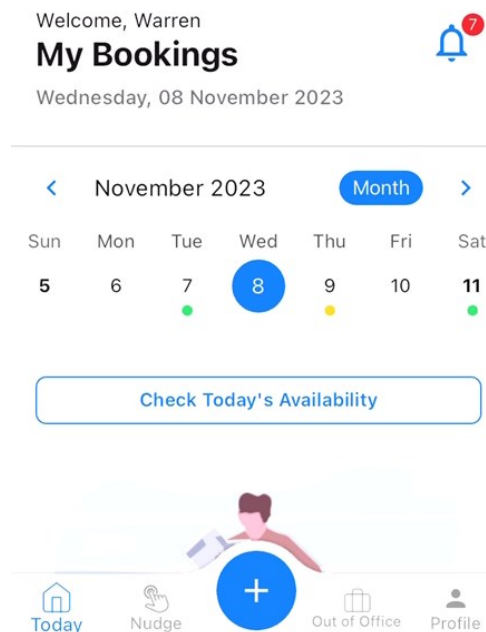


WAYLEADR Car Parking App

1. [Create your account](#)
2. [Download the App](#)
3. [Pre-book a space](#)
4. [Book a space on the day](#)
5. [Release a space](#)
6. [Book time away](#)



WAYLEADR Car Parking App: Setup your account

Wayleadr is an app which will allow you to book and manage your car space at Carnival House.

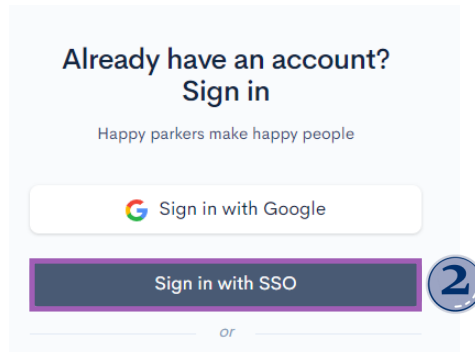
1 To be able to use the Car Parking Application you need to first setup your account.

You might receive an email from Wayleadr asking you to sign up.

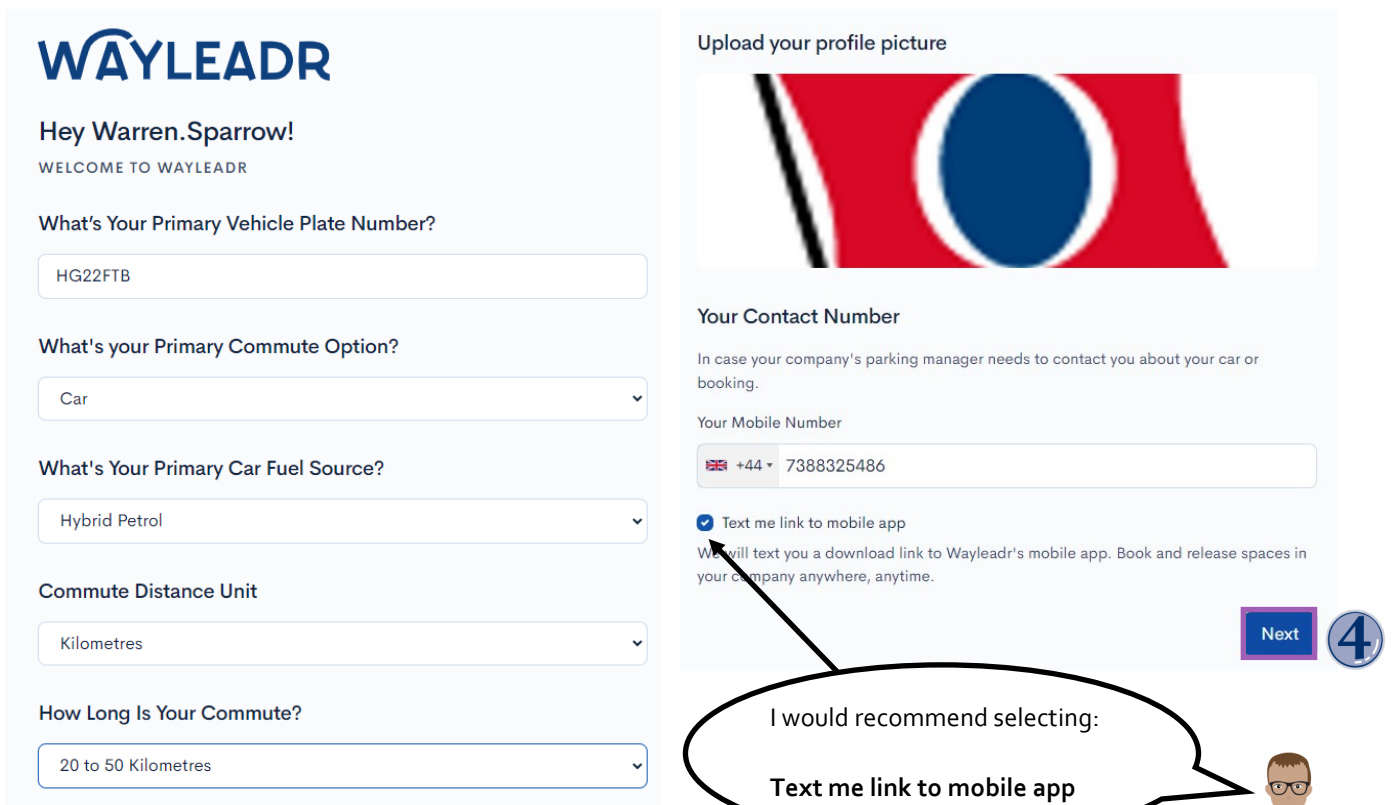
Do not worry if you do not get it, you can simply go to https://app.wayleadr.com/users/sign_in.

