

Wokingham Recovery College Session Booking Guidance

The following guidance shows you how to book onto sessions with Wokingham Recovery College using their online portal. There are 2 sets of instructions: for first time users (pages 1-4) and returning users (pages 5-8). Screenshots show pages as they appear on a PC and mobile.

Please only book spaces for sessions you can attend. For courses of multiple sessions, you must be able to attend all sessions.

If you have completed a course before and would like to repeat it, please e-mail us to request a space on the waitlist. We prioritise spaces for those who have not completed before.

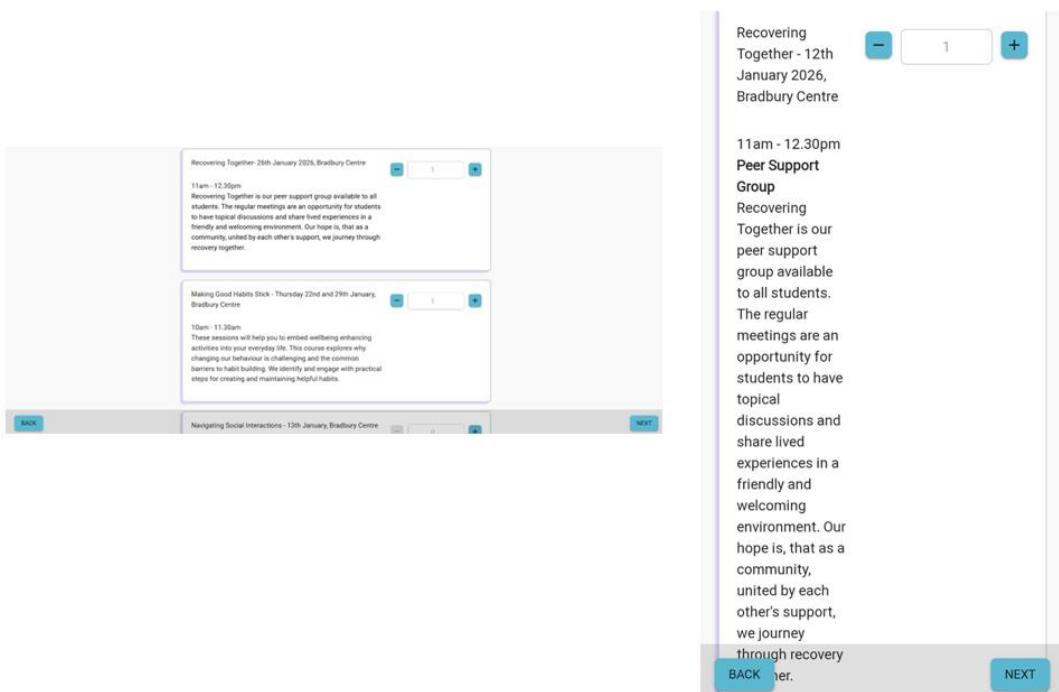
If you do not have an e-mail address or need any support with booking please call 0118 237 9366 or e-mail recoverycollege@wokingham.gov.uk

Step-by-Step Guide for First-Time System Users

1. **Open the [Course Selection Page](#).**
2. **Choose Your Month:** Click “**SELECT COURSE**” for the month you’d like. This will take you to the [Select Course](#) page.

3. **Add Courses:**

- Browse by ‘all dates’ to see the available courses for the month.
- Click the + button to add tickets to your basket. Please only book tickets for yourself, there is space to add details of supporters attending with you at a later step.
- If a course is displaying as fully booked, please call 0118 237 9366 or e-mail recoverycollege@wokingham.gov.uk to request to be added to the waitlist. You can proceed with other bookings.



4. **Continue:** When you've added all desired tickets, click "**NEXT**" (bottom right) to go to the **Contact Information** page.

5. **Enter Contact Information:**

- Fill in your first name, last name, email, and phone number. If you do not have an e-mail address, please call us and we can arrange a process for bookings for you.
- Read and accept the disclaimer (required to continue).

