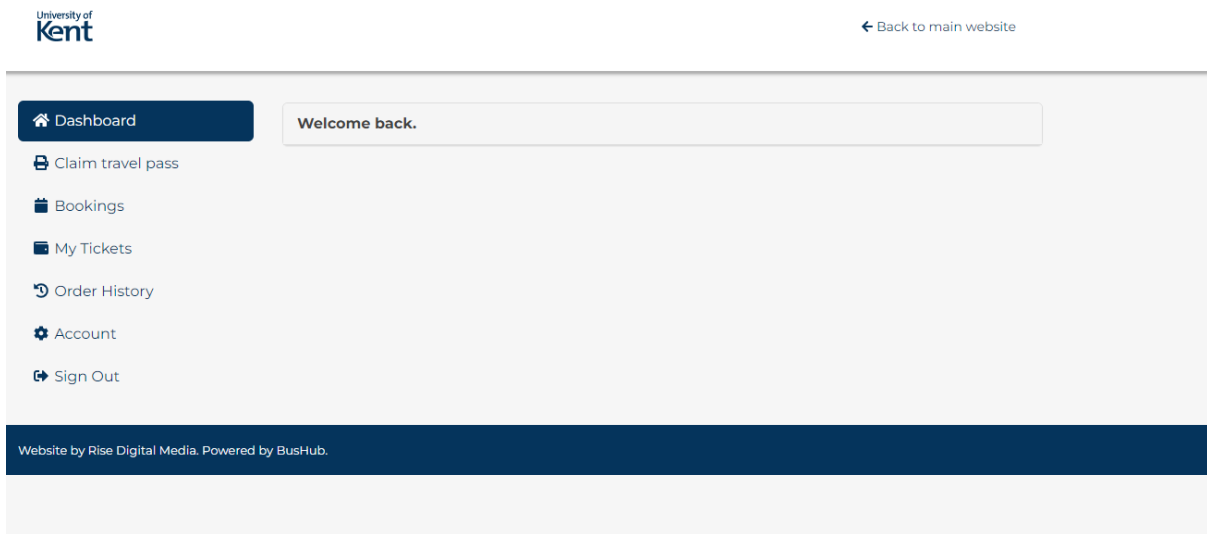


University of Kent Booking Guide

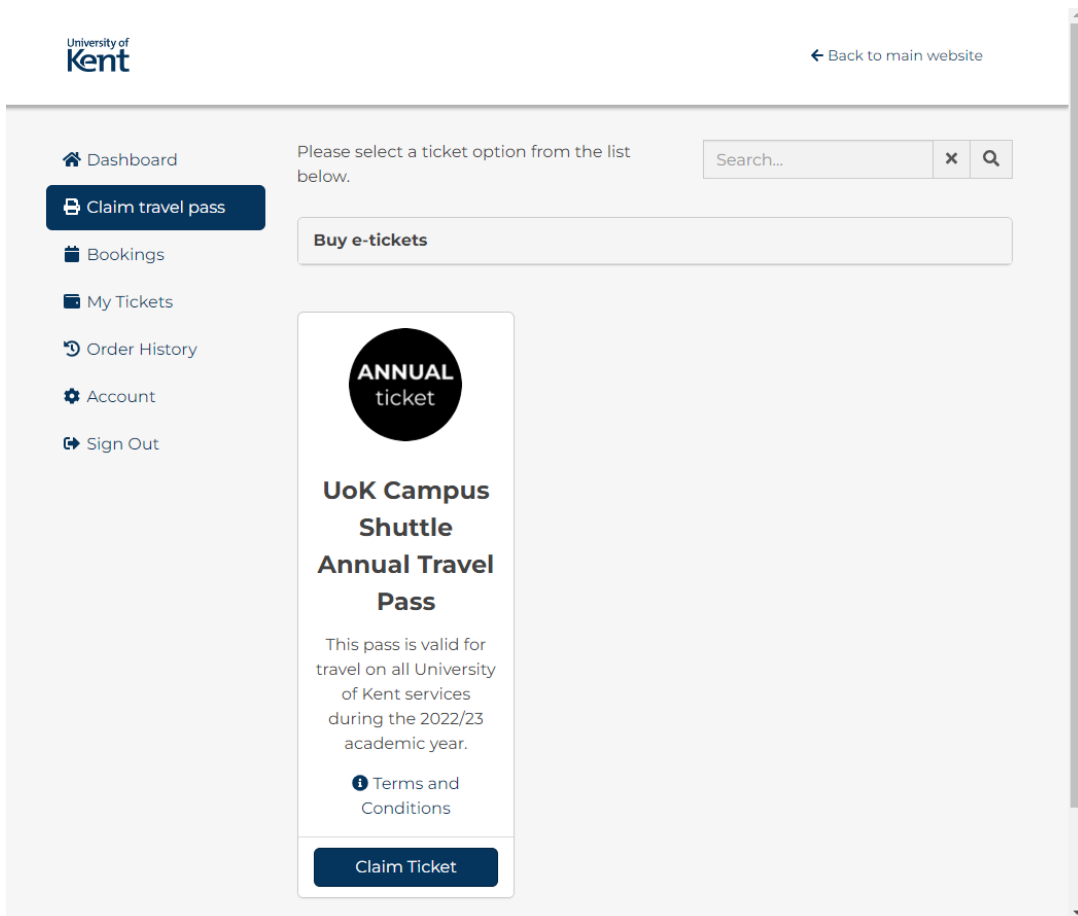
How to claim your travel pass?

