

# **VENTURER CAMP 2023**

## Booking Handbook

An introduction to the Venturer Camp 2023 Booking System & process of booking

27th January 2023



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# Section 1

## Introduction

Welcome to the Booking Handbook, a guide to the booking process for Venturer Camp 2023!

### 1.1 Booking System

We are using a modified version of the Common Ground booking system. Information on how to access the booking system and how to use it are available in the subsequent sections of this handbook.

### 1.2 Support

If you need support with the booking process or have any questions which aren't answered on our [FAQs](#), drop us an email to [info@venturercamp.org.uk](mailto:info@venturercamp.org.uk).

### 1.3 Overview of Booking Process

The booking process has a number of parts.

1. Apply to book (section 2)
2. Book (section 3)
3. Edit booking (section 4)

### 1.4 Individual Bookings

Where possible, you should book as part of a group. If you are an individual who is planning to camp with a group you are part of or affiliated with, please get in contact with them to be included in their booking.

### 1.5 Membership & DBS

Everyone over the age of 16 will need to be a member of Woodcraft Folk. Information on how to become a member can be found on the [Woodcraft Website](#).

Anyone over the age of 16 taking on a role in which they are responsible for under 16 year olds and everyone over the age of 18 will need to have completed a DBS/ PVG check. Information on how to do this will be available through your local Membership Secretary or through the [Woodcraft Website](#).

Further information on Safeguarding at Venturer Camp 2023 will be made available on our dedicated [safeguarding webpage](#).

## Section 2

# STAGE 1: Apply To Book

*NB: Screenshots were taken whilst the booking system was still being finalised. Therefore there might be slight differences between the screenshots shown in this handbook and the booking system itself.*

You will need to complete this stage first. 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](https://bookings.venturercamp.org.uk).
2. Click login

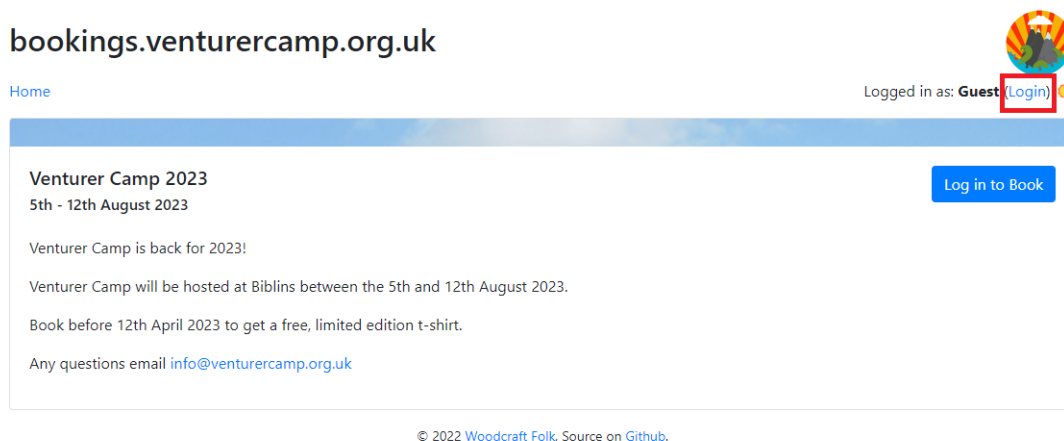


Figure 2.1: Booking system homepage with login button highlighted

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.

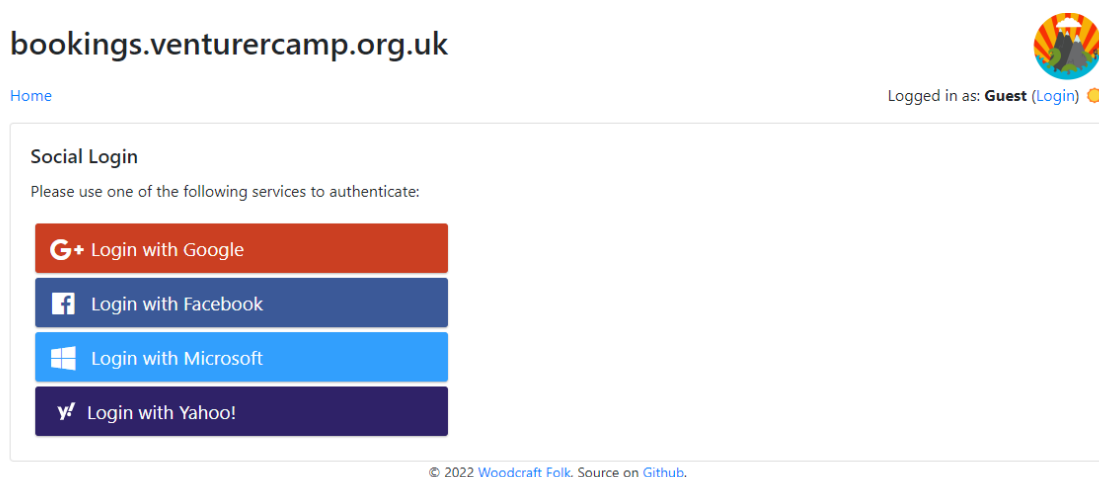


Figure 2.2: Login options

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 2.1, except your (or the account you are using) name will appear in the place of Guest.
6. Click Apply to book.




