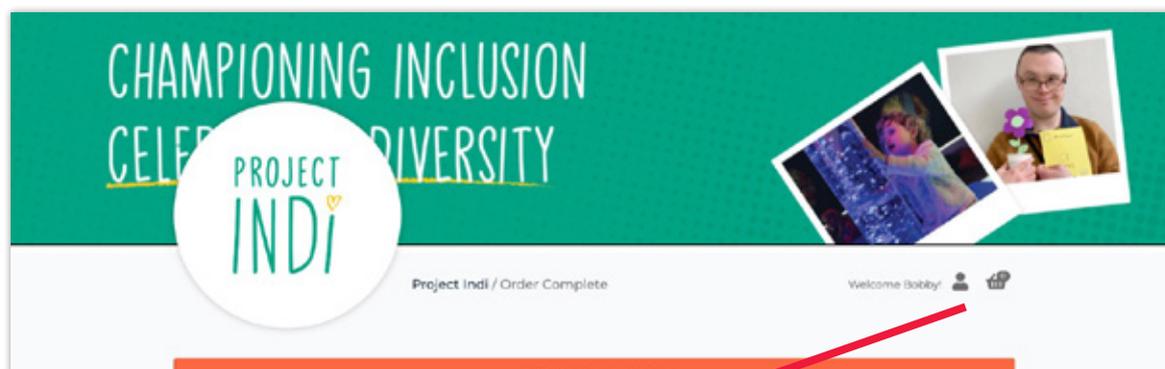
To complete your booking, enter your **Billing Address** on the left (this should match the card you will be using to pay) and your card details on the right. Or choose to pay on arrival using cash or card

Your address will be saved to your account. We do not currently store card details. .

Double check all details and click **Complete Booking**. You will be redirected to a confirmation page and will receive an email with a summary of your booking.

All done!

Manage your Account.



From any page on the booking site, click the **account icon** to go to your account area.

From here you can update your profile, add or edit members details and view your past orders. The booking calendar displays all of your bookings in a calendar view.

Making changes to bookings.

To remove sessions from an existing booking, please follow the steps below.

To add sessions to your booking, simply take out a new booking for the additional sessions required.

New Booking

Account

Profile

Orders

Bookings Calendar

Subscriptions

Members

Total	£42.00	Outstanding	£42.00	Unique Orders	1	Average	£42.00
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Your Orders

Date	Order ID	Programmes	Participants	Order Status	Payment Status	Total	
Pay 20/01/2025	2030	Jan Day Opportunities	John Lennon	Placed	Unpaid	£42.00	

From the orders area of your profile you can choose to remove sessions from your existing orders **up to 2 days before the start of the session.**

From the orders tab within your profile area, select the order you wish to view and click the edit icon.

Order 2030

All bookings relating to this order are listed below.

Programme	Participants	Total	
Day Opportunities - Jan Day Opportunities	John Lennon	£42.00	

Week Commencing: 20th January, 2025

Date	AM	PM	Extra
Monday 20th January, 2025	09:30 - 12:00	13:00 - 15:30	
Wednesday 22nd January, 2025	09:30 - 12:00	13:00 - 15:30	
Friday 24th January, 2025	09:30 - 12:00	13:00 - 15:30	

Making changes to bookings.

The screenshot shows the 'Project Indi / Orders / 2030' page. A sidebar on the left contains navigation links: New Booking, Account, Profile, Orders (highlighted), Bookings Calendar, Subscriptions, Members, and Log Out. The main content area has a heading 'Project Indi / Orders / 2030' and a welcome message 'Welcome Bobby!'. Below this is a section for cancelling sessions. It includes a warning: 'You can remove sessions from this booking here. If you cannot choose a session to remove, then it has passed the cut off time for cancellations. Please refer to our cancellation policy for more details.' and instructions: 'Choose sessions to cancel using the checkboxes below, then press Cancel at the bottom. You will have the opportunity to review your cancellation before it is actioned.' A table lists three sessions for 'John Lennon':

Day	Date	Session	Participants	Price	Cancel
Monday	20/01/2025	09:30 - 15:30	John Lennon	£20.00	<input type="checkbox"/>
Wednesday	22/01/2025	09:30 - 12:00	John Lennon	£11.00	<input type="checkbox"/>
Friday	24/01/2025	13:00 - 15:30	John Lennon	£11.00	<input checked="" type="checkbox"/>

Below the table is a summary table:

Subtotal	£42.00
Discount	£0.00
Total	£42.00

A green button labeled 'Cancel 1 session' is at the bottom right. A note at the bottom states: 'NB! Any discounts used on your original order will be recalculated to reflect your amended booking. This may result in the discount being no longer valid.'

From the next screen select the sessions you wish to remove from your booking. Once happy with your selections, scroll down to click **cancel sessions**.

Review your order totals. If you are happy with the changes select confirm cancellation. The value of the sessions that have been removed from your booking will be added to your account as credit and a new email summary sent.

The screenshot shows the 'Confirm Amendments' page. The sidebar is the same as in the previous screenshot. The main content area has a heading 'Confirm Amendments' and two tables comparing 'Original Booking' and 'Amended Booking':

Original Booking		Amended Booking	
Subtotal	£42.00	Subtotal	£31.00
Discount	£0.00	Discount	£0.00
Total	£42.00	Total	£31.00
Amount Paid	£0.00	Amount Paid	£0.00
Outstanding	£42.00	Outstanding	£31.00

A green button labeled 'Confirm Cancellations' is at the bottom right. A note at the bottom states: 'Please note, any cancellations will notify other users who may be on our waiting lists, and the session may not be available to rebook in the future.'