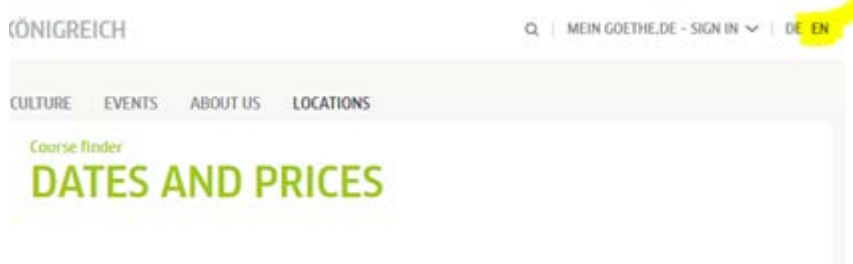


# ONLINE BOOKING - HOW TO

## 1. Open this page:

<https://www.goethe.de/ins/gb/en/sta/gla/kur/tup.cfm>

## 2. Make sure you have selected the English pages - on the top right-hand corner



## 3. Select your course and click **Book**

COURSE	LEVEL	DATE	COURSE LOCATION	PRICE	
WORKSHOP	B1	27.08.2020 Thursday, 11 am - 12:30 pm Ostfriesland und die Ostfriesen <a href="#">Further information</a>	Glasgow	£ 15.00	<a href="#">» BOOK</a>

## 4. On the next page you click **Continue**

## 5. As you are already a customer you can log-in with your Moodle e-mail address and password.

### BOOKING

SELECTION → PERSONAL DETAILS → P...

**ALREADY A CUSTOMER?**  
Already registered? Please log in.

EMAIL

PASSWORD  [Forgotten your password?](#)

[LOG IN](#)

**6. In the next step you are asked to fill in your customer number and date of birth.**

If you do not know your customer number, please ask the Language Dept. ([german-glasgow@goethe.de](mailto:german-glasgow@goethe.de))

**HAVE YOU ALREADY COMPLETED A COURSE OR AN EXAM AT THE GOETHE-INSTITUT?**

We can easily identify you using your customer number and your date of birth. [Details](#)

The screenshot shows a web form with the following elements:

- A text input field labeled "Customer number".
- Three dropdown menus for "Day", "Month", and "Year".
- A green button labeled "SEND".
- A blue button labeled "CONT".
- A grey button labeled "BACK" with a left-pointing arrow.
- A footer with links: "free shipping", "Contact", "Legal Notice", "Data protection provisions", and "Advice on cancellation".

**7. Next step requires you to put your credit card details in and that's it.**

## **APPLYING FOR A CONCESSION FEE**

For our standard courses (Face-to-Face, Blended Learning) we offer concession fees for students, senior citizens, unemployed persons, teachers of German).

Please ask the Language Dept. ([german-glasgow@goethe.de](mailto:german-glasgow@goethe.de)) for a voucher code. You can add during the booking process.