MND Voice Bank Booking System

Introduction
We have created a simple booking system so that volunteers can contribute to the MND voice bank project. We have a number of available appointments which can be booked. Contributors are required to register with the site before booking available appointments.

Registration
To register select the “Register” button on the main page

In the registration form enter your email address and the supplied security phrase. Select “Register” to proceed.
Once you have successfully registered an email will be sent with your account details.

Check your email for the registration message:

**Message from MND Voice Bank System**

Thank you your registration has been successful. Please note your account details below.

- Email: david.buchanan@ed.ac.uk
- Password: ds7656

[Login to the Voice Bank Booking System](#)

*** End of Message ***

**Login**

To get to the login screen you can either select “Proceed to login” on the successful registration page or select the link in the email or select “Login” from the main page.

Login to the system with the account details supplied in the email.

![Login Screen](image)

Upon successful login you will be presented with a calendar which shows all the available appointments.
Making a booking

Available bookings are highlighted green. Select the date of your choice to proceed. Note today’s date is coloured blue if there are no appointments for that day otherwise it is green indicating appointments are available.

Each day may have one or more available appointments. Select the “Book” button for the appropriate appointment.
The short confirm booking wizard will start. We need to collect the date of birth, occupation and information about your regional accent as this helps the voice bank team classify your voice donation. Enter the information as required and select “Continue >>” to proceed.

**Note** Area where spent most of life should be the county or state. If you are unsure of the regional accent select “Other (please specify)” and add a comment in the Regional Accent Specify text box. You can add a “?” if you are unsure what to enter and the voice bank team can clarify with you at a later date.
If you make a mistake a message will appear and the field will be highlighted in red.

Once completed check the details are correct, select “<< Back” to amend the details or “Confirm” to complete the process.
You should receive a confirmation email.

Message from MND Voice Bank System

Thank you, your booking has been successful. Please note the details below.

- Booking Date: 21/06/2011
- Booking Time: 09:00
- Duration: 60
- Location: Informatics
- Forename: David
- Surname: Buchanan
- Date of Birth: 25/03/1974
- Gender: M
- Occupation: Programmer
- Area where spent most of life: Lothian
- Regional accent: E Lothian
- Regional accent specify:

Viewing Bookings

You can view your bookings at anytime by logging in and selecting the “View my Bookings” link below the Calendar.