

VENTURER CAMP 2023

Booking Handbook

Subtitle

January 7, 2023



Contents

1	STAGE 1: Apply To Book	2
2	STAGE 2: Booking	5

Section 1

STAGE 1: Apply To Book

You will need to complete this stage once. After you have been approved to book, you will be able to log in and edit your booking.

1. Go to bookings.venturercamp.org.uk.
2. Click login

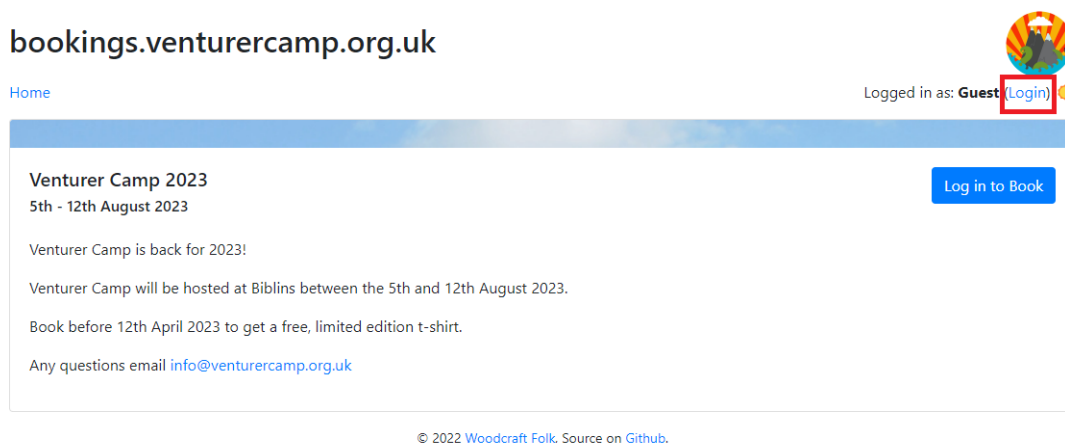


Figure 1.1: Login Button

Next to the login button is a dark/light mode toggle. This will change the theme of the app to be either dark or light. For simplicity, all screenshots in this guide will be in light mode.

3. Select one of the methods to login using.

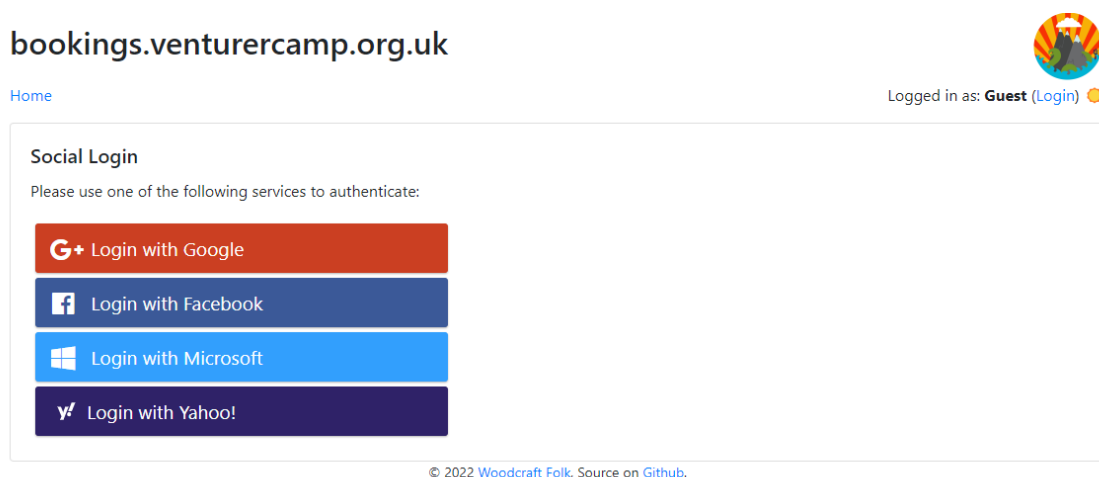


Figure 1.2: Login options

4. Follow instructions on screen for how to login using your method of choice.
5. When you have successfully logged in, you will be redirected back to a screen similar to Figure 1.1, except your (or the account you are using) name will appear in the place of Guest.
6. Click Apply to book.

