

The Friends of St Albans Abbey

Events Programme January to May 2019

New Booking Arrangements

As highlighted in the Spring issue of Alban Link, all booking for Friends' events in 2019 and beyond will be made via the Cathedral's online Box Office. It is possible for members of the Friends to access this in three ways:

- Online from home
- By phoning the Cathedral Box Office
- By visiting the Cathedral during box office opening hours

We are concerned to make the transition to this new system as smooth as possible, and would ask that you read carefully through the booking information given here. In particular, please note that to obtain priority booking and other benefits, we need your permission to pass your membership details to the Cathedral Box Office.

General booking for the following events starts on November 1st, but **Friends' priority booking will be available from October 1st:**

Thursday February 7th 2019	LSO concert at the Barbican
Tuesday April 2nd 2019	An afternoon with Charles Dickens
Wednesday May 8th 2019	Revising Pevsner's <i>Hertfordshire</i> a lecture by Dr James Bettley

Full event details are given in the Autumn issue of Alban Link, and online at

<http://www.stalbanscathedral.org/whatson/friends-events>

Option A: Booking online from home

We anticipate that the majority will choose to book in this way. Many will have used the Cathedral Box Office to obtain tickets for other non-Friends events in the past, so will already have an online account. If this is not the case, then your first step is to register as follows:

1. Enter Cathedral website <http://www.stalbanscathedral.org/>
2. Click on My Account, top right hand corner of the home page
3. Click on New Customer? Register now
4. Complete Details, Address and Contact Preferences information
5. Click Create my Account, and Log out

ALL FRIENDS planning to book during the Friends' one month priority booking period need their registration at the Cathedral Box Office to be 'tagged', so they are recognised as members. See the separate paragraph opposite. Please allow ten days for this to be set up. It only needs to happen once.

Booking can then be completed in the normal way:

1. Enter Cathedral website <http://www.stalbanscathedral.org/>
2. Log in via My Account, top right hand corner
3. Select Friends Events option from the What's On menu in left column
4. Click on the event you are interested in
5. Check details and click Book Now
6. Enter booking requirements
7. Proceed to checkout
8. Complete payment by credit/debit card

You will be given the option to print your ticket at home or collect in person from the Cathedral Box Office.

Options B and C: Phoning or Visiting the Cathedral Box Office

If you do not have easy access to a computer, or to someone who can make an online booking on your behalf, then you may prefer to contact the Cathedral Box Office direct.

Office opening hours are:

Monday to Friday 10.00am – 4.45pm

Saturday 10.00am – 3.45pm

Sunday 1.00pm – 5.00pm

Telephone number: 01727 890290 (messages can be left during out of office hours)

Staff will go online on your behalf, and make a booking for you. Please make sure you give your full contact details, so that we are able to send you any follow-up information. Payment in person can be by cash/card (not cheque).

To obtain priority booking as a member of the Friends, please see separate paragraph below.

Tickets ordered by phone need to be collected from the Cathedral Box Office.

PRIORITY BOOKING FOR FRIENDS

If you wish to be eligible for priority booking and other benefits, it is important that the Cathedral Box Office system can recognise you as a member of the Friends. Because of recent data protection legislation, this requires that you agree to the Friends' membership secretary sharing your information with the Cathedral (which is a legally separate organisation). The consent form, if you have not already completed this, can be found at <http://friends.stalbanscathedral.org/about-the-friends/privacy-policy>, for return by email or post. It is also printed on the final page of this leaflet.



Consent to share personal information

The Fraternity of the Friends of Saint Albans Abbey will not share your data with anyone else without your consent, unless required by law to do so. We would like to share your contact details including your name, address, telephone numbers and email address, with Saint Albans Cathedral for two purposes. You may consent to either or both purposes.

I agree to my contact details including name, address, telephone numbers and email address, being shared with Saint Albans Cathedral for the following purposes:	
Tick below to signify your consent	
To enable benefits available to members of the Fraternity of the Friends to be given when I book events through the Cathedral's booking office or website	<input type="checkbox"/>
To hear directly from the Cathedral about its life and work and events it is planning.	<input type="checkbox"/>
Name:	
Address:	
Email:	
Telephone:	Mobile
Signature	

Once you have completed the consent form, you should send it to us either:

by email to Friends@stalbanscathedral.org,

or by post to the Membership Secretary, Fraternity of the Friends of St Albans Abbey, The Deanery, Sumpter Yard, St Albans, AL1 1BY

You may withdraw your consent at any time by emailing or writing to us at these addresses.