

# Workshop Booking System – Members' Guide

## Contents

---

Renewing your membership	p. 1 – 6
Purchasing a block or bundle of sessions	p. 7 – 9
Booking a session	p. 10 – 14
Gift Aid information	p. 15

Key navigation icons:



Options menu icon

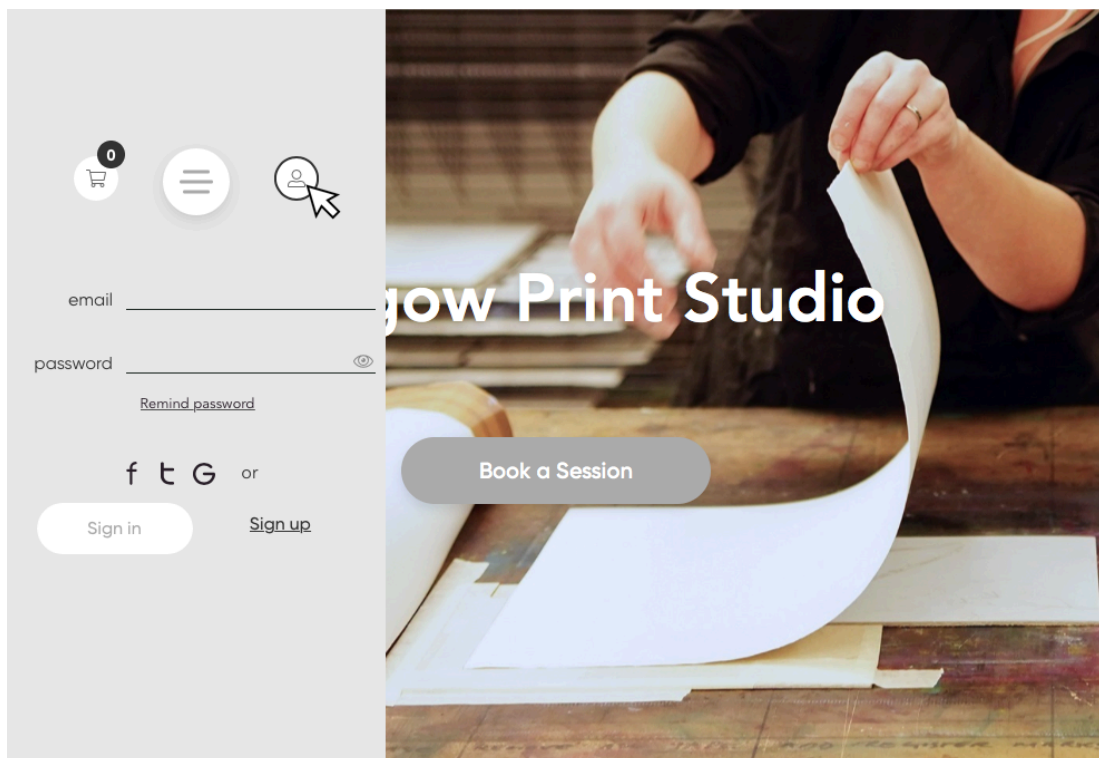


Profile icon

## Renewing your membership

You must have a valid membership in order to book a workshop session. Please follow the steps below to renew your membership:

- Go to <https://glasgowprintstudio.simplybook.it/>
- Open the options menu on the left, then select the profile icon and enter your login details, or use the sign up option to create a login.



Key navigation icons:

