



How to book: Here you'll find instructions for booking your ticket and programme choices.

1. Go to the event page - [ACF leaders forum 2024](#)

2. Click on Book now

3. Log in to your account

Note: If you have any problems signing into your account or creating a new account, please check our [FAQs page](#) or contact acf@acf.org.uk.

4a. To book a ticket for yourself and once signed into your account, scroll down the page and click on **Register Myself**.

OR

4b. If you would like to register a colleague for the event, click on the **Register Someone Else**.

Note: Only colleagues at the same organisation and those who have an ACF website account will appear when registering someone else. If your colleague doesn't have an account yet, simply click [here](#) to register. Please keep in mind that the approval process may take up to 48 hours.

5. After clicking on Register myself or Register Someone Else, answer all of the mandatory questions and click **Save responses** at the end.

Note: Please wait a few seconds for the page to reload and for 'Your responses have been saved' to appear; the Save Responses button will also change to Update Responses.

6. Continue scrolling and you'll find another section entitled **Programme**. Here is where you can make your choices for the morning and afternoon. You'll need to choose one choice in the morning and one in the afternoon by clicking **Add** to your choice. Once your choice is selected, a yellow box will show by the choice title.

Note: For further information regarding each choice, please click on the choice title and a pop out window will appear.

7. To complete your booking, scroll down and click on **Proceed to checkout**.

8. Once the **Shopping cart** page loads, choose how you would like to pay. You can choose to Pay Now via credit card or Invoice Me to receive an invoice.

Note: The Pay Now and Invoice Me payment options are available to members. If you are a non-member, you will be required to pay by card at time of booking.

9a. To pay via credit card, select **Pay Now**, check the Billing & Shipping Address details, including the Bill to drop down.

Click Pay by Credit Card and a validating message will appear.

Wait a few moments for the next page, **Sage pay**, to load. On this page, you will need to Select Payment Method, enter the relevant payment details and click Proceed.

OR

9b. To pay via invoice, click **Invoice Me**, check the payment details and enter a PO number if required. Click **Submit Order**.

10. Once you have paid via credit card or selected invoice me and clicked Submit Order, wait a few seconds, and the **Order Confirmation page** will appear.

Your booking is now confirmed. You will also receive a **booking confirmation** email.

Should you encounter any problems during the booking process or do not receive a booking confirmation email, please contact acf@acf.org.uk or call +44 (0)20 7255 4499 and one of the team will be happy to assist.