



USER MANUAL

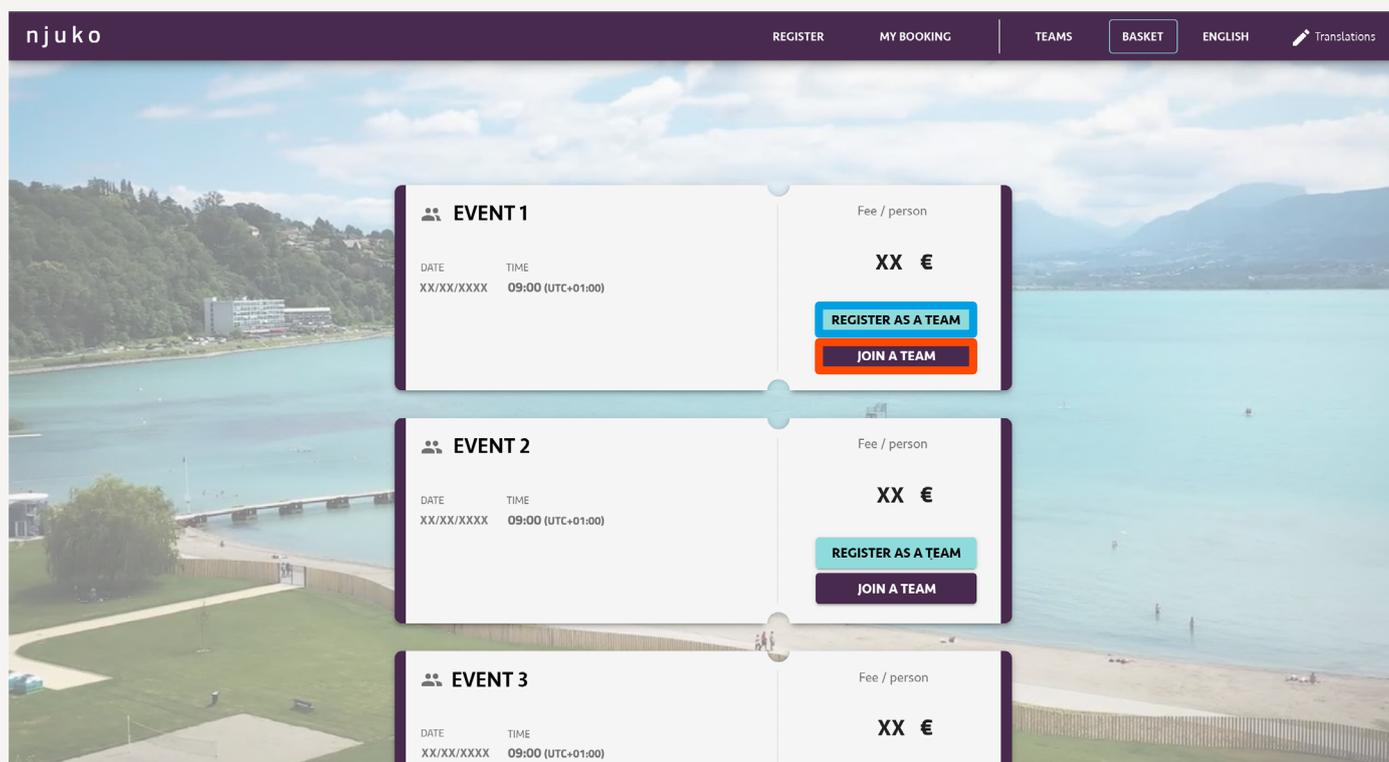
*REGISTERING FOR
A DRAGON BOAT FESTIVAL*

ON

njuko

1. SELECT YOUR EVENT.

Once you have clicked on the festival registration link, it is time to **choose your event**.



If your team is not registered yet : click on « **Register a team** » in front of the chosen event. Then follow the instructions *ignoring the 2/B part* of this manu

To join a team alreadyu registered : click on « **Join a team** ». Then **follow the steps as from the 2/B part** of this manual.

