

Online Booking System – Tips and Hints for ease of use!

Part One – Registering Your Unit

The online booking system can be found at:-

<https://bookings.girlguidingleeds.org.uk/granddayout>

The screenshot shows a web browser window displaying the 'Grand Day Out Online Booking System' website. The browser's address bar shows the URL <https://bookings.girlguidingleeds.org.uk/granddayout>. The website header includes the logo and navigation links for 'About Grand Day Out', 'Login', and 'Register'. The main content area features a welcome message, a description of the activity day, and a registration deadline of 06 May 2024. A sidebar on the right contains a Twitter feed placeholder with the text 'Nothing to see here - yet'. The footer of the website includes copyright information for EvBoo Limited and a privacy policy link. The Windows taskbar at the bottom shows the system clock at 14:07 on 01/01/2024.

Grand Day Out Online Booking System

Welcome to the Grand Day Out Online Booking System

Grand Day Out is an activity day designed for rainbows, brownies, guides and rangers within Girlguiding Leeds county.

For further information about Grand Day Out click on the [About Grand Day Out](#) link in the menu above.

Registration closes on 06 May 2024

Leaders will need to register their unit using this system and send **£17.50** per child participant by the **06 May 2024**. [Click here to register the interest of your group.](#)

If you have any questions regarding Grand Day Out please contact events@girlguidingleeds.org.uk

Tweets from @EvBooUK

Nothing to see here - yet

When they Tweet, their Tweets will show up here.

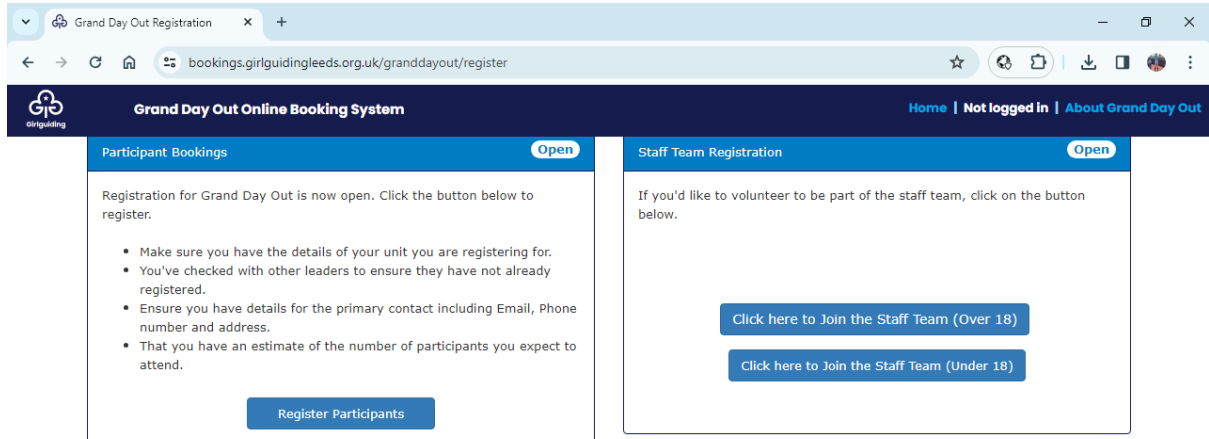
View on Twitter

Event Management and Booking System © EvBoo Limited 2005 - 2024 Grand Day Out Privacy Policy

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When you have clicked on the [click to register your unit](#) you will see the screen below; if you are registering a unit, click 'Register Participants'.

If you are attending independently of a unit and are volunteering to help out on the day, please click the appropriate 'Join the Staff Team'.



We hope that you find the booking process really straight forward, but if you need it we are always here to help, so just email us at events@girlguidingleeds.org.uk.



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Complete the form below; enter your units name in both the Group / Unit name fields.

The email address given will be used for communication about the event; it is up to you if this is a unit (preferred) or personal email address.

The screenshot shows a web browser window displaying the 'Grand Day Out Online Booking System' registration page. The page title is 'Register your Group for Grand Day Out'. The form is divided into two main sections: 'About your Group' and 'About yourself'. In the 'About your Group' section, there are four fields: 'Division' (dropdown menu with 'Greenvale' selected), 'Group' (text input with 'Test Unit'), 'Section' (dropdown menu with 'Rainbows' selected), and 'Unit Name' (text input with 'Test Unit'). The 'About yourself' section contains several fields: 'First name' (text input with 'X'), 'Surname' (text input with 'X'), 'Email Address' (text input with 'X@gmail.co.uk'), 'Confirm Email Address' (text input with 'X@gmail.co.uk'), 'Phone Number' (text input with '0712345678'), 'Mobile Phone' (text input with '0712345678'), 'Address' (text input with 'X'), '(Optional) Second line of your address' (text input), and 'Town / City' (text input with 'Leeds'). A tooltip message is visible over the 'Surname' field, stating 'Please provide your first name by which you are known in your organisation.' The browser's address bar shows the URL 'bookings.girlguidingleeds.org.uk/granddayout/register?step=2'. The page footer includes 'Event Management and Booking System © EvBoo Limited 2005 – 2024' and 'Grand Day Out Privacy Policy'. The Windows taskbar at the bottom shows the system tray with the date '01/01/2024' and time '13:41'.

