

How to make an online booking

Training and event bookings can now be made through our new automated system. We've outlined a few steps below:

- Log in to the website. If you don't have a log in, please contact our networks team at networks@hqnetwork.co.uk to set up your individual account
- Select the session you wish to attend
- Complete the attendee details for each ticket that will pop up after you select the ticket type and number of delegates
- Press the 'Book now' button
- Complete the booking details in the form displayed
- Select your preferred payment and add a purchase order number if you have one
- Confirm your booking and you will receive confirmation as the booker. Attendees will also receive a calendar invitation and booking confirmation
- If you have any queries when making your booking, then please contact us using the live chat bubble at the bottom right of the webpage. Alternatively email us at events@hqnetwork.co.uk and we'll be happy to help you.
- ***Have a question about your booking, membership or our new website? Please use the live chat bubble at the bottom right of every webpage and we'll answer any questions you have.***

