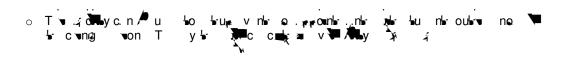


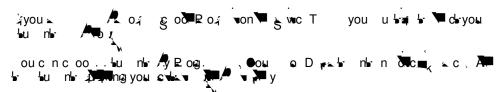
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Introduction



Accessing the Event Booking system

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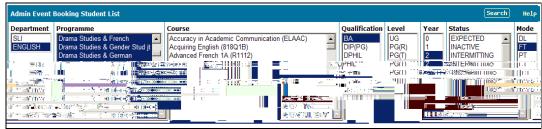


Figure 3 - Search facility for Administrators

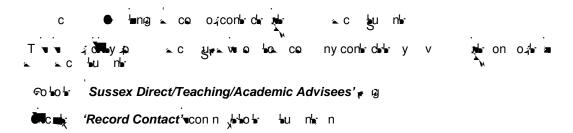
3. Creating an Event

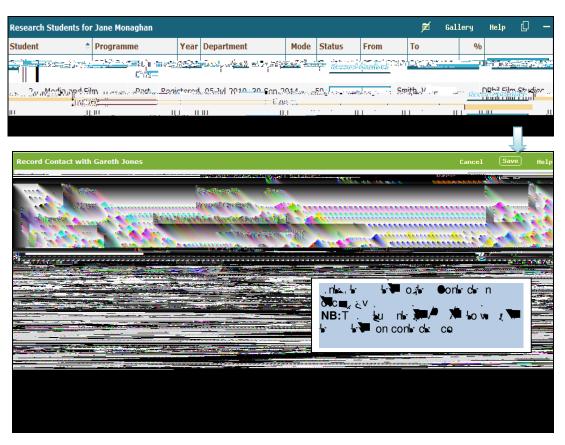
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4. Checking Student Availability

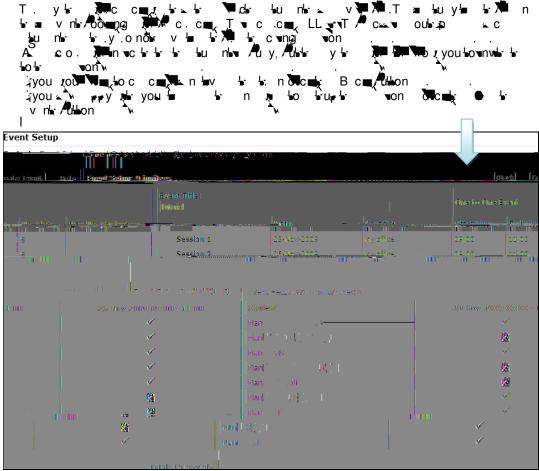
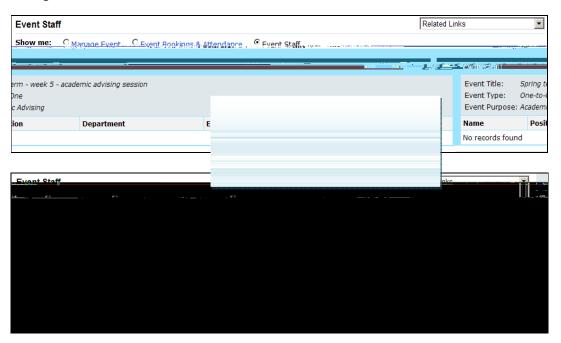
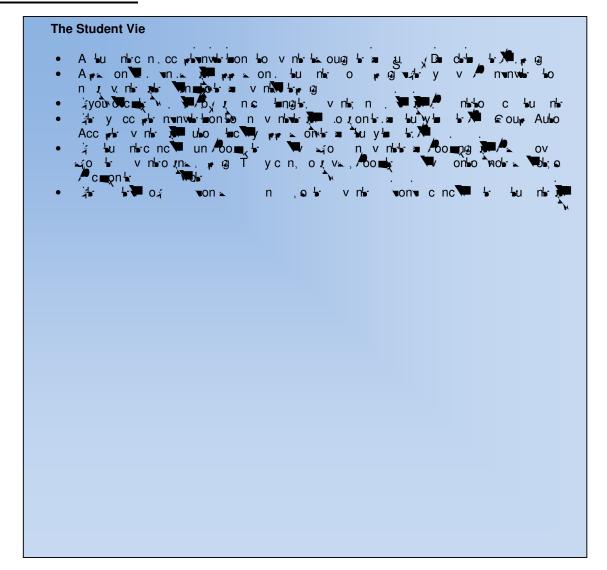


Figure 4 - Event setup availability check

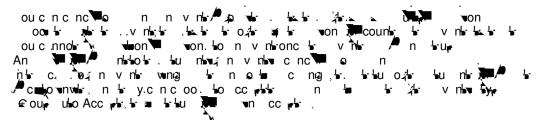
5. Inviting Staff to an Event



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Cancelling/Editing an Event



a. Cancelling a session



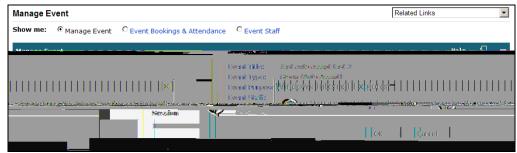


Figure 9 - alert of amended/cancelled event

b. Editing a session