Note: - Please ensure you enter a valid email address, and if you are going to be registering more than one unit, ideally each booking should have a separate email address.

The system will require you to create a user name; this must be eight characters long and contain letters and numbers, the password chosen must be six characters long and contain letters and numbers.

You will need this information when you logon to the system, so please ensure it is memorable especially your **USER NAME**.

If you should forget your password, the creators of the system have put together this [useful video](#). If you forget your user name you will need to email **events@girlguidingleeds.org.uk** (put GDO User Name in header) and one of the events team will get back to you, please give us 48 hours.

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Estimated Participants

Please give an estimate number of participants for the day try to be as accurate as possible; you will be able to update this information once you have logged on.

There is a comments box for you to detail any information you feel the organisers should know about your unit's attendance, or alternatively send a events@girlguidingleeds.org.uk (put GDO in header).

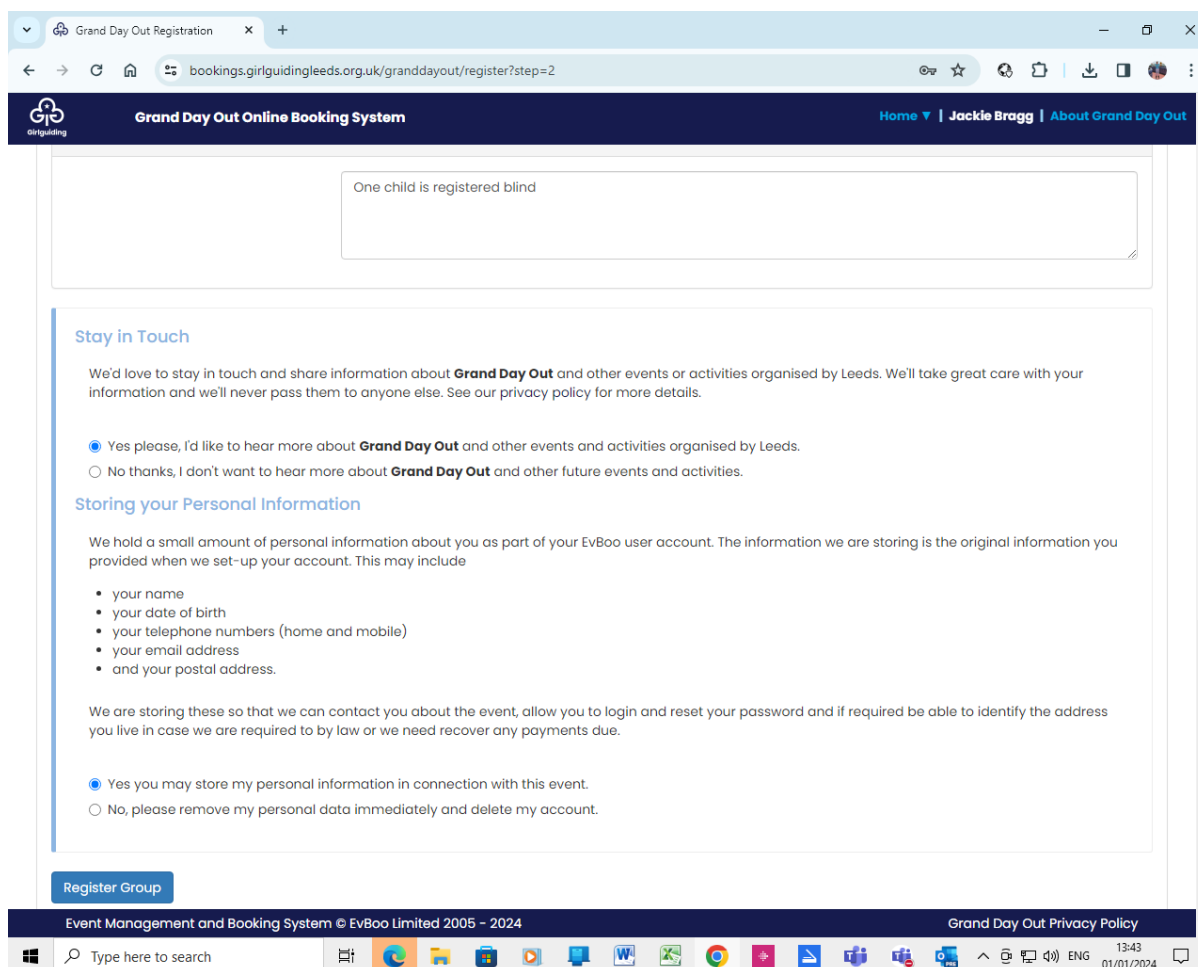
The screenshot shows a web browser window with the URL bookings.girlguidingleeds.org.uk/granddayout/register?step=2. The page title is "Grand Day Out Online Booking System". The navigation bar includes "Home", "Jackie Bragg", and "About Grand Day Out".