Figure 2.3: 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 2.4: 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 .il.com when one of our team has approved you to book

© 2022 Woodcraft Folk. Source on [Github](#).

Figure 2.5: Booking application submitted page

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

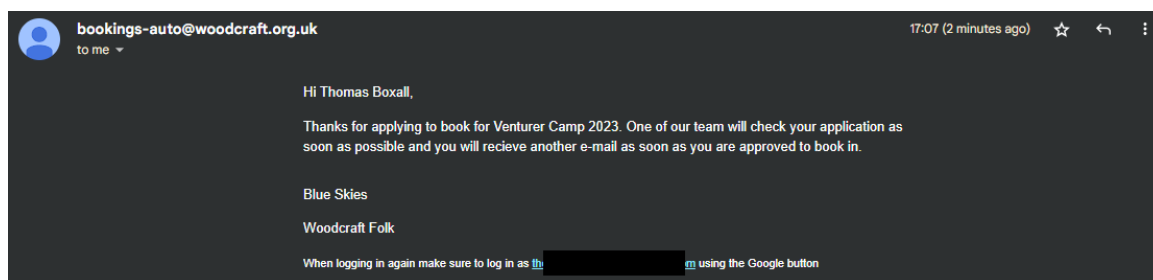


Figure 2.6: Confirmation of application email

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

## Section 3

# 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](https://bookings.venturercamp.org.uk)
2. Click login

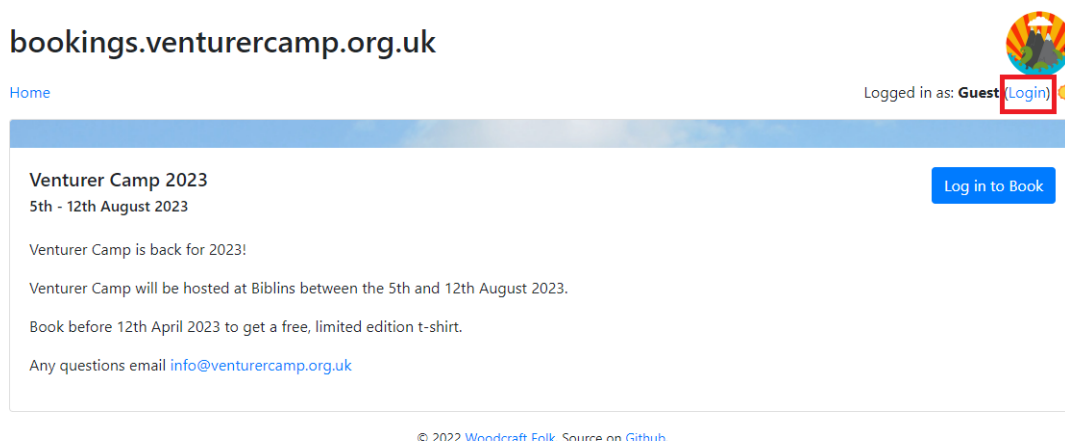


Figure 3.1: Login Button

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.

