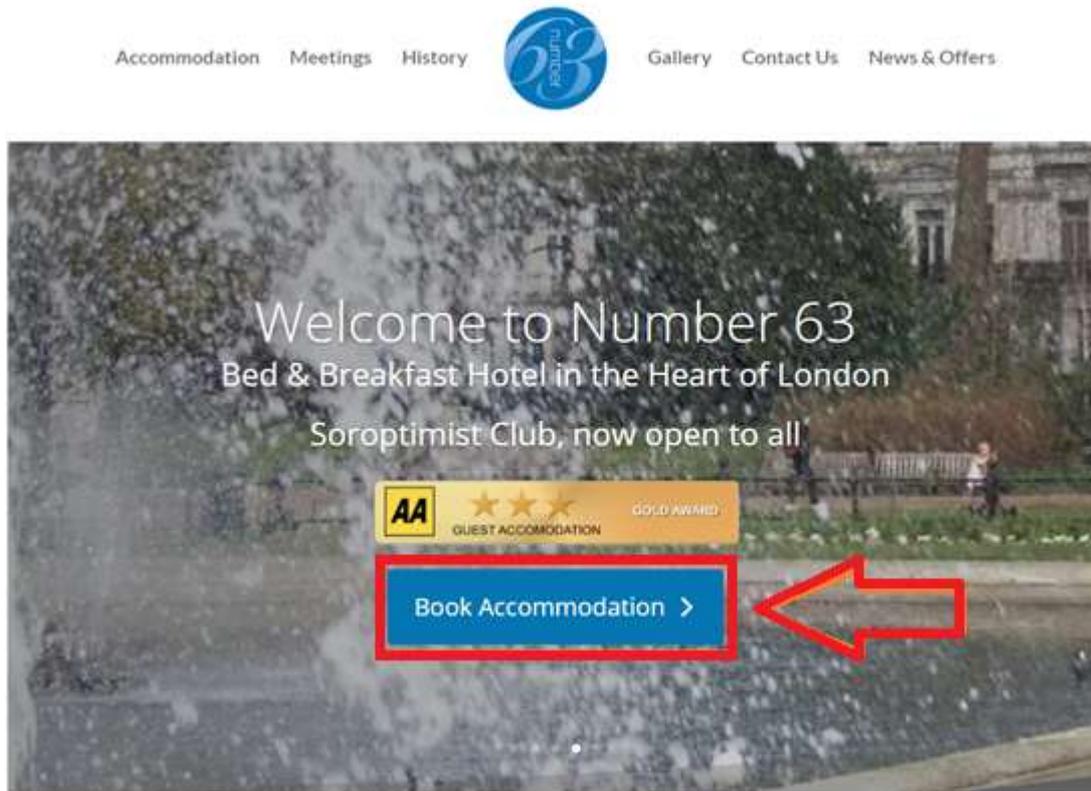


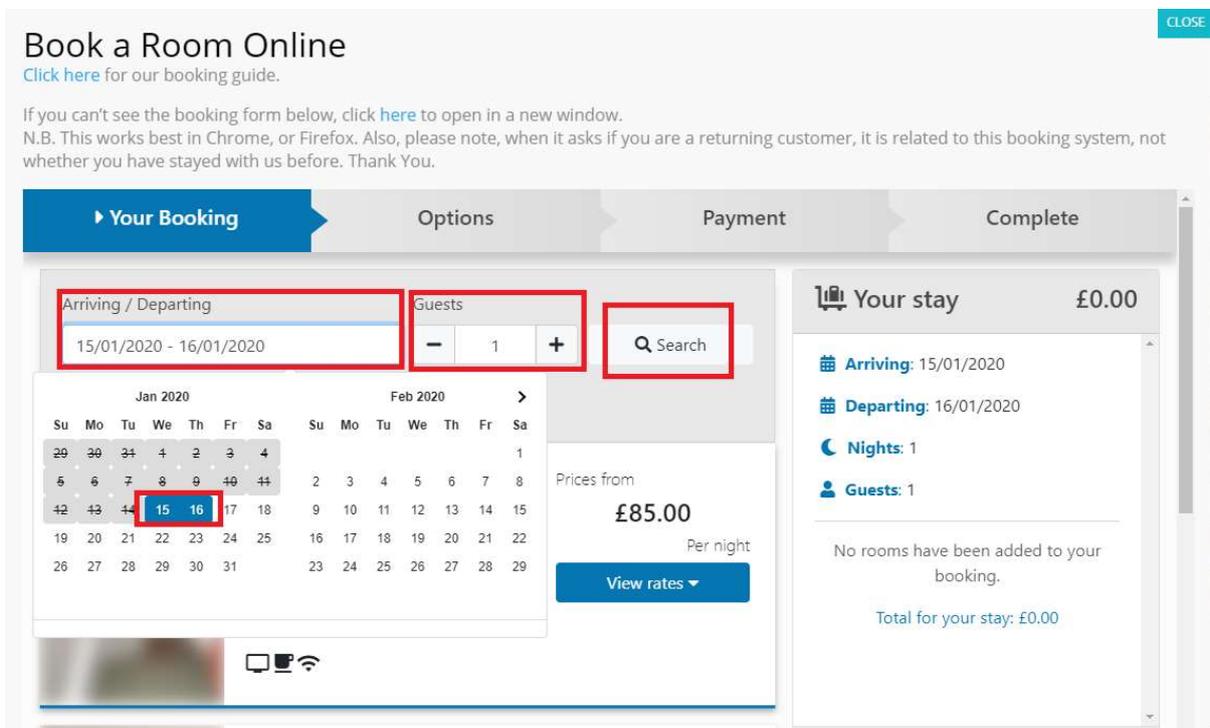
## Users Guide to our online Reservation System