The registration form is divided into three main sections:

- Username and Password:** Includes fields for "Enter a Username" (containing "Test1234"), "Password", and "Confirm Password".
- Estimated Participants:** Includes three input fields:
 - "Number of Rainbows (Aged 4 - 7)" with a value of 8.
 - "Number of Adults / Helpers (Aged Over 18)" with a value of 1.
 - "Number of Young Leaders & DofE volunteers (Aged 13 - 17)" with a value of 0.
- Comments:** A text area containing the text "One child is registered blind".

At the bottom of the page, there is a "Stay in Touch" link, a footer with "Event Management and Booking System © EvBoo Limited 2005 - 2024" and "Grand Day Out Privacy Policy", and a Windows taskbar showing the time as 13:42 on 01/01/2024.

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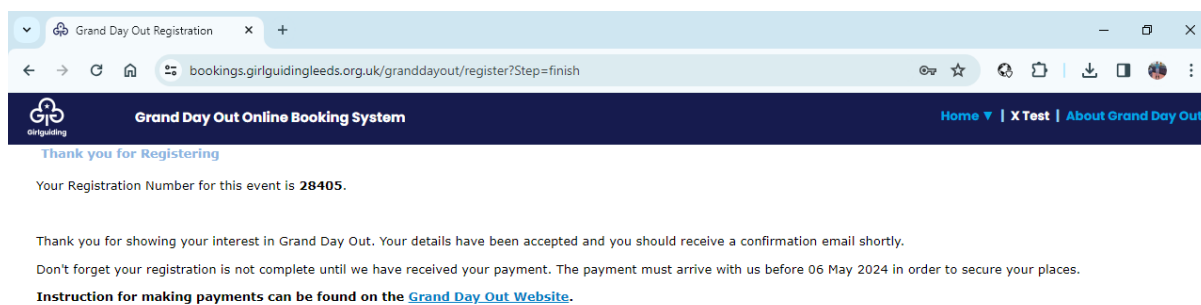


The above is industry standard re storing personal information; it is a requirement that you answer 'YES' to both questions to continue.

Please can we ask that you email the events team at **events@girlguidingleeds.org.uk** (put GDO cancellation in header) immediately in the unlikely event that your unit will not be attending, this is so your booking can be removed from the data base.

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Once you click 'Register Group', your screen will be updated to:-



You will receive an automated email which details your registration number, together with details of the payment due (based on your estimated numbers) and details on how to pay. Payment is not due until 6 May 2024, early payment would be appreciated but we understand that you might prefer to wait until you have actual numbers, given that payments are non-refundable.

Example email:-

Thank you for registering for Grand Day Out Activity Day.

Your Registration ID is 28405.

Please retain this email which includes your booking reference number. We recommend you securely record the username and password you've selected as you will need to use these details to login to the booking system and enter the details of all the participants, leaders etc. attending the event. In order to secure your registration you must now send £140.00 to the Admin Team Office below.

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To pay by BACS:

Reference: GDO / Unit Name

Leeds County Guide Association

Sort Code: 40 52 40

Account: 00024618

Cheques should be made payable to "Leeds County Guide Association". Please send cheques to:

Grand Day Out Activity Day Administration

The Trefoil Centre

16a Morris Lane

Kirkstall

Leeds

LS5 3JD

Registration and all monies must reach the Administration Team by 06 May 2024.

