Step 1.

On the 'Accommodation Booking Winter 2021' screen you will see the product: 'Accommodation 14 Night Only UCD Residences August 2021' (with a fee of €574).

Click on 'Add to Basket' to select the product.



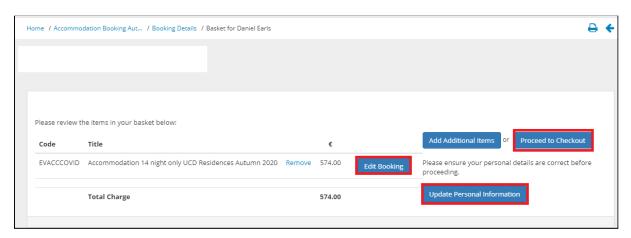
Step2.

On the 'Booking Details' screen, you will see the prompt "What is your date of arrival and check-in"?

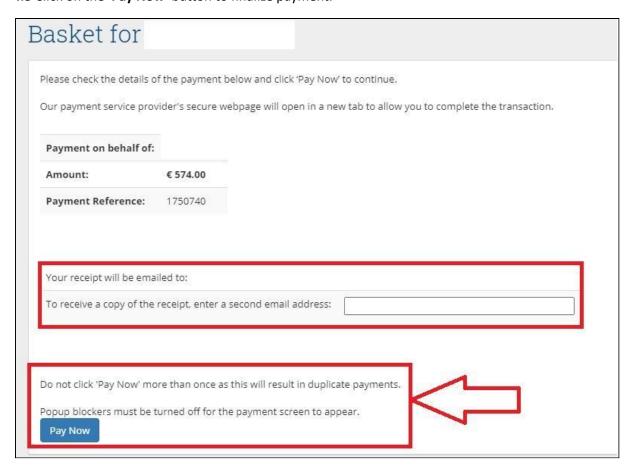


Step 3.

- **3.1.** You will now see your updated 'Accommodation 14 Night only UCD Residences August 2021' in the basket. *You can click on the 'Edit Basket' button to amend your date. Please note you can only choose a single date, so please ensure you complete this step accurately.
- **3.2** Click on '**Update Personal Information**' to enter important information regarding contact numbers and home address etc.
- 3.3. When you are satisfied with your choices click on the 'Proceed to Check-Out' button.



- Step 4. You will now be given an outline of charges.
- **4.1** Please input an email address that you wish the receipt to be sent to.
- **4.2** As per Screen Prompts
- : DO NOT CLICK PAYMENTS MORE THAN ONCE AS THIS WILL RESULT IN DUPLICATE PAYMENTS.
- : POPUP BLOCKERS MUST BE TURNED OFF FOR THE PAYMENT SCREEN TO APPEAR.
- **4.3** Click on the 'Pay Now' button to finalize payment.



Step 5.

Enter Payment Details and click on 'Pay Now'. A receipt will be emailed to the address provided in step 4.

