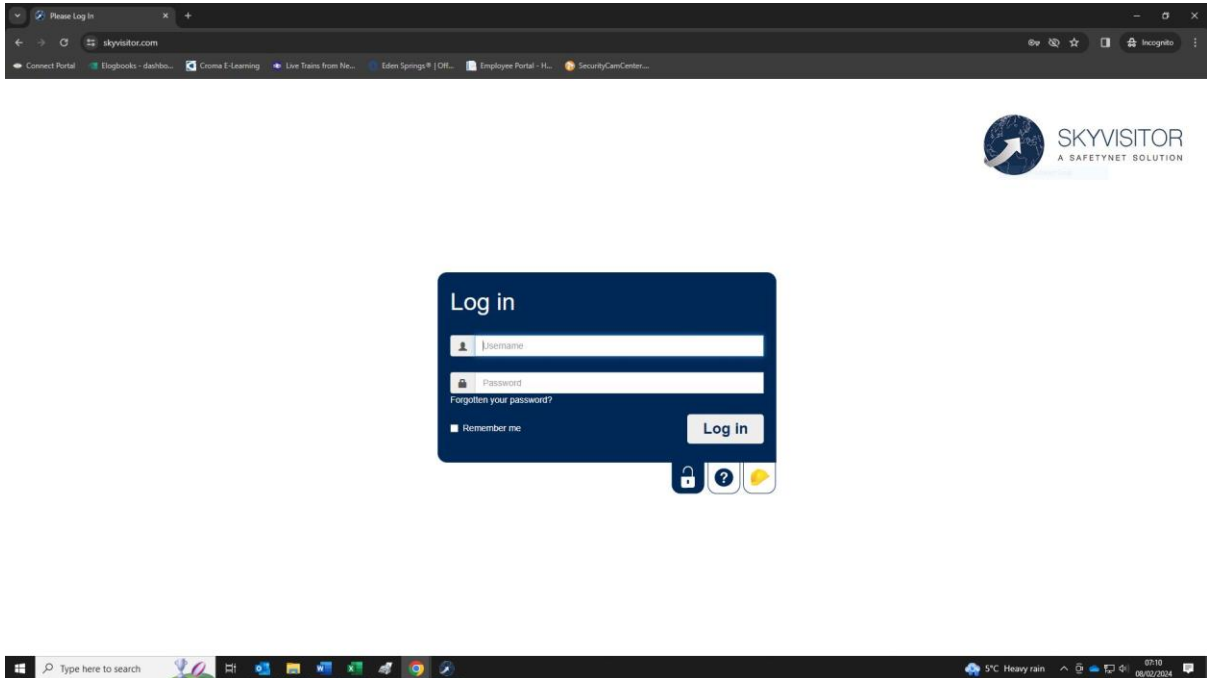


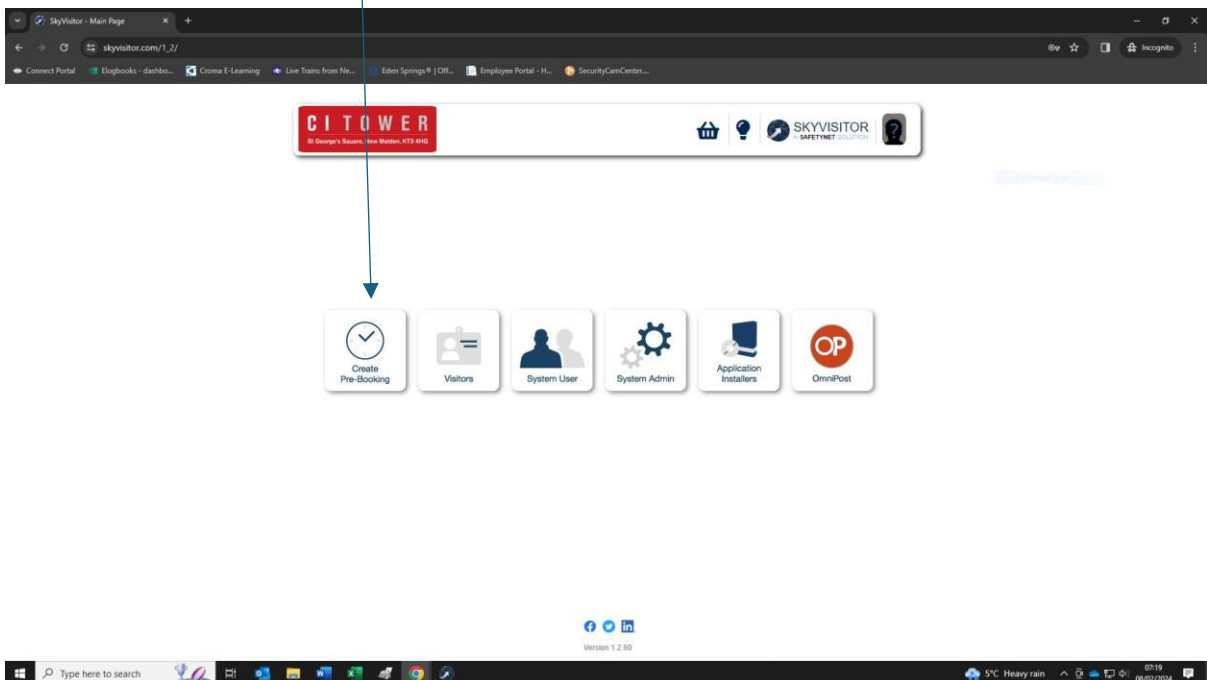
# How to book in a visitor on Sky Visitor.

