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2. [Pre-book a space](#)
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The screenshot displays the Wayleadr Car Parking Web interface. On the left is a navigation sidebar with options: My Bookings, My Cars, Waypooling, Company, Analytics (Insights, Export Data), Locations (Carnival House, Carnival House - Motorcycle), People, Calendar, Time Away, Nudge, Submit Ideas, and Help. The main content area features a header with the Carnival UK logo, a date indicator for Monday, 20 November 2023, and a welcome message for Warren Sparrow. Below this is a calendar view showing three bookings for November 2023: a pending booking on the 19th, a released booking on the 13th, and a partially visible booking on the 10th. To the right of the calendar are occupancy rate cards for various locations, all showing 0% occupancy. An 'Add to calendar' button is visible above the calendar view.

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.

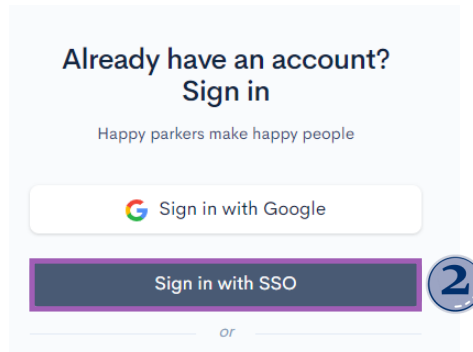
1 To be able to use the Car Parking Application you need to first setup your account.

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.