Note: You can do this on the app, but it is as easy to setup on a laptop.

2 Click on SSO.



3 Complete your profile.



4 Click Next.

WAYLEADR Car Parking App: Download the App

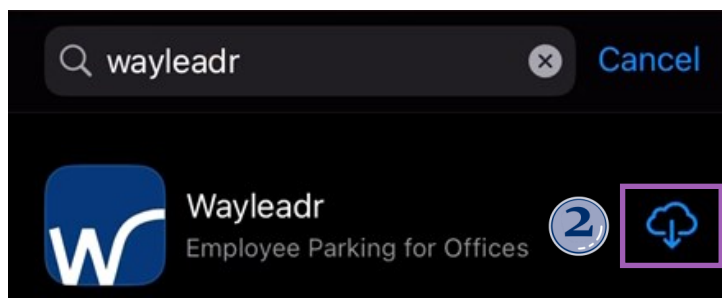
If you have a managed work phone the software will automatically be installed on your phone.

If you have an unmanaged work phone or a personal phone:

1 Go to the relevant store below:

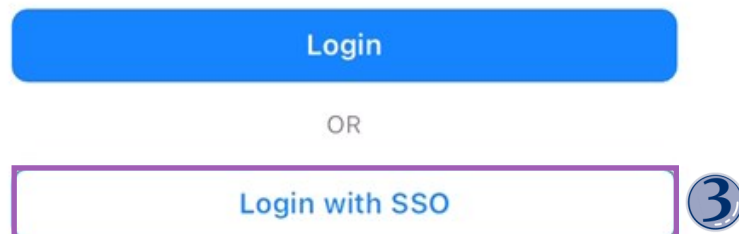


2 Download the application.



Open the Wayleadr application.

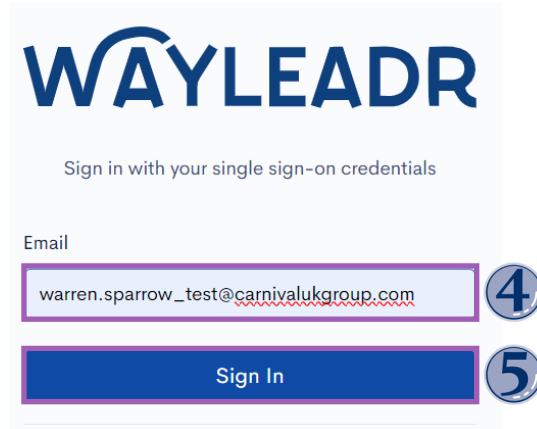
3 Select Login with SSO.



WAYLEADR

4 Type in your work email address (@carnivalukgroup.com).

5 Select Sign In.



The image shows the Wayleadr sign-in interface. At the top is the 'WAYLEADR' logo. Below it is the text 'Sign in with your single sign-on credentials'. There is an 'Email' label above a text input field containing 'warren.sparrow_test@carnivalukgroup.com'. A blue 'Sign In' button is located below the input field. A purple box highlights the email field with a circled '4' to its right, and another purple box highlights the 'Sign In' button with a circled '5' to its right.

