## Technology Training
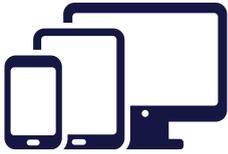# How to Make a Booking

We've moved to a new booking system!
Follow the steps below to make a
booking, or contact us on **08 9364 0115**.

## Booking into a One-on-One

First, click here to visit our online
booking page or scan the QR code:

Next, select your preferred topic.
If you're not sure, just choose "Other topic":

If desired, you can use the **SELECT STAFF** dropdown to choose your preferred location and trainer:



*Note: Don't worry if the words "Not available" appear next to a trainer's name, once selected you'll be able to see when they're next available.*

Next, use the calendar to select a suitable date and time:

Finally, enter your details and information then click **Book** to confirm the booking.



A confirmation will appear. **If you don't see this page, your booking has not been finalised**, so please check your details and try again.