Go to: <http://www.skyvisitor.com>

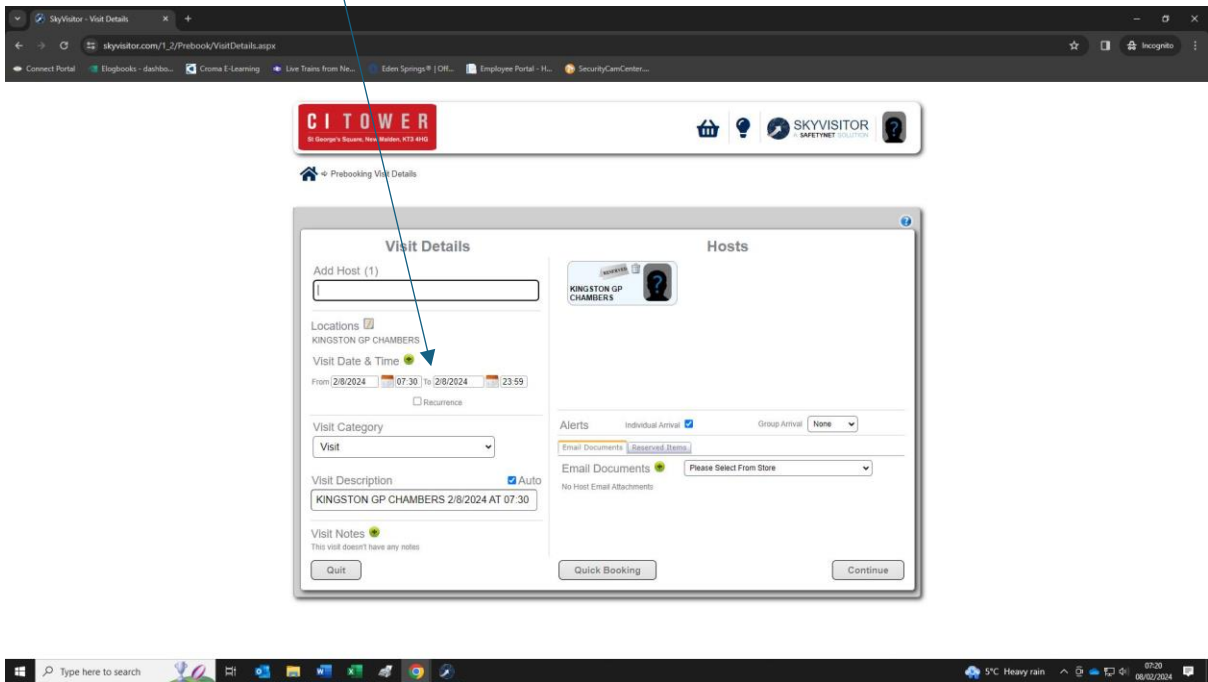
Enter your Log in credentials.



