

How to Book a LonDEC Course

1. Select '**Login**' at the top of the LonDEC web page.
2. If you have already registered on the new LonDEC website, please '**Login**'.
3. If you have not registered before on the new LonDEC website, please select '**Don't have an account**' and complete the registration.
4. Once logged in please browse the '**LonDEC Courses**' page and select the '**Course**' that you are interested in.
5. Select the '**Add to cart**'.
6. If you would like to add more courses, please select '**Add more courses**' or select '**Checkout**' where you will complete your order.
7. Complete all the '**Delegate/s Information**'.
8. Complete all the '**Billing Information**'.
9. If you have a '**Coupon Code**' enter it below the 'Payment Information' section.
10. Tick to agree to '**Privacy Policy**'.
11. Tick if you wish to wish to subscribe to '**Newsletters**'.
12. Tick to accept '**Terms and Conditions**'.
13. Then select '**Process Registration**', and you will then be taken to the secure '**WPM Payment Gateway**' where you can pay for your course/s.
14. Please ensure that you complete all the stages in the payment process to ensure that your booking is completed correctly.
15. Once payment has been successfully completed you will be taken back to the LonDEC course page and receive an automated email receipt.
16. **IMPORTANT:** Please note that some email systems (in particular HOTMAIL) have very strong SPAM filters and any automated emails from LonDEC may end up in your SPAM / Junk email folder. So, if you are expecting an email from LonDEC please check your SPAM / Junk email folder.