



SUMMER SOCIAL ACCOUNT REGISTRATION AND BOOKING GUIDE.

You should only ever need to register your company for an account once. Then, each year you can log in and complete your booking and register the attendees for that event. If you have forgotten your password please use the Forgotten Password link on the login screen and then check your email to complete the process. If you need assistance contact admin@summersocial.uk. We can send Password Resets and change email addresses on your account but cannot change the username.

For New Accounts, please follow the steps below.

- 1) Go to www.summersocial.uk, scroll down to the text box in the white area, enter registration code. REG2022SS
- 2) Complete the account application form that's applicable to your business by selecting: **Guest**. Note: This is just the first step and does not register you for 'Tickets'.
- 3) Summer Social team will verify and approve your account before you can login.
- 4) Once your account has been approved, you can then book any on-site accommodation. For Staff tickets registration, see item 7 below.
- 5) Accommodation Bookings are setup like a shop so an invoice will be generated upon completion of the booking process.
- 6) Please pay any invoice for accommodation by bank transfer to secure your booking. Payment details are included on the invoice.
- 7) Register all your permitted attendees (staff or partners) for tickets. Go to Bookings & Addons section and click on Attendees. First enter the total number of people you want to register in the box provided ensuring you have not exceeded the maximum limit. Continue to the next screen. List each person by their real full name, this will be used on the entry checkpoint to check them in and issue a wrist band. Wristbands must be worn by everyone. **If you don't list your attendees, they will be refused access to the event!**
There is no charge for tickets. It's a free event for invited guests.
- 8) You can login and make amendments to your profile and attendees anytime up to 21 days before the event. Account applications and Attendee's register will be disabled after this time.

Important

You are registering your whole company and attendees in one account. Do not register separately. If you have multiple branches/shops you must register each branch/shop separately.

Any problems or questions please send them to admin@summersocial.uk or text/whatsapp us on 07985668464 or send a DM to our Instagram account @summersocial_uk