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



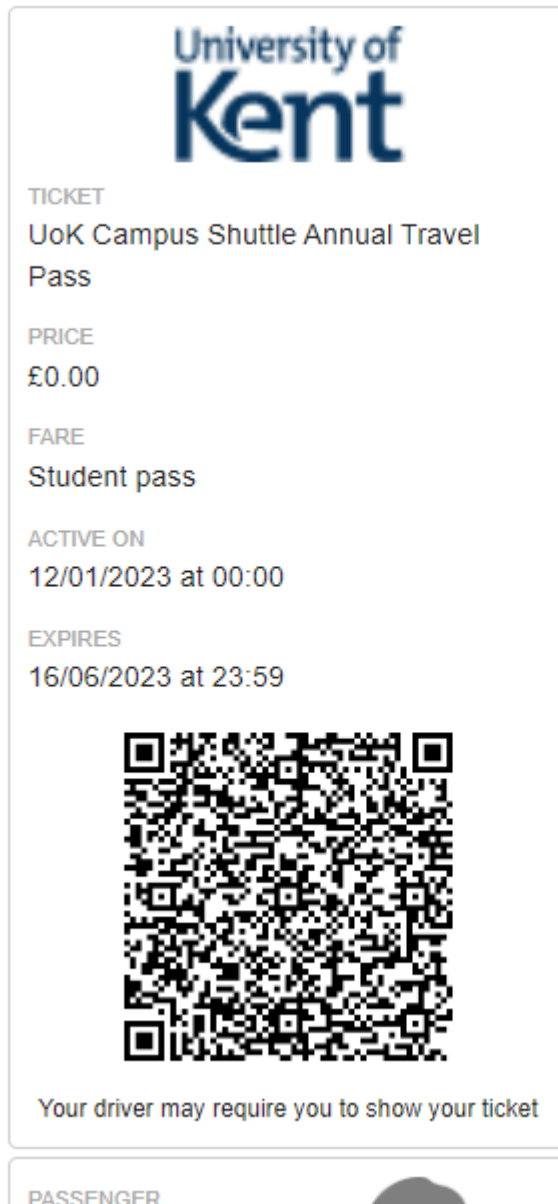
2) The first time you log in, you will need to claim an annual travel pass. This will be emailed to your university email address. You will require this each time you board the service.

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.

