

Live Attendance - How to Reserve a Spot

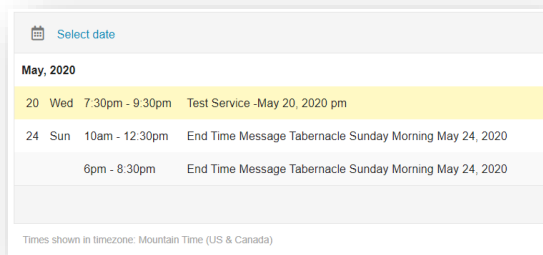
End Time Message Tabernacle will be using an online booking tool in order to allow you to choose the service that works best for you and your family. Follow these instructions to reserve your spot.

When reserving your spot, please follow these guidelines, in order to make it fair to all our brothers and sisters.

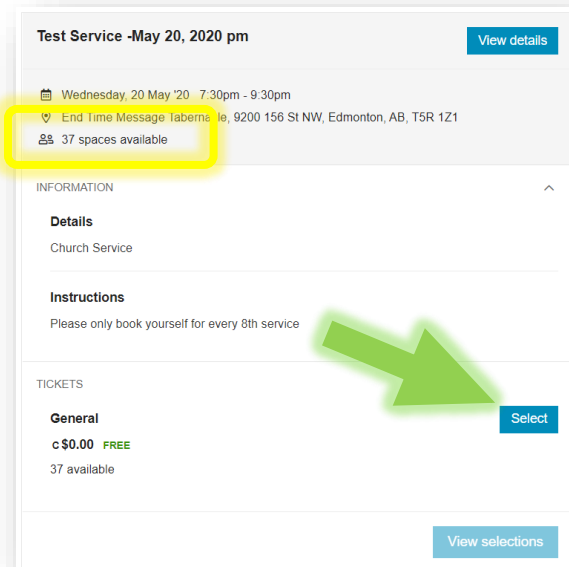
- Services will open for online booking in advance. There will be a maximum number of spots available and reservations will be 'first-come, first-served'.
- Please reserve a spot only once every 8 services per person. This will ensure everyone in our congregation gets an opportunity to attend.
- If there are open spots on the day of a service, these can be reserved by anyone (even if you've attended recently).
- If you have family members that are unable to book for themselves, please consider booking for them.
- If you have reserved a spot and are unable to attend, or you start to experience symptoms before the service, please cancel your reservation.
- Deacons will be confirming attendees have reserved spots. If you have not reserved a spot, then unfortunately you will not be able to attend the service.
- For assistance reserving or cancelling spots, please contact Jared at:
 - Phone: 780.975.7164
 - Email: etm.deacons@gmail.com:

How to Reserve a Spot

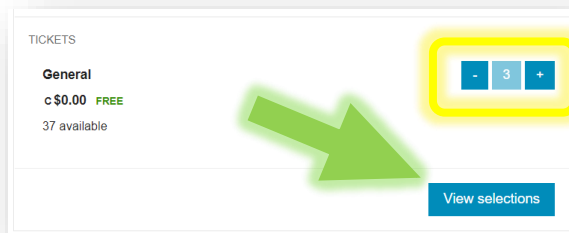
1. Go to <https://www.etmtab.com/service-bookings>.
2. Select a Service.



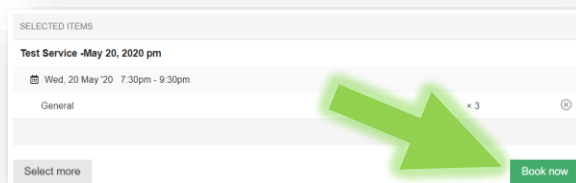
3. Press 'Select'. The number of available spots will be indicated (yellow box). If the Blue Button says 'Unavailable', then the service is not yet open for booking..



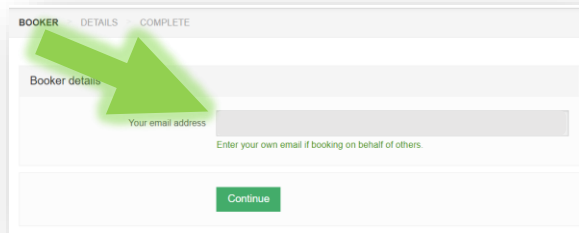
4. Choose number of spots, and press 'View Selections'.