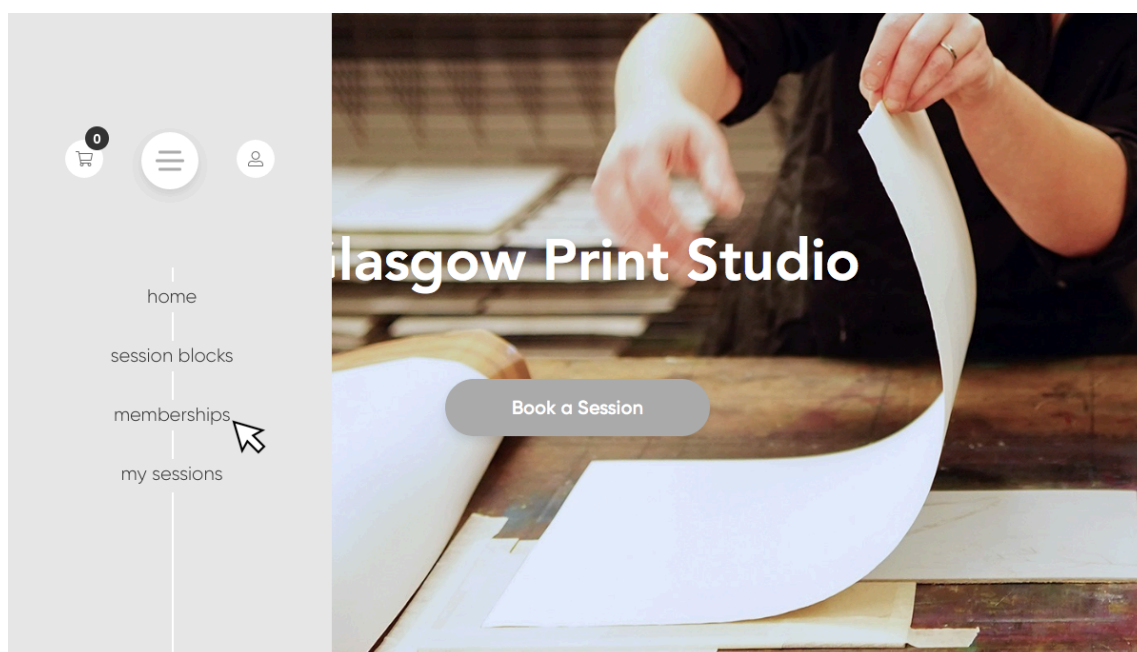


Options menu icon



Profile icon

- From the options menu, select 'memberships'.



Key navigation icons:

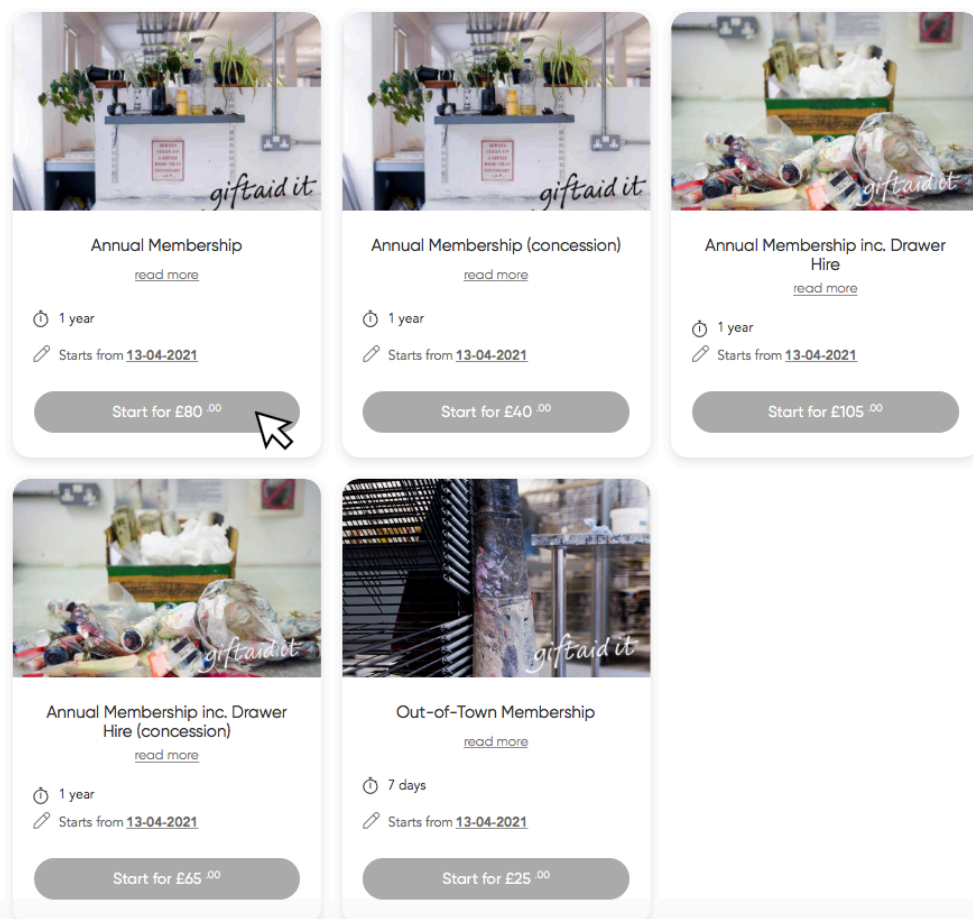


Options menu icon



Profile icon

- Available memberships will now be displayed (full, concession, with/without drawer hire, and out-of-town). Please note that drawer hire membership is for current drawer holders only. To view the details of any membership, click 'read more' under the membership name.
- To select your membership, click the grey "start" button.





