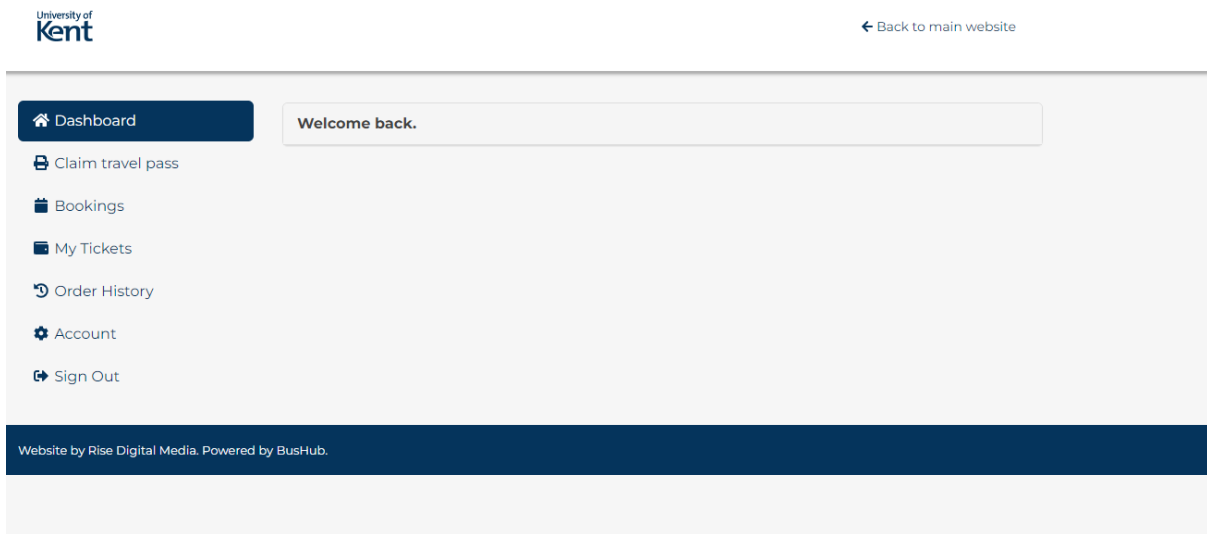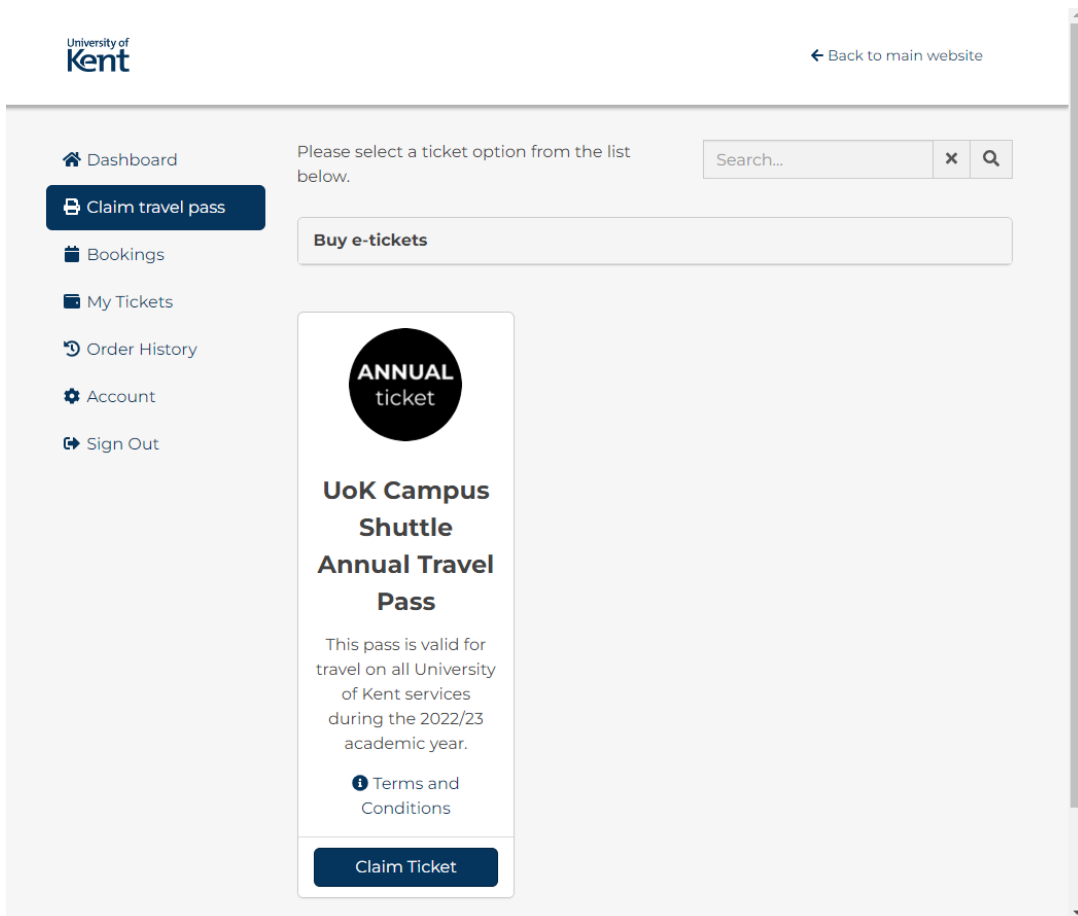# University of Kent Booking Guide

