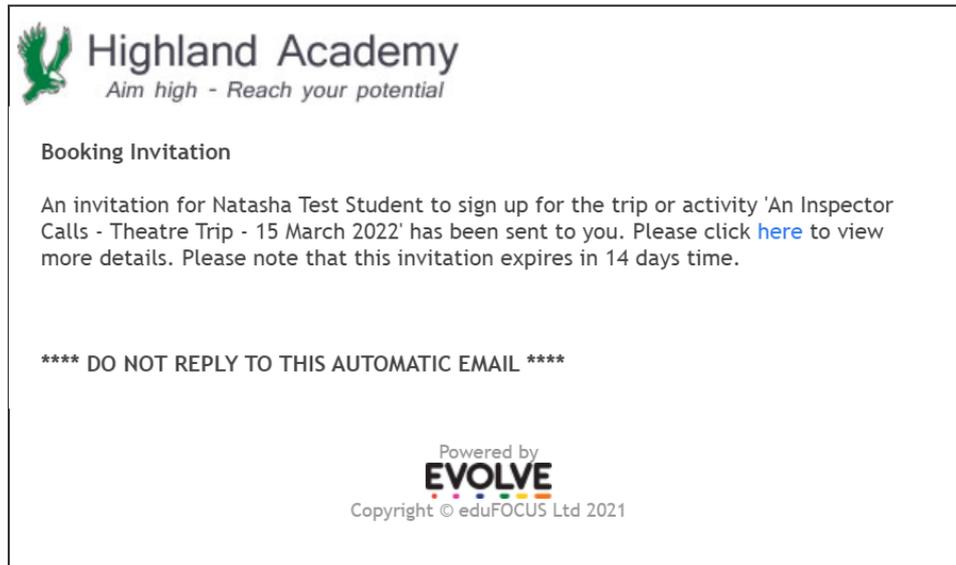


How do I make a Booking from an Email Invite?

Step 1

On receipt of your invitation to book a space, you will receive an email like the one below:

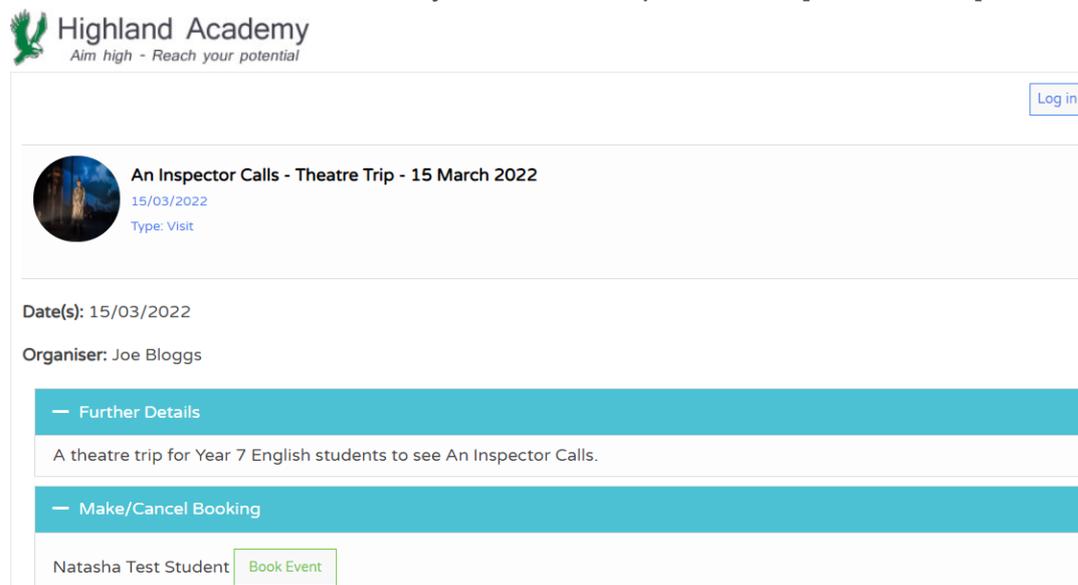


Step 2

Click the [here] link in the email.

Step 3

Review the details of the activity. To book a space, click [Book Event]



Step 4

If a payment is required, a note will appear. If you are happy to proceed, click [Book Now]:

Step 5

Success! Your Booking is now confirmed and if you have a myEVOLVE account, it will appear in your Bookings tab:

myEVOLVE

Jane Doe
[My Account](#)
[\[Log out\]](#)

[Basket: 2 Items - £10.00](#)

[Home](#) [What's On](#) [My Bookings](#) [Consent !](#) [Payments !](#)

Bookings

Natasha Test Student ▾

[Diary View](#)

Name	Activity	Date	Status
Natasha Test Student	An Inspector Calls - Theatre Trip - 15 March 2022	15/03/2022	Confirmed Place