PGSL Dining – Quick Start Guide
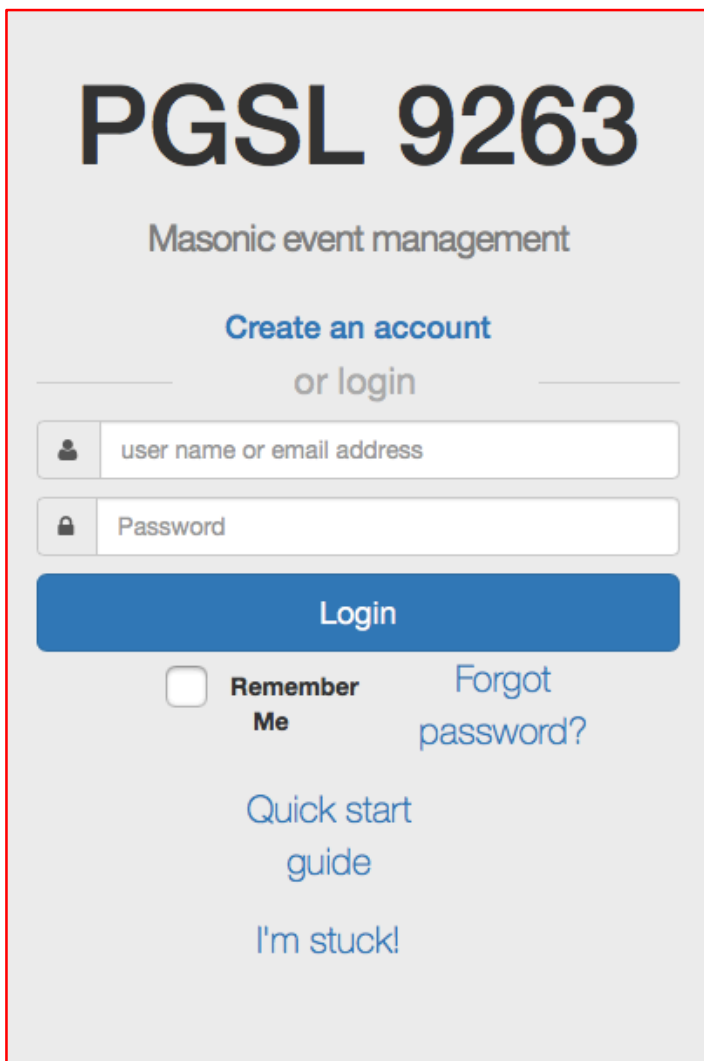
George Wilkinson, May 2017

Contents

Registration/Creating an account

Before using the dining application to book into for dining at a Hants and IoW Provincial Grand Stewards Lodge (PGSL) meeting you must register your details on the system. It can be accessed on your PC, Mac, tablet or smart phone by using the following address in a browser: http://9263dining.org.uk/ or by following the link provided via the http://www.lodge9263.org.uk website.

Note: The screenshots here are taken from a MacBook and an iPhone 6.

The following screen will be displayed:

You will need to log-in separately from the PGSL web-site. Most common browsers such as Chrome and Safari will be able to save the password for you, such that you won't need to log in again, unless you do so from another browser type or on a different device.

Note: your username can be your *PGSL number*, i.e. the same username that you use to log-in to the PGSL web-site.

The following screen is then shown. You must complete all the fields whose label is flagged with an asterisk. Some fields will be already filled in if you have used a Social Media passport. There may be additional fields not shown below but they will be self-explanatory.

Ensure that when asked for the Lodge name and number you need to add: **PGSL** and **9263** and not any other lodge. This is because the booking system is for PGSL lodge members only; who can then invite guests. To leave **Centre** and **Area** as your own centre and area within the Province is encouraged however, to help with dining administration.

When all the required fields are complete, you can click or tap the **Create Account** button. Assuming no errors occur, you will then be logged in.