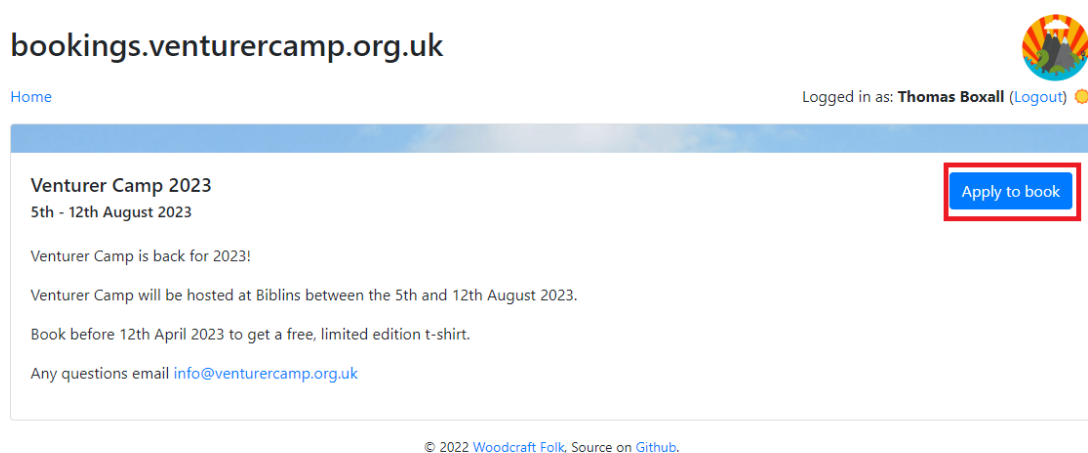


Figure 1.3: Apply to book button

7. Enter your name, your district and the approximate number of people you are planning to bring into the textbox when prompted then press Submit.

bookings.venturercamp.org.uk

[Home](#)



Logged in as: **Thomas Boxall** ([Logout](#))

Apply to book for Venturer Camp 2023

Hi Thomas Boxall, Please fill in your name, which IFM-SEI organisation or Woodcraft Folk district are you from and approximately how many people are you planning to bring below:

Name:

Which Woodcraft District/IFM organisation are you booking:

Approximately how many people are you planning to bring:

[Submit](#)

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Figure 1.4: Booking application page

8. Your application will now be sent to the team to be reviewed.

bookings.venturercamp.org.uk

[Home](#)



Logged in as: **Thomas Boxall** ([Logout](#))

Thanks for your interest in Venturer Camp 2023

You will be e-mailed on the [redacted]@il.com when one of our team has approved you to book

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Figure 1.5: Booking application submitted page

You should receive an email confirming your application has been submitted.

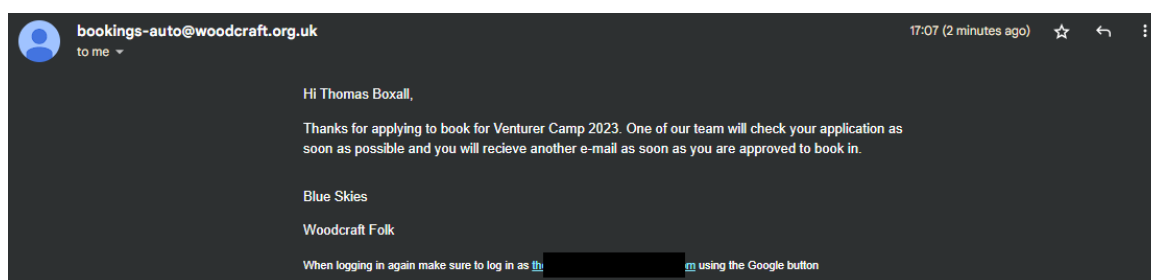


Figure 1.6: Confirmation of application email

9. When your booking has been approved, you will get another email. Continue to STAGE 2: Booking.

Section 2

STAGE 2: Booking

To start in this section, you must have been approved to book. If you are unsure of what that means, see STAGE 1: Apply To Book.

1. Go to bookings.venturercamp.org.uk
2. Click login



Figure 2.1: Login Button

3. Login using the same service which you did last time (this is really important as otherwise, you'll have to apply to book again). The service which you used last time should be more *vibrant* than the others.