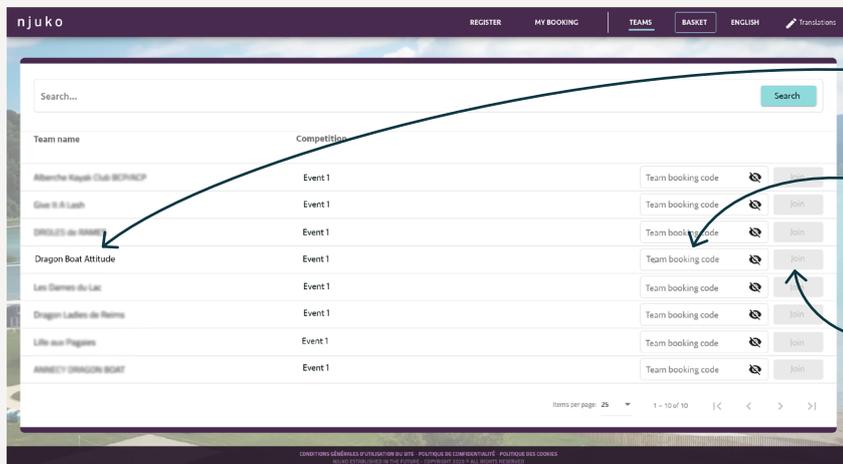
2/A. REGISTER A TEAM

After clicking on 'Register as a team', fill in the details of the team you wish to register.

A screenshot of the 'REGISTER A TEAM' form on the njuko website. The form is titled 'EVENT 1' and contains three input fields: 'Team name *', 'Number of team members *', and 'Team category'. Below these fields are two buttons: 'CANCEL' and 'SAVE TEAM'. Three green arrows point from text boxes on the right to the respective input fields. The first arrow points to the 'Team name *' field with the text 'Enter your team name... as original and crazy as it may be!'. The second arrow points to the 'Number of team members *' field with the text 'Enter the number of team members you expect in your team.'. The third arrow points to the 'Team category' dropdown menu with the text 'Select your category. All information relating to the categories is given in the festival information pack.'

2/B. JOIN A TEAM

After clicking on 'Join a team' in the corresponding event, select your team.