Already have an account?
Sign in

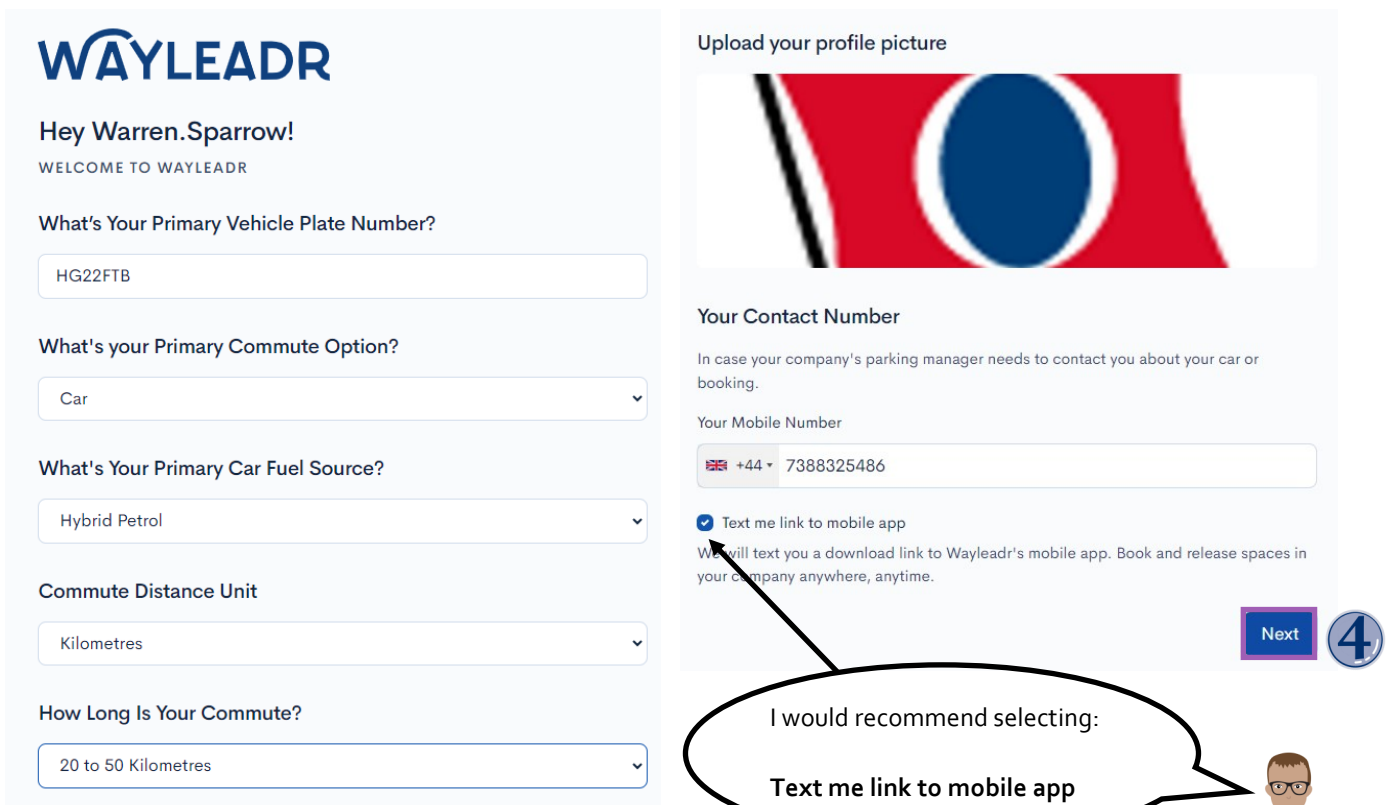
Happy parkers make happy people

Sign in with Google

Sign in with SSO

or

3 Complete your profile.



WAYLEADR

Hey Warren.Sparrow!
WELCOME TO WAYLEADR

What's Your Primary Vehicle Plate Number?
HG22FTB

What's your Primary Commute Option?
Car

What's Your Primary Car Fuel Source?
Hybrid Petrol

Commute Distance Unit
Kilometres

How Long Is Your Commute?
20 to 50 Kilometres

Upload your profile picture

Your Contact Number
In case your company's parking manager needs to contact you about your car or booking.
Your Mobile Number
+44 7388325486

Text me link to mobile app
We will text you a download link to Wayleadr's mobile app. Book and release spaces in your company anywhere, anytime.

Next

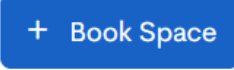
4 Click Next.

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

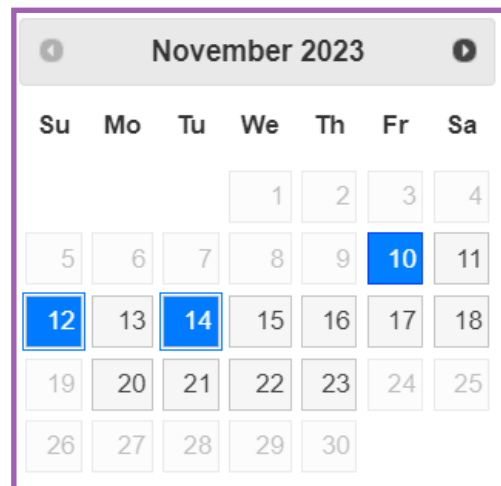
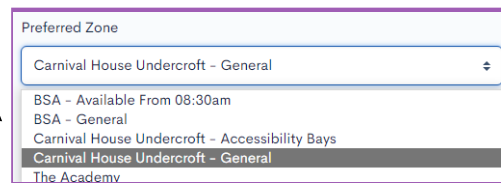
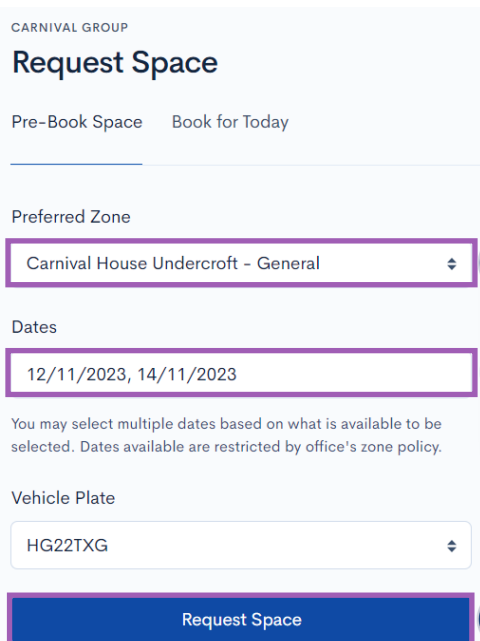
You can pre-book as many spaces that you need up to 2 weeks in advance.

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

Open the Wayleadr website. (<https://app.wayleadr.com>)

- 1 Select the + Book Space on the top right. 
- 2 Choose Preferred Zone.
- 3 Select the date you would like to pre-book.

Note: You can choose more than one date by pressing and holding Ctrl on your keyboard.



- 4 Click Request Space.

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.



