

# Booking & Registration Guide

## FOR STUDENT EVENTS

To secure places at an ISTA event, you must complete a two-stage process. Before you begin, ensure you have an ISTA account. If you don't have one, you can create it [here](#).



### STAGE 1: BOOKING (RESERVE PLACES)

This stage reserves your place and provides an estimate of the number of participants attending. The form will guide you through the process. Here's what you'll need to provide:

- **Your details:** Name, email, and school/organisation information.
- **ISTA account:** Log in to book events. Need a free account? [Click here](#).
- **Estimated attendance:** Conservative student and adult participant numbers.
- **Agreement:** Acceptance of [ISTA's Event Terms & Conditions](#) (required to submit).
- **Payment:** You will be prompted to pay the deposit (as per the terms and conditions) by credit card. Alternatively, you can request an invoice, which is payable within 30 days.

Once submitted, you'll receive a confirmation email and invoice (if requested), and Stage 2 participant registration will open immediately.  
Please only book spaces you are confident you can fill.



### STAGE 2: REGISTRATION (SUBMIT PARTICIPANT DETAILS)

This stage finalises participation by collecting detailed information about attendees, including students, educators, and chaperones. You can save your progress and return later if needed. Here's what you'll need to provide for each participant:

- **Basic details:** Full name, email (for educators), and role in the event.
- **Dietary & accessibility needs:** Any allergies, food restrictions, or physical requirements.
- **T-shirt size**
- **Travel details:** Arrival/departure times and accommodation (if known).
- **Parental permissions** (for students): [Consent for Media Use](#) and acknowledgement of [ISTA's Student Code of Conduct](#).
- **Agreement:** Agreement to ISTA's Event Terms & Conditions (required to submit).
- **Payment:** The remaining balance will be processed upon submission of the registration details.

After submission, your registration is processed, and a confirmation email will follow along with your final registration invoice. If you need to make changes, contact the Event Manager.



Need help? If you have any questions, email [booking@ista.co.uk](mailto:booking@ista.co.uk).

We look forward to welcoming you to the event!