This form is to be completed by or with the individual wishing to attend sessions.

Before booking, please note that all the support provided by Wokingham Recovery College is offered in groups. The service offers sessions designed to support you to manage your own wellbeing. We are unable to provide therapy, clinical treatment or crisis support.

By submitting your bookings, you are consenting to the Recovery College using your email address in the following ways: sending confirmations, joining information and updates about sessions, sharing our monthly newsletter. For further information about how we store and share your information, contact the College on 0118 237 9366.

If you would like further information about how the Council processes your personal information, please visit: <https://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/privacy-statement>

I can confirm that I have read the above information and the code of conduct and would like to submit my bookings. *

Course Selection

Contact Information

This form is to be completed by or with the individual wishing to attend sessions.

BOOKED WITH US BEFORE? LOCATE YOUR DETAILS HERE

The service offers sessions designed to support you to manage your own wellbeing. We are

6. **Proceed:** Click “**NEXT**” to move to the **Attendee Information** page.

Course Selection

Attendee Information

ADD ATTENDEE

Wednesday, January 7th, 2026

Understanding Emotions - 7th January 2026, Online

Start 18:00 End 19:30

Participant *

Wednesday, January 14th, 2026

Understanding Emotions - 14th January 2026, Online

Start 18:00 End 19:30

Participant *

Monday, January 12th, 2026

Recovering Together- 12th January 2026, Bradbury Centre

Start 11:00 End 12:30

Participant *

BACK

NEXT

7. **Add Attendees:**

- Click “**Add Attendee.**”
- To reuse your contact details select “**Use My Details.**” (top left)
- Complete all required fields (marked with *).
- Please include whether you will be bringing a supporter with you in response to the question about learning needs.
- The system automatically assigns you to all selected courses.
- Click “**Save.**”

Use my details

First Name * Test

Last Name * Test

Date of birth

E-mail * test@test.com

Phone 0123456789

Use my contact details

I confirm that I live and/or work in the Borough of Wokingham

Response * Yes

SAVE

Please re-confirm your email address

8. Review and Complete:

- Click “**NEXT**” (please ignore the ‘calculating prices’ message, all our courses are free to attend) to go to the **Booking Summary** page.
- Review your selected courses and details.
- Click “**Complete Booking**” (bottom right) to confirm.

Course Selection

Booking summary

Ticket Recovering Together - 26th January 2026, Bradbury Centre **Date** 26/01/2026

Begins at: 11:00 **Ends at:** 12:30

DELETE

Ticket Making Good Habits Stick - Thursday 22nd and 29th January, Bradbury Centre **Date** 22/01/2026

Begins at: 10:00 **Ends at:** 11:30

DELETE

Ticket Understanding Emotions - 7th, 14th January, Online **Date** 07/01/2026

Begins at: 18:00 **Ends at:** 19:30

DELETE

Ticket Art for Wellbeing - 30th January 2026, Bradbury Centre **Date** 30/01/2026

Begins at: 10:00 **Ends at:** 12:00

DELETE

COMPLETE BOOKING

Ticket Recovering Together - 12th January 2026, Bradbury Centre **Date** 12/01/2026