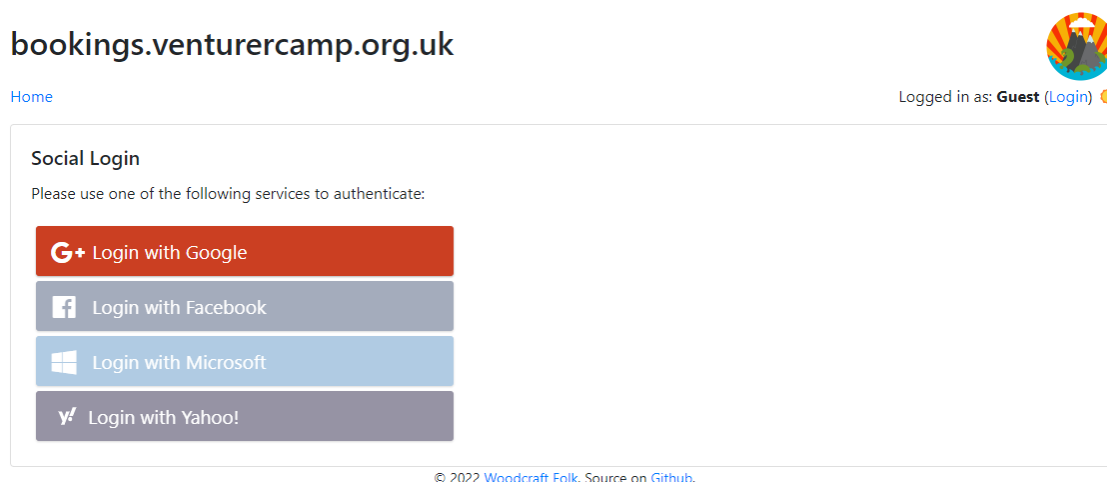


Figure 3.2: Login options with Login with Google highlighted



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



Figure 3.3: 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"/>
-----------------------------------	-------------------------------------	------------------------------------

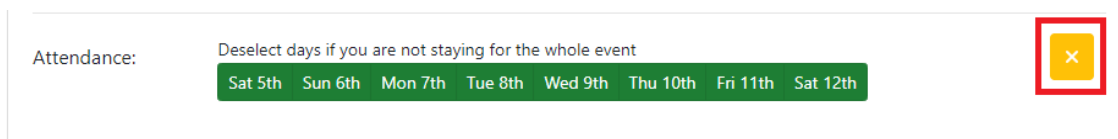
Figure 3.4: Booking secretaries details

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 3.5: 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 3.6: 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. We are only able to accept bank transfers, please select this option. See section 5 for more information on payment. 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 less than two over sixteen year olds in the booking, you will need to add the details of someone over 16 who can act as an emergency contact. This is done 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 3.7: Emergency Contact text boxes

11. Within **Additional Information**, you are able to indicate if you are planning on using the shuttle coach services provided on the first and last day of camp to/ from Hereford Train Station, please delete the options you wish not to take as appropriate; 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

Is your group possibly planning on using shuttle coaches? (our coach organisers will contact you directly to find out more information)

Delete as appropriate:

- a. Definitely not - we're sorting our own transport
- b. definitely likely although we haven't thought about specifics yet
- c. definitely and I'm ready to give you the info I need now
- d. possibly but we haven't started thinking that far yet

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

Figure 3.8: 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 3.9: Submit section showing outstanding tasks

13. Once you have clicked submit, you will be sent to a payment page where your invoice will be generated. This will also be emailed to you.

## Thanks for booking for Venturer Camp 2023

You can come back and [edit](#) your booking at any time before the deadline

### Participants booked

Name	Age	Diet
[REDACTED]		

### Money

We are really keen to remove as many barriers as possible for volunteers to come to Venturer Camp 2023. As part of this, we will be reducing volunteer fees. As we have extended the age ranges for Venturer Camp 2023, a volunteer is anyone over the age of 18. If you are under the age of 18 and taking on a significant voluntary role, contact us (via [info@venturercamp.org.uk](mailto:info@venturercamp.org.uk)) and we can manually review then reduce your ticket cost for you.

1 person over 18 booked for whole event before May 26th 2023 at £50	£50
<b>Total:</b>	<b>£50</b>

Your payment reference is **VC23-6796**. **You must use this reference with all payments.** That is how we are able to identify your booking and reduce your outstanding balance.

### Bank Transfers

Please put **VC23-6796** as your payment reference.

Unity Trust Bank Account

**Account Name** Woodcraft Folk

**Account Number** 20392756

**Sort Code** 60-83-01

**Bank Address** 4 Brindey Place, Birmingham , B1 2JB

**Swift Code (BIC)** NWBKGB2L

**IBAN Number** GB93NWBK60023571418024

If you have any questions or are **unable** to pay via Bank Transfer, please contact the Venturer Camp team on [info@venturercamp.org.uk](mailto:info@venturercamp.org.uk).

If you have any questions, or need to get in touch for any reason please contact [info@venturercamp.org.uk](mailto:info@venturercamp.org.uk)

Figure 3.10: Invoice page

## Section 4

# STAGE 3: Edit Booking

You can edit your booking as many times as you wish up to the final booking deadline (26th May 2023).

### 4.1 Editing Bookings

1. Go to [bookings.venturercamp.org.uk](https://bookings.venturercamp.org.uk)
2. Click `login`. Ensure you use the same service to login with as you have previously as otherwise you'll have to apply to book again.
3. The homepage will show you a summary of your booking and payment information.
4. Click `Edit My Booking`.
5. This will take you to the same page as when you were booking and you can edit your booking.
6. When you have finished editing, you will need to re-check the `Permission` checkbox, then click `Submit booking`.
7. When you have submitted your booking, you will be emailed with a summary of changes and an updated invoice.