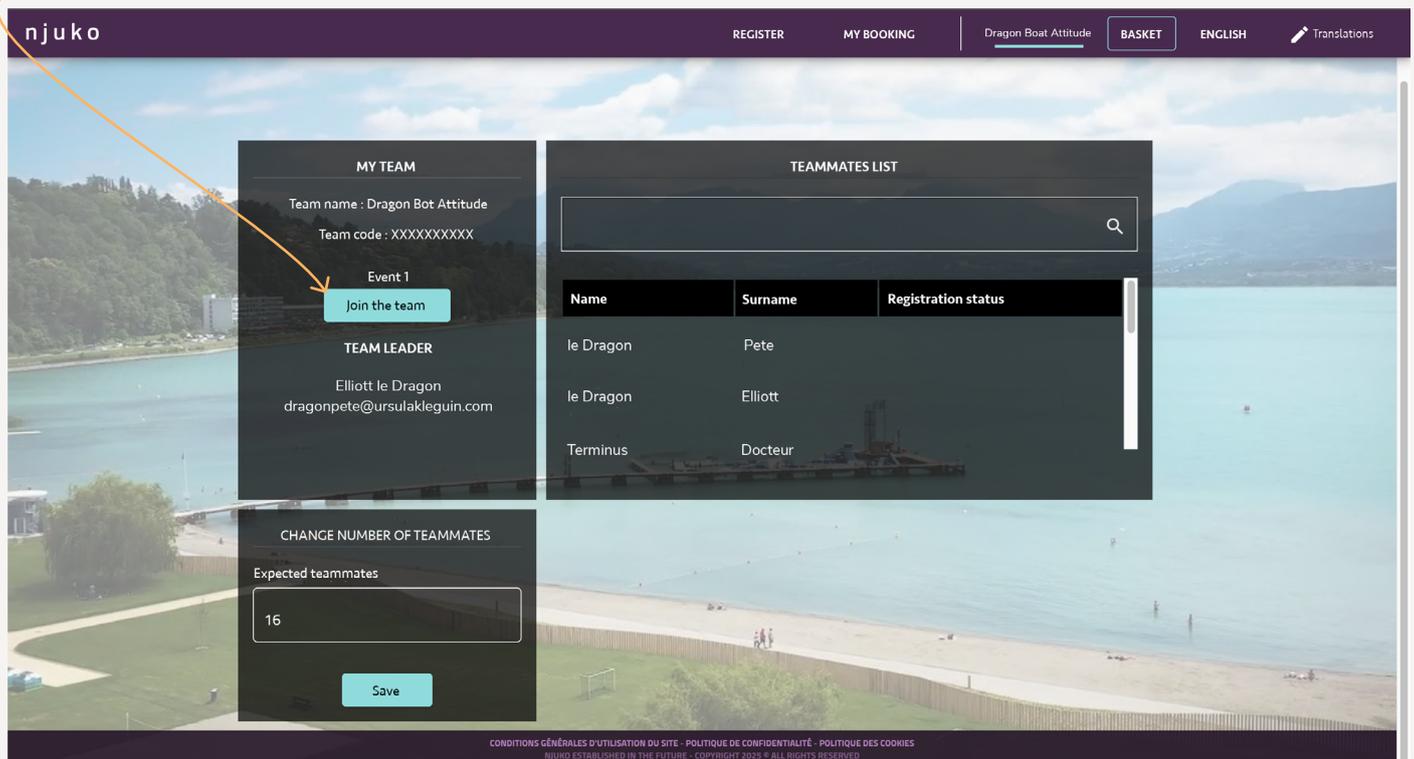
Find the team name you would like to join.

Enter the booking code for your team.
This code has been emailed to the person who registered the team.

Click on 'Join' once the booking code has been entered.

Welcome to your team space!

Click on «Join the team»