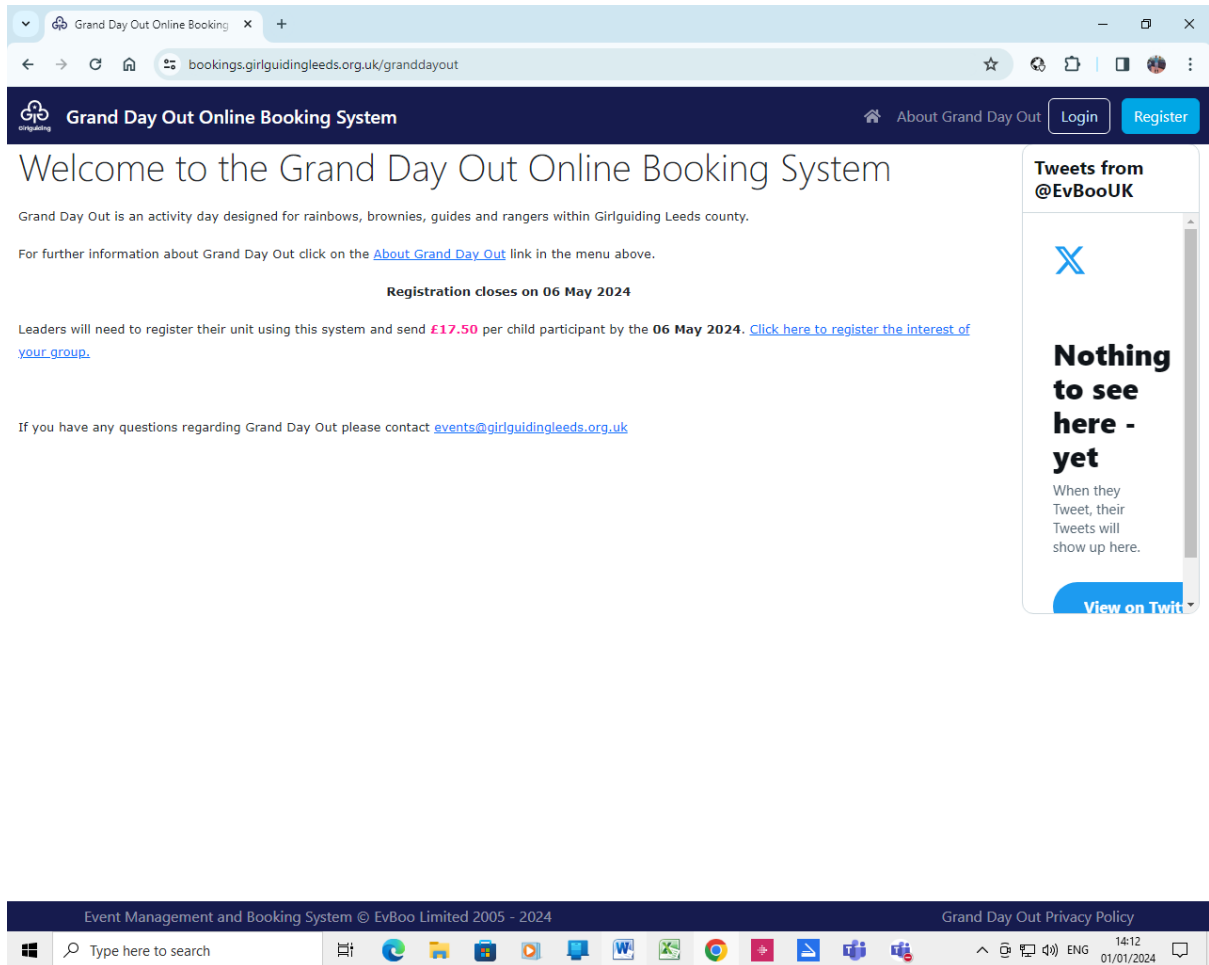
Thanks for registering!

The Grand Day Out Activity Day Team

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Part Two – Updating your booking

