



Guide to NUAC Bookings

Introduction

This guide explains the steps required to fulfil a booking request on behalf of a NUAC member. Before reading further please note that there is a roster of people behind bookings@nuac.org.uk and they will be able to provide help and assistance assuming you join the roster.

To help new roster members become familiar with the process once you join you will be able to shadow bookings for a period of time until you are comfortable with what is expected. During this period you could just create bookings for your own usage.

Overview

- Bookings are processed by a roster of NUAC members.
- Each roster member receives a copy of any email issued to bookings@nuac.org.uk
- Whomever is available to process a request at a point in time will check our online booking system for availability and make the booking on behalf of the NUAC member (as per steps outlined below).
- They will communicate the success/failure of the booking request to the requesting member via email (and copy in the booking roster).
- If booking is a success then they will email partner fishery confirming booking detail (this step is not required by all our partner fisheries).
- Last season the bookings roster fulfilled 334 booking requests from 70 out of 118 members.
- Summer months, July/August, are the busiest with up to 50 bookings per month compared to just 15 bookings during December.

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Booking Process Step By Step

The following 2 pages explain each step required to fulfil a booking request.

Bookings Roster

The NUAC bookings process consists of a roster of members who receive a copy of all member booking requests sent to bookings@nuac.org.uk.

Everyone on the roster receives these emails and whomever is available soonest will process the booking as follows:

Online Documentation

Logon onto NUAC's online documentation hosted by Google Drive/Google Sheets to access the bookings & membership spreadsheets.

Check for Valid Membership

Check member has paid up for season in which booking falls by cross referencing Membership spreadsheet.

About a half of our members make a booking and of this group many will book on a regular basis so, as the season progresses this step isn't always required.

Check for Venue Availability

If the request is from a current member then go to the Booking spreadsheet.

This shows calendar view of months & days (see images below) and user selects venue from a dropdown list and adds member name, phone no. (if provided) and times of booking into relevant cell.

Apply booking rules manually (as per instructions on website) i.e. only 2 tickets per day at Hall Walk & Bridge Inn.

Note that if Member is on Membership spreadsheet but NOT on dropdown member list in Bookings spreadsheet then will need to update Member Look-Up worksheet in Bookings as per instructions in Appendix A.

Figure 1 Bookings Spreadsheet Guidance

For a given day select the resource being booked in LH cell (from drop down menu) and enter name & contact details in adjacent RH cell.
Hall Walk half day = 08.00-14.00 or 14.00-08.00, all day = 08.00 to 08.00 next day. **FILBY boat combination = 8657**. Decoy Broad code = 2343E
Copy Hallwalk bookings to Chris at 'hall-walk@nuac.org.uk' HW rules: <http://hallwalkfishery.co.uk/rules/> Copy Bridge Inn bookings to Peter at 'bridge-inn@nuac.org.uk'

The above is frozen at top of screen so is always visible when logged into the spreadsheet.

Figure 2 Layout of Bookings Spreadsheet

[illegible]

Wednesday

31

BR1

Currie, John

20/1

Start 7pm

Thursday

BR1

Currie, John

Validation:
Click and enter a value from range 'Menu List'!A1:O1

HW25

HW26

BR1

BR2

Filby 8657

NDAA 226

NDAA 227

NDAA 228

NDAA 229

Thursday

1

7

8

[illegible]



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Figure 5 Add booking detail

March						
Monday						
29	HW25	▼	Herrell, Richard	▼	20/54	7am - 7pm
	BR1	▼	Humphrey, Michael	▼	20/34	Day
	BR2	▼	Soames, Chris	▼	20/46	Day
		▼		▼		
		▼		▼		
		▼		▼		
		▼		▼		
		▼		▼		



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Confirm Outcome

Reply to member (and CC Booking Roster using bookings@nuac.org.uk so they know request has been picked up).

Confirm if booking was successful or not.

If successful provide links to fishery rules as a reminder that members need to follow them (links as per nuac.org.uk).

For NDAA bookings provide permit number (shown on dropdown item as per Figure 3) plus gate code required for Decoy Broad & River. NDAA gate code shown at top of Booking spreadsheet (as per Figure 1).

