



## Quick-guide to Booking on DA Link

1. To sign in to DA Link, go to <https://link.dalanguages.co.uk>. Click the 'Sign in' button underneath the 'Client Portal' logo, and then enter your email and password.

If you have not received an email invitation to join DA Link, click the 'Request invite' button and enter your details. You will shortly receive an email with further instructions on how to gain access.

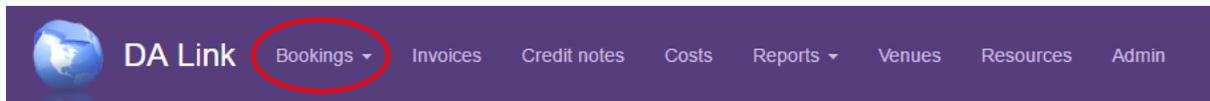
### Client portal

Sign in here if you are a client of DA Languages

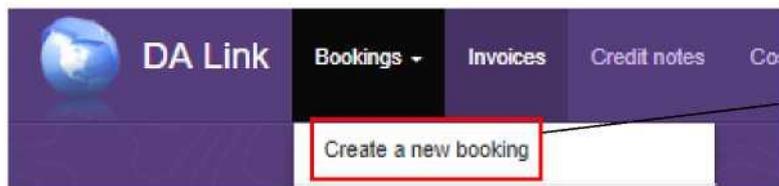
Sign in

Request invite

2. Once logged in, click on 'Bookings' from the top menu:



3. A drop down menu will appear. Click on 'Create New Booking':



Click on **Create a new booking**

4. A new window will appear prompting you to select the Service Type:

5. A booking form will appear for you to fill in. Criteria marked by a \* must be completed.

6. To send the request to a booking co-ordinator, click the  button:

Your booking coordinator will be notified of your request by email.