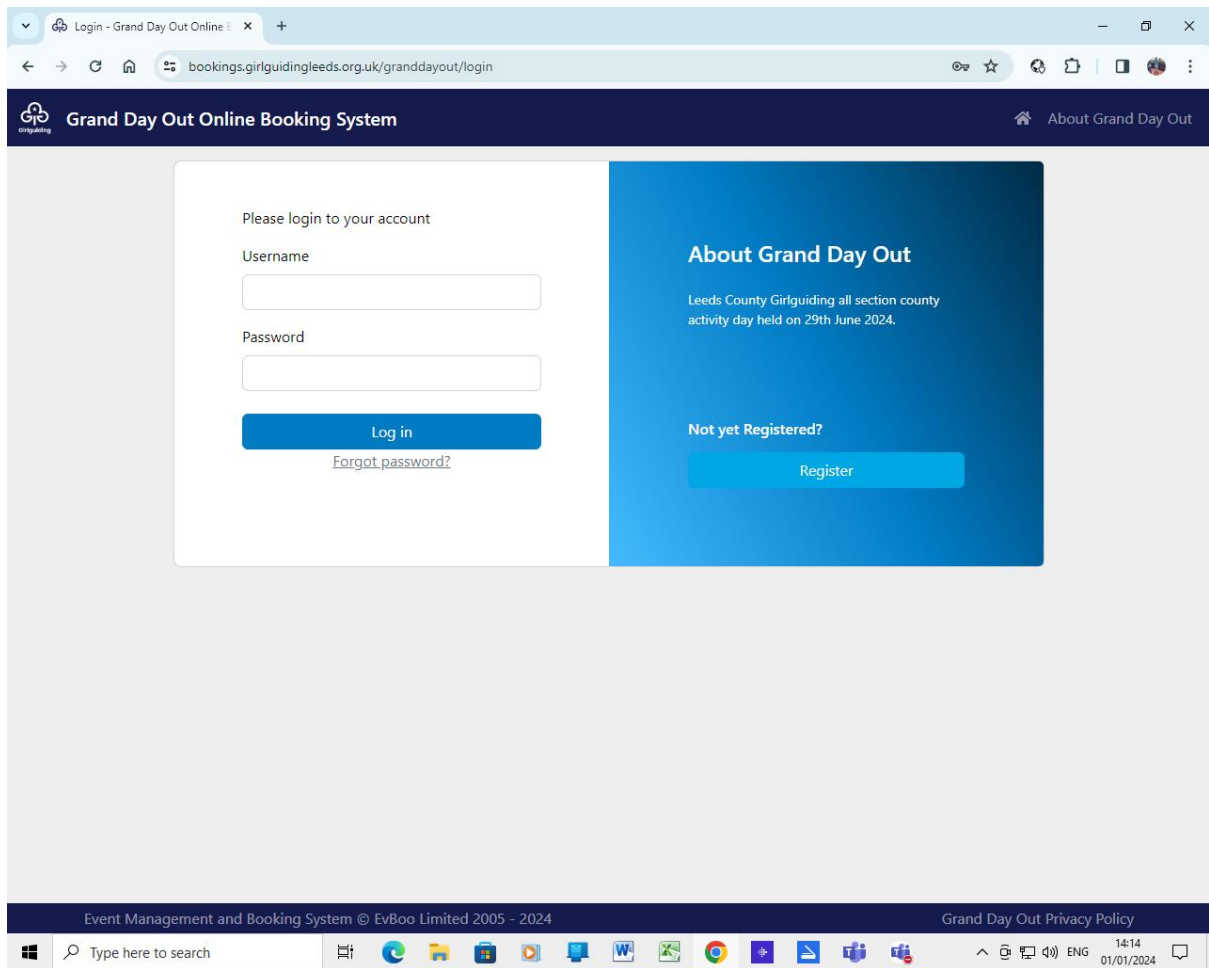
<https://bookings.girlguidingleeds.org.uk/granddayout>.



Same screen as before but this time click on 'Login'