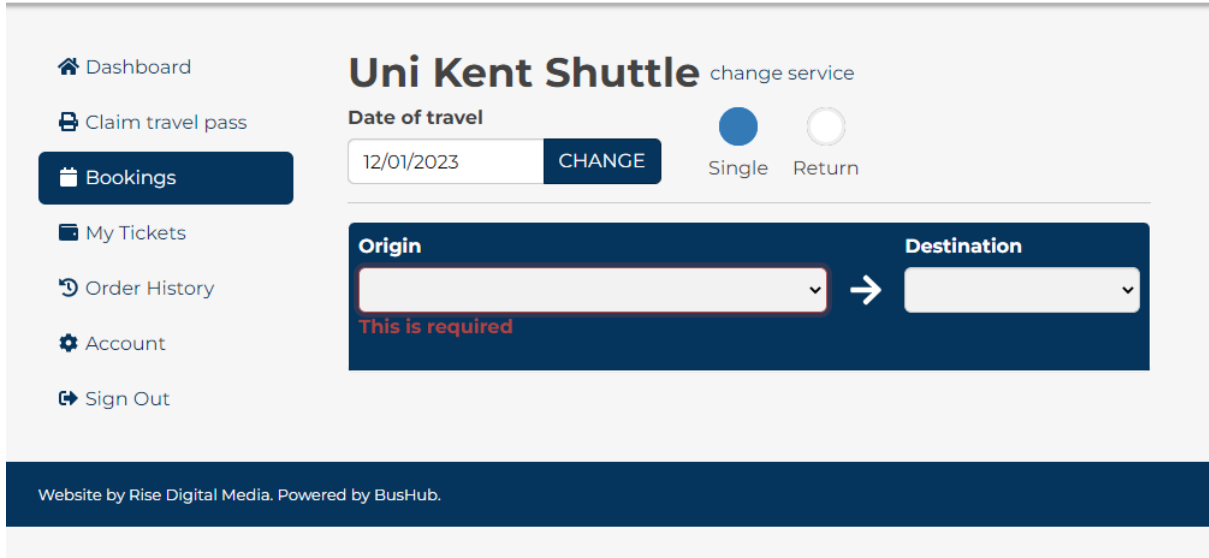


Once you have the travel pass, you now need to book your seat. You can book from 2 weeks prior to the travel date up until the hour before the service you would like to travel on. EG - if you are travelling on 11:08 from Pier Quays to Canterbury you will have until 11:00 to book your seat.