For Filby Boat (aka Trinity Broad) provide padlock code shown on associated dropdown item (as per Figure 3) and shown at top of Booking spreadsheet (as per Figure 1).

See last section of this guide for examples of email confirmations.

Notify Fishery

If the booking was successful, email fishery point of contact the booking detail; contact details listed at top of spreadsheet as shown in Figure 1. Not all fisheries require confirmation.

For security reasons we don't show members the fishery point of contact email; some people BCC the Fishery into their response to the member, others will forward their member reply onto the Fishery.

See last section of this guide for examples of email notifications.



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Other Requirements

As you will have gathered by now to support the bookings process you will need access to the internet and be able to access & run the following software:

- You will need to be able to access Google Drive/Google Sheets from a desktop/laptop computer.
- Ideally you will also install Google Sheets on your phone/tablet so that you can process bookings when mobile.

Next Steps

If you would like to join the Bookings Roster then please email bookings@nuac.org.uk.

Once you have indicated you wish to join the Roster the following will happen:

- You will be added to the bookings@nuac.org.uk email forwarder. You will be able to receive bookings and see responses from other people on the Bookings Roster. At this stage you don't have to do anything, you can get a feel for what's involved.
- We will also grant you read access to spreadsheets so you can see what they look like. You will receive emails with links to these documents.
- Once you feel comfortable with the process then we will give you update access and you can start to make bookings. You could just process your own bookings initially if you want 😊.
- You can ask questions of the roster by just emailing bookings@nuac.org.uk.



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Example Email Responses

Response to Member

From: nuac membership sec <membership.sec.nuac@gmail.com>
Sent: Saturday, June 20, 2020 2:48:50 PM
To: Trevor Bunn <[REDACTED]>
Cc: Bookings <bookings@nuac.org.uk>
Subject: Woodbastwick booking

Hi Trevor

Booking made; NDAA permit 226, gate code 2343E.

For future reference please send requests to bookings@nuac.org.uk

Thanks,
Jason

Jason Brewster, NUAC Membership Secretary, membership-sec@nuac.org.uk, 07946 135375

On Sat, 20 Jun 2020, 14:40 Trevor Bunn, <trevor56@hotmail.co.uk> wrote:

Hi Jason .. sorry it's late notice . Any chance of having a fish on the woodbastwick bank. (DECOY). This evening for a couple of hours.. cheers. TREVOR

From: jb.bookings.nuac@gmail.com <jb.bookings.nuac@gmail.com>
Sent: 22 June 2020 18:57
To: 'Michael Humphrey' <michael_humphrey48@msn.com>; bookings@nuac.org.uk
Subject: RE: fishing

Hi Michael

Booking made for you and Chris Sunday 28th June at Hall Walk Puppy or Long Lake (note Tom's not available).

Remember to follow fishery [rules](#) and the Angling Trust covid-19 guidance (links on the aforementioned webpage).

Thanks,
Jason

Jason Brewster
NUAC Bookings Roster
bookings@nuac.org.uk
Please report catches on [Facebook](#) or e-mail bookings@nuac.org.uk



Please consider the environment before printing this e-mail

From: Michael Humphrey <michael_humphrey48@msn.com>
Sent: 22 June 2020 18:04
To: bookings@nuac.org.uk
Subject: fishing

I would like to book Hall walk lakes please for 28th June for 2

Members are Michael Humphrey, Chris Soames



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Response to Fishery

From: jb.bookings.nuac@gmail.com <jb.bookings.nuac@gmail.com>
Sent: 22 June 2020 18:59
To: hall-walk@nuac.org.uk
Subject: NUAC x 2 @ HW Sun 28th June

Hi Chris
Booking detail below.
Many thanks,
Jason

Jason Brewster
NUAC Bookings Roster
bookings@nuac.org.uk
Please report catches on [Facebook](#) or e-mail bookings@nuac.org.uk



Please consider the environment before printing this e-mail

From: jb.bookings.nuac@gmail.com <jb.bookings.nuac@gmail.com>
Sent: 22 June 2020 18:57
To: 'Michael humphrey' <michael_humphrey48@msn.com>; bookings@nuac.org.uk
Subject: RE: fishing