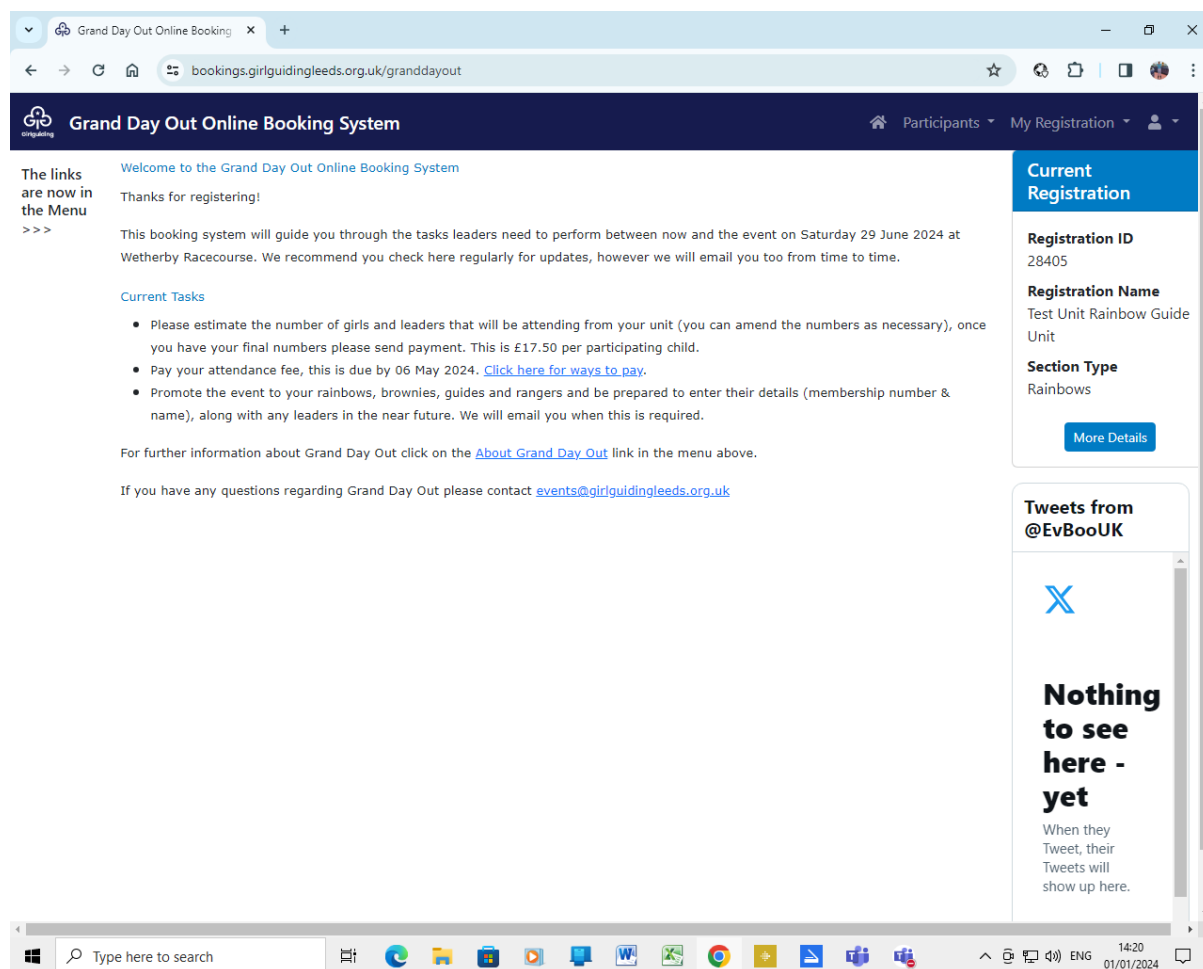
This is when you need to have remembered your **User Name and Password**

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On successfully entering your user name and password you will be taken to the sites home page.

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The screenshot shows a web browser window with the URL bookings.girlguidingleeds.org.uk/granddayout. The page title is "Grand Day Out Online Booking System". The main content area includes a welcome message, a "Current Tasks" section with three bullet points, and a "Current Registration" sidebar. The sidebar shows the registration ID (28405), name (Test Unit Rainbow Guide Unit), and section type (Rainbows). There is also a "Tweets from @EvBooUK" section showing a message: "Nothing to see here - yet".

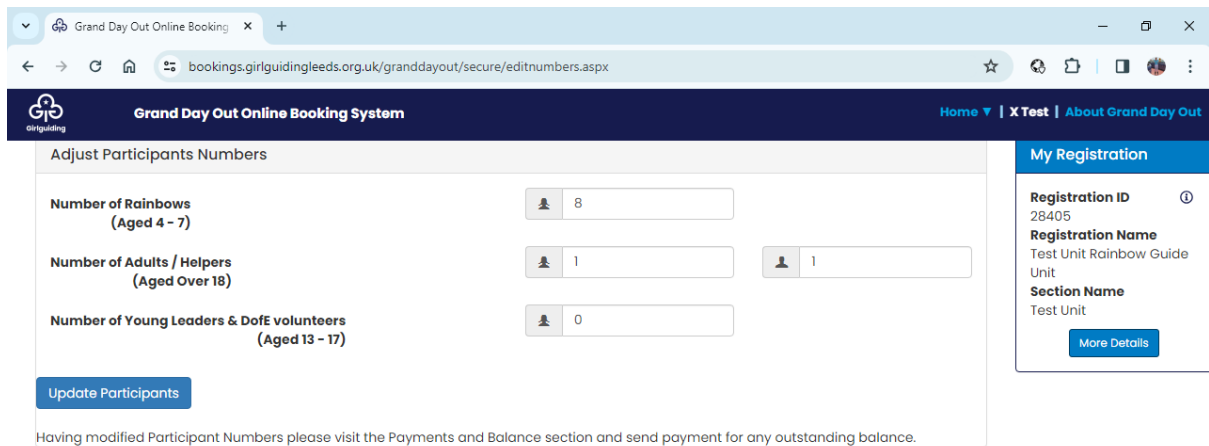
This is the home page; please check it regularly as changes will be made as we get nearer the BIG day, with tasks you will need to complete and information for the day so please check regularly (emails will also be sent).

Changing your Estimated Numbers

It would be greatly appreciated if you could keep the details of your estimated numbers as up to date as possible, to assist with the planning of the event.