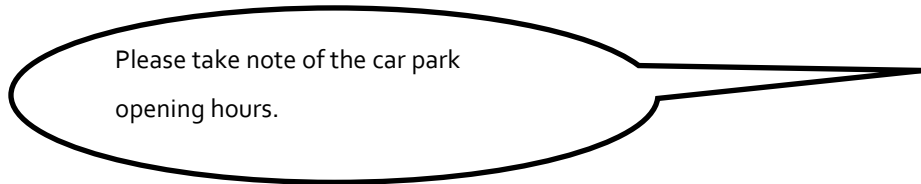
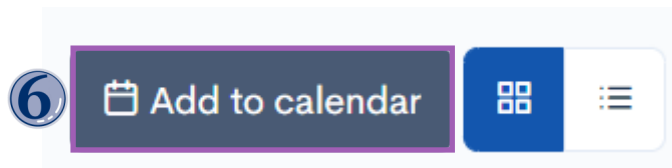
5 A list of all your bookings are displayed.



Note: You have the option of adding the requests to your Outlook calendar.

6 Select Add to Calendar.

Import the file into Outlook.



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

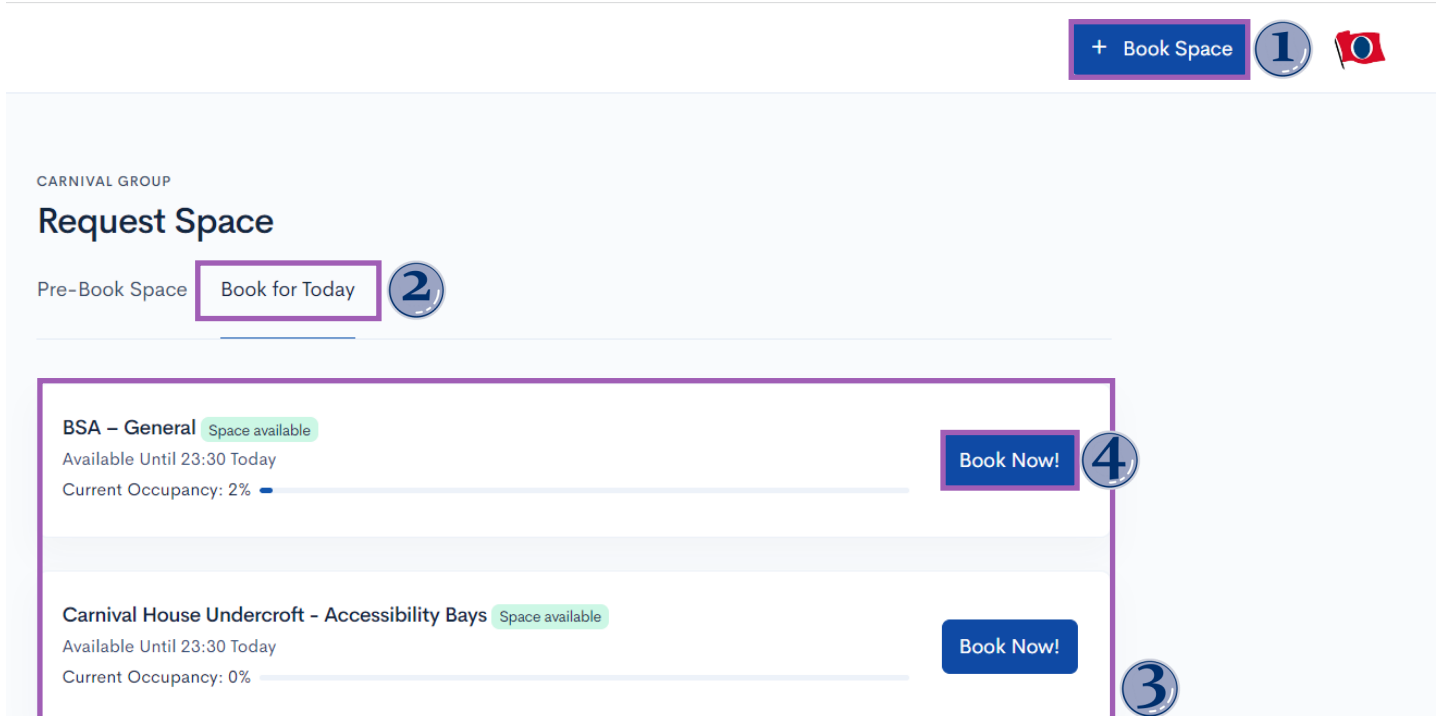
8am to 8pm, Monday to Friday (excluding Bank Holidays) and 8am to 7pm on Saturdays when security guards will be present. Cars may **not** be left at The Academy over the weekend.