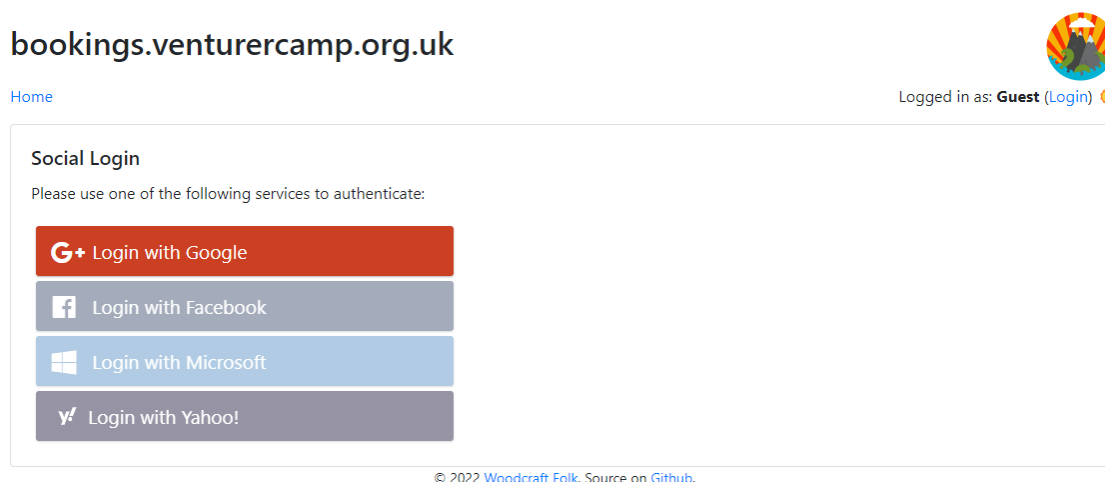


Figure 2.2: Login options with Login with Google highlighted

4. You will now be redirected back to the home page. Click **Book**.



Figure 2.3: Book button

5. Now you will need to enter some details about the booking. Enter this information in the text boxes provided. You have the option to provide information about a second person should the team not be able to get in touch with you about the booking.

Your Details

We will use these if we need to get in touch

Your Name:	<input type="text" value="Thomas Boxall"/>
Your e-mail:	<input type="text" value="tho[REDACTED]ail.com"/>
Phone Number:	<input type="text" value="Phone"/>
Group/District:	<input type="text" value="Group/District"/>

Here you can supply contact details for additional people we can contact about your booking, this optional but may be useful.

<input type="text" value="Name"/>	<input type="text" value="e-mail"/>	<input type="text" value="Phone"/>
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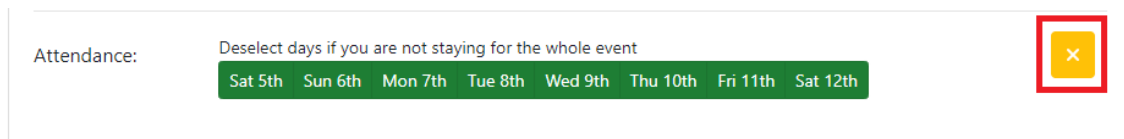
Figure 2.4: Booking secretaries details

6. Scroll down to **Participants**. Fill in that participants information. Participants will be listed on the right hand side of the screen underneath the **Participants** header.
7. To add additional participants, click the **More People!** button. This will add another blank participant.



Figure 2.5: More People! button

8. To remove a participant, click the cross button next to the attendance widget for that participant. You will then be prompted to confirm that you wish to remove that participant.



Attendance: Deselect days if you are not staying for the whole event

Sat 5th Sun 6th Mon 7th Tue 8th Wed 9th Thu 10th Fri 11th Sat 12th

Figure 2.6: Remove participant button

9. Scroll down to **Money**. Here, you will be given a breakdown of the cost of your group to come to camp and payment instructions. Select either **Cheque** or **Bank Transfer**. When you are creating your booking for the first time, you will not have a payment reference. Once you submit your booking, a payment reference will be generated for you.
10. Continue scrolling down. If you have only added one over eighteen year old participant, you will need to enter the details of a second in the **Emergency Contact** section.

Emergency Contact

As you have only booked in one adult, please provide some emergency contact details of someone not attending the event

Name:

Phone:

Figure 2.7: Emergency Contact text boxes

11. Within **Additional Information**, you are able to provide more information about your booking. This includes any information which will be useful for us to know (eg, you are camping at Biblins the week before/after and you know what pitch you're in) and you can also indicate which groups you would like to camp with. We will take these requests on board however we cannot guarantee we will be able to meet all of them.

Additional Information

Anything else we need to know?:

Are there other groups you are planning to or would like to camp with?

Figure 2.8: Additional Information text boxes

12. When you have reviewed your booking and ticked the permission checkbox, the **Submit Booking** button should un-grey-out. Click this to save the booking. Please ensure you see confirmation of the booking saving before you close the tab. The booking system won't let you submit your booking until enough information has been entered. A **Still to do** box will indicate these things to you.

Submit

When you have finished click here to submit your booking. You can always come back and edit it before the deadline.

Still to do:

- Please fill in your contact phone number
- Please fill in your group/district
- Participant #1 does not have a name
- Please provide an emergency contact name
- Please provide an emergency contact phone number
- Please tick the permission and data protection statement checkbox

Submit Booking

Figure 2.9: Submit section showing outstanding tasks

13. Once you have clicked submit, you should receive an email giving you an update of who is now booked on and an invoice.



Venturer Camp 2023, a project by [Woodcraft Folk](#), will bring together 13-17 year olds from across the UK to camp together and live by the Woodcraft Folk values for a week in the summer of 2023. Check out our website ([venturercamp.org.uk](#)) and our social media pages for more information.