

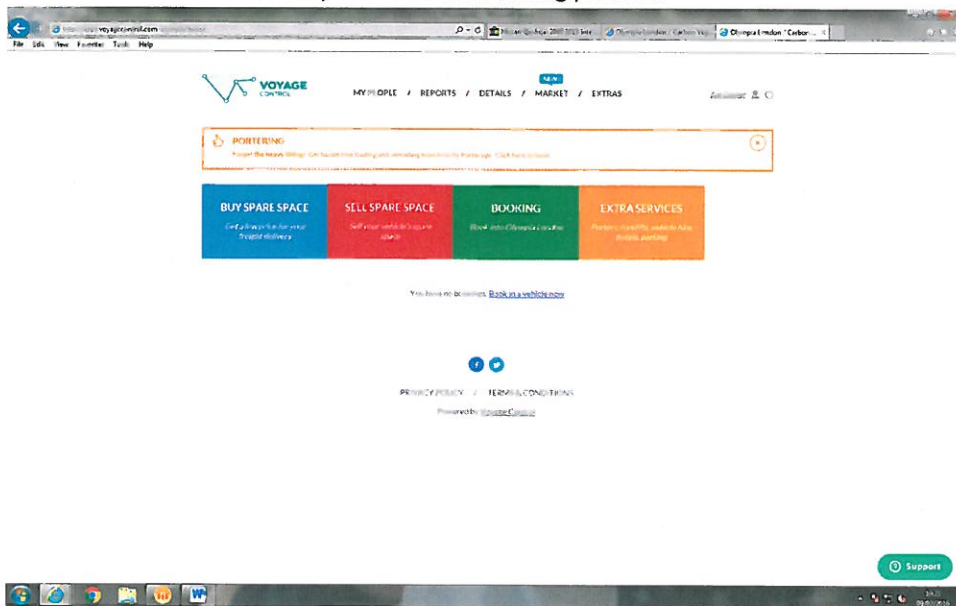
This will be the first screen they seen when following the link [www.olympia.co.uk/traffic](http://www.olympia.co.uk/traffic)

On the top right there are two options Sign in or First time user – If they have been before to other events then they will probably have a log in – their email address and password they have created.

If they are new to the venue they select first time user.

From here they will be asked for their details such as company name, email, contact details and a password.

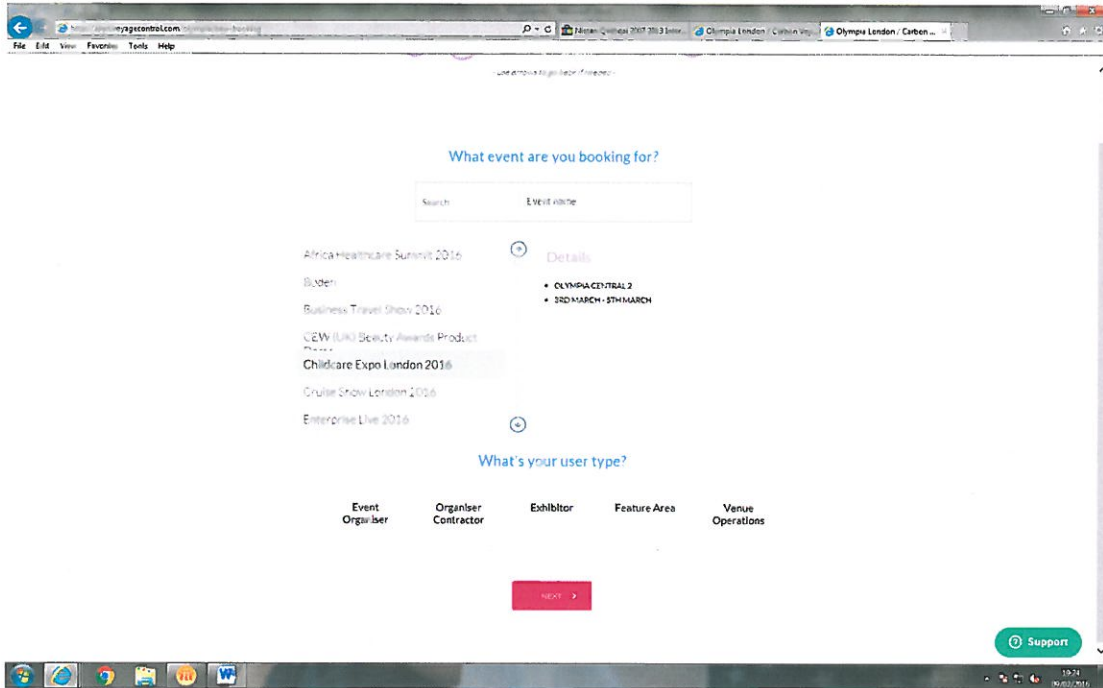
Once this has been done they will start the booking process.