6 Note: You might need to use your Microsoft Authenticator app to prove who you are.

warren.sparrow_test@carnivalukgroup.com

Approve sign-in request

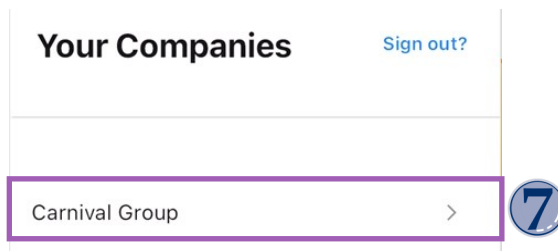
Open your Authenticator app, and enter the number shown to sign in.

94 6

No numbers in your app? Make sure to upgrade to the latest version.

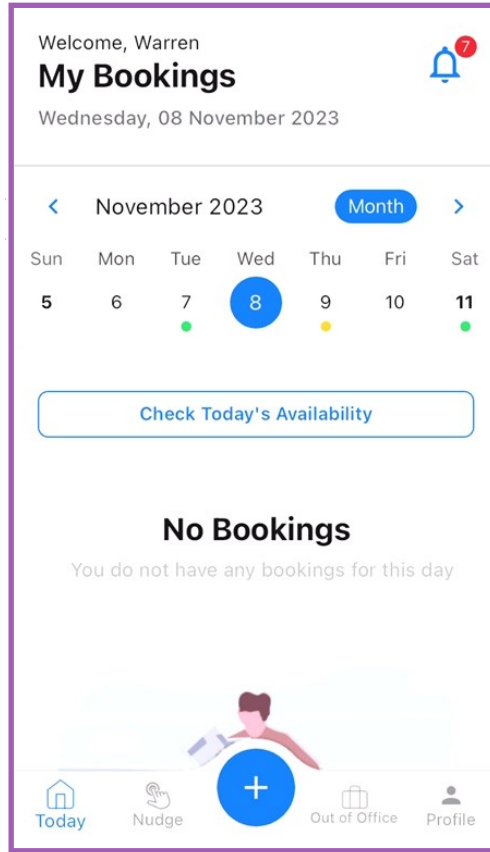
The Carnival Group will be displayed.

7 Select this.



The image shows a 'Your Companies' section with a 'Sign out?' link. Below the header is a list of companies. The first item is 'Carnival Group' with a right-pointing chevron. A purple box highlights the 'Carnival Group' entry with a circled '7' to its right.

8 You have now successfully downloaded and signed into the app.



8

WAYLEADR Car Parking App: Pre-book a space on App

You can pre-book as many spaces that you need up to 2 weeks in advance.

Note: You might not get all the bookings you need.

Open the Wayleadr app.

- 1 Select the + sign at the bottom.
- 2 Select the date you would like to pre-book. **Note:** You can choose more than one date.
- 3 Tap Request Space.
- 4 Click add a space or the 3 dots to select/amend the preferred zone
- 5 Choose preferred zone.

Welcome, Warren
My Bookings
Wednesday, 08 November 2023

November 2023 **Month**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	6	7	8	9	10	11

Check Today's Availability

Space request

Vehicle CA002 (Medium)

January 2024 **2 Weeks**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	22	23	24	25	26	27
28	29	30	31	2	3	

Request Space

Space request

Back

SAT 03 **PARKING CA002**

BSA - Available from 08:30am
9:00AM → 5:00PM

+ Add space

Next

Zone

- BSA - Available from 08:30am
- BSA - General
- Carnival House Undercroft - Accessibility Bays
- Carnival House Undercroft - General
- The Academy

Cancel

Note: This does not guarantee a space in that zone.

