

## Features of the Dining System

- Secure personal dining account
- Manage your account: see all your bookings in one place
- Book guests
- Make changes to your bookings including cancellations
- Month by month, view dining dates
- See your past history
- Confirmation email with payment receipt

## Using the System

Step 1: Sign Up to your dining account. This is a once off step.

- <https://dining.kingsinns.ie> please click here to access the system
- Select “Sign Up” and then select “ROLE” i.e. **Barrister** followed by your email address. Your email address will be your username for your account.
- Please complete the details as requested and select “Register”
- You will then receive an email to confirm your email is valid, please open this and select “**Confirm Email**”
- Complete the registration by entering your email address and create your password.

## Viewing your Account

- On the Home page, upper left-hand corner you can see two options.
  - “**Book Dining**” to make a booking
  - “**My Events**” This is where you can view your past and future bookings. You can also make changes to any upcoming bookings.

## To Book Dining:

- On the Home Page select **Book Dining**
- Select the Month and choose the date and event you wish to book by selecting “**Book Now**”
- Complete the details requested and select “**Continue**”
- Complete Dietary requirements and select “**Confirm**”
- Select number of guests; If you select 0 guests, select “**Continue**”
- If you select 1 or more guests, fill in guest's details and select “**Continue**”
- Fill in your billing details and select “**Submit and Proceed to Payment**”
- Complete Card details and select pay
- The confirmation page will appear, and you will also receive a confirmation email. Attached to this email you will find your receipt