Begins at: 11:00 **Ends at:** 12:30

DELETE

COMPLETE BOOKING

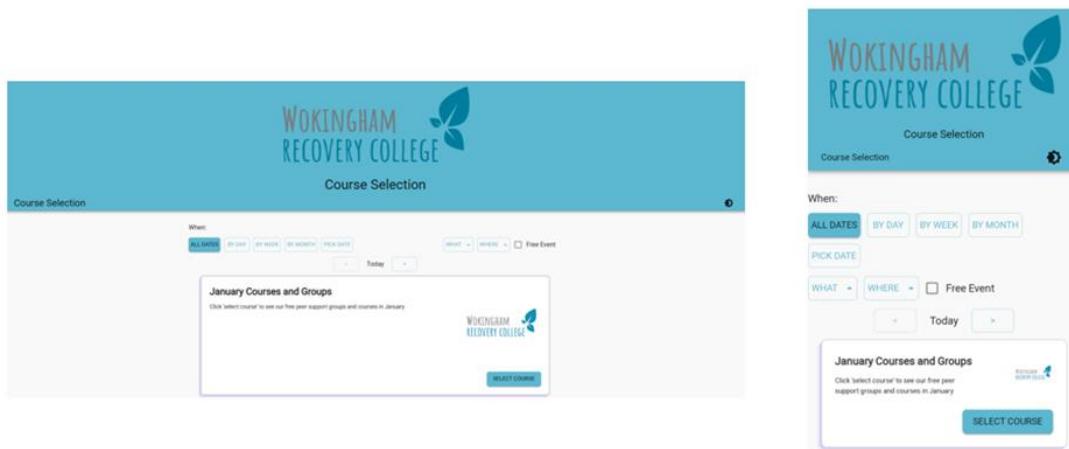
9. Confirmation: You'll receive a booking number and confirmation email. You won't need to show us this booking number when you attend, it is just a reference for finding your booking if it needs to be changed.

10. Cancellation: To cancel a space, please call 0118 237 9366 or e-mail recoverycollege@wokingham.gov.uk

Step-by-Step Guide for Returning System Users

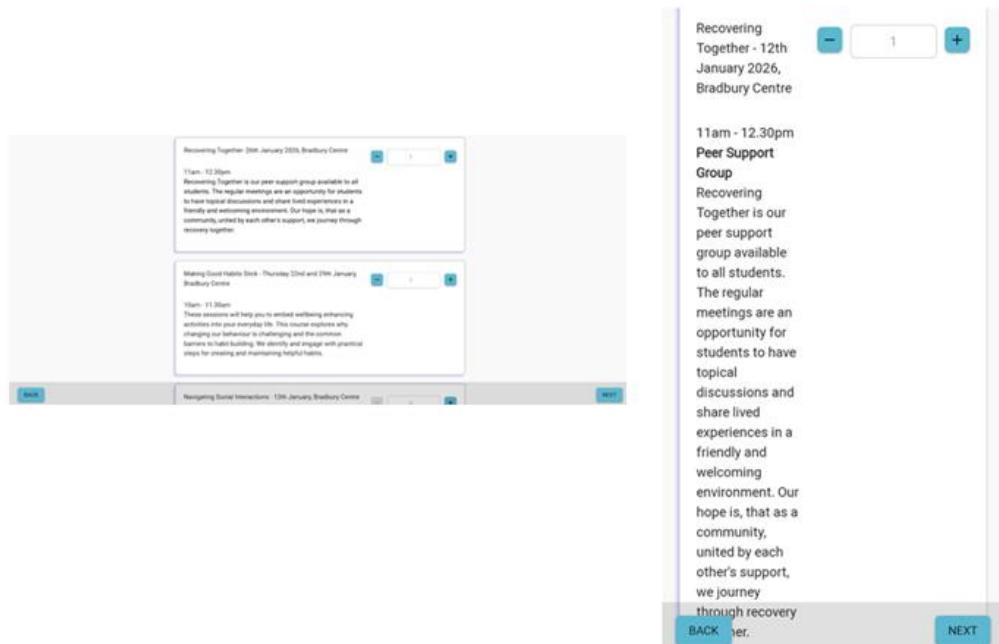
1. Open the Course Selection Page.

2. **Choose Your Month:** Click “**SELECT COURSE**” for the month you’d like. This will take you to the **Select Course** page.



3. Add Courses:

- Browse by ‘all dates’ to see the available courses for the month.
- Click the + button to add tickets to your basket. Please only book tickets for yourself, there is space to add details of supporters attending with you at a later step.
- If a course is displaying as fully booked, please call 0118 237 9366 or e-mail recoverycollege@wokingham.gov.uk to request to be added to the waitlist. You can proceed with other bookings.



4. **Continue:** When you’ve added all desired tickets, click “**NEXT**” (bottom right) to go to the **Contact Information** page.