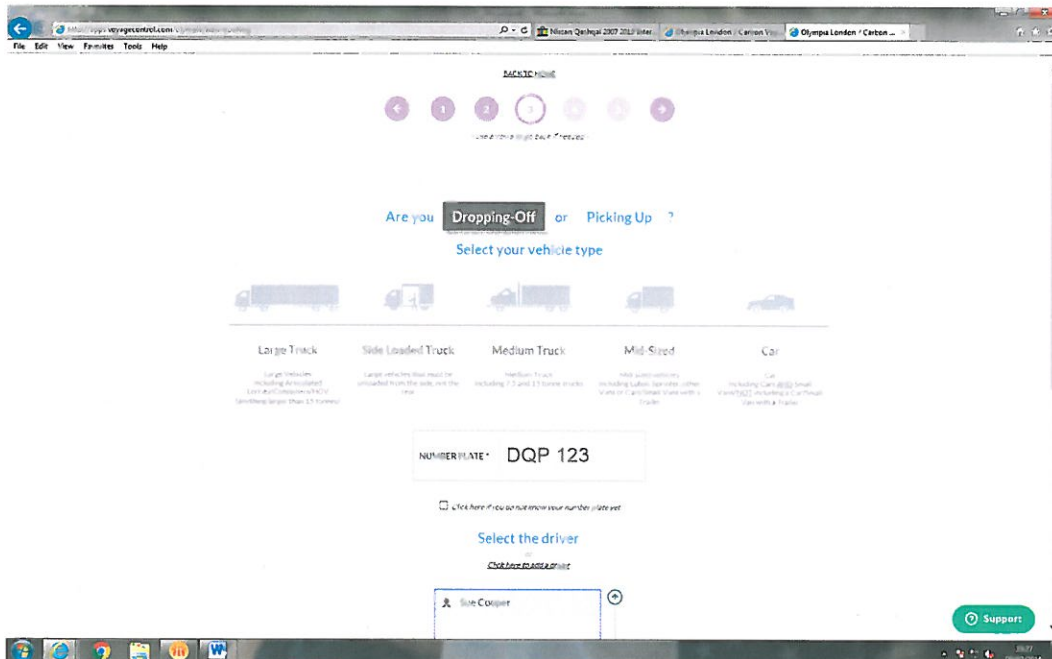
They will need to select the green make a booking tab.

There will then be a list of events to select from they will need to scroll down for **IMATS**

Once they select the event they select the type of user such as Av or Vendor Exhibitor and click next (this image has different user types to you)



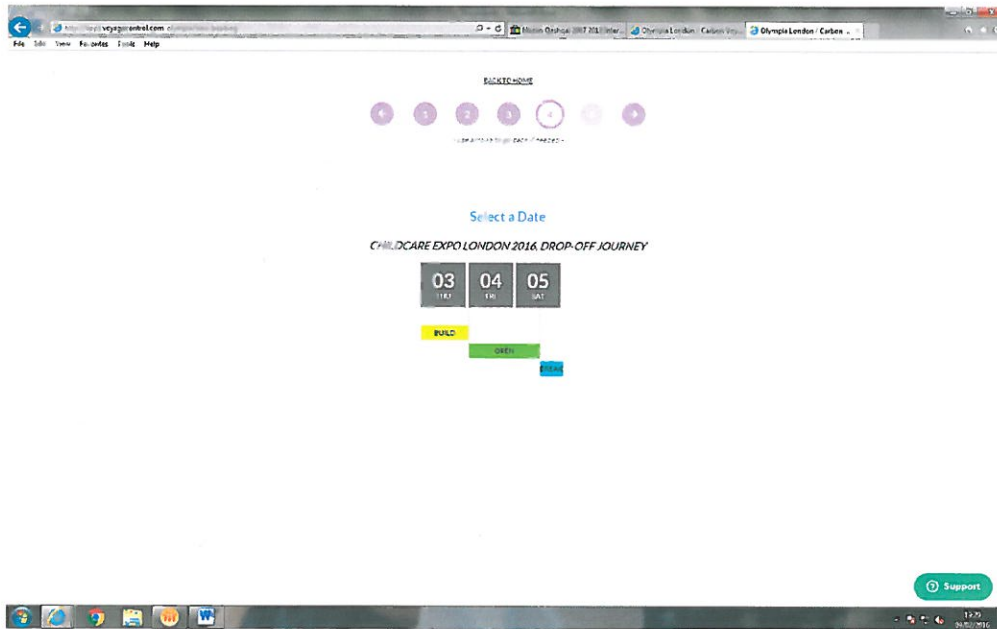
They will be asked a stand number and Exhibitors Name, select Next



