

Making priority bookings as a Friend of Landmark

In order to make priority bookings online, you will need an account on the Landmark Trust website

Checking an existing account on the Landmark Trust website

If you already have an account on our website, but have never used it to place a priority booking before, it may be worth signing in ahead of the priority booking date to ensure that your email log in is linked to your Friends membership.

- 1) Click the 'Sign in/Register' icon at the top right hand side of the website
- 2) A pop-up window will appear. Enter your username and password to sign in
- 3) The 'Sign in/Register' icon has now changed to a 'My Account' icon, showing that you have signed in.
- 4) Click the My Account icon to view your account details, email preferences or to sign out. Clicking the 'account details' link will take you to a page showing your details, including Friends membership.

If there are no details of Friends membership on your account, please email Sam Moore on smoore@landmarktrust.org.uk, who will link your Friends membership to your account.

Creating an account on the Landmark Trust website

If you have not created an account on the Landmark Trust website before, you will need to do this to ensure that you can enjoy the benefit of booking a Landmark in the Friends priority booking periods

- 1) Click the 'Sign in/Register' icon at the top right hand side of the website
- 2) A pop-up window will appear. Click the 'create an account' button to register for an account.
- 3) You will be taken to a registration page asking you to fill in your name, address, email, password etc.
- 4) Click the 'Continue' button. You will now have registered for your account. From here, you can edit your contact details or update your email preferences.
- 5) Click the My Account icon to view your account details, email preferences or to sign out. Clicking the 'account details' link will take you to a page showing your details, including Friends membership.

If there are no details of Friends membership on your account, please email Sam Moore on smoore@landmarktrust.org.uk, who will link your Friends membership to your account.

Updating email preferences

- Once signed in, click the 'My Account' icon in the header. In the dropdown, click 'Email preferences'
- The option to opt-out of membership-related emails will appear if you have purchased a Friend membership, this means that you will not receive the Friends' quarterly newsletters or Events forms by email.
- Tick or untick whichever boxes you'd like. If you would like to unsubscribe from everything, click the "Unsubscribe me from all emails" tick box.