‘My Events/Interviews’ booking guide

If you are required to attend a visit day or interview at the University of Bristol, you will receive an invitation by email. Please follow the below steps to register your place.

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Registering for an interview or visit day

1) Your email invitation will link you to your Bristol VIP page. Click on ‘My Events/Interviews’ towards the top of the page.

2) Click on your group invitations
3) You’ll be able to see the details of the events to which you’ve been invited.

4) View the available dates by looking at the ‘Starts on Column’

5) When you have chosen a suitable date, please click ‘Register’

6) Complete your details on the following page, and click ‘Register’
7) Upon registering, you’ll see a confirmation page. This information will also be sent to you by email within a few minutes.

Changing your details

1) You can change your availability up to seven days before your visit. To do so, log in to your VIP page and again click on My Events/Interviews.
2) You will see the Events/Interviews that you have registered for. Update these details by selecting ‘Update’ or ‘Decline’.

For example you can change your contact details or the number of guests you are bringing with you.

3) Once you have updated your details, select ‘Update’.
I am unable to attend

If you are unable to visit the University, you will still need to ‘Register’ on the system. This is because some of the events (such as interviews) are compulsory to your application. It also lets us know when we need to release further dates for events. There are two options on the page shown in the image below.

- a) Cannot attend at all – If you are unable to visit the University at all
- b) Cannot attend on these dates – If you are only unable to visit on these dates

For either option, please click ‘Register’ and enter your details as described above. Ignore the date listed – This is purely system-driven and is not a real date. Registering for either of these choices simply lets us know that you are unable to attend and we may need to contact you to arrange alternative options.
I’ve registered but can no longer attend the date

1) If you have already registered for a visit day or interview but are no longer able to attend, you will need to ‘Decline’ this event before registering for any other dates.

2) If you decline the date that you originally registered for, you will receive an email confirming that you have declined this date.

3) You can then search for alternative dates (please see the following page). When you have found a suitable date you can register again. Once registered you will receive a new confirmation email for the new date.

4) You can search for other available dates using the ‘Search’ option and entering the details of the interview or event.