

## Visit [www.successtours.com](http://www.successtours.com)

In the **Your Unique Code** box enter the code: **NMW1026** (3 letters and 4 numbers). This takes you to a page with more information about the specific tour for your society.

When you're ready click the **Book Now** button. Another screen will open reconfirming the prices - click **Book Now** again.

### IMPORTANT

If you have booked using this system before you will need to log in with your email address and original password.

If you have NOT used this system before, please click **Register**. Complete the form, creating your own password, then log in with your email and password. These will be needed when you come to pay your balance.

### Complete the details required on this screen and select your room type.

When you select the room type, the screen will expand to ask for the name, email, date of birth, passport info (if required for your tour) and emergency contact person for each person on the booking. Only name & email address (marked with \*) are essential.

**Include any special requests in the relevant box at the bottom of this page** (dietary requests, mobility difficulties etc.). Please note, these will be requested but are not guaranteed. If you have a requirement which is essential for you to join the tour, you will need to call our office to ensure it can be accommodated.

### Tick to accept our T&Cs.

Please note that if travelling to the Channel Islands, Isle of Man, Isles of Scilly, Ireland, Europe or further afield, you must take out appropriate travel insurance. Insurance is not compulsory on UK coach tours but is recommended.

### It is always advisable to arrange travel insurance as soon as you book.

We do not need the specific details of your insurance.

**Click Book and then the Confirm Booking** if it's all correct. You'll be taken to the card payment screen.

When paying by card, your bank may have extra security measures in place and wish to send you a one-time passcode or ask you to approve the payment by banking app.

Once the deposit has been paid, you should receive two emails. One contains your booking confirmation and the second is a payment receipt. If they don't appear in your inbox, please check your junk / spam folders.

Balance reminders will be sent automatically two weeks prior to the balance due date.

**We encourage everyone who can book online to do so.**

However, if you don't have access to the internet please call us on 01225 764205 Monday - Friday between 09:30-16:00 and we will assist. Please call from a landline as your mobile may be required to receive a code from your bank, which as we are booking on your behalf, we will need to complete the booking.