

## USER GUIDE

User Guide "To book a Camp" Use the link on the Booking Page to OSM".

Click the "Book online today" button. This will open the booking system and ask you to log in. If you have used the system before, log in to your account. If you have not used the system before, create an account then log in. (If needed, select Lyons Copse Campsite from the map.)

You will see a calendar which shows all the bookings held on the system. Select your "Organisation Type" (Cadets, Schools Churches, etc are "other charities") from the drop-down menu to see what is available for booking. Any areas shaded in red/pink are not available. It may not be apparent why some items, times are not available and there is no way to find out. It is just not available, sorry. When you have identified a date/time that is free you can make the booking.

You can find out information about the site or how to make contact by clicking the appropriate button at the top of the page.

Start the booking process by clicking the "Add Booking" button. Complete the form with the appropriate information. Group Name: Start and Finish dates. Select the appropriate Organisation Type. This will ensure that the correct information is used for pricing, etc "Add Booking" Complete the details on this page. Numbers of attendees as you know them. This can be changed later. On the Item drop-down menu select the item that you want to book. Complete the start and finish dates. "Add to Booking" You will then need to book any individual Camping Areas you require, e.g. Lyons Lodge, Phillimore Field, Lawrence Paddock to the booking by following the previous stages.

You can book as many of the items that are shown as available. Your Booked Items will be listed at the bottom of the page giving any associated costs. When you are happy with the items, go to the top of the page and "Submit Booking".

The booking will then go for approval and you will be contacted with a confirmation and any further information/instructions. If you have any problems, please email [bookings@lyonscopse.org.uk](mailto:bookings@lyonscopse.org.uk)