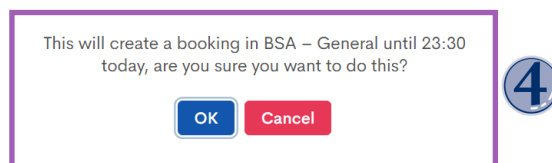
WAYLEADR Car Parking App: Book a space on the day on website

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

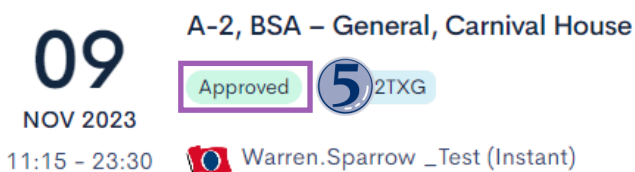
- 1 Select + Book Space on the top right.
- 2 Click Book for Today.
- 3 A list of all available parking spaces are displayed.
- 4 Tap Book on the appropriate place.



- 4 You need to confirm that you need a place for today.



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



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

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

1 On the right hand side of the day you would like to release, click on Booking Actions Dropdown Toggle. (...)

2 Select Release.



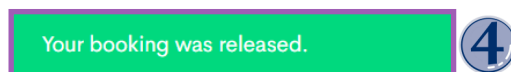
You will receive a confirmation window that you need to approve.

3 Press OK.

Are you sure you want to release this booking?



4 You will receive a confirmation that you have released your parking space for another person to use.



Please note that if you change your mind, you might be reallocated a different parking bay.






WAYLEADR Car Parking App: Book time away web

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

- 1 Select Time Away menu on the left hand side.
- 2 Click Book Time Away.
- 3 Select Dates and choose the relevant dates.
- 4 Click Record Time Away.

The screenshot shows the 'Time Away' booking interface. On the left is a navigation menu with 'Time Away' highlighted and circled with a '1'. The main area is titled 'CARNIVAL GROUP Time Away' and has tabs for 'Upcoming' and 'History'. A 'Dates' section contains a 'Select Dates...' input field circled with a '3' and a 'Record Time Away' button circled with a '4'. To the right is a calendar for November 2023 with dates 11, 12, and 13 highlighted in blue, and a 'Book Time Away' button circled with a '2'. At the top right, there are buttons for '+ Book Space', a notification bell, and a flag icon.

- 5 A list of all the upcoming time away is displayed.

Upcoming Time Away				All Locations ▾
PERSON	DATES	LOCATION	TEAM	
 Warren.Sparrow _Test	11 Nov 2023 to 13 Nov 2023 (3 days)	Carnival House	Priority 5 - Casual Parking Employee	
 Warren.Sparrow _Test	10 Nov 2023 (1 day)	Carnival House	Priority 5 - Casual Parking Employee	
 Warren.Sparrow _Test	30 Nov 2023 (1 day)	Carnival House	Priority 5 - Casual Parking Employee	

WAYLEADR Car Parking App: delegated access

If you are responsible for another person's parking space, you can use delegated access to add other registration numbers, make a booking, release and set their away times on their behalf.

Note: This can only be done on the web and not on the app.

Open the website. (<https://app.wayleadr.com>)

- 1 Select People on the left hand menu.
- 2 Here you can see all the people you have delegated access to.
- 3 Select the Bookings Action Dropdown Toggle (vertical ...) on the right hand side of the person's name.
- 4 Select bookings.

The screenshot shows the Wayleadr web interface. On the left, a navigation menu includes 'My Bookings', 'My Cars', 'Company', 'People' (highlighted with a purple box and a '1' callout), 'Time Away', 'Nudge', 'Submit Ideas', and 'Help'. The main content area is titled 'CARNIVAL GROUP People' with a '2' callout. It features a search bar 'Search for people in your company...'. Below, a card for 'Warren Sparrow' (email: warren.sparrow@ca..., status: Request to Park) is shown. A dropdown menu is open next to his name, with 'Bookings' selected (callout '3' and '4'), 'Edit User', and 'Remove' options. The card also has 'TESTING' and 'Carnival House' tags.

- 5 From this screen we are able to do just about anything by clicking on the relevant menu at the top.

The screenshot shows the top navigation bar of the Wayleadr web interface. It contains the following menu items: 'Bookings', 'Locations', 'Time Away', 'Nudges Submitted', 'Nudges Received', 'Vehicles', and 'User Information'. The entire bar is highlighted with a purple box and a '5' callout.