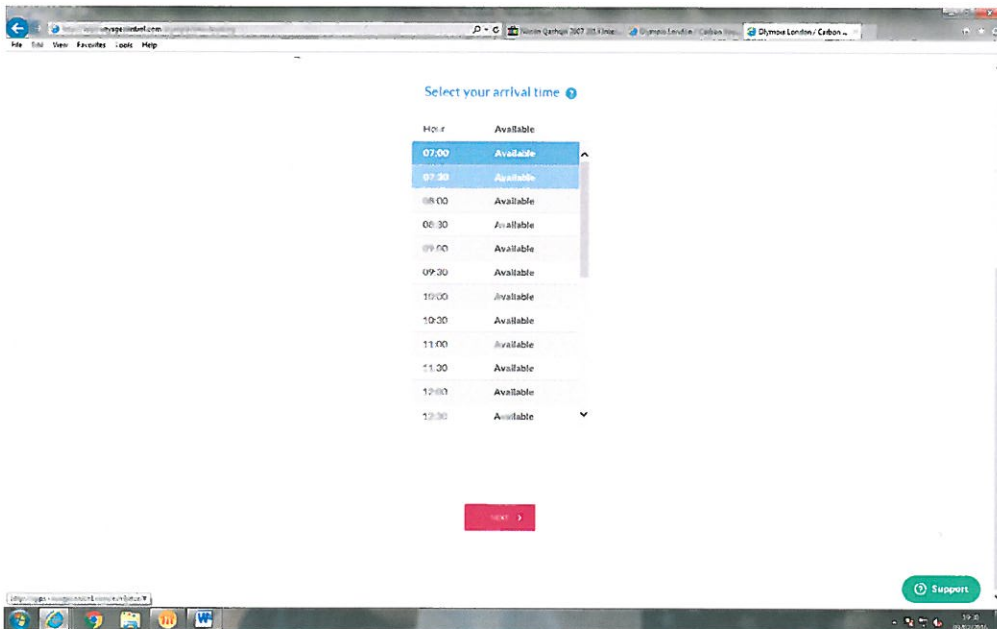
The will the select either dropping off or picking up.

Then click on the size of vehicle they will bring and enter the Reg number. If they do not know this there is a tick box under this to say I don't know the reg number at the moment.

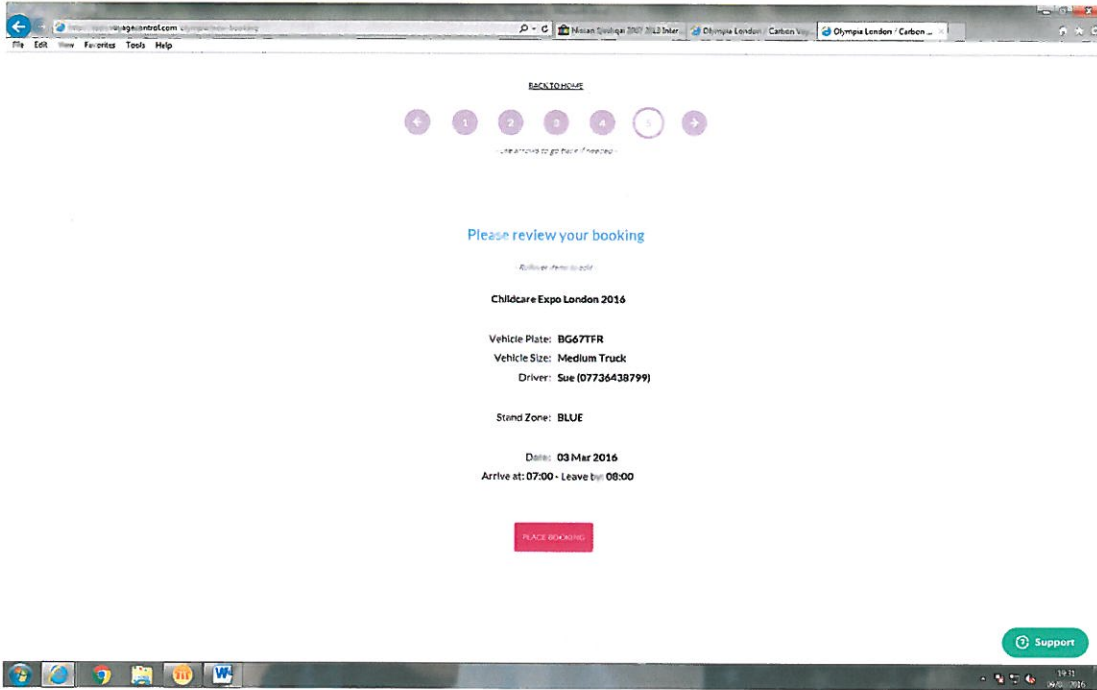
They will then select the driver (the person the set up the account will appear already or they can add a drivers name and mobile number) and click Next



This screen they will need to select the date and then the time slots will appear .



Simply click on the time slot and select next.



A summary of the booking will appear and they just need to select place booking

They can then book the pickup journey for after the event and print off the vehicle pass from there.