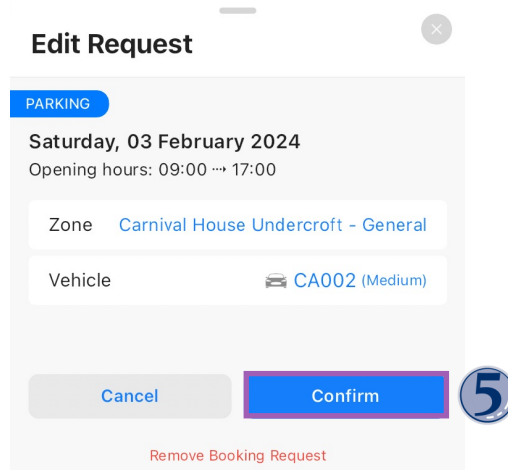
Zone BSA - 08:30 onwards

Parking bays: I2, I4, I6, I8, I10, I12, I14, J1, J3, J5, J7, J9, J11 and J13

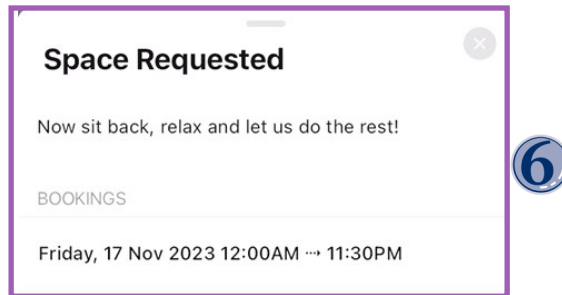
You can only park in these parking bays from 08:30 or later.



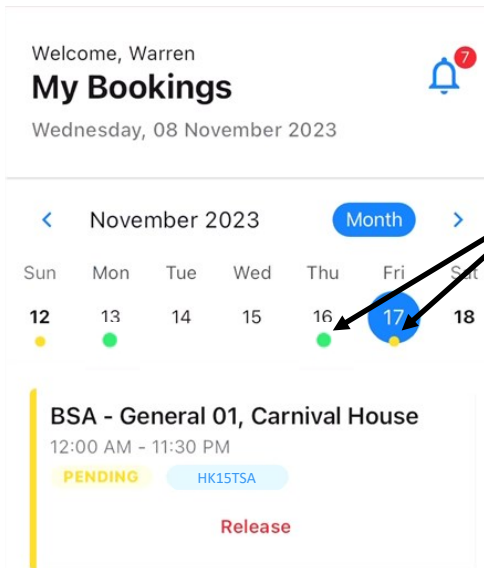
5 Press Confirm Booking.



6 A confirmation of your booking request is displayed.



7 A list of all your bookings are displayed on the appropriate day.



Did you know that the yellow dot that means pending and will change to green once approved or red if rejected.



The car parks are available to use during the following times:

Carnival House Undercroft

Open 24 hours 7 days a week.

BSA

7am to 7pm, Monday to Friday (excluding Bank Holidays) when security guards will be present.