Key navigation icons:



Options menu icon



Profile icon

- Check the membership details in your basket are correct, then select 'confirm'. You will be then be directed to the payment page to complete your purchase.

### Confirm order

Date: 13-04-2021 12:25

Due date: 13-04-2021 12:30

#	Name	Price	Qty	Tax	Amount
1	Annual Membership (13-04-2021 - 13-04-2022)	£80.00	1	£0.00	£80.00

Please note! Percentage discount is applied after fixed sum amount or gift card has been deducted.

Have promocode? Enter it here

Apply promocode

Total amount: £80.00

Stripe (SCA)

Confirm ✓

Key navigation icons:

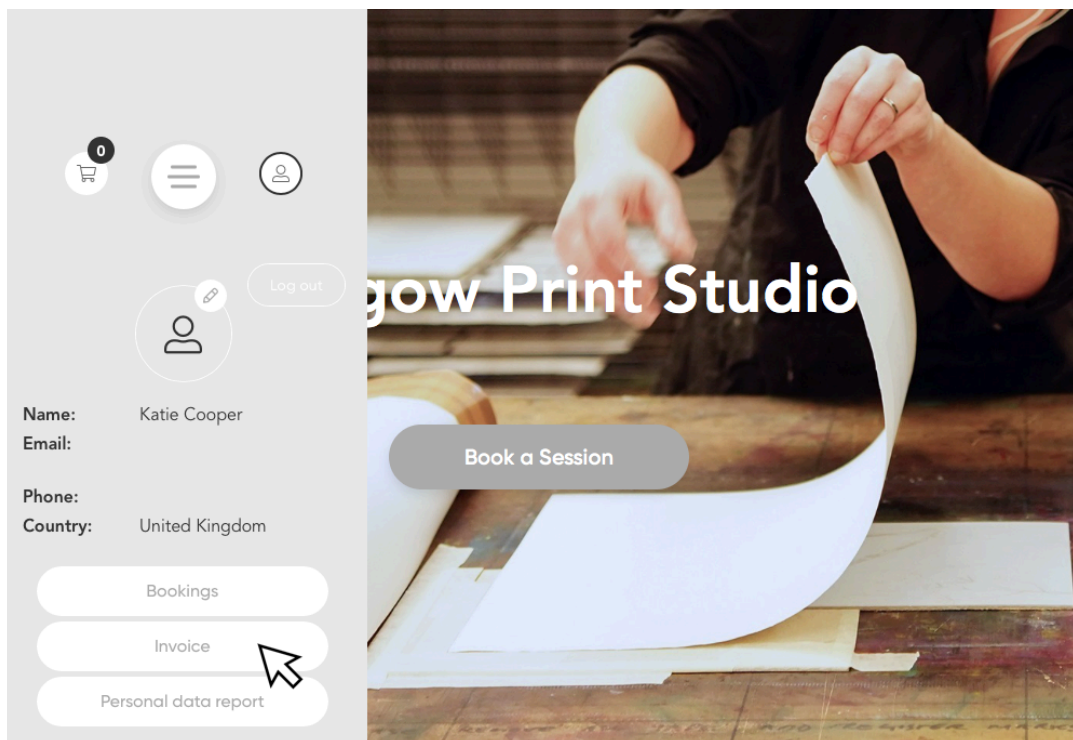


Options menu icon



Profile icon

- If you would like a copy of your VAT invoice, go to the options menu on the left, select the profile icon and click 'invoice'.



- From here, you will be able to view and print invoices for any purchases you have made.

Invoices list							Recurring profiles
Invoice #	Date	Payment processor	Total amount	Payment received	Sale status	Actions	
I-00000842	07-04-2021 15:05	free	£0.00	yes	Payment received	View / Print invoice	

Key navigation icons:



Options menu icon



Profile icon

- Please look out for your membership confirmation email. This confirms your membership details and contains a link to a Gift Aid declaration form. Gift Aid allows us to claim an additional 25% on top of your membership from HMRC, at no cost to you. Please fill this out, if you are eligible! See page 15 for more details on Gift Aid.