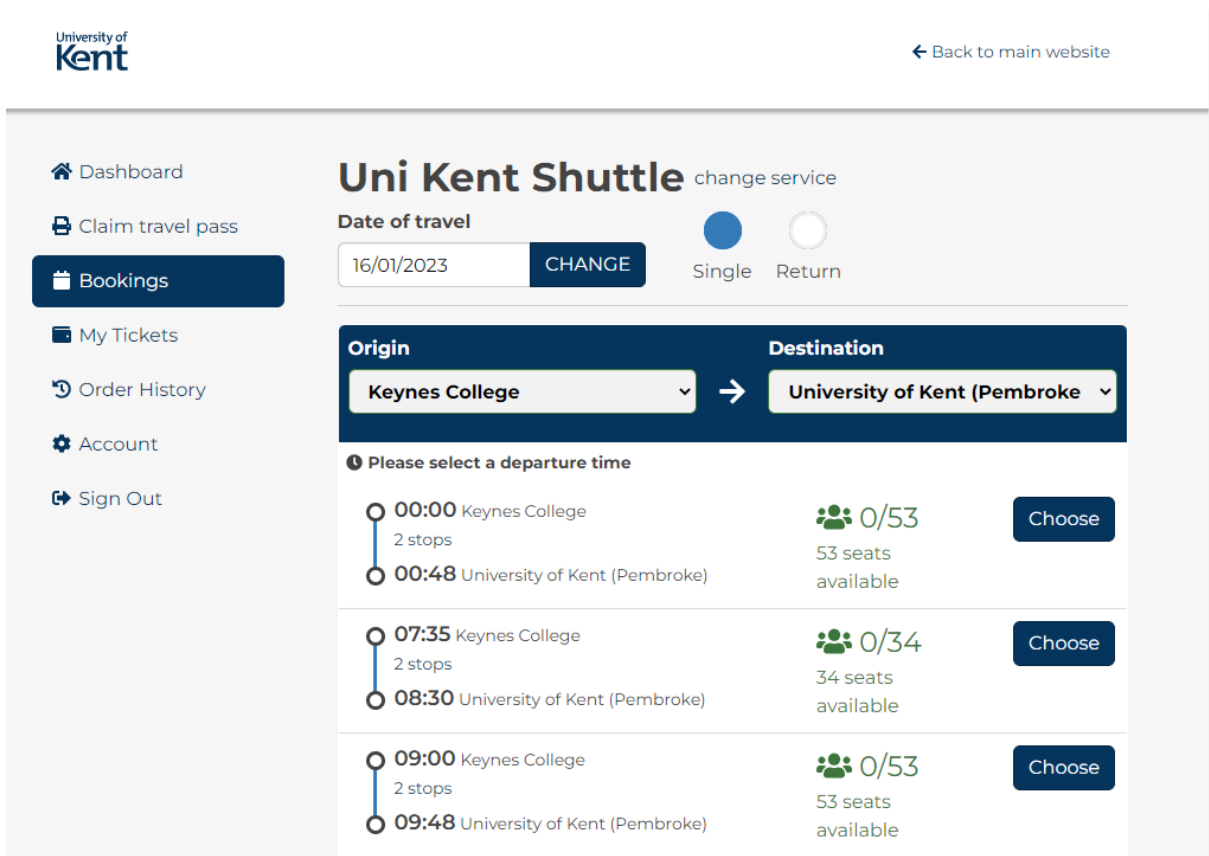
University of Kent Booking Guide

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.

The screenshot shows a user interface for selecting a ticket. On the left is a navigation menu with options: Dashboard, Claim travel pass, Bookings (highlighted), My Tickets, Order History, Account, and Sign Out. The main content area is titled 'Select a ticket' and contains the following sections:

- Your outbound journey:** Uni Kent Shuttle, Jan 16, 2023. It shows a route from Keynes College at 00:00 to University of Kent (Pembroke) at 00:48, with 2 stops.
- Your tickets:** UoK Campus Shuttle Annual Travel Pass - Student pass. Ticket ID: 98TZ3WXZ7WACSA0. A blue 'USE TICKET' button is visible.
- Buy a ticket:** UoK Campus Shuttle Annual Travel Pass. Description: 'This pass is valid for travel on all University of Kent services during the 2022/23 academic year.' Price: Student pass £0.00. A quantity selector shows '- 0 +'.
- Terms and Conditions:** A link with an information icon.
- Seat selection:** A red icon of a seat and the text '0/1' with a group of people icon.

This screenshot is similar to the one above but shows a different state of the interface. The 'USE TICKET' button has been replaced by a red 'REMOVE' button. Additionally, a blue 'NEXT' button is now visible at the bottom of the screen.

The navigation menu and 'Your outbound journey' section are identical to the previous screenshot. The 'Your tickets' section now shows a red 'REMOVE' button next to the 'UoK Campus Shuttle Annual Travel Pass - Student pass' (Ticket ID: 98TZ3WXZ7WACSA0). The 'Buy a ticket' section and 'Terms and Conditions' link remain the same. The seat selection indicator at the bottom right now shows a green icon of a seat and the text '1/1' with a group of people icon.

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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.



[← Back to main website](#)

Dashboard
Claim travel pass
Bookings
My Tickets
Order History
Account
Sign Out

ANNUAL ticket

UoK Campus Shuttle Annual Travel Pass Student pass

Ticket ID:
98TZ3WXZ7WACSA0
Purchased: 12/01/2023 15:48
Activated: 12/01/2023 00:00
Status: Active

Thu AM → **Fri PM**
Jan 12, 2023 00:00 → Jun 16, 2023 23:59

View ticket

Showing 1 - 1 of 1

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.