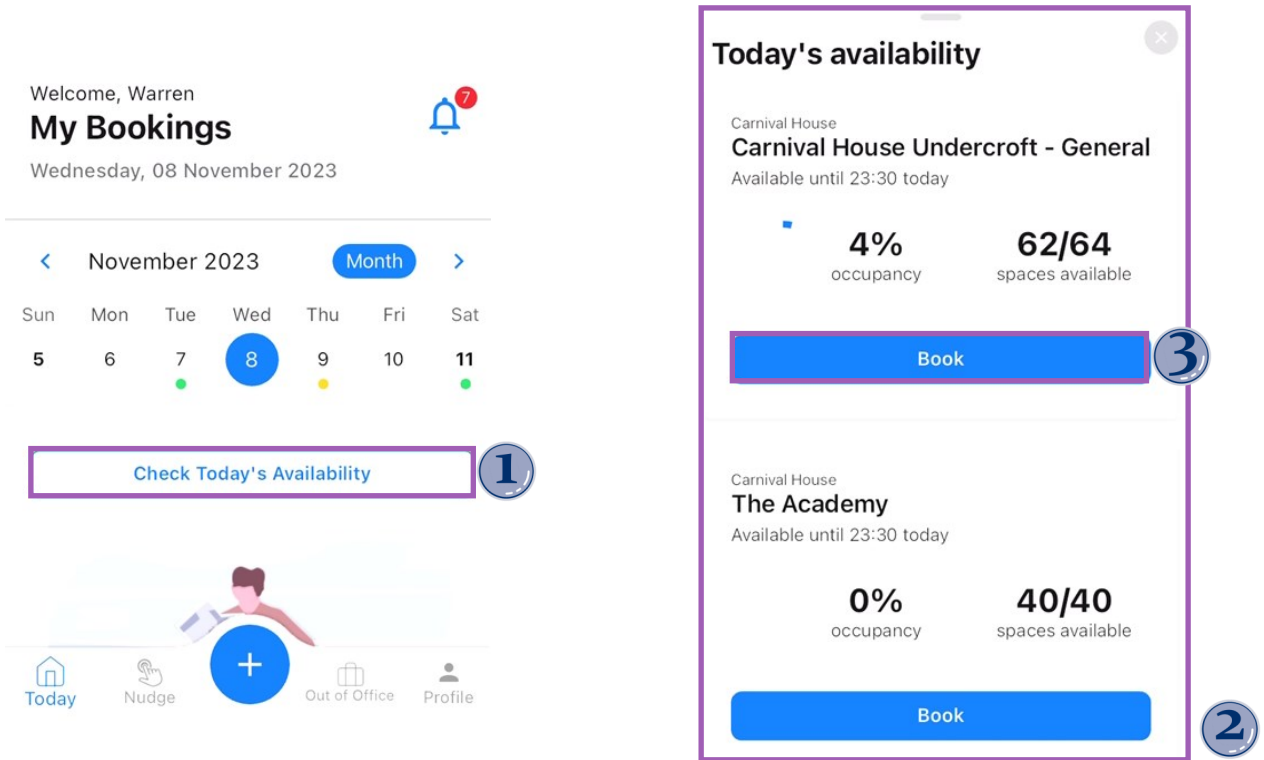
The Academy

8am to 8pm, Monday to Friday (excluding Bank Holidays) and 8am to 7pm on Saturdays when security guards will be present. Cars may **not** be left at The Academy over the weekend.

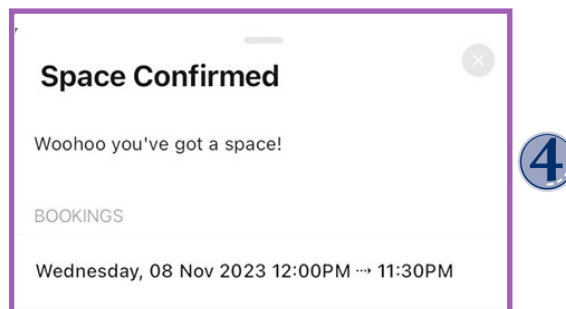
WAYLEADR Car Parking App: Book a space on the day on App

You can book a space on the day and will receive an instant answer if the request was successful or not.

- 1 Select Check Today's Availability on app.
- 2 A list of all available parking spaces are displayed.
- 3 Tap Book on the appropriate place.



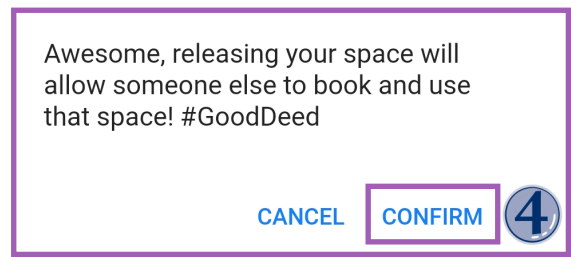
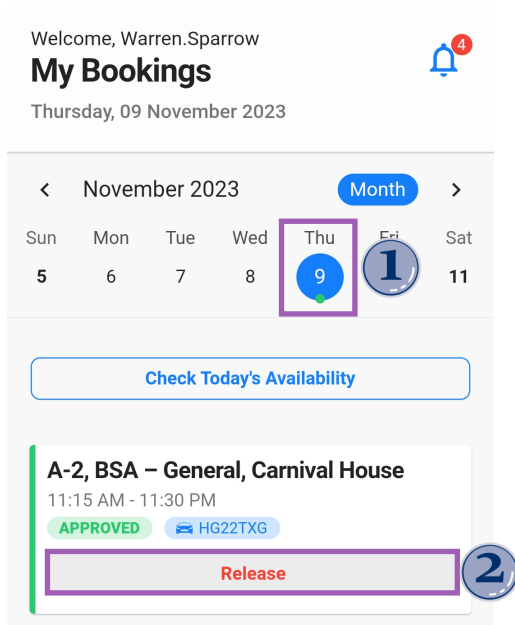
You will receive an instant answer if your request was successful or not.