*giftaid it*

Please click the link below to fill out a short Gift Aid declaration and allow us to boost your membership donation by 25%. It's free, it only takes a minute, and it makes a huge difference to us:

[Gift Aid Declaration Form](#)



Kind regards,  
Glasgow Print Studio

Key navigation icons:



Options menu icon

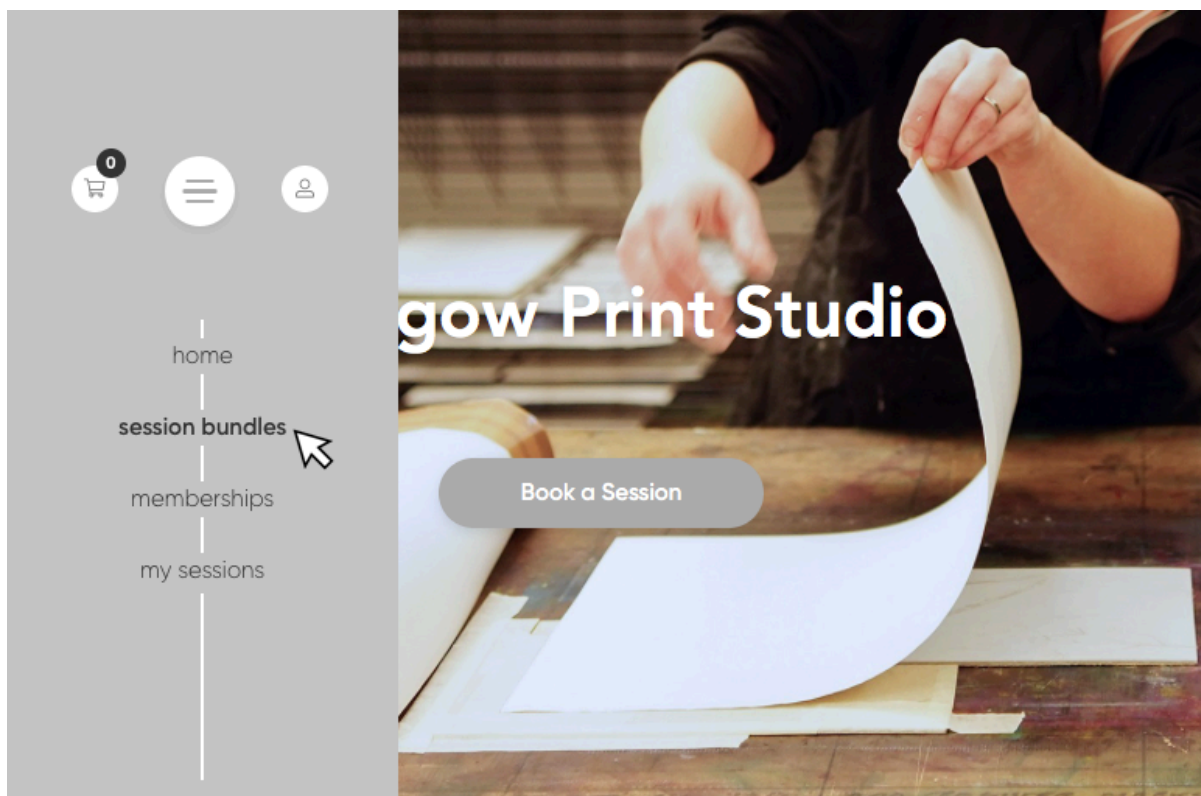


Profile icon

## Purchasing a block or bundle of sessions

As well as purchasing a session each time you book, you can also purchase a block or bundle of sessions upfront. This offers the convenience of not having to pay every time you book, and a saving can be made compared to paying for sessions individually.

- From the options menu, select 'session bundles'.



Key navigation icons:




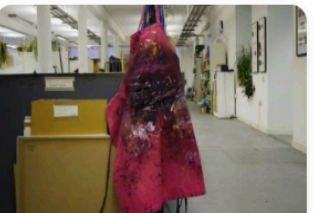


Options menu icon



Profile icon

- Select the required block/bundle using the grey buttons. To view the details of any bundle, click 'see full offer'. This tells you how many sessions are included, and how long it the bundle is valid for.
  - Unlimited blocks allow you to book across all areas of the workshop as many times as you like within the designated period.
  - Session bundles must be purchased for the area in which you intend to work, i.e. etching, relief, or screenprint, and can be used flexibly over a period of one year.