How to claim your travel pass?

1) This is the booking System Dashboard you will see once logged in:

2) The first time you log in, you will need to claim an annual travel pass. This will be emailed to your university email address. You will require this each time you board the service.

This is what you will find on the Claim travel pass page. :

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Once claimed you will receive your annual Pass sent via Email as below. This is what you will require each time you board and is unique to yourself.
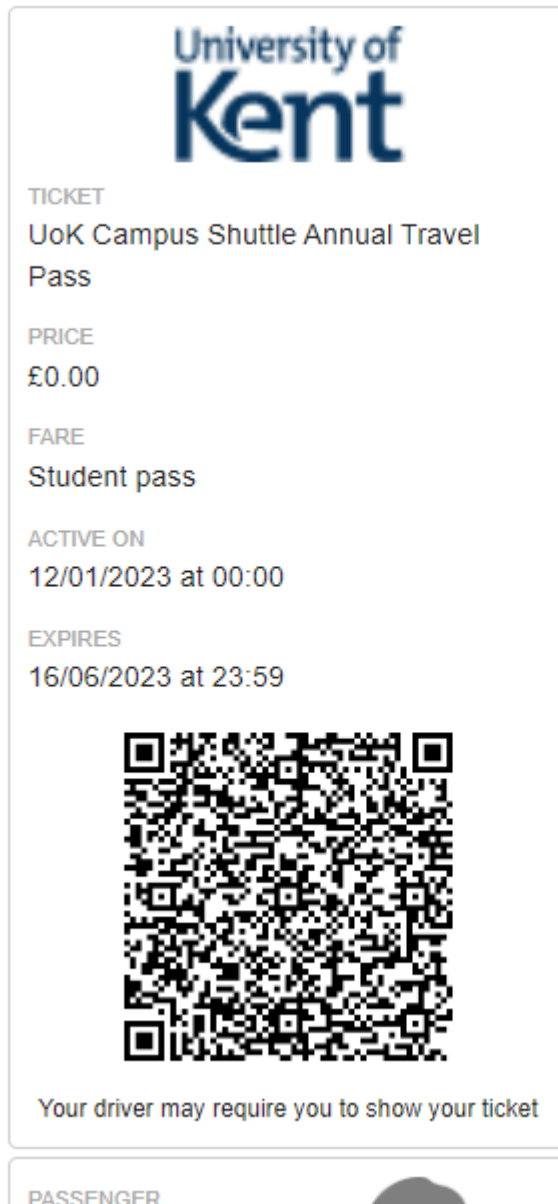

