



## Thames Valley Discos

Once you have made a booking

You will be able to login to the client area of our web site here

<http://www.thamesvalleydiscos.co.uk/clientslogin.htm>

This can also be accessed via our main page <http://www.thamesvalleydiscos.co.uk>

Listed under the menu heading Clients

**Your password is:** (Given once a booking is confirmed)

**Your User name is:** (Given once a booking is confirmed)

Once logged in click the tab: **Plan My Event**

Home **Plan My Event** My Info Company Info My Event Payments Log Off

Greetings dave, welcome to the Thames Valley Discos event planner!

The last day you can edit the details of your my event planner account is: 09/04/2011

Use the navigation buttons at the top of the screen to change between sections.

**Plan My Event** - event activities, song requests, and special guests  
**My Info** - update your address, telephone numbers, and email address  
**Vendor Info** - our company information  
**My Event** - event location, times and dates, package, assigned staff, and more  
**Payments** - make a payment, payment history, and totals

Remember to click on the submit button after you have completed the changes in a given section. Otherwise the information will not be updated in your event planner.

**Guest Request System**

Allow your guests to make requests online with the Guest Request System. They can browse our music library, select requests, and include special notes about the requests that they make. You will be notified whenever a guest logs on and makes a request. After navigating to the following link they will need to log on using the date of your event and the supplied password.

Here is the direct link to the Guest Request System...

<http://www.thamesvalleydiscos.co.uk/clientslogin.htm>  
Password: ponuss

Email Notification of guest requests:

On there you can update your details, plan a music list from the selection in our database,( this is under the Requests tab) Continued page 2

## Music Database

The screenshot shows a web interface for a music database. At the top, there is a navigation menu with links: Home, Plan My Event, My Info, Company Info, My Event, Payments, and Log Off. Below this, there are two sub-menus: Event Activities and Requests (which is circled in red). The main content area is titled 'Song Requests' and contains a 'Search Music Database' section. This section has a search bar with a dropdown menu set to 'Artist', a 'Go' button, and a link to 'View Music Styles'. Below the search bar, there are two rows of alphabetical links: 'Browse by Artist: # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z' and 'Browse by Song: # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. A note states 'You can make up to 80 song selections'. The form includes a 'Classification' dropdown menu set to 'MustPlay', and three text input fields for 'Song', 'Artist', and 'Comments'. A 'Submit Song' button is located at the bottom of the form. Below the form, there is a 'Guest Request' section with a table listing a request: 'Voodoo Ray (2006 Diffusion Remix)' by 'A Guy Called Gerald' (from: paul), with 'edit' and 'delete' links.

Or if you can't find it there you can still add the track you want and that will ensure we have time to purchase it before your event.  
You can also see what you have paid and what monies are outstanding.

In addition to this, you can email or include this web address  
<http://www.thamesvalleydiscos.co.uk/guestlogin.htm>  
in invitations to your guests.

**Their password is:** (Given once a booking is confirmed)

They will just enter the date of the function and the password to gain access to the guest area.

They will log onto the Guest music request so they too have some input to the music. You will receive an email every time a guest adds music so that you can accept the request or delete it. Ultimately keeping you in control of the music we add to the play list.

This is available up to two weeks prior to the date of the disco, at which point the account will be locked.

If the song is not in the data base you can still add it. We will do our best to purchase it. Continued page 3

Thames Valley Discos  
Guest Request System

[Search  
Music List](#)

[Request Song  
Not In List](#)

[Review  
Your Requests](#)

[Submit  
Requests](#)

[Discard Requests  
and Log Off](#)

Add Song Not Found in Music List

Artist:

Song:

Comments: