How to Book a LonDEC Course

1. Select the **Course** that you are interested in.
2. Select the '**How to Book Tab**'.
3. Select the **Date** from the drop down offered.
4. Wait a second or two for the course **Price** to appear.
5. You will then see the booking cost of **£XXXX** appear above the '**Book Now**' button.
6. Pressing the '**Book Now**' button will add this product to your shopping basket at the top of the page.
7. At the top of the page select '**View Basket**' and you will see all the courses you have selected and their prices.
8. Enter in any valid **Early Bird Discount Voucher Codes**.
9. Once you have added all the courses you want to do select the '**Proceed to Checkout Button**'
10. On the **Checkout** page you will need to fill in all the details:
    a. The top of the page has the details of who is **Paying**.
    b. Half way down the page on the right select '**Delegate Details**' and you will need to fill in all the details: **Role is what you are: Dentist, Hygienist, Nurse etc. GDC number is not necessary but the field must have something i.e. None or N/A**.
11. Once you have completed all the details and selected to accept terms and conditions press the '**Place Order**' button.
12. You will now be taken to the secure **Payment Gateway** where you can pay for your course.
13. Please ensure that you complete all the stages in the payment process to ensure that your booking is completed correctly.
14. Once payment has been successfully completed you will be taken back to the LonDEC course page and receive an automated email receipt.
15. **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.