To change your numbers, click on Participants (top right, next to the little house), then 'Revise Estimated Participant Numbers'.

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The screenshot shows a web browser window with the URL `bookings.girlguidingleeds.org.uk/granddayout/secure/editnumbers.aspx`. The page title is "Grand Day Out Online Booking System". The main content area is titled "Adjust Participants Numbers" and contains three input fields:

- Number of Rainbows (Aged 4 - 7)**: Input field with the value 8.
- Number of Adults / Helpers (Aged Over 18)**: Two input fields, both with the value 1.
- Number of Young Leaders & DofE volunteers (Aged 13 - 17)**: Input field with the value 0.

Below the input fields is a blue button labeled "Update Participants".

On the right side, there is a sidebar titled "My Registration" with the following details:

- Registration ID**: 28405
- Registration Name**: Test Unit Rainbow Guide Unit
- Section Name**: Test Unit

A blue button labeled "More Details" is located below the registration information.

At the bottom of the form area, there is a note: "Having modified Participant Numbers please visit the Payments and Balance section and send payment for any outstanding balance."

Note: - Adults / Helpers, the first box is for 'members' and the second for 'parent' helpers on the day (male or female).

Once you have clicked on Update Participants you will automatically be taken to the payment screen, but as before monies are not due until 6 May 2024.

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Payments

The system allows you to view payments made click on 'View Payments and Balance', on the left hand side of the home page.

Note: - The system has been configured for deposits and then a final payment as you would probably do for a camp, however as this is just a one day event the whole payment is required at the time of booking(non-refundable), hence the screen below is a little confusing.

When you have made your payment (BACs transfer preferred), a member of the booking team will update the system and you will receive an automated email for your unit's accounts.

Please allow seven days (longer for cheques) for the email to be generated.

The screenshot shows the 'Payment Summary for Registrations' page. The page is divided into several sections:

- Deposit Status:** Shows 'Deposit Status' with a 'Deposit Due Soon' warning, 'Payment Due' at £140.00, and 'Total Payments Made' at £0.00.
- Payment Status:** Shows 'Payment Status' as 'OK', 'Payment Due' at £0.00, and 'Total Payments Made' at £0.00.
- Payments Received:** A table with columns: Payment Reference, Date, Payment Made By, Payment Type, Method, Processed By, Amount Received.
- Payments Due:** A table with columns: Type, Payment Name, Due By, Amount. It lists a 'Deposit' of £140.00 due on 06/05/2024 (marked 'Due Soon') and two 'Attendance Fee' payments of £140.00 and £0.00 due on 06/05/2024 and 30/05/2024 respectively (the latter is marked 'Paid').
- Current Registration:** Shows 'Registration ID' 28405, 'Registration Name' Test Unit Rainbow Guide Unit, and 'Section Type' Rainbows. Includes a 'More Details' button.
- Participant Summary (based on estimates):** A table with columns: Type, Visit Period, Total. It shows 8 Participants, 2 Leaders, and 0 Young Leaders for the 'Whole Event'.

The page also includes a 'Switch to Actual Participant Numbers' button and a footer with copyright information and a search bar.

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Attendee Details

When you know who will be attending from your unit, please start to enter their details, note this is required for both children and adults.

On the home page, click on 'My Registration' then 'Actions' ... Manage Participants.

Note: - you can also alter the primary contact details for the event if anything has changed.

The screenshot displays the 'Grand Day Out Online Booking System' interface. The main heading is 'Registration Details for Test Unit Rainbow Guide Unit'. The interface is divided into several sections:

- Registration Details:** Includes fields for Registration ID (28405), Registration Name (Test Unit Rainbow Guide Unit), Organisation (Girlguiding), County (Leeds), Division (Greenvale), District (Greenvale), Section Type (Rainbows), and Section Name (Test Unit). A note states 'One child is registered blind'.
- Participant Summary (based on estimates):** A table showing the following data:

Type	Visit Period	Total
Participant	Whole Event	8
Leader	Whole Event	2
Young Leader	Whole Event	0
- Registration Primary Contact:** Includes fields for Username (Test1234), First Name (X), Surname (Test), Email Address (evboobcc@gmail.com), Telephone (0712345678), Mobile Phone (0712345678), Address Line 1 (1 Test Road), Address Line 2, Town (Leeds), County (West Yorkshire), and Postcode (LS1 1XX).
- Actions:** A dropdown menu with options for 'View Payment Summary' and 'Manage Participants'.

The browser address bar shows the URL: bookings.girlguidingleeds.org.uk/granddayout/v4/Registrations/Details/bcbccc98-9c7a-497a-8037-47b9de4d598c. The system clock shows 14:46 on 01/01/2024.