Forgotten password

If you have forgotten your password, in order to gain access to the dining application and have it reset to a new password, all you initially have to do is to click on the **Forgot Password?** button on the front page of the application. This will send you a new password to your e-mail address provided. Then when you gain access to the dining application you can modify the password under **Profile** using the choose password option:

```
* Choose a password

  [ at least 8 characters                    ]

Re-enter your password

  [ one more time                            ]
```

Booking in

The home screen is presented when you first log in. You can also access it by clicking/tapping the **Book in** text in the top left hand corner. Clicking the PGSL logo will take you to the Hants and IoW Provincial Grand Stewards web-site. On this screen you will see a list of events that are available.

Installation Meeting

Fri, Nov 24, 2017 at 16:30:00

Places remaining: 250 of 250

1 West Quay Rd, Southampton, SO15 1RA

✉ Stuart Wildman

📞 _____

[Book in]

July Stewards Meeting

Fri, Jul 07, 2017 at 18:00:00

Places remaining: 120 of 120

Brook House Brook Lane, Botley, Southampton, SO30 2ER

✉ Stuart Wildman

📞 _____

[Book in]

Simply tab or click an event to book in. The following screen is displayed:

Simply fill in your details (some will fill in automatically) and click "Book now". Remember to add in the Year you joined the PGSL.   Pay careful attention to the HINT. **_You will receive email confirmation of your booking containing details on how to pay, and when you have to pay by_**. If you cannot find the email, check your email Spam/Junk folder, and whitelist the email address for the future.

If you need to book other people in as well as yourself, change the "Places" field to match the number of people required. The **Add Guest** button will do the exact same by adding a number of extra new fields to enter a guest name.

Managing your bookings

The **My Bookings** options will show you which PGSL meetings that have been set-up for dining by the dining steward that you are booked in for. If you need to make any changes to your booking, then this is the function available for that purpose.
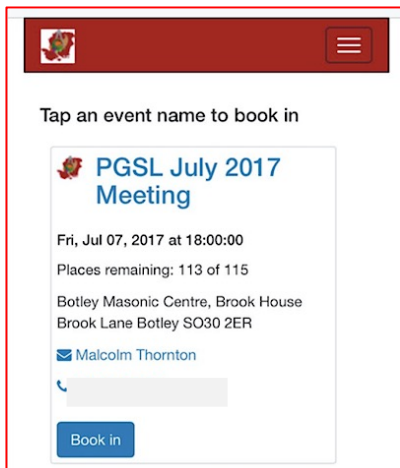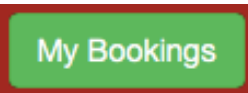
On small screens and mobile devices there is a menu button in the top right hand corner:

This toggles the menu (visible/invisible) and from here you can see the options that are available to you:
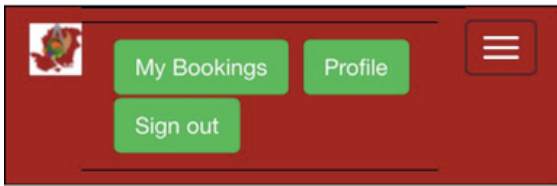
Via either a mobile device or desktop the **My Bookings** option will get a list of your bookings:

Here I only have one booking (which is shown on a mobile device) but you may have several.

You can narrow down the list by keying in filter information (event name, venue etc.) or by using special values like "paid" for a list of events you have paid for, "unpaid" for the reverse, "late" for events you are late in paying for.

You can edit your booking by clicking/tapping on it.

You can cancel your booking by clicking "Cancel Booking".

NOTE: Unless you are an administrator, you cannot change or cancel bookings that have been flagged as paid. If you wish to cancel you will have to contact the PGSL Dining Steward.
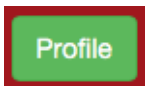
Managing your profile

Again, on small screens and mobile devices there is a menu button in the top right hand corner:

On bigger screens the menu is already visible.

This toggles the menu (visible/invisible) and from here you can see the options that are available to you. Click on

This will take you to the same page you saw when you registered. Here you can edit and save your profile details (i.e. you registered information).

If you do edit your details, you will be presented with a Gravatar Image, shown below:

Facebook, Twitter and Google users have avatars associated with their profiles and these appear in the dining application, if you register via one of those methods. Those that register themselves by creating an account can also have an avatar if they like by associating their email address with an avatar image on http://en.gravatar.com/ (globally recognised avatar).

Having an avatar is optional.