

## Non-Member Guide for Event Bookings at BMYS

This guide has been prepared to assist non-members to book tickets for events **that are available for non-members**. They need to create an account and register the first time they login to make a booking.

### Step 1 – BMYS Website

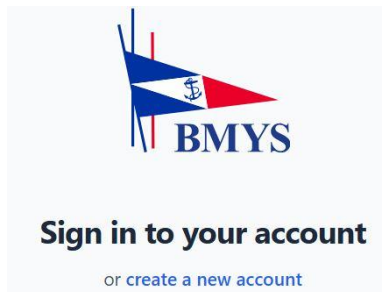
Open the [BMYS Website](#) and select Events and choose the event that you wish to book. The event description will indicate if it is available for non-members.

The online event booking system requires non-members to have an account that includes your contact details – name, email address and telephone number. This is required so that the Club can contact you and only in relation to your booking.

Once you have opened an account then this account can be used for a future event booking. Your account can also be deleted by you at any time.

### Step 2 – Sign into Your Account or Create a New Account

When clicking on the **Buy Tickets** prompt you will be requested to either sign in to your account or create a new account as illustrated below:



- Click the “create a new account” link then complete the fields required to create the new account
- Non-members may at any time delete their account by logging in with the account login details that they have previously setup.

### Create a new account

or [sign in to your account](#)

First name

Last name

Email address

Password

Confirm password

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#)

Create account

### **Step 3 – Buy Tickets**

When a Booking is made, you will be able to select the tickets you require and complete a checkout online.

Note a Booking has two user input places – Booking Fields and Ticket Fields. When you make a Booking, the Booking Fields are required to be completed before payment.

## **4. Booking Amendments**

### **4.1 Add More Tickets**

There is not an option for you to add more tickets to a booking. In this case it is recommended that you make another booking for the additional tickets. Multiple bookings per user are allowed.

### **4.2 Cancel Some Tickets**

There is not an option available to you to cancel some or all the tickets in a booking. In this case, please contact the BMYS Office and request the changes.

### **4.3 Cancel Complete Booking**

You can request that a booking be cancelled. This will mark the booking as cancelled, and all tickets will be invalid.

If this booking has been paid for, it is your responsibility to ensure a refund takes place.

## **5. Enquiries**

Please contact the BMYS Office:

Tel: 03 9589 5156

Email: [office@bmys.com.au](mailto:office@bmys.com.au)