



**VOYAGE**  
CONTROL

# Basic End-User Guide

# Sign-up

NEC

Sign up
Sign in

**Login details**

**Email Address \***  
irmwales@yahoo.co.uk ✓

**Confirm Email Address \***  
irmwales@yahoo.co.uk ✓

**Password \***  
Password

**Confirm Password \***  
Password

Passwords do not match

**About you**

**First name \***  
First name

**Last name \***  
Last name

**Mobile number\* \***  
Mobile number\*

**Business Address:**

**Address line 1**  
Address line 1

**Address line 2**  
Address line 2

**Town/City**  
Town/City

**Country \***  
▼

**Postcode \***  
Postcode

[Click here to agree to the Terms and Conditions](#)

Register

\* Indicates required fields.

To **Sign up** please press the green 'Sign-up' button, and enter your credentials here. If you need to reset your password you can amend this in 'Settings' once you are logged in.

Once signed up, to log in you must enter your email address and password (see below).

Upon log-in you will be asked to add your card details to be used for the deposit system for your booking.

Log in
Sign up

imogen.morgan@voyagecontrol.com

.....

Forgot password?

LOG IN

NEC

- Homepage
- Calendar
- List of Bookings
- Vehicle Tracking
- Analytics
- Make a Booking
- Access points units
- Settings
- Hub Management

**Add card details**

Card number MM / YY CVC

Add card details

## PLEASE NOTE:

1. There is an online helpdesk, to use this please click on the green 'Support' button in the top right hand corner.
2. We recommend the use of Google Chrome or Microsoft Edge browsers as older browsers will provide a poor user experience

# How to book (1)

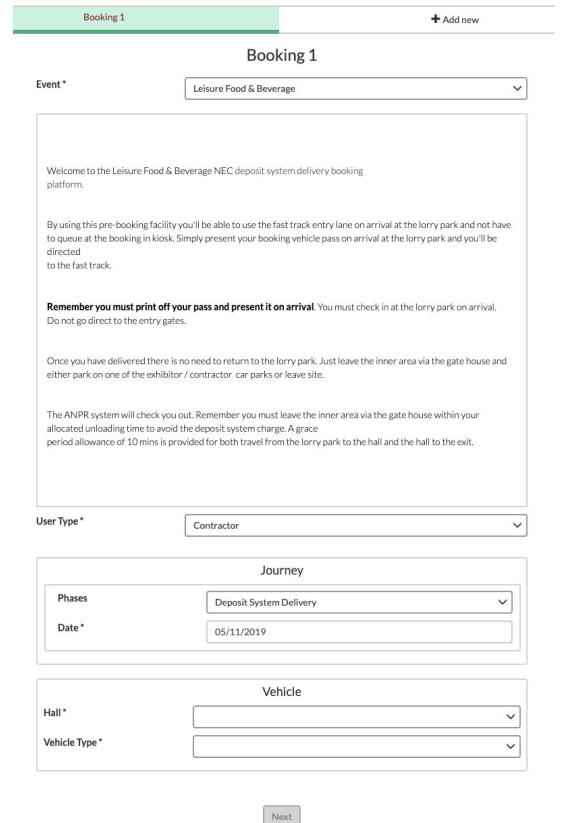
1. Select a date and your user type (eg. Shell Scheme or Space Only - these are pre-defined in the dropdown) You can also make multiple bookings at once by clicking on the **Add New** button.

2. Select the phase of your booking, and then select your date (there will probably just be one phase to choose from).

Please note that the NEC only uses the Deposit System for busier build up days on some events. Your organiser will confirm if it is in use for your event. It is not used for all build up days or any breakdown days.

3. Select which Hall you are booking into and your vehicle type

4. A pop up will then appear with available time slots – if a time is not available, it will be greyed out. Please remember that this is an *ETA* and the NEC cannot guarantee entry at this time.



The screenshot shows the 'Booking 1' form. At the top right is a '+ Add new' button. The 'Event \*' dropdown is set to 'Leisure Food & Beverage'. Below this is a large text area with the following content:

Welcome to the Leisure Food & Beverage NEC deposit system delivery booking platform.

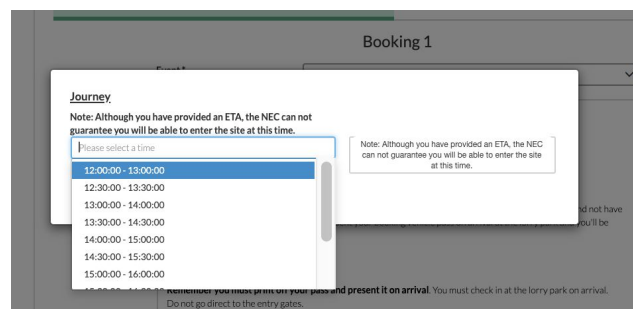
By using this pre-booking facility you'll be able to use the fast track entry lane on arrival at the lorry park and not have to queue at the booking in kiosk. Simply present your booking vehicle pass on arrival at the lorry park and you'll be directed to the fast track.

**Remember you must print off your pass and present it on arrival.** You must check in at the lorry park on arrival. Do not go direct to the entry gates.

Once you have delivered there is no need to return to the lorry park. Just leave the inner area via the gate house and either park on one of the exhibitor / contractor car parks or leave site.

