

Online Booking for Summer School – HSE

1. Click link:
<http://eshop.londonmet.ac.uk/browse/product.asp?catid=94&modid=1&compid=1>
2. This will bring you to the E-Shop Summer School page.
3. Scroll down to your relevant GROUP BOOKING (either Politics or Law)
4. Click 'Add to Basket'.
5. This will take you to the screen where you select your course.
There will be a drop-down menu from which you make your choice.
6. Select your course and click 'Next'.
7. Enter your 'Access Code' for the group discount rate – Your institutional contact will have this information
8. This will add your course booking to your 'Basket'.
9. On the 'Shopping Basket' screen click 'Continue Shopping'
10. This will take you back to the Home Page. Use the side bar to go to the 'LGIR Summer School' section:
11. You now need to book 'Accommodation'. From the home page, scroll to the bottom and select 'Summer School Accommodation with Shared Bathroom'.
12. Click 'Add to Basket'
13. Now click the 'Shopping Basket' icon at the top of the page.
14. Click 'Proceed to Checkout'
15. Now click the 'Click Here' link under 'New Customer'
16. Fill in the required information – You are required to create a password
17. When you get to 'Your Address' click 'Enter your address manually'
18. List your 'Address Name' as 'Home' then fill in your details before clicking 'Continue'
19. On the 'Select a Delivery Address' screen click 'Select' next to your 'Home' address:
20. On the 'Select a Billing Address' page click 'Select' next to your 'Home' address:
21. Enter your 'Credit/Debit Card Details' then click 'Continue'
22. Complete the steps as directed.