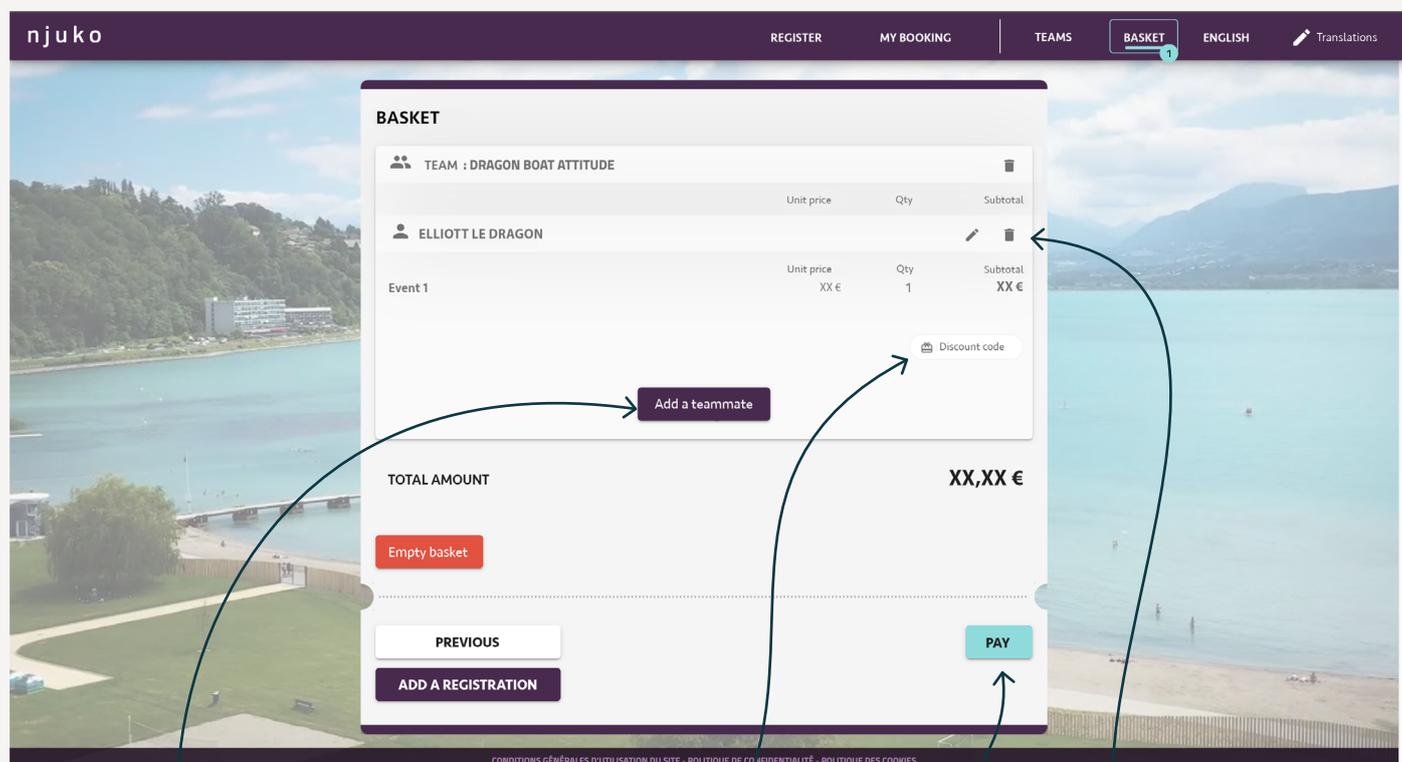


3. DETAILED INFORMATION

Your details and/or those of the team-mates you are registering are then requested. Please fill in this questionnaire carefully. Some information cannot be changed once your registration has been validated.

4. MANAGING YOUR BASKET

In your basket, you will find the summary of your registration. You can then:



Add a teammate

Enter a discount code

Change / Delete a registration

Pay / Confirm your registration

Once your registration is paid for...

CONGRATULATION, YOU ARE REGISTERED !



