

How to order Dinner/Dance tickets

1. Go to www.webcollect.org.uk/locks
2. Sign in (click top right corner) using your email address and password. If you have forgotten your password, use the 'Reset my password' link on this page.
3. The D&D is listed under 'Events' on the right. Click on 'Book Places'.
4. Select the price of the ticket(s) (date dependent) and the number you require.
5. Select 'Add to Basket'.
6. Select 'Checkout'.
7. Check/amend your details, then click 'Save and proceed to checkout'. (You might see another screen next, where you have to tick another box confirming we can use your details under GDPR regulations, if you haven't signed in recently.)
8. Complete the meal selection form (there are some mandatory fields here!) – there is one form for each ticket you are purchasing. Click on 'Save' to move to the next form if you are buying more than one ticket. The number of the form you are filling (if more than one) is shown in a box, in green, above and to the right of the screen.
9. When you have completed meal selection forms for all tickets, you will see a summary of your order to check. If the details are right, click 'Place Order'
10. If the details are wrong, you can select 'My Basket' to remove items, before purchasing. If buying more than one ticket, it is probably best to remove all items from the basket and start again, to make sure that the meal selections are correctly allocated to the right person.