5

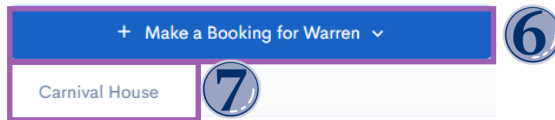
To make a booking:

6 Select + Make a Booking for Name.

7 Click Carnival House.

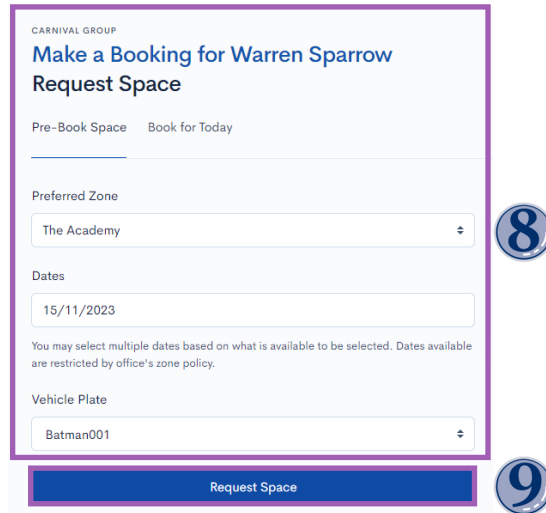
8 Fill in the relevant fields.

9 Select Request Space.



+ Make a Booking for Warren ▾

Carnival House



CARNIVAL GROUP
Make a Booking for Warren Sparrow
Request Space

Pre-Book Space Book for Today

Preferred Zone
The Academy

Dates
15/11/2023

You may select multiple dates based on what is available to be selected. Dates available are restricted by office's zone policy.

Vehicle Plate
Batman001

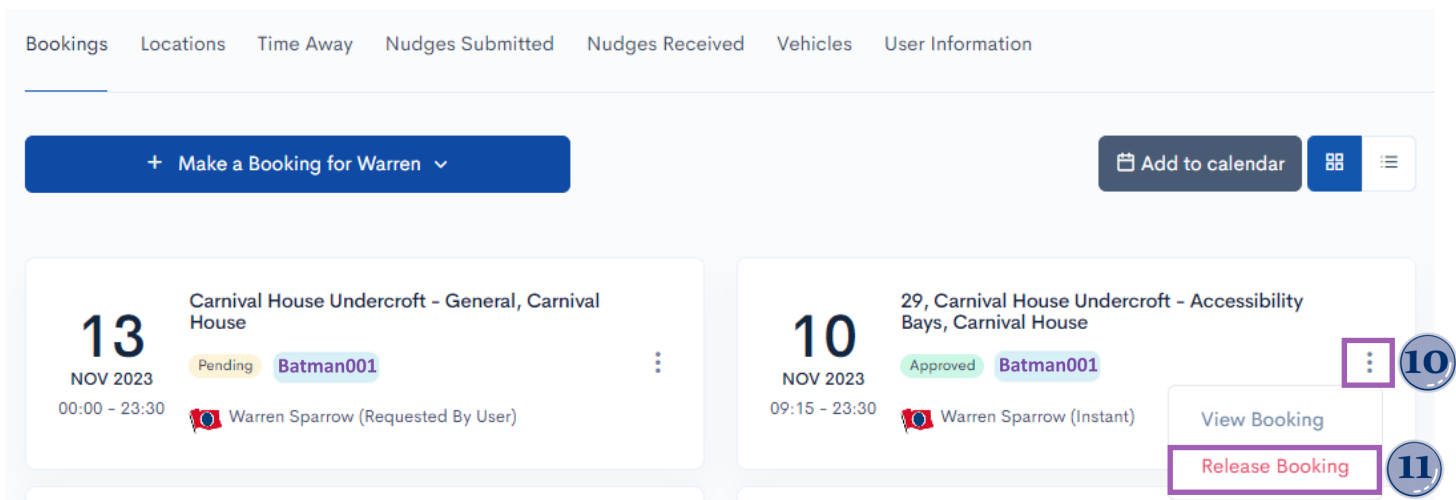
Request Space

To release a booking:

10 Select Bookings Action Dropdown Toggle (3 vertical ...) on the right hand side of the selected day.

11 Click Release Booking.

The booking will be released.



Bookings Locations Time Away Nudges Submitted Nudges Received Vehicles User Information

+ Make a Booking for Warren ▾

Add to calendar

13 NOV 2023 00:00 - 23:30
Carnival House Undercroft - General, Carnival House
Pending Batman001
Warren Sparrow (Requested By User)

10 NOV 2023 09:15 - 23:30
29, Carnival House Undercroft - Accessibility Bays, Carnival House
Approved Batman001
Warren Sparrow (Instant)

View Booking
Release Booking