

On-Line Booking System : Procedure For Creating A New User Account.

1. Log-on to the following web-site address: <http://ncsrbooking.dcu.ie/booking/>
2. Click on the link to register as a first time user, (near the bottom of the page).
3. Enter the relevant details.

Note (a): An asterix symbol (*) beside the field title indicates that this particular field must be filled in.

Note (b): To avoid any confusion, leave the time-zone set to the default of “GMT+0” (even though we switch to using “British Summer Time, BST” in the period between the last Sunday of March and the last Sunday of October).

4. Click the “Register” button at the bottom left corner of the registration form.