



LAGOBALLO

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EVENTS BOOKING

A GUIDE ON HOW TO BOOK YOUR PLACE IN AN EVENT/CLINIC

This guide will help you book your spot in your event being hosted by *Lagoballo* in Royalla, NSW.

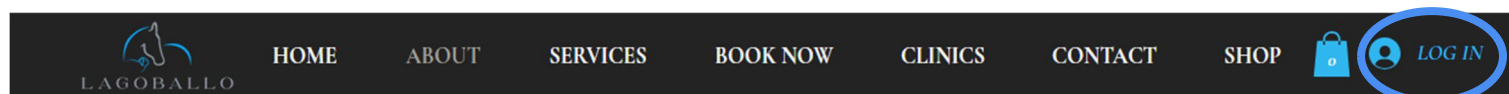
BOOK YOUR SPOT

FOUND AN EVENT YOU'D LIKE TO BOOK?

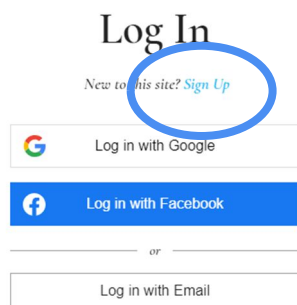
Once you have found an event/clinic you'd like to book from the [Lagoballo website](#), you will need to sign up and be an approved member of **Lagoballo** prior to booking your spot.

SIGN UP AS A MEMBER

- 1) You will need to sign up and get approved as a member (if you have not already done so – follow this process)
- 2) From the Menu, click the “Log In” button



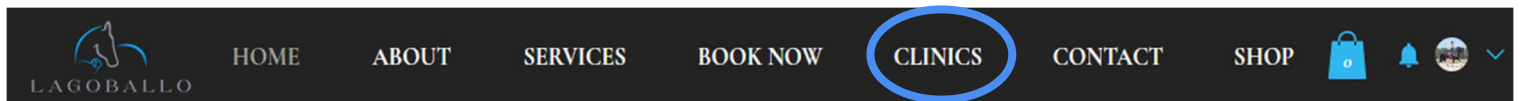
- 3) Click on the “Sign Up” link



- 4) Enter in your details
- 5) Wait for the **Lagoballo** team to approve your membership (this will come via e-mail)

BOOK YOUR SPOT

- 1) Once you are an approved member, ensure you “Log In” (top right hand corner of your screen), then you can continue the booking process in the following steps
- 2) Click on the “Clinics” menu item at the top of the page



- 3) Click the “Book Spot” button on the event/clinic you would like to attend

Two event cards for 'The Mindful Rider: Ann Montgomery'. The left card shows event details: 'Multiple Dates', '22 May 2024, 8:00 am AEST - 23 May 2024, 5:00 pm AEST', 'Canberra, 1594 Tarago Rd. Mount Fairy NSW 2580, Australia', and '2-day "The Mindful Rider" intensive clinic with Ann Montgomery'. The right card shows a photo of a person riding a horse with an instructor, and details: 'Multiple Dates', 'The Mindful Rider: Ann Montgomery', 'Sat, 25 May | Canberra'. Both cards have a blue 'Book Spot' button at the bottom.

- 4) After reading what the event/clinic is about, select your option by choosing the quantity next to the ticket type
 - a. For example, if I was wanting two lessons on two different horses, I would choose quantity of 2

A ticket selection interface. On the left, 'Ticket type' is 'Rider/Participant'. In the middle, 'Price' is '\$540.00', 'Tax included' is '\$13.50 service fee'. On the right, 'Quantity' is '1' with a dropdown arrow, circled in blue.

- 5) Click the “Checkout” button
 - a. If you selected “PayPal” follow the remaining instructions for checking out with PayPal
 - b. You will receive invoices for payment and tickets confirming your place
- 6) Take a look at the private group you now have access to from this page:

Join the *The Mindful Rider: Ann Montgomery* group to interact with other guests and get ready for the event.

A private group card. On the left is a photo of a person riding a horse. To the right, the text reads 'The Mindful Rider: Ann Montgomery Group' and '1 Member - 1 update in the group'. A blue 'Join' button is circled in blue on the right side.

CREATE YOUR SCHEDULE

SO, YOU'RE IN AND NOW YOU'D LIKE TO CREATE A SCHEDULE TO SEE WHEN YOU ARE ON

The Lagoballo team will allocate your riding spot based on how far you and your horse(s) have to travel to ensure optimum, safe, travel time for the furthest people/horse(s) are allowed.

Once you have a confirmed spot on the event/clinic, and you'd like to stay up to date on the schedule of the day or when people you know are riding, please follow this guide:

- 1) Go to the [Lagoballo website](#), click on "Clinics" from the menu (you may need to log in if you haven't already done so)
- 2) Click on the clinic you have booked into
- 3) Scroll to the "Schedule" section and click on "See All"

Schedule

8:00 am - 8:45 am
45 minutes

Lesson 1: Rider 1
Ⓞ Arena

8:45 am - 9:30 am
45 minutes

Lesson 2: Rider 2
Ⓞ Arena

24 more items available

See All

- 4) Click once in the star beside the sessions you are interested in

Sat, 25 May

8:00 am - 8:45 am
45 minutes

Lesson 1: Rider 1
Ⓞ Arena



8:45 am - 9:30 am
45 minutes

Lesson 2: Rider 2
Ⓞ Arena



9:30 am - 10:15 am
45 minutes

Lesson 3: Rider 3
Ⓞ Arena



- 5) Right at the top of the screen you will now see "View My Agenda" – click on this

★ [View My Agenda \(2\)](#)

- 6) You can screen shot this and save to your phone and/or desktop and e-mail it to yourself

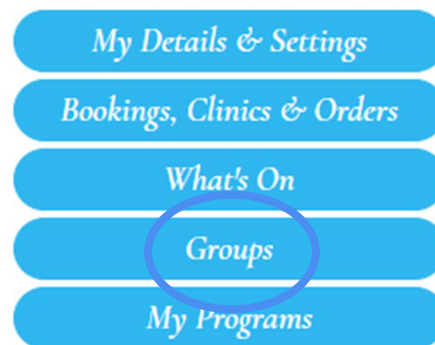
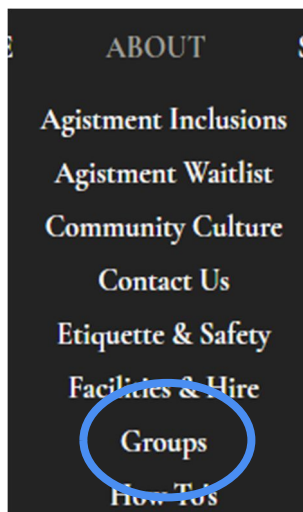
GROUP ACCESS

YOU'D LOVE TO CONNECT TO THE GROUPS FOR YOUR EVENT(S)/CLINIC(S)

Once you have a confirmed spot on the event/clinic, and you'd like to stay up to date on the schedule of the day or when people you know are riding, please follow this guide:

If you'd like to see what everyone else is talking about or have questions, please check out your event "Group" – You can access this from two ways:

- 1) From the Lagoballo website home page, mouse over the "About" menu and click on "Groups" OR if you have logged in, on the right hand side under your profile picture there is an arrow, click on this and select "My Profile" and click the "Groups" button



- 2) Click the "View" button on your event and you can start engaging with people! You can even share files/photos here.



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