From our front page click on the blue 'Book Accommodation' button, at which point a new screen will open. You are now inside our reservation software.



Select the date you want to arrive and the date you want to leave (departure) by clicking in the white box and using the calendar that appears, and the number of guests.

After just press the blue 'Search' button.



A new screen will appear with the availability options to suit your requirements. You can click on as many options are showing in the list below to see what room options are available (single, twin or family room).

Click on the blue button 'View rates' once you have identified your room option and a new screen will appear with the rates to choose.

The screenshot shows the 'Your Booking' stage of a reservation process. At the top, there are four tabs: 'Your Booking' (active), 'Options', 'Payment', and 'Complete'. Below the tabs, there are fields for 'Arriving / Departing' (15/01/2020 - 16/01/2020), 'Guests' (1), and a search icon. A 'Sort' dropdown is set to 'Default'. The main content area displays a 'Single' room option with a photo of the room, a description: 'All rooms have ensuite facilities and room prices include a freshly cooked breakfast. Other meals are available on request.', and a price of '£85.00 Per night'. A blue button labeled 'View rates' is highlighted with a red box. To the right, a 'Your stay' summary box shows 'Arriving: 15/01/2020', 'Departing: 16/01/2020', 'Nights: 1', and 'Guests: 1'. Below this, it states 'No rooms have been added to your booking.' and 'Total for your stay: £0.00'.

This screenshot shows the same booking interface as above, but with the 'Bed and Breakfast' option selected. The 'Single' room option is still visible, but the 'View rates' button is no longer highlighted. The 'Bed and Breakfast' option is displayed below it, with a price of '£85.00 per night' and a blue button labeled 'Choose rate' highlighted with a red box. The 'Your stay' summary box on the right remains the same, showing 'No rooms have been added to your booking.' and 'Total for your stay: £0.00'.

Click on the blue button 'Book room' and your selection will appear on the right side box.

This screenshot shows the booking interface with the 'Book room' button highlighted with a red box. The 'Bed and Breakfast' option is selected, and the 'Book room' button is now visible below the price and guest information. The 'Your stay' summary box on the right now shows 'Arriving: 15/01/2020', 'Departing: 16/01/2020', 'Nights: 1', and 'Guests: 1'. Below this, it states 'No rooms have been added to your booking.' and 'Total for your stay: £0.00'.

# Book a Room Online

[Click here](#) for our booking guide.

If you can't see the booking form below, click [here](#) to open in a new window.

N.B. This works best in Chrome, or Firefox. Also, please note, when it asks if you are a returning customer, it is related to this booking system, not whether you have stayed with us before. Thank You.

**Your Booking** Options Payment Complete

All rooms have ensuite facilities and room prices include a freshly cooked breakfast. Other meals are available on request.

**£85.00** Per night  
[View rates](#)

**Bed and Breakfast** £85.00 per night  
[Choose rate](#)

**Twin** Prices from **£105.00** Per night

**Your stay** £85.00

**Arriving:** 15/01/2020  
**Departing:** 16/01/2020  
**Nights:** 1  
**Guests:** 1

Single Room

1 Guest/s  
Bed and Breakfast  
£85.00 per night **£85.00**

Total for your stay: £85.00

[Discount code](#)

[Continue](#)

If you are a shareholder with 20 or more shares please use your discount code on the box below:

Discount code

You can click now on the 'Continue' button to give us your details:

**Your Booking** Options **Payment** Complete

**Returning customers**

Email \* Password \* [Login](#)

I accept the terms and conditions \* [?](#)  
 I accept the marketing terms and conditions [?](#)

**New customers**

Title First name \* Surname \*

Mr.

Phone number Email \* Re-enter email \*

**Your stay** £85.00

**Arriving:** 15/01/2020  
**Departing:** 16/01/2020  
**Nights:** 1  
**Guests:** 1

Single Room

1 Guest/s  
Bed and Breakfast  
£85.00 per night **£85.00**

Total for your stay: £85.00

[Discount code](#)

[Back](#) [Continue](#)

You will see two options, one for returning customers and one for new customers.