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The participants screen is broken down into four areas:-

1. Rainbow / Brownies / Guides / Rangers
2. Young Leaders & DofE Volunteers
3. Adults / Helper ... non-members helping on the day (such as parents) will need to be in a group with a volunteer who has a current and valid Girlguiding DBS check in place. It is recommended that parent helpers are DBS checked, but this is not essential.
4. Children (Non Participating) ... it is recognised that some helpers may have to bring other children to the event, even though they will not be able to participate in the activities.

Note: Please ensure you have the correct [child adult ratios](#) for the day.

The screenshot displays the 'Participant Summary' page for 'Test Unit Rainbow Guide Unit (28405)'. The page is titled 'Participant Details' and includes a navigation menu with 'Participants' and 'My Registration'. Below the title, there is an 'Export Participant List' button. The main content area is divided into four sections, each with a blue header and a table for participant names:

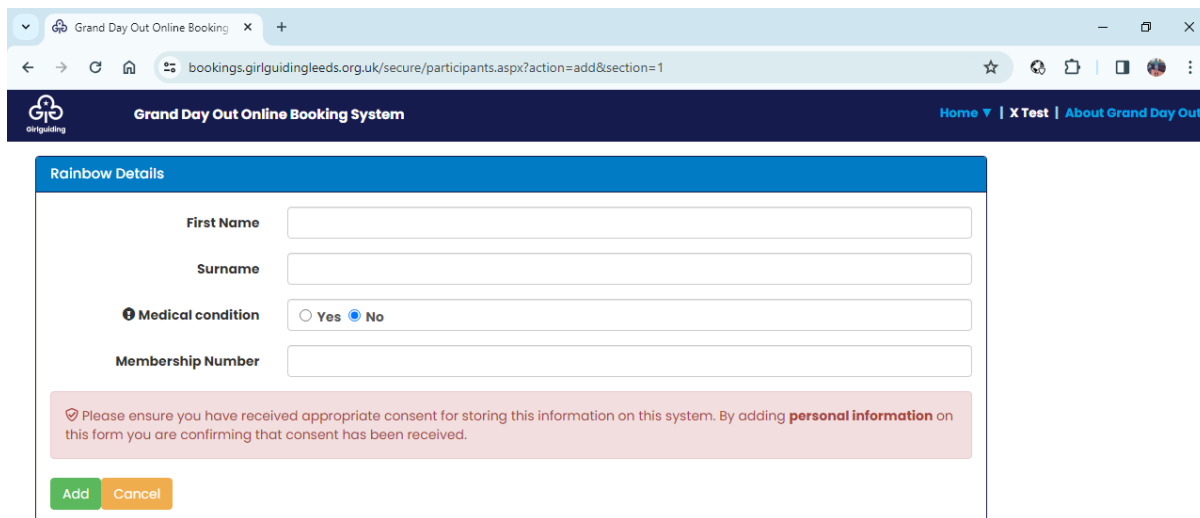
- Rainbows 0**: A table with columns for 'First Name' and 'Surname'. Below the table is an 'Add Rainbow' button.
- Young Leaders & DofE volunteers 0**: A table with columns for 'First Name' and 'Surname'. Below the table is an 'Add Young Leaders & DofE volunteer' button.
- Adults / Helpers 0**: A table with columns for 'First Name' and 'Surname'. Below the table is an 'Add Adults / Helper' button.
- Children (Non Participating) 0**: A table with columns for 'First Name' and 'Surname'.

The Windows taskbar at the bottom shows the system time as 14:51 on 01/01/2024.

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Whether you are entering a child or adult you will be presented with the same registration screen.

Note: - Parent helpers and non-participating children will not have a membership number.



The screenshot shows a web browser window with the URL bookings.girlguidingleeds.org.uk/secure/participants.aspx?action=add§ion=1. The page title is "Grand Day Out Online Booking System". The main content area is titled "Rainbow Details" and contains the following fields:

- First Name:
- Surname:
- Medical condition: Yes No
- Membership Number:

Below the fields is a red warning box with a checkmark icon: "Please ensure you have received appropriate consent for storing this information on this system. By adding **personal information** on this form you are confirming that consent has been received."

At the bottom of the form are two buttons: "Add" (green) and "Cancel" (orange).



Nearer the event additional functionality will open up, when you will be required to enter the child's parent/carers name and email address so consent forms can be issued, a separate help guide will be sent out, to help you with this.

*And finally please do not get yourself stressed by the system, if you get stuck just email **events@girlguidingleeds.org.uk** (put GDO Help in header) and someone will get in touch to help.*