Hi Michael
Booking made for you and Chris Sunday 28th June at Hall Walk Puppy or Long Lake (note Tom's not available).
Remember to follow fishery [rules](#) and the Angling Trust covid-19 guidance (links on the aforementioned webpage).
Thanks,
Jason



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Appendix A – Maintain Member Look-Up in Bookings

Copy Member Name & Number from Membership List (scroll to right and select last 2 columns, ignore headings)

A	B	C	N	O	P
Paste Values ONLY into this document				Copy into Member Look-Up in Bookings	
members hip	first name	surname	COMMENTS	Mbr Name (Bookings)	Mbr No (Bookings)
20/27	DAVE	WALSHAW	Graham is known as "Fred" (hence email address). Father of Chris member no.18	Walshaw, Dave	20/27
20/28	GRAHAM	CRANE		Crane, Graham	20/28
20/29	STUART	BUCK		Buck, Stuart	20/29
20/30	BARRY	GREEN		Green, Barry	20/30
20/31	ROBERT	WESTGATE		Westgate, Robert	20/31
20/32	IAN	RUST		Rust, Ian	20/32
20/33	MARTYN	ROSE		Rose, Martyn	20/33
20/34	MICHAEL	HUMPHREY		Humphrey, Michael	20/34
20/35	FRANK	ROCKLEY		Rockley, Frank	20/35
20/36	TERRY	SMITH		Smith, Terry	20/36
20/37	GARRY	PALMER	Permit reissued 29/6 due to change of address	Palmer, Garry	20/37
20/38	COLIN	MITCHELL		Mitchell, Colin	20/38
20/39	ROB	BOOTHBY		Boothby, Rob	20/39
20/40	NORMAN	CLAYTON		Clayton, Norman	20/40
20/41	DAVID	MACKELLAR		Mackellar, David	20/41
20/42	ANDY	SPOONER		Spooner, Andy	20/42
20/43	ANDREW	PEAKE		Peake, Andrew	20/43
20/44	CHRIS	CRANE		Crane, Chris	20/44
20/45	PAUL	KERRY		Kerry, Paul	20/45
20/46	CHRIS	SOAMES		Soames, Chris	20/46
20/47	NIGEL	DAVIES		Davies, Nigel	20/47
20/48	TIMOTHY	BISHOP		Bishop, Timothy	20/48
20/49	MATTY	RABY		Raby, Matty	20/49
20/50	RICHARD	BIRD		Bird, Richard	20/50
20/51	PAUL	WOODS		Woods, Paul	20/51
20/52	DAVID	BIRD		Bird, David	20/52

Go to Member Look-Up sheet in Bookings

Use Paste Special > Values Only (Ctrl Shift V)

Then Order Column A in ascending (A-Z) order

	A	B	C	D	E	F
1	Aikens, Patrick	20/53				
2	Arnold, Terry	20/70				
3	Arnold, Trevor	20/13				
4	Baughan, Peter	20/98				
5	Bennett, Jeffrey	20/73				
6	Bircham, David	20/76				
7	Bircham, Robin	20/82				
8	Bird, David	20/52				
9	Bird, Richard	20/50				
10	Bishop, Timothy	20/48				
11	Blenkinsop, Roy	20/66				
12	Bliss, Andy	20/59				
13	Boothby, Rob	20/39				
14	Boyd, Steve	20/24				
15	Brewster, Jason	20/83				
16	Brockes, Barry	20/62				
17	Brown, Steve	20/90				
18	Buck, Stuart	20/29				
19	Bunn, Trevor	20/22				
20	Burgess, Martin	20/92				
21	Chick, Sam	20/95				
22	Clayton, Norman	20/40				
23	Collar, Michael	20/55				
24	Collins, Neil	20/8				
25	Cossey, Glenn	20/56				
26	Cox, Graham	20/75				
27	Crane, Chris	20/44				
28	Crane, Graham	20/28				
29	Craske, David	20/84				
30	Cummings, Steve	20/99				
31	Currie, John	20/1				
32	Dack, Mike	20/60				
33	Davies, Nigel	20/47				