

## **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 Theresa Jones on [tjones@landmarktrust.org.uk](mailto:tjones@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 Theresa Jones on [tjones@landmarktrust.org.uk](mailto:tjones@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.