5. Retrieve Contact Information:

- Click “Booked with us before? Locate your details here” at the bottom of the page.

First Name * Test

Last Name * Test

Email Address * Test@test.com

Phone Number * 0123456789

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By submitting your bookings, you are agreeing to adhere to our code of conduct (www.wokingham.gov.uk/recovery-college). If you need support with understanding any part of the code of conduct, please contact us on 0118 237 9366.

If you would like further information about how the Council processes your personal information, please visit: <https://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/privacy-statement>

I can confirm that I have read the above information and the code of conduct and would like to submit my bookings. *

BACK **BOOKED WITH US BEFORE? LOCATE YOUR DETAILS HERE** **NEXT**

This form is to be completed by or with the individual wishing to attend sessions.

- A pop-up box will appear—confirm your registered email and phone number, then click “Validate.”

Please confirm your registered contact details.

Email * test@test.com

Phone * 0123456789

CANCEL **VALIDATE**

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BOOKED WITH US BEFORE? LOCATE YOUR DETAILS HERE

- Once validated, your contact information will automatically appear on the page.
- Read and accept the disclaimer (required to continue).

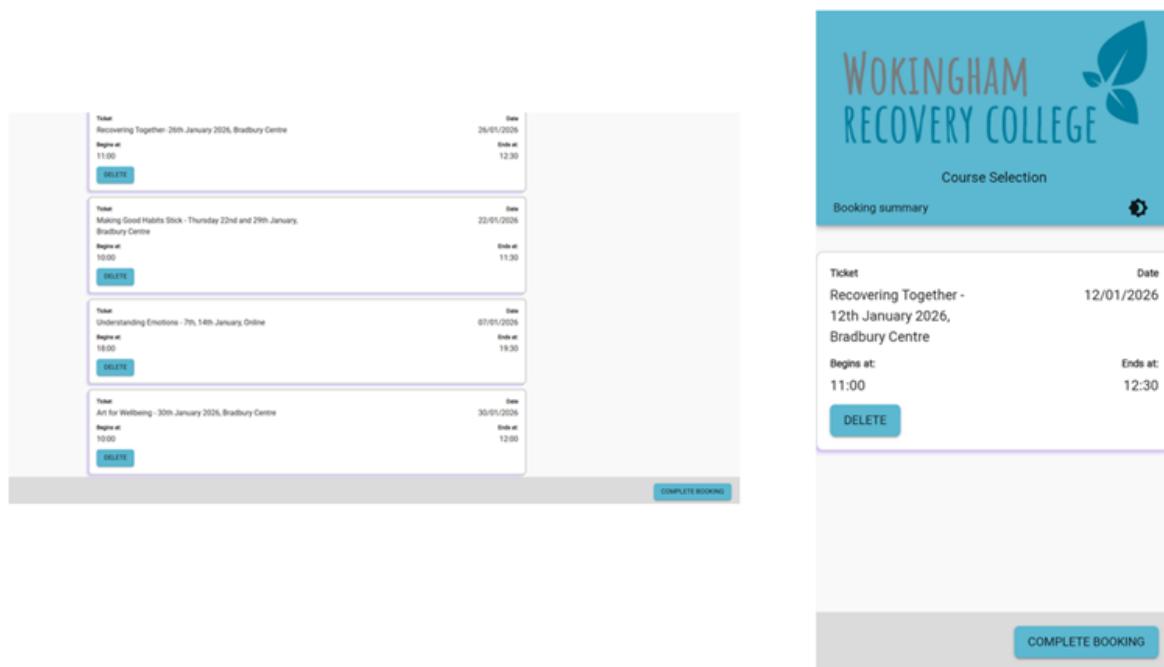
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7. Add Attendees:

- Click “**Add Attendee.**”
- To reuse your details and information from previous bookings select “**Use My Details.**” (top left)
- Complete all required fields (marked with *).
- Please include whether you will be bringing a supporter with you in response to the question about learning needs.
- The system automatically assigns you to all selected courses.
- Click “**Save.**”

8. Review and Complete:

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