


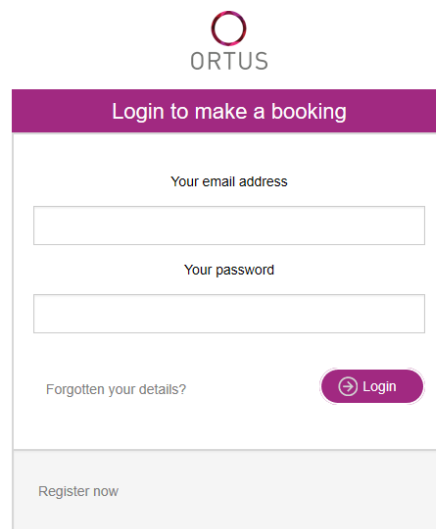
# Online booking system for ORTUS

Through out the booking system you will find some . Please click on them, they give you extra information.

If at any point you have a problem or need to ask us anything, please contact us on [enquiries@ortusevents.com](mailto:enquiries@ortusevents.com) or 0203 69 69 760.

## 1) Login

 Login



The screenshot shows the ORTUS login interface. At the top center is the ORTUS logo, consisting of a red circle above the word "ORTUS". Below the logo is a purple header bar with the text "Login to make a booking". The main form area is white and contains two input fields: "Your email address" and "Your password". Below the password field is a link "Forgotten your details?". To the right of this link is a purple "Login" button with a white right-pointing arrow. At the bottom of the form is a grey bar with the text "Register now".

Enter your email address and password and click login.

If you do not have a login yet, you can either contact us ([enquiries@ortusevents.com](mailto:enquiries@ortusevents.com)) or self-register by clicking on "register now"

2) Describe your event type and enter the number of people, including speakers, that will be attending your event. Then click on Search availability.

## Room Availability Search



### Your Event

Event Type*	Number of people
<input type="text" value="* Please Select Your Booking Type *"/>	<input type="text" value="1"/>

[Search Availability](#)

By clicking on your name at the top left, you will see some options:

- Change your details
- See all future and past events
- Change password
- Logout

- Choose your room layout and timings.  
 If the layout you need isn't appearing, please contact us.  
 You can choose to view the calendar per day, week or month.  
 You can book by block of 30 minutes, with a minimum of 2 hours.  
 If your booking is in less than 3 days, please contact us.  
 Once done, click on continue.

Please select the date and set up you would like to book for. Update the times. If the setup you require isn't appearing, please contact us on 02036969760 or enquiries@ortusevents.com. Click on continue to book catering, audio visual equipment or to add any extra comments. If you need to change your number of delegates, please put a note in the Comment box on step 4 (booking details), we will get in contact with you within 2 working days.

Day Week Month February 2020

	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
<input type="checkbox"/> ORTUS virtual rooms setup style	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
<input type="checkbox"/> Horseshoe																													
<input type="checkbox"/> Horseshoe 20 - 23																													
<input type="checkbox"/> Board																													
<input type="checkbox"/> Board 19 - 22																													
<input type="checkbox"/> Cabaret																													
<input type="checkbox"/> Cabaret 19 - 21																													
<input type="checkbox"/> Theatre																													
<input type="checkbox"/> Theatre 13 - 20																													

1 of 1 page(s)

#### 4) Add items

By clicking on add items, you can:

- Add any catering you want
- Add your audio-visual requirements

### Add Items



Room Name	Start Time	End Time	Cost	Items
<input type="checkbox"/> Horseshoe 20 - 23	29/02/2020 17:30	29/02/2020 18:30		<a href="#">Add Items</a> <a href="#">Remove</a>

[Back to Calendar](#)

[Booking Details](#)

Simply enter the number required

### Add Items

Select the items for **Horseshoe 20 - 23**

Please choose your AV requirements & other options


<input type="checkbox"/> Delivery Of Packages	<a href="#">i</a>	<input type="text" value="Qty"/>
<input type="checkbox"/> Dividers- Opened/Closed	<a href="#">i</a>	<input type="text" value="Qty"/>
<input checked="" type="checkbox"/> Registration Table	<a href="#">i</a>	<input type="text" value="1"/>
<input type="checkbox"/> Poster Boards	<a href="#">i</a>	<input type="text" value="Qty"/>
<input type="checkbox"/> Conference phone	<a href="#">i</a>	<input type="text" value="Qty"/>
<input type="checkbox"/> AV Not Required	<a href="#">i</a>	<input type="text" value="Qty"/>
<input type="checkbox"/> AV To Be Confirmed	<a href="#">i</a>	<input type="text" value="Qty"/>
<input type="checkbox"/> Microphone	<a href="#">i</a>	<input type="text" value="Qty"/>

Once done, click add selected items and then click on booking details


5) Final details

Double check all the information is correct

Enter a name for you event (this is the name that will appear on the internal screens at ORTUS)

Event Name\* 



Enter a PO/budget code/any other information in the box as per below

Budget Code /Department/Any additional information 

You can upload any document / presentation you wish


Attachments


Drop files here or click to upload.


 Upload All  Remove All

Once you have all the information, click on continue.

Your Event



Event Name\* 


Event Type\* 


Budget Code /Department/Any additional information 

Attachments

Drop files here or click to upload.

 Upload All  Remove All

 Add Items

 Continue

## 6) Booking summary

Review the details to ensure all the information is correct.

Review our terms and conditions and tick the box.

Once you are happy with all details, click on submit booking.

### Booking Summary



<b>Name:</b> Antoine Pierrat <b>Email:</b> Antoine@ortusevents.com <b>Phone:</b> <a href="tel:+44-07763097797">+44-07763097797</a>	<b>Address:</b> GROVE LANE LONDON London SE58SN United Kingdom	<b>Notes</b>
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Room Name	Start Time	End Time	Room Hire Total	Items	Items Total
Horseshoe 20 - 23	29/02/2020 17:30	29/02/2020 18:30		<a href="#">Terms and Conditions</a> Registration Table	
Room Sub-Total:			£0.00	Items Sub-Total:	£0.00
Total:					£0.00

[Booking Details](#)

**\*\* Please agree to the Terms and Conditions to continue \*\***  
 I have read, understand and agree to the Terms and Conditions.

[Cancel Booking](#)

[Submit Booking](#)

You will then receive an email confirmation. We have your booking request and will do our best to find a room that suits your needs.