Escola internacional de torres vedras

international

international school of torres vedras

Forfar
EDUCATION

– GUIDE –
EITV SHOWS

STEP 1 - SELECT THE SEAT

Select 1 or more seats (up to 6 seats).

Auditório
Open seats in the room: 175
○ Pending bookings in the room: 0 ● Approved bookings in the room: 0

Selecione o/os lugares desejados e confirme no botão azul à direita. | Select the desired seat(s) and confirm by clicking the blue button on the right.

Mobilidade Reduzida |
Reduced Mobility

Add seat H1 from room Auditório to booking?

Total seats you can add to booking is 6

Add to Booking

0
seats selected

Abrir | Open

Palco | Stage

Click on 'Add to Booking' to save your selection.

Repeat the process for the other seats you want if you wish to book more than one seat.

Auditório
Open seats in the room: 175
○ Pending bookings in the room: 0 ● Approved bookings in the room: 0

Selecione o/os lugares desejados e confirme no botão azul à direita. | Select the desired seat(s) and confirm by clicking the blue button on the right.

Mobilidade Reduzida |
Reduced Mobility

L1	L2	L3	L4	L5	L6	L7	L8	L9		L11	L12	L13	L14
K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15
J1	J2	J3	J4	J5	J6	J7	J8	J9	J10	J11	J12	J13	J14	J15
I1	I2	I3	I4	I5	I6	I7	I8	I9	I10	I11	I12	I13	I14	I15
H1	H2	H3	H4	H5	H6	H7	H8	H9	H10	H11	H12	H13	H14	H15
G1	G2	G3	G4	G5	G6	G7	G8	G9	G10	G11	G12	G13	G14	G15
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15
E1	E2	E3	E4	E5	E6	E7	E8	E9	E10	E11	E12	E13	E14	E15
D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12	D13	D14	D15
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12	C13	C14	C15
B1	B2	B3	B4	B5	B6	B7	B8	B9	B10	B11	B12	B13	B14
	A2	A3	A4	A5	A6	A7	A8	A9	A10	A11	A12	A13	A14

0
seats selected

Abrir | Open

Palco | Stage

STEP 2 - CONFIRM THE SEAT

The selected place(s) appear with a green glow around the square.

By clicking on the 'Abrir | Open' button, you will be able to see the seat selection and remove seats using the 'Remove' button.

If you accept your selection, click on 'Next' to proceed to the booking confirmation screen.

STEP 3 - ENTER THE INFORMATION

BOOKING 1 SEAT

Contact information

☐ Sync first entry values to others

seat No. H1
Auditório

Firstname

Lastname

Email

EE de aluno participante
☐

Ao confirmar a seleção, a sua reserva passará para estado pendente, assim que for aprovada, irá receber um email de confirmação.

Upon confirming your selection, your booking will be set to pending status. Once approved, you will receive a confirmation email.

Book

BOOKING 2 OR MORE SEATS

Contact information

☐ Sync first entry values to others

seat No. H1 Auditório		seat No. H2 Auditório
Firstname	→	Firstname
Lastname	→	Lastname
Email	→	Email
EE de aluno participante ☐		EE de aluno participante ☐

Confirmation will be sent to:

Ao confirmar a seleção, a sua reserva passará para estado pendente, assim que for aprovada, irá receber um email de confirmação.

Upon confirming your selection, your booking will be set to pending status. Once approved, you will receive a confirmation email.

Book

Fill in the First Name and Last Name fields, Email, and indicate whether or not you are the Parent/Guardian of one of the participating students.

In the case of a booking with two or more seats, you can select the option 'Sync first entry values to others' so that the system automatically fills in the remaining fields when you fill in the first one (leftmost column).

For a booking with two or more seats, you must also fill in the field 'Confirmation will be sent to:' with the email address that will receive the bookings for all selected seats.

STEP 4 - CONFIRM YOUR BOOKING

SAMPLE FORM (1)

Contact information

☐ Sync first entry values to others

seat No. H1
Auditório
Firstname
`João`
Lastname
`Silva`
Email
`email111@email.com`
EE de aluno participante
☑

Ao confirmar a seleção, a sua reserva passará para estado pendente, assim que for aprovada, irá receber um email de confirmação.

Upon confirming your selection, your booking will be set to pending status. Once approved, you will receive a confirmation email.

Book

SAMPLE FORM (2+)

Contact information

☐ Sync first entry values to others

seat No. H1   seat No. H2
Auditório   Auditório
Firstname   Firstname
`José`   ➜   `Maria`
Lastname   Lastname
`Silva`   ➜   `Silva`
Email   Email
`email@email.com` ➜ `email222@email.com`
EE de aluno participante   EE de aluno participante
☐   ☐

Confirmation will be sent to:
`email@email.com`

Ao confirmar a seleção, a sua reserva passará para estado pendente, assim que for aprovada, irá receber um email de confirmação.

Upon confirming your selection, your booking will be set to pending status. Once approved, you will receive a confirmation email.

Book

After filling in the fields, click on the 'Book' button and you will receive an email with the booking information.

The information will be sent to the email address you entered in the 'Email' field <u>if the booking is for only 1 seat</u>.

The information will be sent to the email address you entered in the 'Confirmation will be sent to:' field <u>if the booking is for 2 or more seats</u>.

Your booking is now in pending state. Registration admin needs to approve it

You can look your booking at the following link
https://portal.eitv.pt?seatreg=booking-status&registration=02a1e2f22a&id=0f5f0fdf2fd85b8bf968008c1f2f542690fd71d6

You should also receive booking update email

OK

In this window, you can click on the link to view the booking information. This link is the same one you will receive by email.

When you click on the 'OK' button, you will be redirected to the EITV Shows home page, where you can make further bookings.