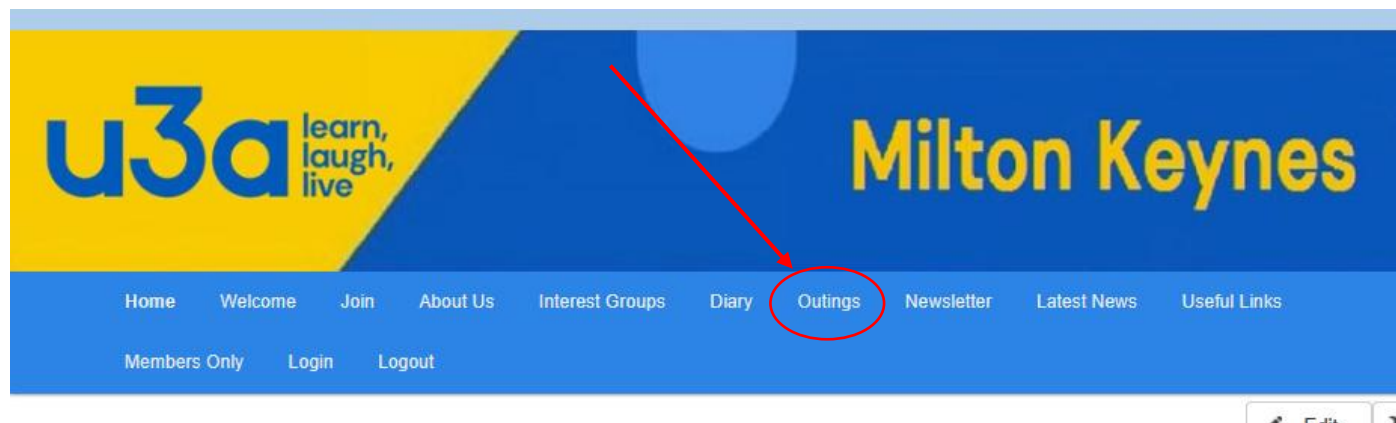


MKU3A HELP SHEET FOR OUTINGS TRIPS

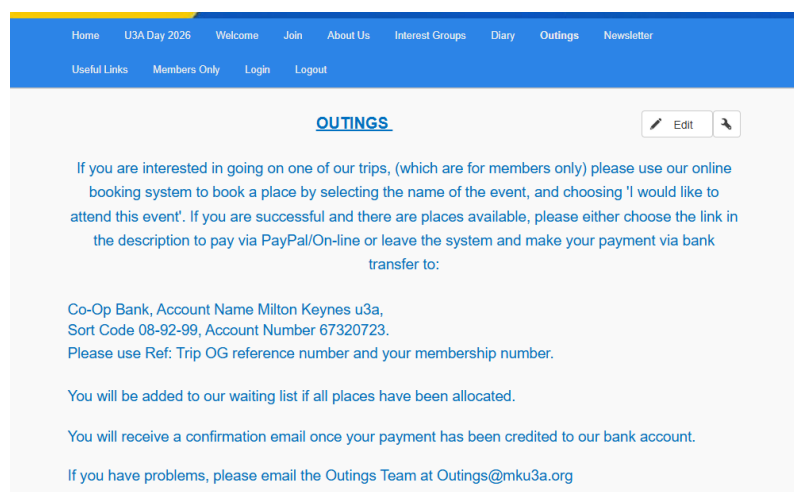
How to book onto an Outings Trip

Go onto your internet page i.e. Google, type in MKU3A.org which opens the website for MKU3A as shown below. You will need to Log in (by using your member number and password).

Then click on Outings shown here



It will open a page that looks like this

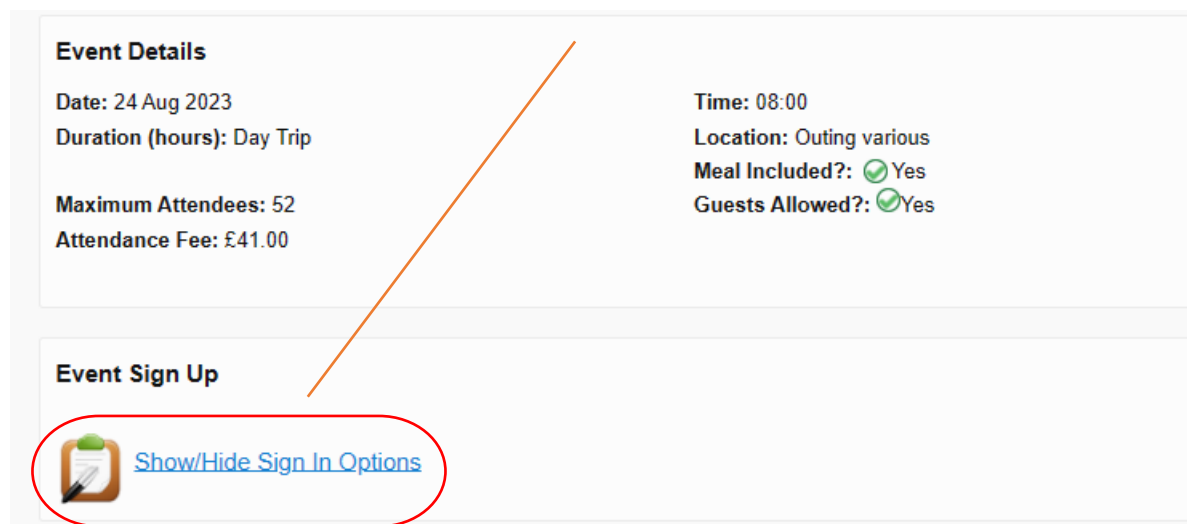


Scroll down through the trips, choose the one you want to attend and click on the name

The screenshot shows a list of trips on the MKU3A website. The table has columns for EVENT NAME, DATE, TIME, DURATION, and LOCATION. The 'Hampton Court Palace' trip is circled in red, and a red arrow points to it from the text 'Scroll down through the trips, choose the one you want to attend and click on the name'.