[← Back to main website](#)

Dashboard
Claim travel pass
Bookings
My Tickets
Order History
Account
Sign Out

Bookings

To make a booking you will need to have claimed a ticket on your account. Priority boarding will only be given if you have pre-booked your seat in advance. Additional seating capacity cannot be guaranteed without a seat reservation.

+ MAKE A BOOKING

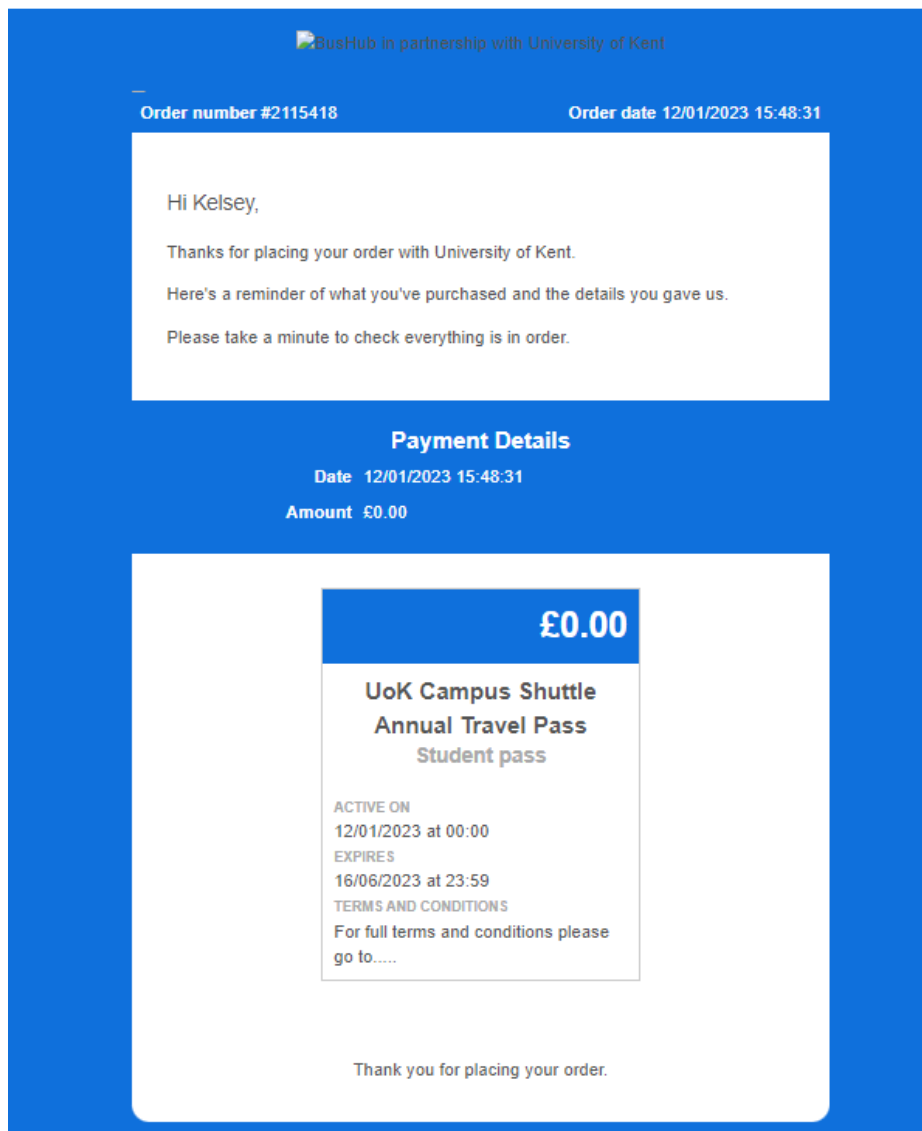
Service	Date	Time	Pickup	Dropoff	
Uni Kent Shuttle	16/01/2023	00:00	Keynes College	University of Kent (Pembroke)	Confirmed

Showing 1 - 1 of 1

Show per page ▾

University of Kent Booking Guide

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.