Once you have the travel pass, you now need to book your seat. You can book from 2 weeks prior to the travel date up until the hour before the service you would like to travel on. EG - if you are travelling on 11:08 from Pier Quays to Canterbury you will have until 11:00 to book your seat.
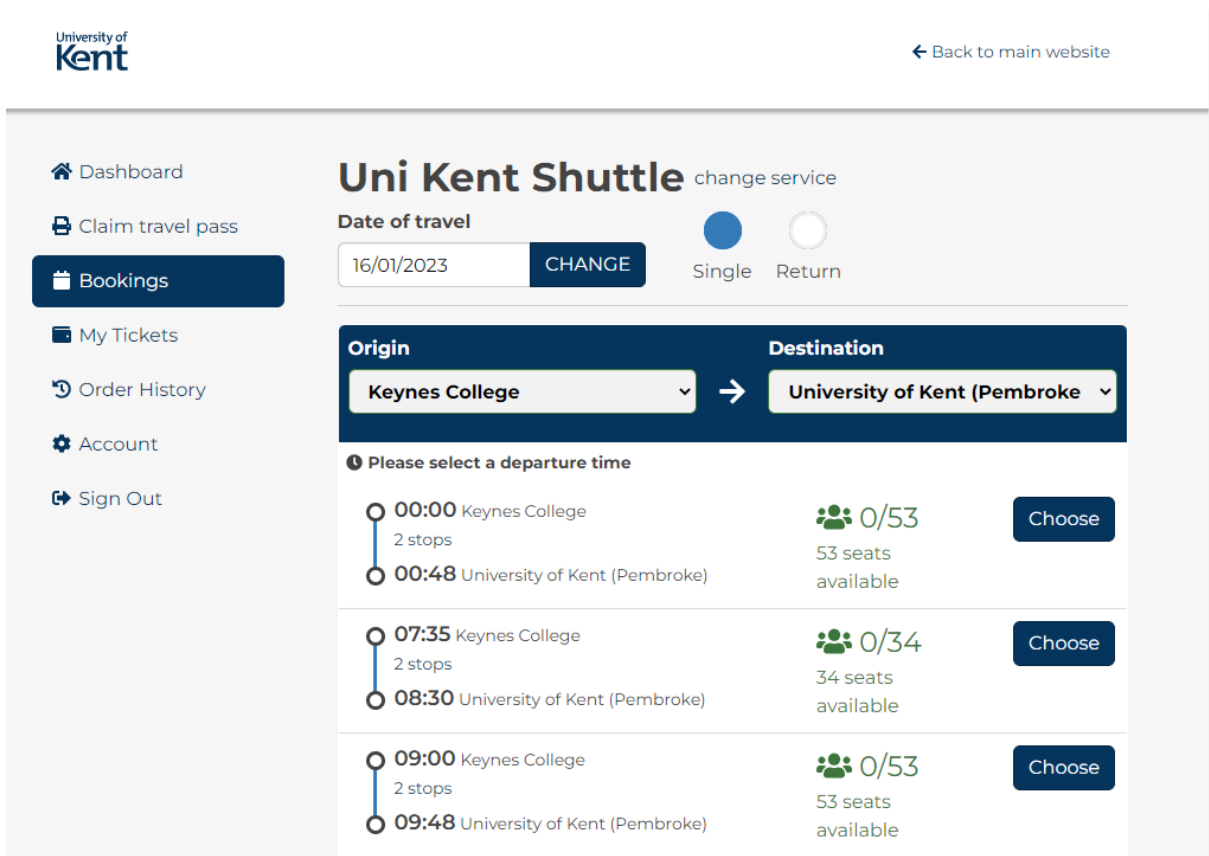
University of Kent Booking Guide

How to book a seat?

On the booking website you go to the "Bookings" page you will see the below. Please select the date of travel, whether it is a single or a return booking and the origin and destination.
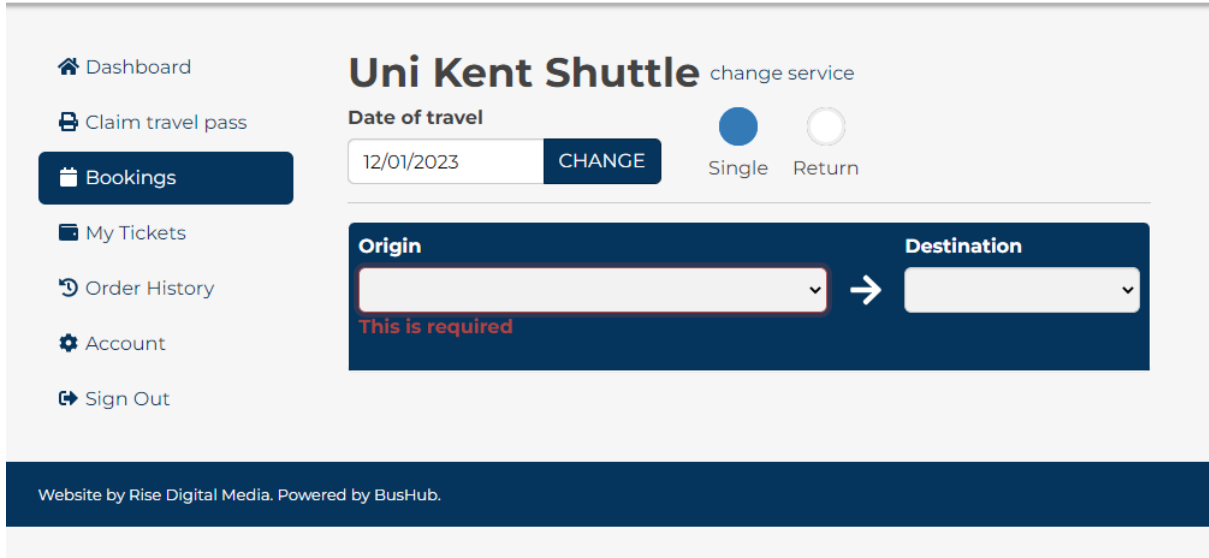
You will then see all the services available on that day along with how many seats are still available

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Once you have chosen the service you would like to travel on you will see the screen below - Select to use your travel pass and then next which will book your seat.