 <p>Bundle of 10 Etching Only Sessions</p> <p>🔧 ETCHING Open Access Book... x 10</p> <p>🕒 1 year      See full offer</p> <p>📅 Starts from <u>14-04-2021</u></p> <p>£54.00</p>	 <p>Bundle of 10 Relief Only Sessions</p> <p>🔧 RELIEF Open Access Printing... x 10</p> <p>🕒 1 year      See full offer</p> <p>📅 Starts from <u>14-04-2021</u></p> <p>£54.00</p>	 <p>Bundle of 10 Screenprint Only Sessions</p> <p>🔧 SCREENPRINT Open Access ... x 10</p> <p>🕒 1 year      See full offer</p> <p>📅 Starts from <u>14-04-2021</u></p> <p>£54.00</p>	 <p>Unlimited Annual Session Block</p> <p>🔧 ETCHING Open Access Boo... x 200</p> <p>🔧 RELIEF Open Access Printin... x 200</p> <p>🔧 SCREENPRINT Open Acces... x 200</p> <p>🕒 1 year      See full offer</p> <p>📅 Starts from <u>14-04-2021</u></p> <p>£250.00</p>
--	--	---	---

Key navigation icons:



Options menu icon



Profile icon

- Check the details in your basket are correct, then select 'confirm'. You will be then be directed to the payment page.

Confirm order

Date: 13-04-2021 13:55

Due date: 13-04-2021 14:00

#	Name	Price	Qty	Tax	Amount
1	Block of 10 Etching Only Sessions (13-04-2021 - 13-04-2022)	£54.00	1	£9.00	£54.00

VAT: £9.00

**Total amount: £54.00**

Stripe (SCA)

Confirm ✓

- This pre-paid block/bundle is now saved to your account and can be used as payment when booking a session. For more information on using a block/bundle to make a booking, see page 13.
- If you would like a copy of your VAT invoice, go to the options menu on the left, select your profile and click 'invoice'.
- From here, you will be able to view and print invoices for any purchases you have made through the booking site.

Key navigation icons:



