

JAZZ COURSE UK

HOW TO MAKE A **GROUP** BOOKING

The 'lead' person should initially complete the booking form entering their own details. Select the **number of places** you wish to book at the final page *before* payment is made for all places booked. The website automatically applies the discount here.

Once paid the lead person will receive a confirmation e-mail from Jazz Course UK which they can forward to their co-applicants. This e-mail contains **weblinks** for each co-applicant to fill in their own details. Click on any link to find an unused application form and fill in your details. We will then be able to access these details too. They appear in the e-mail as:

Update Applicant 1
Update Applicant 2 etc.

It is vital that we have full contact information for each applicant including a valid e-mail address.

Co-applicants would reimburse the lead person at their own convenience.

Please ensure that all applicants read our full terms at:
http://www.jazzcourse.co.uk/t_and_c.htm