EVENT NAME	DATE	TIME	DURATION	LOCATION	
Arundel Castle	27 Jul 2023	08:00	Day Trip	Outing various	i
Hampton Court Palace	24 Aug 2023	08:00	Day Trip	Outing various	i
National Portrait Gallery	28 Sep 2023	09:00	Day Trip	Outing various	i
National Portrait Gallery Coach Only	28 Sep 2023	09:00	Day Trip	Outing various	i
DeHavilland Air Museum	26 Oct 2023	09:00	Full Day		i

This opens a page which details the trip. Scroll down to Event Sign Up and click on the Show/Hide Sign In Options



Event Details

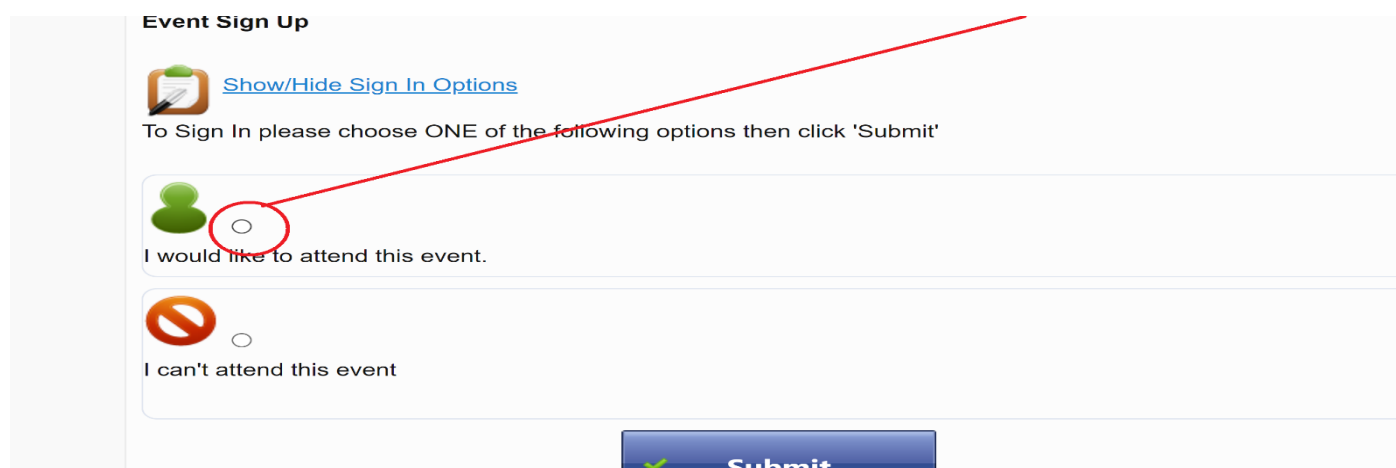
Date: 24 Aug 2023
Duration (hours): Day Trip
Maximum Attendees: 52
Attendance Fee: £41.00

Time: 08:00
Location: Outing various
Meal Included?: Yes
Guests Allowed?: Yes

Event Sign Up

 [Show/Hide Sign In Options](#)

The next page opens and you need to click in the circle as indicated if you would like to attend this trip AND click on BLUE Submit button. If your partner is also a member you will get the option of adding them as well if you want to.



Event Sign Up

 [Show/Hide Sign In Options](#)

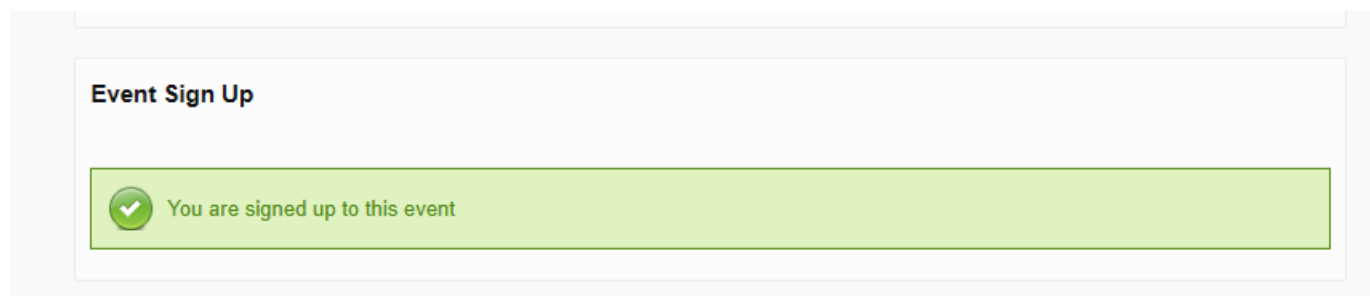
To Sign In please choose ONE of the following options then click 'Submit'

 ☒ I would like to attend this event.

 ☐ I can't attend this event

 **Submit**

Once completed the system will show you that you have signed up to the trip as shown below



Event Sign Up

 You are signed up to this event

Leave the system and make your payment by bank transfer