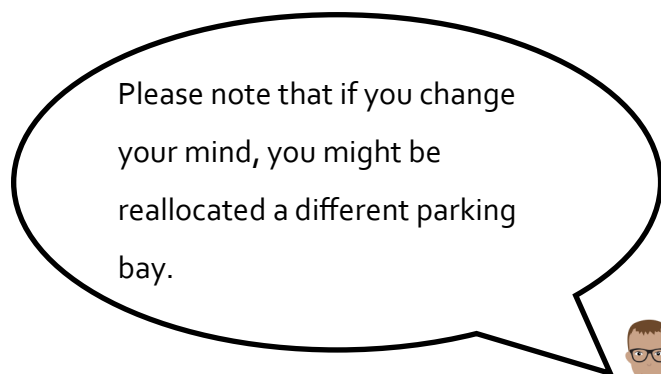
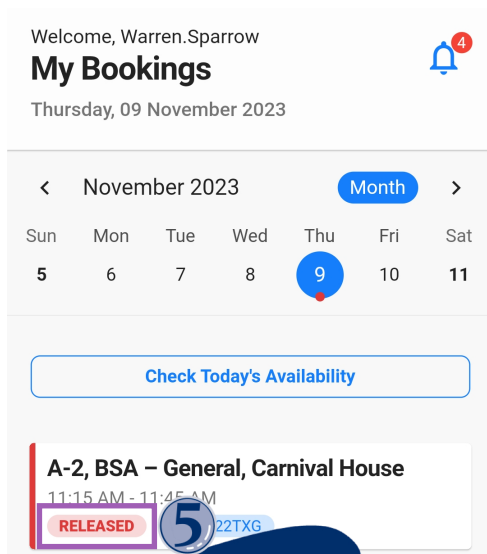
WAYLEADR Car Parking App: How to release a space on the app

If you have a parking space that you no longer need, you can release it so that another person can request it.

- 1 Open the appropriate day you would like to release.
- 2 Tap Release
- 3 You will receive a confirmation window that you need to approve.
- 4 Press confirm.



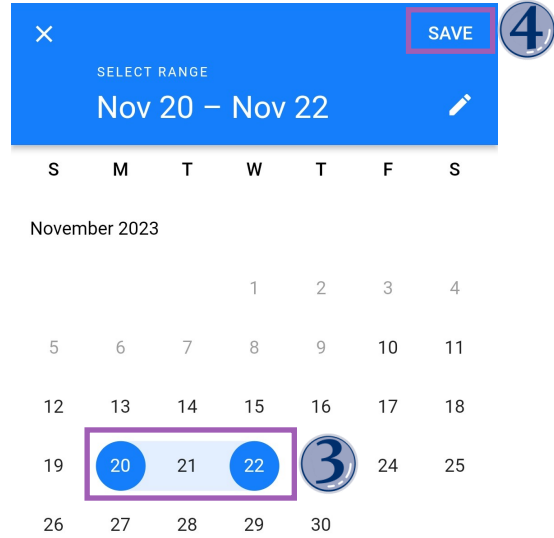
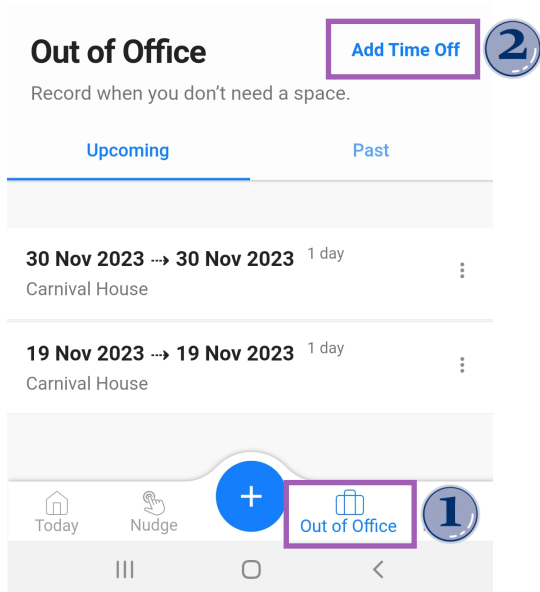
- 5 You have now successfully released your parking space.



WAYLEADR Car Parking App: Book time away app

Booking time away frees up your space while you are out of the office.

- 1 Select Out of Office menu.
- 2 Tap Add Time Off.
- 3 Select the start and end dates for when you are out of the office.
- 4 Tap Save.



A review window will be displayed for you to accept.

- 5 Select Save.
- 6 A Dialog box will confirm your time off as being recorded.

