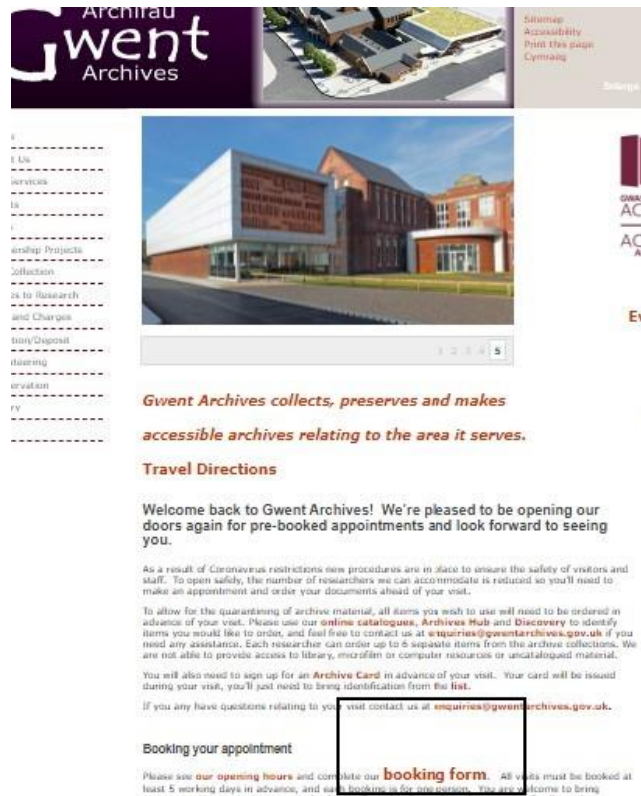


Eventbrite Booking Instructions

1. Use the link from the Gwent Archives [website](#):-

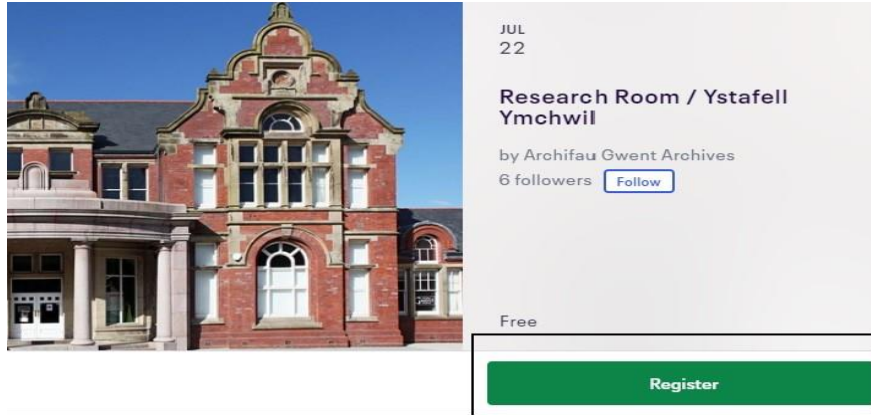


2. Select the link and view the available dates. Note that you cannot book onto dates where there is a **Sales Ended** banner across the Gwent Archives image.



3. Select the Gwent Archives image, or the wording **Research Room** against the available date that you wish to attend.

4. Please have the references available for the documents that you wish to order - a maximum of 6 per visit.
5. Select the link **Register** to book a place:-



6. Select the number of tickets required; then select the **Register** option to proceed. Note that each person attending needs a ticket. Similarly, each individual needs to register in advance for an [Archives card](#).
7. On the next screen enter your personal details - then each catalogue reference for the items that you intend to view during your visit.
8. enter a 0 (zero) if you require less than 6 items, where you would enter the catalogue ref.
9. Confirm whether you are exempt from wearing a face covering and select the **Register** button at the bottom of the screen.
10. You will receive an email with a **provisional** ticket - an archivist will contact you by email to confirm that the records are open to the public and available for consultation. Please do not book transport arrangements until the booking is confirmed by email.