If you have booked with us on this system since 1 October 2018 and have set up an account, then sign in with your password. If you are new to the system (or have forgotten your password) please fill your details.

Complete the registration form. Please make sure you tick the box agreeing to the terms and conditions. (You can view this by clicking on the blue words 'terms and conditions').

- I accept the terms and conditions \* ?
- I accept the marketing terms and conditions ?

Click on continue.

Once you have registered with us you will receive an e mail from noreply@welcome-systems.uk with your password, which will be a series of numbers. It is a good idea to keep this safe so you can use it the next time you book with us.

Then you will be asked how you heard about us, this is just so we can keep a record of how our customers find out about Number 63 and helps us develop our marketing strategy

### Confirm ×

How did you hear about us?      Type of stay

Word of mouth ▼      ▼

Anything you need to let us know about?

**Proceed and pay**

Then this screen will appear:

# Book a Room Online

[Click here](#) for our booking guide.

If you can't see the booking form below, click [here](#) to open in a new window.

N.B. This works best in Chrome, or Firefox. Also, please note, when it asks if you are a returning customer, it is related to this booking system, not whether you have stayed with us before. Thank You.

✔ Your Booking    ✕ Options ⓘ    ▶ Payment    Complete

### Payment method

Click to pay with Worldpay



payments powered by WorldPay

20.00% deposit of 17.00 GBP requested.

### Your stay

£85.00

Arriving: 15/01/2020  
Departing: 16/01/2020  
Nights: 1  
Guests: 1

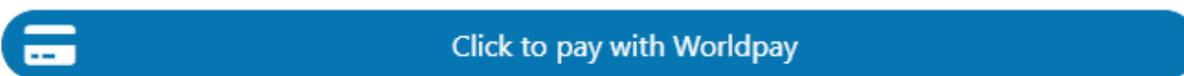
Single Room

1 Guest/s  
Bed and Breakfast  
£85.00 per night    **£85.00**

Total for your stay: £85.00

Discount code

To reserve your room(s) please click on the blue button that says to pay with WorldPay



This then takes you to secure booking page on WorldPay, where you will be asked to select your payment method

# Book a Room Online

[Click here](#) for our booking guide.

If you can't see the booking form below, click [here](#) to open in a new window.

N.B. This works best in Chrome, or Firefox. Also, please note, when it asks if you are a returning customer, it is related to this booking system, not whether you have stayed with us before. Thank You.

✔ Your Booking    ✕ Options ⓘ    ▶ Payment    Complete

## WorldPay

Help    FAQs    Security



### Secure Payment Page

Please review your purchase details, then select a payment method to

Select language: English

NUMBER 63 SOROPTIMIST LIMITED  
Description: Number 63, Arrival Date: Staying for 1 night(s)  
Amount: £17.00

Select your payment method



payments powered by WorldPay    For help with your payment visit the: [WorldPay](#)

WorldPay (UK) Limited © 2012

### Your stay

£85.00

Arriving: 15/01/2020  
Departing: 16/01/2020  
Nights: 1  
Guests: 1

Single Room

1 Guest/s  
Bed and Breakfast  
£85.00 per night    **£85.00**

Total for your stay: £85.00

Discount code

This screen will appear. Make sure you complete all the details and scroll right to the bottom of the screen to click on the 'I am not a robot' box.

**Book a Room Online**  
Click here for our booking guide.

If you can't see the booking form below, click here to open in a new window.  
N.B. This works best in Chrome, or Firefox. Also, please note, when it asks if you are a returning customer, it is related to this booking system, not whether you have stayed with us before. Thank You.

**Your Booking** | **Options** | **Payment** | Complete

**Secure Payment Page**

Select language: English

NUMBER 63 SOROPTIMIST LIMITED  
Payment method: Mastercard  
Description: Number 63, Arrival Date: 15/01/2020, Staying for 1 night(s)  
Amount: £17.00

**Card details**

\* Indicates a required field

\* Card number: [input]  
Security Code: [input]  
\* Expiry date: -- / --  
\* Cardholder's name: MR TEST TEST

**Cardholder details**

\* Indicates a required field

\* Billing address: 63 Bayswater Road  
Postcode/ZIP code: W2 3PH  
Country: Choose your country  
Telephone: 02077238575

**Your stay** £85.00

Arriving: 15/01/2020  
Departing: 16/01/2020  
Nights: 1  
Guests: 1

Single Room  
1 Guest/s  
Bed and Breakfast  
£85.00 per night **£85.00**

Total for your stay: £85.00

Discount code

**Cardholder validation**

Please complete this challenge to prove you are a real person:

I'm not a robot

reCAPTCHA  
Privacy - Terms

**Start again** | **Cancel** | **Make payment**

You should receive a confirmation of your payment and an automated e mail to confirm your booking.

If you experience any problems with this guide, please contact us on [info@number63.co.uk](mailto:info@number63.co.uk)