

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.

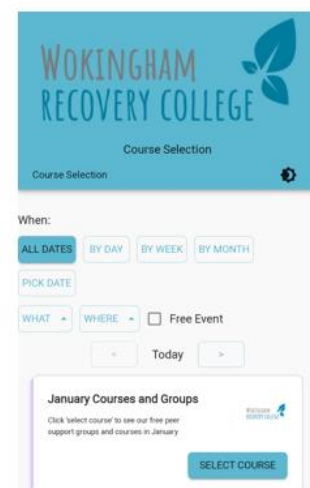
Please only book spaces for sessions you can attend. For courses of multiple sessions, you must be able to attend all sessions.

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.

Recovering Together - 26th January 2026, Bradbury Centre

11am - 12.30pm

Recovering Together is our peer support group available to all students. The regular meetings are an opportunity for students to have topical discussions and share lived experiences in a friendly and welcoming environment. Our hope is, that as a community, united by each other's support, we journey through recovery together.

Making Good Habits Stick - Thursday 22nd and 29th January, Bradbury Centre

10am - 11.30am

These sessions will help you to embed wellbeing enhancing activities into your everyday life. This course explores why changing our behaviour is challenging and the common barriers to habit building. We identify and engage with practical steps for creating and maintaining helpful habits.

BACK

Navigating Social Interactions - 13th January, Bradbury Centre

NEXT

Recovering Together - 12th January 2026, Bradbury Centre

11am - 12.30pm

Peer Support Group

Recovering Together is our peer support group available to all students. The regular meetings are an opportunity for students to have topical discussions and share lived experiences in a friendly and welcoming environment. Our hope is, that as a community, united by each other's support, we journey through recovery together.

BACK

NEXT

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).

First Name *

Test

Last Name *

Test

Email Address *

Test@test.com

Phone Number *

0123456789

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.

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. *

WOKINGHAM RECOVERY COLLEGE

Course Selection

Contact Information

First Name *

Test

Last Name *

Test

Email Address *

test@test.com

Phone Number *

0123456789

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

BACK

BOOKED WITH US BEFORE? LOCATE YOUR DETAILS HERE

NEXT

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.

The image shows two screenshots of the 'Attendee Information' page. The left screenshot displays two course options for January 7th and 14th, 2026, both titled 'Understanding Emotions - 2026, Online'. The right screenshot displays a course option for January 12th, 2026, titled 'Recovering Together- 12th January 2026, Bradbury Centre'. Both screens have a 'Participant *' dropdown menu and 'BACK' and 'NEXT' buttons at the bottom.

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.”**

The image shows two screenshots of the 'Add Attendee' form. The left screenshot shows the 'Use my details' section with fields for First Name, Last Name, Date of birth, E-mail, and Phone. The right screenshot shows the 'Use my contact details' section with fields for First Name, Last Name, Date of birth, E-mail, and Phone. Both screens have a 'SAVE' button at the bottom.

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.

Ticket	Date
Recovering Together - 26th January 2026, Bradbury Centre Begins at: 11:00 DELETE	26/01/2026 Ends at: 12:30
Making Good Habits Stick - Thursday 22nd and 29th January, Bradbury Centre Begins at: 10:00 DELETE	22/01/2026 Ends at: 11:30
Understanding Emotions - 7th, 14th January, Online Begins at: 18:00 DELETE	07/01/2026 Ends at: 19:30
Act for Wellbeing - 30th January 2026, Bradbury Centre Begins at: 10:00 DELETE	30/01/2026 Ends at: 12:00

[COMPLETE BOOKING](#)

WOKINGHAM RECOVERY COLLEGE

Course Selection

Booking summary

Ticket	Date
Recovering Together - 12th January 2026, Bradbury Centre Begins at: 11:00 DELETE	12/01/2026 Ends at: 12:30

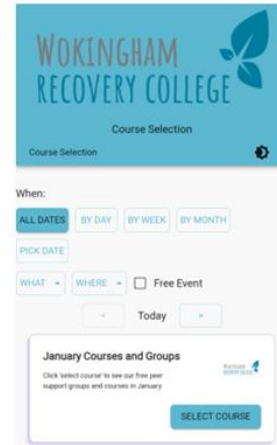
[COMPLETE BOOKING](#)

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

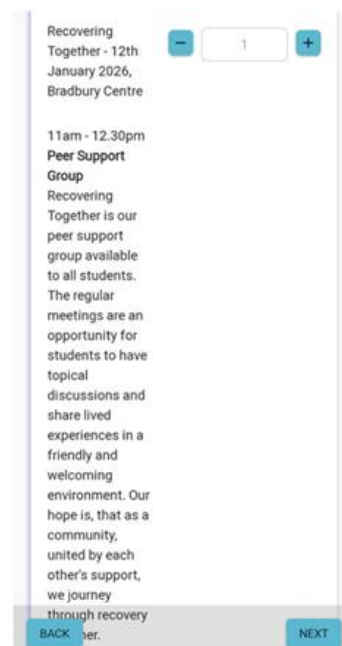
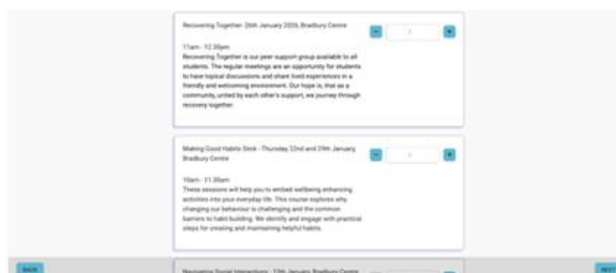
Step-by-Step Guide for Returning System Users

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.

The left screenshot shows the initial contact form for Wokingham Recovery College. It includes fields for First Name, Last Name, Email Address, and Phone Number. Below these fields is a disclaimer and a checkbox for booking. The right screenshot shows the form after clicking 'Booked with us before? Locate your details here', with the 'Next' button highlighted.

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

The left screenshot shows a pop-up box for confirming registered contact details. It includes fields for Email and Phone, and buttons for 'Cancel' and 'Validate'. The right screenshot shows the form after clicking 'Validate', with the 'Next' button highlighted.

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

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

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.”**


The image displays two screenshots of a mobile application interface for adding an attendee. Both screenshots show a form with the 'Use my details' toggle selected at the top. The form includes fields for First Name, Last Name, Date of birth, Email, and Phone. The left screenshot shows the 'Use my details' toggle selected, while the right screenshot shows the 'Use my contact details' toggle selected. Both screenshots include a 'SAVE' button at the bottom.

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”** to confirm.

Ticket	Date
Recovering Together - 26th January 2026, Bradbury Centre	26/01/2026
Begin at: 11:00	End at: 12:30
DELETE	
Making Good Habits Stick - Thursday 22nd and 28th January, Bradbury Centre	22/01/2026
Begin at: 10:00	End at: 11:30
DELETE	
Understanding Emotions - 7th, 14th January, Online	07/01/2026
Begin at: 18:00	End at: 19:30
DELETE	
Art for Wellbeing - 30th January 2026, Bradbury Centre	30/01/2026
Begin at: 10:00	End at: 12:00
DELETE	

[COMPLETE BOOKING](#)



Course Selection

Booking summary

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