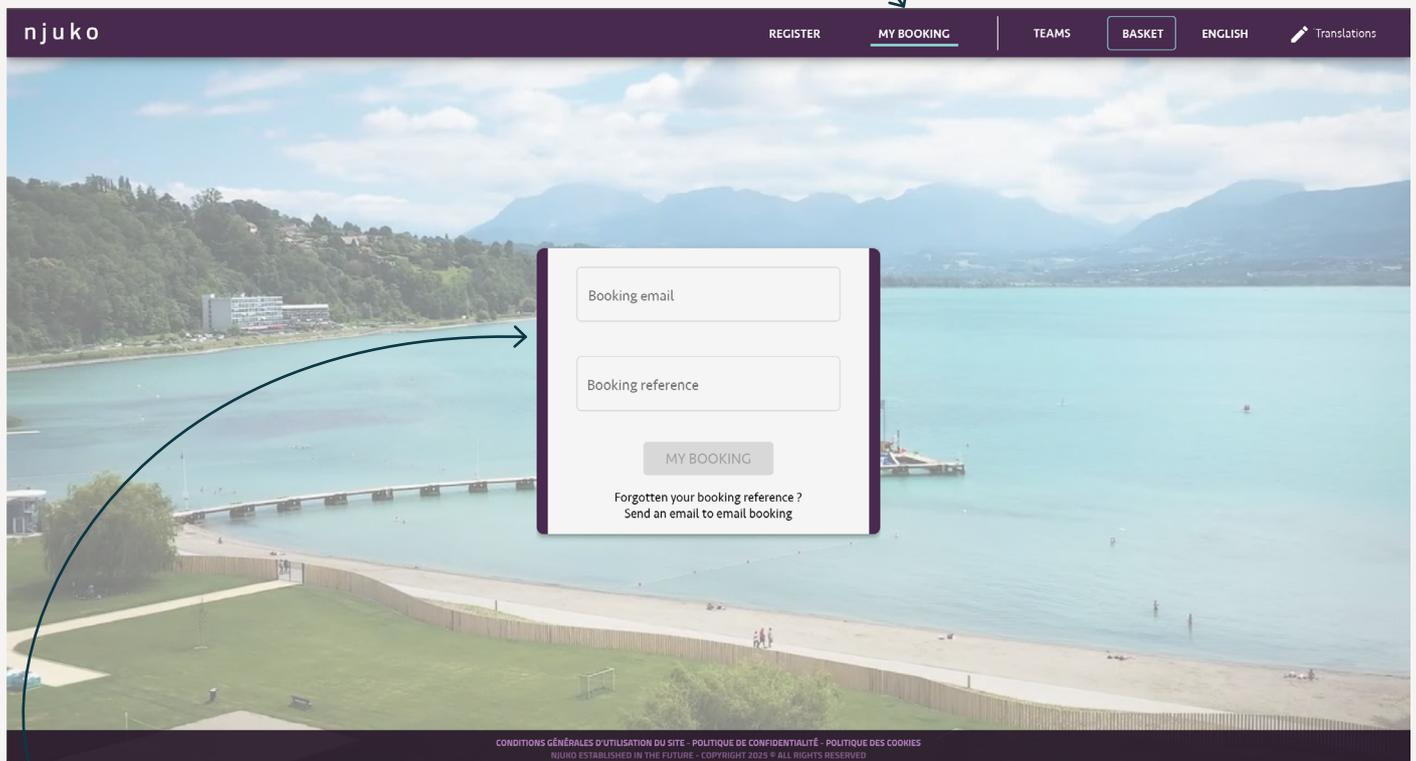
You will receive an e-mail confirming your registration with a booking code to keep.

The following pages show how to access your information and/or your team information once you have registered.

5. VIEW YOUR INFORMATION

Once you have registered, you can return to the platform using the same registration link and view/modify your details as follows:

Click on «My booking»



Enter the email address you gave on your registration form.
Enter the booking code that was sent to you in the e-mail confirming your registration.

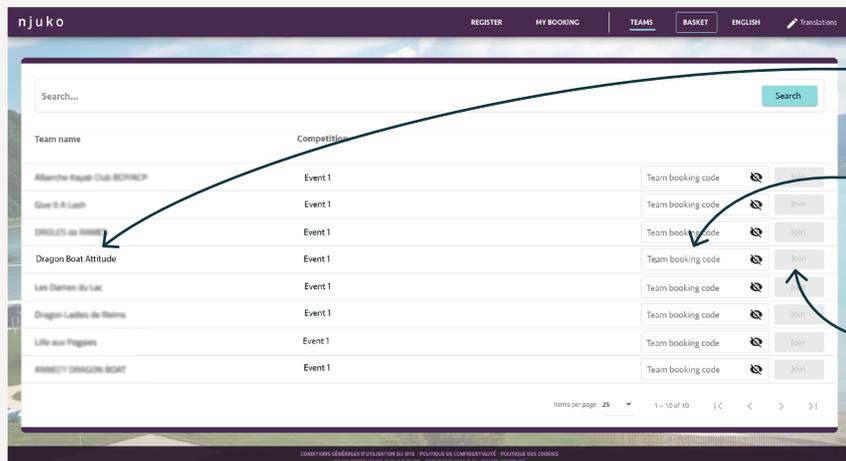
Welcome to your space !

You can then view and/or modify your registration.



6. VIEW YOUR TEAM INFORMATION

Click on 'Teams' in the top right-hand corner to see the list of registered teams.



Identify your team name.

Enter the booking code for your team.
This code has been emailed to the person who registered the team.

Click on 'Join' once the booking code has been inserted.



Welcome to your team space !

You can then view your team's information and your teammates' registrations.

