

NWL Payment booking system - guidance

Reminder: Registration of boats and tenders must be paid for every year.

Please note that if you want to pay your mooring via 4 monthly instalments you MUST pay your registration for boat (and tender if applicable) using the online system first before contacting NWL as they need your Receipt ID.

Open internet browser and go to <https://bookwhen.com/boatreg>

1. Choose the first date available - the date is irrelevant for us.
2. Click '**Select**' on one or more item(s) that you want to pay for i.e. Mooring, Yacht, Yacht/Tender or Tender only. (All boats and tenders need to be registered, regardless of whether you launch them.)
3. Scroll down and click '**View Selections**' which will take you to the next page.
4. You will now see the item(s) that you have selected and the total cost. Click '**Book now**'.
5. Enter the email address of the lead person for your KYC membership. Click '**Continue**' to go to the next page.
6. Complete the **Attendee details**: Depending on how many 'items' you have chosen to pay for, usually 1, 2 or 3, you will have to enter the equivalent number of 'attendees' by clicking '**Add another attendee**' before you can complete your booking.

Please ensure that the lead member's name is entered in the '1st Attendee' section. You can enter anything else in subsequent name boxes i.e. partners name, 'person 2'. For example, on the screenshot below I have selected to pay for Yacht & Mooring (2 'items') therefore I have to enter 2 attendee names.

Attendee details

1ST ATTENDEE Remove attendee

Lead Bookers Name *

Make & Class of Boat *
Please enter the Make and Class

Name of Craft *
Please enter the name of your craft If it has one

2ND ATTENDEE Remove attendee

Lead Bookers Name *

Make & Class of Boat *
Please enter the Make and Class

Name of Craft *
Please enter the name of your craft If it has one

7. Next complete the **'Booking details'** section and ensure you enter your full home address as this is where your stickers & parking voucher will be sent to.

Note: Mandatory items are marked with *. Your Club Membership Number is noted on your KYC fees payment receipt. Put **NA** into the fields for NW Registration number and Mooring number if you don't know them, and then click **'Continue'**.

8. On the next page you will see empty 'Attendee' boxes where a name needs to be allocated to each item you are paying for. Choose the lead person for your first item (in my example - William Smith allocated to 'Mooring'), 'Person 2' to the second item, etc. Then click **'Continue'**

The screenshot shows a web form titled "Annual Boat Registration". It includes a date field set to "Monday, 1 April '24 (1 day)", a "Mooring" field, and a "Yacht" field. There are two "Attendee" dropdown menus. The first dropdown is open, showing a list with "Person 2" and "William Smith" (highlighted in blue). The second dropdown is closed and shows "Person 2". A green "Continue" button is located at the bottom of the form.

9. Make your payment on the final page.

10. If you have paid for Registration only and wish to pay your mooring over 4 monthly instalments, please email NWL at **info@kielderwaterside.com** stating that you wish to be invoiced for the 'Mooring 4-Monthly payment option' and provide your Registration booking reference(s) (which will have been emailed to you once you pay online), KYC Club ID (shown on your club fees receipt), boat name, name and address and stating that you belong to Kielder Yacht Club.

11. If you have any issues in using the system please contact the Guest Services Team at Kielder Waterside on 03333 216315 - Option 2