

## BOOKING PORTAL - INSTRUCTIONS FOR USE

After logging in;

1. Build an online form to gather student information.
  - Click on 'Settings' (top right corner), 'Database setup'
  - Tick the box associated with the information you would like to gather. Once you are happy, click 'save form setup' (bottom of page)
2. Send the link to parents.
  - Click 'Online registrations'. Use the link 'registration form website address' for student and teacher camp registrations.
3. Collect student information.
  - As parents complete the form, dietary, medical and emergency contact information will populate the relevant areas of the database. You can monitor the progress via the booking homepage.
4. Assign accommodation and activity groups.
  - Once a student has registered, mark them active (click on 'registrations', click on the student, click 'edit', make 'active', 'save registration')
  - Once a student has been made active, you can allocate them to rooms and activity groups. Click on 'Rooms' (Home menu on the left). Drag each student into the required room. Repeat the process for activity group

Once you have set your password we suggest you bookmark the page for future reference.

A range of instructional videos are located under the 'help' button at the top right of the home page. If you would like help with a specific task, please don't hesitate to contact us.