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If you ever need help, you can find friendly Support on every page.
Welcome to Voyage Control Bookings

Home page:
Here you can sign up (new user) or log in (returning users)

Click on LOG IN / SIGN UP found in the right hand corner

If you ever need help, you can find friendly Support on every page.
Sign in or Create a new account:

Demo - Exhibition

Log in

Email Address

Password

Forgot password?

LOG IN

New users: Click Sign up in the right hand corner and you will be taken to a new page

Returning users: Enter your email address and password, then Click LOG IN

If you ever need help, you can find friendly Support on every page.
Create an account:

Fill in your details and CLICK Register

If you ever need help, you can find friendly support on every page.
Booking an event:

This page is the first step into booking a slot during an event.

If you ever need help, you can find friendly support on every page.
Booking an event:

Event: Use the drop down and find your event

User type: Use the drop down and select your user type

When completed: Click Next

If you ever need help, you can find friendly support on every page.
Your Journey and Vehicle type:

Here you will need to input your journey details as well as your vehicle type

1. Please choose whether you are dropping off or picking up.

If you ever need help, you can find friendly support on every page.
2. Phases:  
- **Build** - This is before an event during set up 
- **Open** – While the event is on 
- **Breakdown** – When the event has finished
3. Select the date you would like to book your vehicle in

Dates available to select will be in green. Unavailable dates are greyed out. If you want an unavailable date, you may have selected the incorrect phase.
Vehicle: Basic vehicle guide

- **Car/Small Vans**
  - Including Cars AND small Vans
  - NOT including a Car/Small van with a trailer.

- **Side Loaded Truck**
  - Large vehicles that must be unloaded from the side not the rear

- **Mid-Sized**
  - Including Luton, Sprinter, other Vans or Cars/Small Vans with a Trailer

- **Medium Truck**
  - Including 7.5 and 15 tonne trucks

- **Large Truck**
  - Large vehicles
  - Including Articulated Lorries/Containers/HGV
  - (Anything larger than 15 Tonnes)

If you ever need help, you can find friendly support on every page.
If you ever need help, you can find friendly support on every page.

Vehicle : Vehicle Type

1. Select your vehicle type:

See page before for guidance.
Vehicle: Zone

2. At each venue, the floorplan is normally split into site access gates/zones to make sure that you access the gate nearest your stand. Please see your events stand map to choose the most suitable zone for you. Your event organiser will be able to assist you further with this.
Special Request:

MAKE A BOOKING AT DEMO - EXHIBITION

Select date  Get available times  Complete Booking

Journey
- Drop-off
- Pick Up

Phases
- Build

Date
- 11-Jan-2017

Vehicle
- Car
- Zone
- Zone 100

Special Request

Forklift

Get times

Back  Next

3. At some venues, forklifts or porters are available.

Any special requests available for that event will appear here.

If you ever need help, you can find friendly support on every page.
If you ever need help, you can find friendly Support on every page.

Once everything has been filled out, Get times will appear at the bottom of the page.

Choose your preferred time. Only time slots available for that zone will show.

When complete click Next
Exhibitor Company:

Exhibitor Company

Use my details

Company name
Example

Name and Surname
Bob Smith

Email address
bobsmith@example.com

Mobile number
07******

Stand Number
A1

1. If you are the Exhibitor, you can Auto-Fill your details. By clicking the tick box

or Fill-in details as appropriate

Enter the stand number

If you ever need help, you can find friendly on every page.
2. If you are the driver; you are able to use the Auto-Fill, by clicking the tick box. Your details will be automatically filled in.
3. If you have added a driver in the past, you will find the information in the drop down list. If you have not added a driver before, please click + Add Driver

Add Driver: fill in details

If you do not know your driver details, click the tick box below

If you ever need help, you can find friendly support on every page.
Journey Information:
Vehicle Information:

4. Enter the postcode of where your journey is starting from.

5. If you know the vehicle registration number, please add it here. It can be added at a later date if it is not known at the time of booking.

When finished click Submit bookings

If you ever need help, you can find friendly Support on every page.
Confirmation of your booking:

Click \textit{See booking details} to edit your booking.

Click \textit{Pass} to print your pass.

Click \textit{Make another booking} to make further bookings.

The Event

Thank you for your booking. You will shortly receive an email confirming your booking.

Please note the following rules:
- All contractors are to wear full PPE while unloading
- No access without high visibility vests
- You will not be allowed in until your allotted time

DEXMAR188849 \hspace{1cm} \textit{See booking details} \hspace{1cm} \textit{Pass} \hspace{1cm} \textit{Make another booking}

If you ever need help, you can find friendly Support on every page.
How to find your booking:

You can search for your booking in, ‘List of Bookings’ in the top left hand corner.

You can use the search bar (shown in the red circle above) to look up your Booking Reference, Company Name and Vehicle Registration Number.

You can search by event or by date range.

If you ever need help, you can find friendly support on every page.
Summary of your booking:

On this page, you are able to edit your booking by clicking the top right hand corner

You can also edit your vehicle registration number by hovering over the *not defined* area, and clicking. Once the license number is added, please press the Return button and it will be saved.

Or if you would like to cancel it all together click

If you ever need help, you can find friendly on every page.
Vehicle pass

Once you have completed your booking, please download and print off your vehicle pass and position it in the windscreen of your vehicle when you arrive at the venue.

You will have been allocated time to unload/load depending upon the size of your vehicle.

You will need to remove your vehicle by the end of your allotted time slot.
Support

At the top of each page is 📞 Support

If you need any help whilst making your booking please select this. There are two options here, to search a common list of questions or to contact us. If you choose to contact us, you will be put through to a message system that will reach our customer support team.

If you ever need help, you can find friendly 📞 Support on every page.