## Section 5

# Payment

Once you have booked, you will be assigned a booking reference. This will be in the format VC23-xxxx, where xxxx will be replaced with a random 4-digit code. This is used to uniquely identify your booking. You **must** use it when paying so we are able to identify the money as coming from you and deducting it from your outstanding balance.

### 5.1 How to pay

Where possible, please pay by bank transfer. Where this is not possible, please contact us via [info@venturercamp.org.uk](mailto:info@venturercamp.org.uk) to discuss alternatives.

Please put your unique VC23-xxxx reference as your payment reference.

**Bank** Unity Trust plc

**Account Name** Woodcraft Folk

**Account Number** 20392756

**Sort Code** 60-83-01

**Bank Address** 4 Brindey Place, Birmingham, B1 2JB

**Swift Code (BIC)** NWBKGB2L

**IBAN Number** GB93NWBK60023571418024

If you have any questions or are **unable** to pay via Bank Transfer, please contact the Venturer Camp team on [info@venturercamp.org.uk](mailto:info@venturercamp.org.uk).

# **Appendices**

## Appendix A

# Template Booking Form

A template booking form has been produced which group leaders are able to use to collect information about those in their group before inputting it into the booking system. It has been included overleaf for reference only, a editable copy is available to download from [venturercamp.org.uk/book](https://venturercamp.org.uk/book).



## Venturer Camp 2023

### Template Booking Form

Please make a copy of this document then fill in the gaps & remove the red text before circulating to participants.

An information sheet about Venturer Camp 2023, which could be adapted to be used as a cover letter for this health form, can be found here:

[https://docs.google.com/document/d/1sPMRX8OnxGPUf8vGY1er\\_WKefzj5o6s5R9kDbLm4e44/edit#](https://docs.google.com/document/d/1sPMRX8OnxGPUf8vGY1er_WKefzj5o6s5R9kDbLm4e44/edit#)

<b>Diet</b>	Go camp Veggie? If you would like to try out a Veggie or Vegan diet for this camp, go for it and choose that option here.
<b>Simple Dietary Requirements</b> Tick all that apply	<input type="checkbox"/> Lactose/ Dairy free <input type="checkbox"/> Soya Free <input type="checkbox"/> Egg Free <input type="checkbox"/> Gluten Free <input type="checkbox"/> Pork Free <input type="checkbox"/> Nut Free
<b>Food dislikes/ preferences</b>	Eg, "I really hate mushrooms"
<b>Any other dietary restrictions, allergies, intolerances or elimination diets</b>	This is your everything else section for things that didn't fit into the tick boxes above.
<b>My allergies or dietary needs are complicated and I would like to be contacted by the Allergy kitchen team</b>	The allergy kitchen can provide partial or complete replacements of the main camp menu to meet the individual dietary needs.  <input type="checkbox"/> Please contact me

<b>Additional medical information &amp; medication taken</b>	
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<b>Image Consent</b> I have permission for photos and recordings to be	<input type="checkbox"/> Yes <input type="checkbox"/> No
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taken at the event and used by Woodcraft Folk and external bodies for publications and during the event on-site.	
<b>Relations &amp; Sex Education Consent</b> I have permission for this individual to take part in Relationship & Sex Education workshops as part of Venturer Camp 2023. Everyone on camp will take part in a basic consent workshop, this consent is for content above and beyond that. Woodcraft Folk's Relationship & Sex Education Policy can be found here: <a href="http://woodcraft.org.uk/resources/relationship-sex-education-policy/">woodcraft.org.uk/resources/relationship-sex-education-policy/</a> .	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Activities Consent</b> I can confirm that this individual can swim 25m unaided.	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Attendance</b> Please cross out dates which the participant is not able to attend for							
Sat 5th	Sun 6th	Mon 7th	Tue 8th	Wed 9th	Thur 10th	Fri 11th	Sat 12th

I give permission for ..... to attend Venturer Camp 2023 from 5th to 12th August 2023 at Biblins Youth Campsite as part of a delegation from [insert group name here].

#### Data Protection & Privacy Statement

Data will be processed in accordance with the Woodcraft Folk Privacy Policy, available on the [Woodcraft website](http://woodcraft.org.uk/resources/privacy-policy/) (woodcraft.org.uk/resources/privacy-policy/).

Woodcraft Folk is a registered charity in England & Wales (1148195) and in Scotland (SC039791), and a limited company, registered in England & Wales (8133727).  
 Registered office: Holyoake House, Hanover Street, Manchester M60 0AS



Venturer Camp 2023, a project by [Woodcraft Folk](https://www.woodcraftfolk.org.uk), 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](https://venturercamp.org.uk)) and our social media pages for more information.

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