The ANPR system will check you out. Remember you must leave the inner area via the gate house within your allocated unloading time to avoid the deposit system charge. A grace period allowance of 10 mins is provided for both travel from the lorry park to the hall and the hall to the exit.

The 'User Type \*' dropdown is set to 'Contractor'. Below this is the 'Journey' section with a 'Phases' dropdown set to 'Deposit System Delivery' and a 'Date \*' field set to '05/11/2019'. The 'Vehicle' section has 'Hall \*' and 'Vehicle Type \*' dropdowns. A 'Next' button is at the bottom right.



This screenshot shows the same 'Booking 1' form as above, but with a 'Journey' pop-up window open. The pop-up has a title 'Journey' and a note: 'Note: Although you have provided an ETA, the NEC can not guarantee you will be able to enter the site at this time.' Below the note is a 'Please select a time' dropdown menu with the following options:

- 12:00:00 - 13:00:00
- 12:30:00 - 13:30:00
- 13:00:00 - 14:00:00
- 13:30:00 - 14:30:00
- 14:00:00 - 15:00:00
- 14:30:00 - 15:30:00
- 15:00:00 - 16:00:00

The first option, '12:00:00 - 13:00:00', is highlighted in blue. The background form is dimmed, and the 'Next' button is visible at the bottom right.

# How to book (2)

5. Add in details of the exhibitor company that you are delivering to, as well as the delivering company.

Please enter stand details, the name and number of the stand that you are delivering to.

6. Complete the rest of the booking form by adding in the driver of your vehicle. *Click on the checkbox if you do not know this, but please ensure you edit this once you know.*

7. Add the postcode of origin (where your journey is beginning from) and the vehicle registration number.

8. Ensure that you review the Terms and Conditions and click the checkbox to agree to these.

9. Once complete, press the green 'Submit Booking' button.

**Note:** If this box appears grey and you can't submit, check through the booking form to ensure that you have an answer filled in for each section and haven't missed anything.

## Exhibitor Company

Use my details

Company name \*

Name and Surname \*

Email address \*

Mobile number \*

## Delivering Company

Use my details

Company name \*

Email address \*

## Stand Details

Stand name \*

Stand number \*

## Driver

+ Add driver \*

I do not know the driver at this time

## Journey information

Postcode of origin \*

Postcode of origin \*

## Vehicle Info

+ Add vehicle information

## NEC DATA PROTECTION OPTIONS

The NEC Group would like to contact you by email about forthcoming events at our venues, offers and priority bookings that we think you may be interested in. If you would prefer not to receive these emails, please tick the box below, or click "unsubscribe" in any of our emails.

Do not send me emails about future events, offers or priority bookings.

## Please note:

1. You have legal rights to object to the processing of your data for marketing purposes and to object to any data processing carried out on the basis of our legitimate interests.  
2. Even if you tick the box above, we may still need to send you service communications in relation to your account or any bookings you make.

For more information about the companies within The NEC Group and how we use your information, please see our [Privacy Policy](#).

## BOOKING TERMS AND CONDITIONS

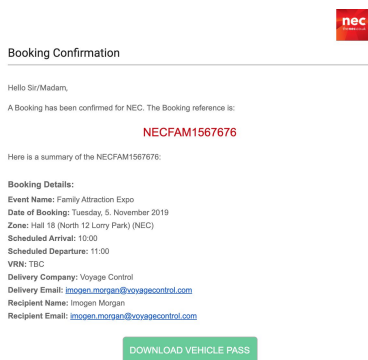
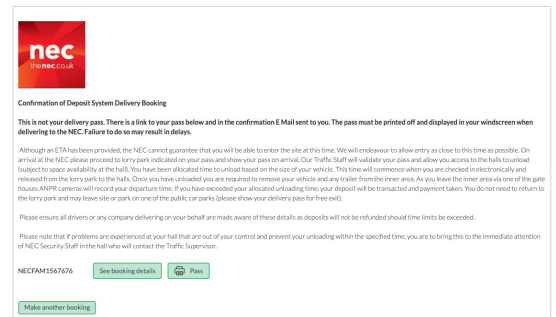
I agree to the [Terms and Conditions of booking](#).

Back

Submit booking

# How to book (3)

10. Once the booking is submitted, you will then get a summary screen with rules and an email with all of your booking details on it as well as a link to the platform to download your pass, with your QR code on it.



11. You can also see all your bookings in the 'List of Bookings' in the menu on the left hand side of your screen

Status	Vehicle Type	Plate	Stand	Special requests	Recipient company	Scheduled Arrival Time	Scheduled Arrival Date	Arrival	Scheduled departure	Departed	Us ty
Scheduled	Car with Trailer	123	Zone 100		Voyage Control	08:00	08-Aug-2018		08:30		She Sch Exp
Scheduled	Van	123	Zone 100	Forklift	Voyage Control	08:30	08-Aug-2018		09:00		She Sch Exp
Scheduled	Car with Trailer	123	Zone 100		Voyage Control	08:30	08-Aug-2018		09:00		Spe On Exp

12. You can click into any of your bookings to 'edit' them, print off your vehicle pass and perform a number of other functionalities.

Please ensure that you have a printed vehicle pass for when you arrive on-site.