Options menu icon

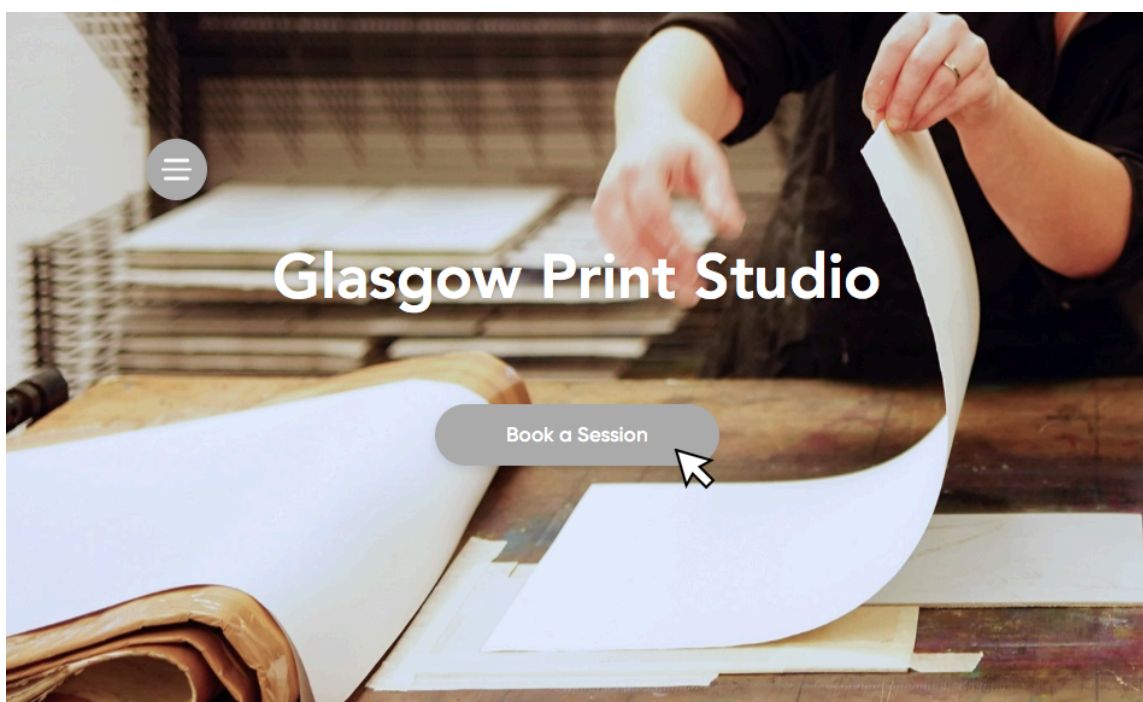


Profile icon

## Booking a session

You must book and pay for your session before attending the workshop.

- From the options menu, select 'home'.
- Click 'book a session'.





Key navigation icons:



Options menu icon




Profile icon

- Select the workshop area (etching, relief, or screenprint) followed by the press/bed that you wish to book.

## press/bed


< Back Our time: 14:54 Europe/London



Etching Rochat Press  
(Member Editioning)

[read more](#)


Select



Rae Proofing Press  
and/or all etching areas

[read more](#)


Select



Takach Press and/or all  
etching area

[read more](#)

Select



Drawing Up Area /  
Photopolymer Dark Room

[read more](#)

Select

- A calendar will display available time slots for your chosen press/bed.

## time


< Back Our time: 14:56 Europe/London

< Prev Month **April 2021** Next Month >

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9

< Prev Week 12 — 18 April Next Week >

Apr 12	Apr 13	Apr 14	Apr 15	Apr 16	Apr 17	Apr 18
Mon	Tue	Wed	Thu	Fri	Sat	Sun
—	—	11:00 - 14:00 14:00 - 17:00	—	—	—	—

 - Available

Key navigation icons:



Options menu icon



Profile icon

- Select your chosen time slot, tick the box to confirm you have attended an induction, and if needed, request any materials required (these can be collected and paid for when you attend the workshop).
- If you wish to book another slot before checking out, select 'add another service' and you will be taken back to the workshop area selection page.

member

< Back

Our time: 15:00 Europe/London

You are logged in as Katie Cooper

Logout

select membership: \*

Annual Membership (13-04-2021 - 13-04-2022, unlimited)

tick the box to confirm that you have had an induction in your chosen area: \*

☐

please use the box below to order any paper or materials you need in advance.:

1 sheet of newsprint

## ETCHING Open Access Bookings

Date: 14-04-2021

Starts at: 11:00

Press/Bed: Etching Rochat Press (Member Editioning)

Purchase details: ✓

VAT : £1.00

**Total : £6.00**

Package credits can be used in the next step if they are available

Add another service

Confirm booking ✓

- When you're finished, check that the booking details in your basket are correct and click 'confirm booking'.

Key navigation icons:



Options menu icon



Profile icon

- If you have purchased a session block/bundle, be sure to select it (under the 'apply promocode' button) and click 'confirm'. This will allocate one of your pre-paid sessions to this booking.

Confirm order

Date: 13-04-2021 15:03

Due date: 13-04-2021 15:08

#	Name	Price	Qty	Tax	Amount
1	ETCHING Open Access Bookings (14-04-2021 11:00, 1ey4shv1f)	£0.00	1	£0.00	£0.00

Please note! Percentage discount is applied after fixed sum amount or gift card has been deducted.

Have promocode? Enter it here

Apply promocode

VAT: £0.00

Total amount: £0.00

Confirm ✓

☒ Block of 10 Etching Only Sessions

- If you have not purchased a session bundle, click 'confirm' to continue to the payment page and complete your purchase.