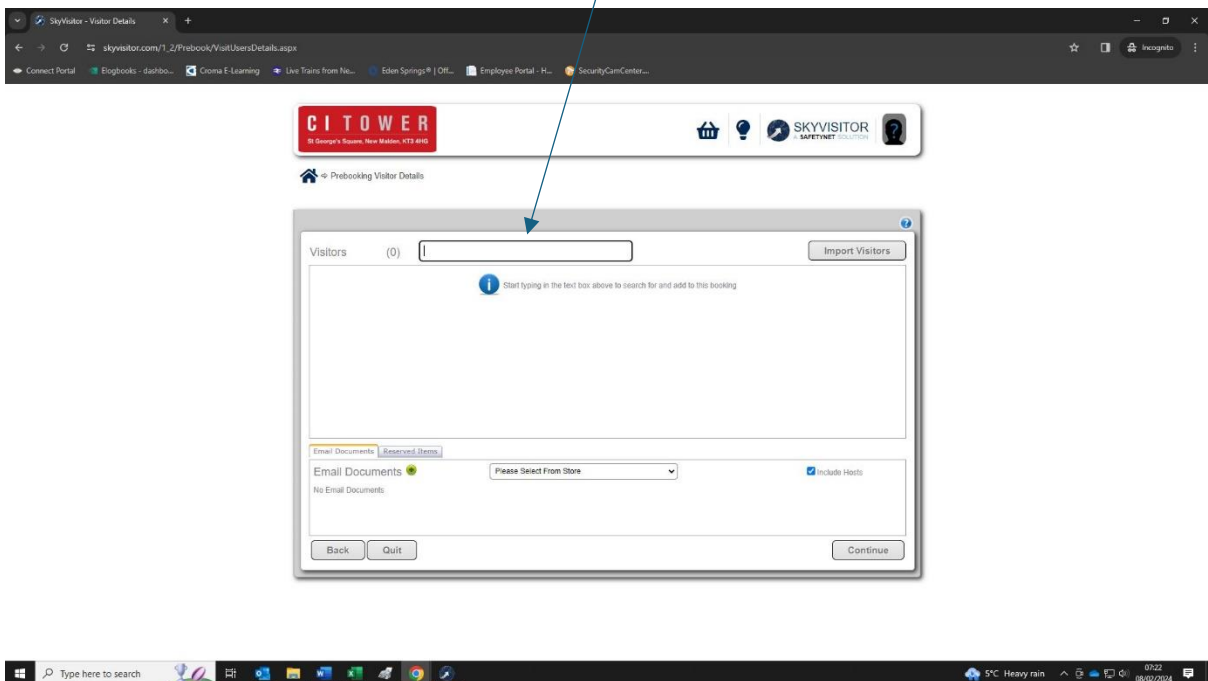
Select Create Pre-Booking.



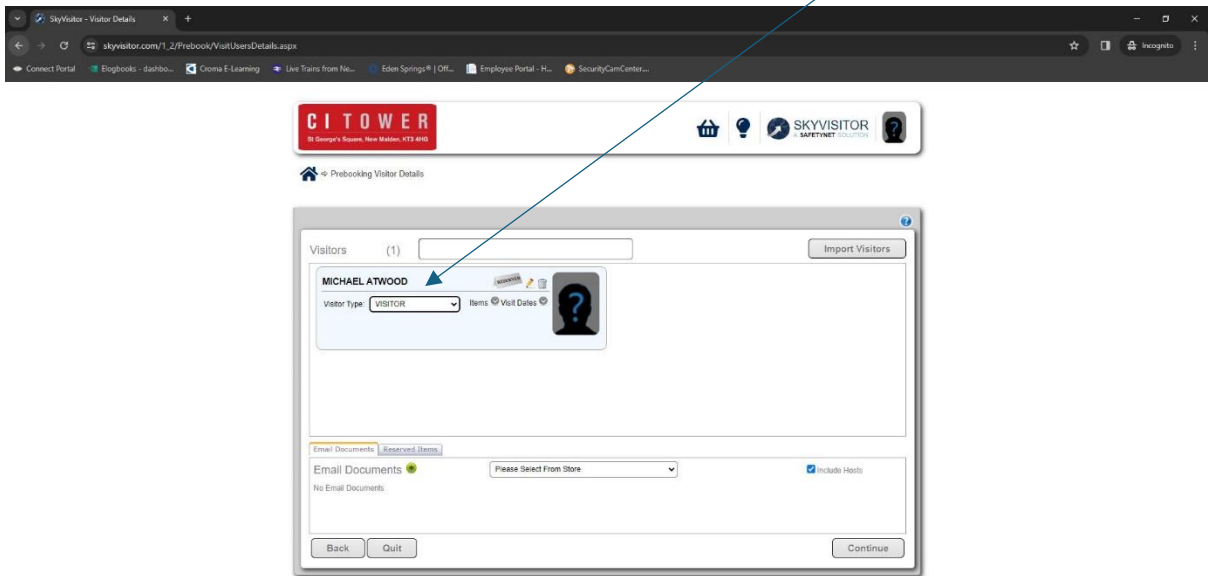
Your host details will auto populate for your company. Just select the Date & Time of the visit and press continue.



Enter your visitors name and press continue.



Select your visitor type from the drop down list and press continue.



Press Confirm and your visitor is now booked in.