5. Press 'Book Now'.

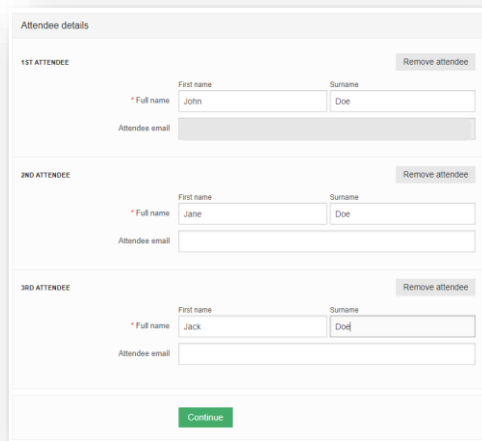


6. Enter your Email



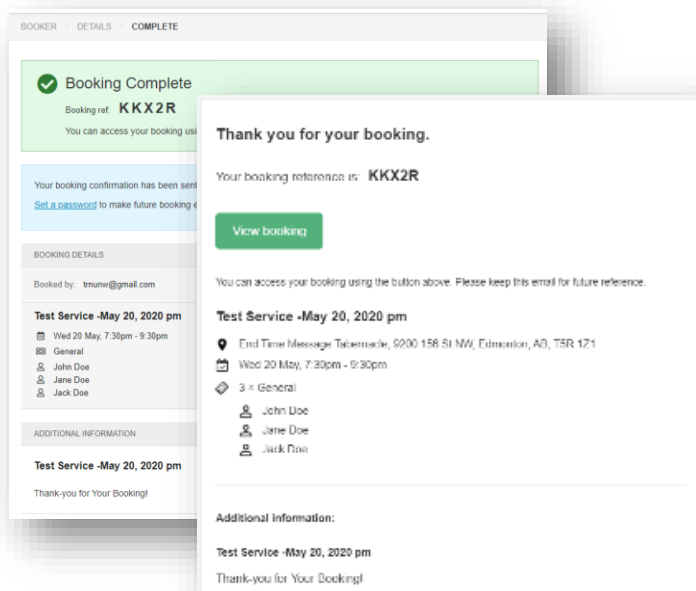
The screenshot shows a web form titled 'BOOKER' with tabs for 'BOOKER', 'DETAILS', and 'COMPLETE'. Under the 'Booker details' section, there is a text input field labeled 'Your email address'. A large green arrow points to this field. Below the field is a small note: 'Enter your own email if booking on behalf of others.' At the bottom of the form is a green 'Continue' button.

7. Enter Names for all Attendees. Emails are optional.



The screenshot shows a form titled 'Attendee details' with three sections for attendees. Each section has a 'Remove attendee' button. The first section is for the '1ST ATTENDEE' with 'First name' (John) and 'Surname' (Doe) fields, and an optional 'Attendee email' field. The second section is for the '2ND ATTENDEE' with 'First name' (Jane) and 'Surname' (Doe) fields, and an optional 'Attendee email' field. The third section is for the '3RD ATTENDEE' with 'First name' (Jack) and 'Surname' (Doe) fields, and an optional 'Attendee email' field. A green 'Continue' button is at the bottom.

8. Your Booking is Complete! You will receive a confirmation email.



The screenshot shows two overlapping images. The background image is the 'Booking Complete' confirmation page, which includes a green checkmark icon, the booking reference 'KKX2R', and a 'View booking' button. The foreground image is a confirmation email template with the following content:

Thank you for your booking.

Your booking reference is: **KKX2R**

[View booking](#)

You can access your booking using the button above. Please keep this email for future reference.

Test Service -May 20, 2020 pm

📍 End Time Message Tabernacle, 5000 158 St NW, Edmonton, AB, T5R 1Z1

📅 Wed 20 May, 7:30pm - 9:30pm

🗣️ 3 - General

- 👤 John Doe
- 👤 Jane Doe
- 👤 Jack Doe

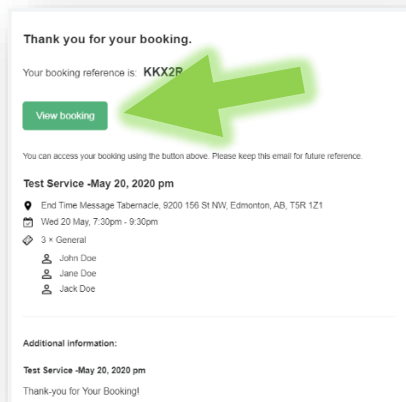
Additional information:

Test Service -May 20, 2020 pm

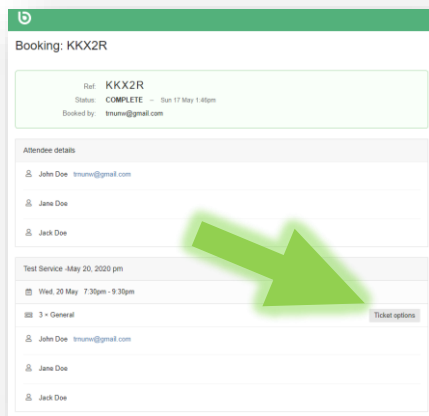
Thank-you for Your Booking!

How to Cancel a Reservation

1. Open the Confirmation Email and Click "View Booking".



2. Click 'Ticket Options'



3. Click Cancel Ticket, then Click 'OK'. You will receive an email confirming the cancellation.