Key navigation icons:

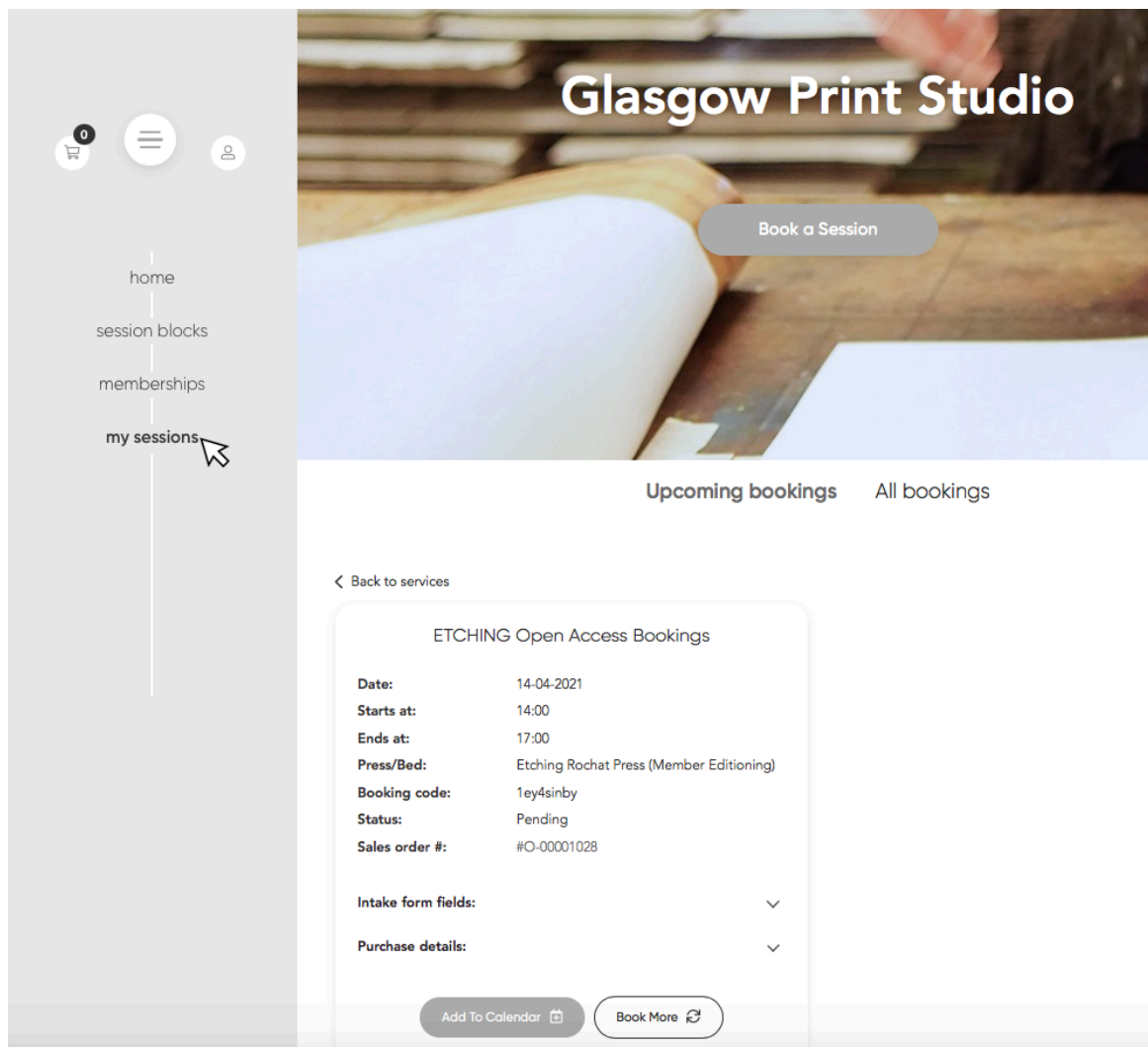


Options menu icon



Profile icon

- You can view your booked sessions at any time by going to the options menu and clicking 'my sessions'.



- If you would like a copy of your VAT invoice, go to the options menu, select your profile and click 'invoice'.
- If you need to cancel a booking, please contact us on 0141 552 0704 or [workshop@glasgowprintstudio.co.uk](mailto:workshop@glasgowprintstudio.co.uk)

Key navigation icons:



Options menu icon



Profile icon

## Gift Aid Information

A GPS membership qualifies as a Gift Aid donation. Gift Aid allows charities to claim an additional 25p on every £1 donated, at no extra cost to the donor. You must be a UK taxpayer to be eligible for Gift Aid.

Your membership confirmation email contains a link to a Gift Aid declaration form. Please click the link to fill out the short form online, it only takes a minute and it makes a huge difference to us! Please note that the date is in US format, so please enter the month first, followed by the date, then the year.

On completion, a copy of your Gift Aid declaration will be automatically sent to you by email.

Thank you!