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If you ever lose your travel pass email you are able to access it here in the my tickets section of the website.

Once you have made a booking you will receive an email as below and also be able to refer to them on the Bookings tab.

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This is the email confirmation you will receive once you book your seat. You are then all set to travel on the service.
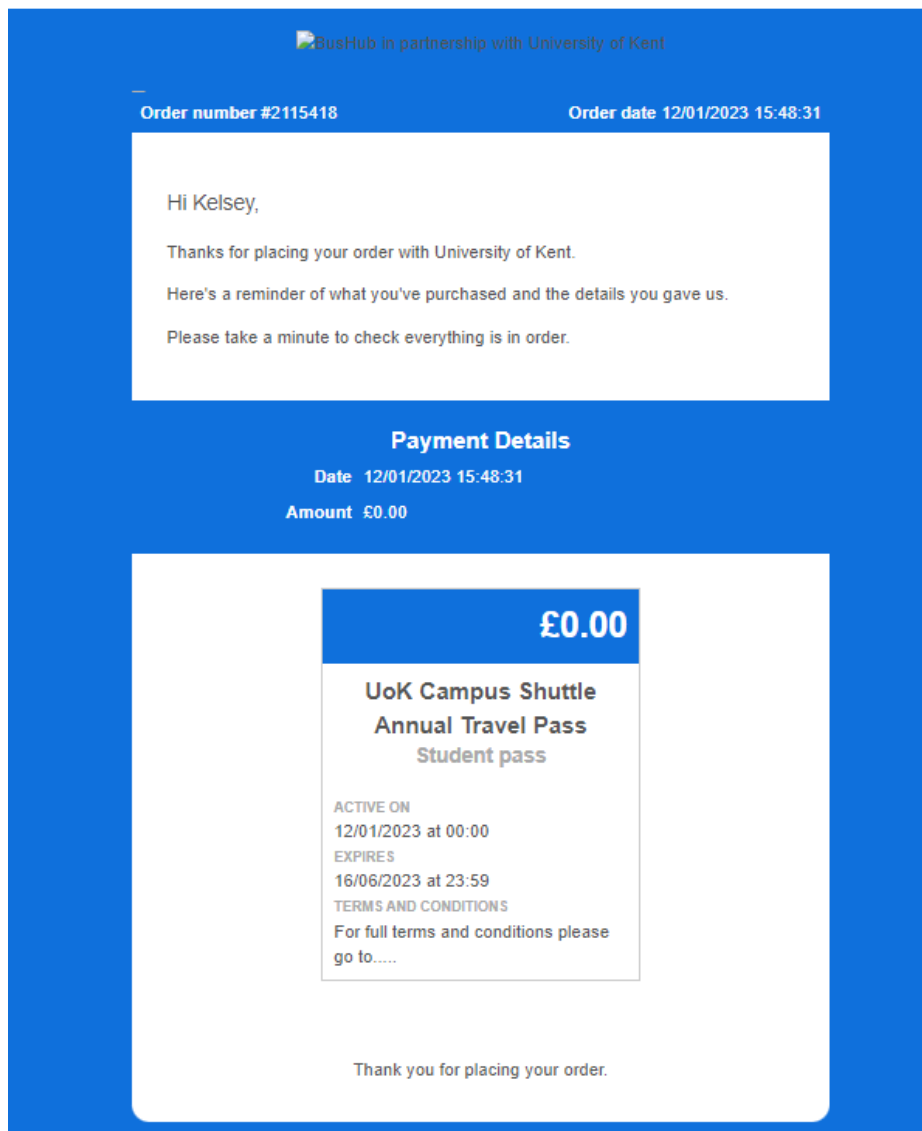
REMEMBER:
- No Ticket, No travel
- Please arrive at the stop at least 5 minutes prior to the departure time.
- On your smartphone you can download the tracking app just search "University of Kent Travel" on the app store. This will provide you with the timetable, tracking and also notifications (if you allow them) of service alerts or delays. Twitter will still be updated.