Booking Handbook

Instructions for all things Bookings

24 August 2024

Contents

1 | Introduction

Welcome to the Booking Handbook, a guide to the booking process for Camp 100! We hope that this handbook will support groups and individuals who are booking into Camp 100 and be a walk-through guide to starting your journey to our centenary celebrations.

1.1 Booking System

We will be using the Woodcraft Folk camp booking system for Camp 100 (this is a modified and updated version of what was used for Common Ground and Venturer Camp 2023).

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 in this guide, feel free to get in touch on info@camp100.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. If you would like to book as an individual DF or volunteer see below how to select individual booking in section 2. We have made it possible for individuals (and groups up to 3 people) to pay by card.

1.5 Woodcraft Folk Membership & DBS

Everyone over the age of 16 attending the camp from the UK will need to be a member of Woodcraft Folk. Information on how to become a member can be found on the Woodcraft

Website here.

Woodcraft Folk members 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 Woocraft Folk Website.

Further information on Safeguarding at Camp 100 will be made available on our dedicated safeguarding webpage.

1.6 International Safeguarding

International campers over the age of 18 will need to sign a safeguarding declaration form before attending Camp 100. This is to ensure we can keep all campers and volunteers as safe as possible during the event. International campers attending who are 16-18 taking on a volunteer role during the camp will also need to fill in the form. Once booked in you will receive an electronic copy of the form to the email address provided.

2 | Stage 1: Apply To Book

The first stage for booking is to apply to book. You will need to complete this stage in order to create a booking. Applying to book is not committing that your group will come, it is simply giving us an indication that you wish to do so and giving us an idea of numbers. Groups coming from outside of Western Europe will need to do this by **1st December 2024** so we can plan funding allocation (but we won't necessarily be able to fund every group who applies). After you have been approved to book, you will be able to login and edit your booking.

1. Go to the Camp 100 Booking System

2. Click log in to book.
   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.
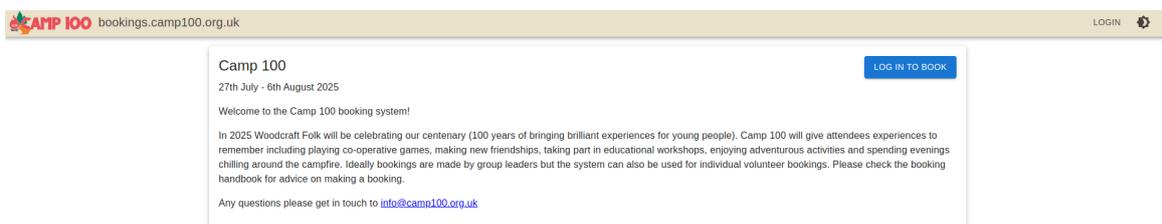
Figure 2.1: Booking System's Homepage

3. Select one of these methods to login
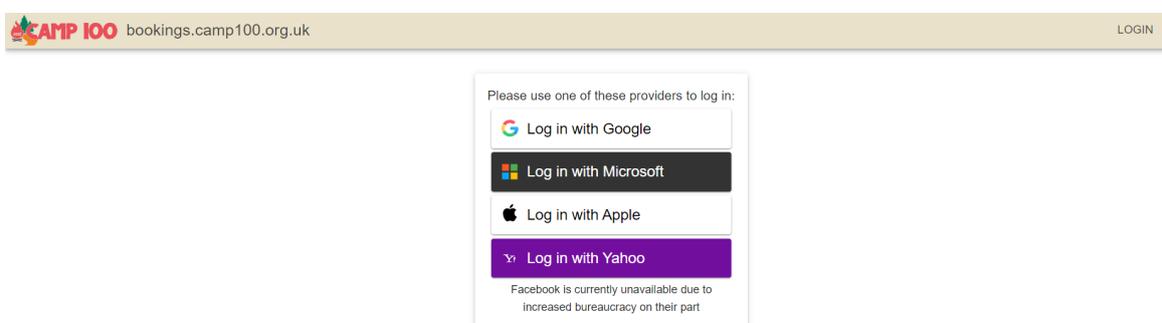
Figure 2.2: Login Options

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 to the screen below. Your (or the account you are using) name will appear in the top right corner. Enter your name and re-enter your email address, click save.
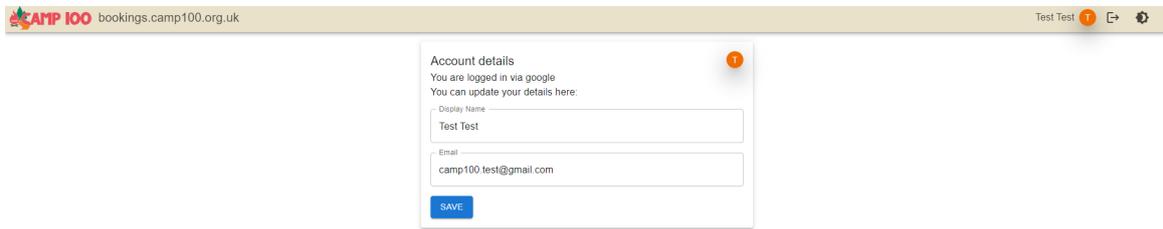

Figure 2.3: Create Account Options

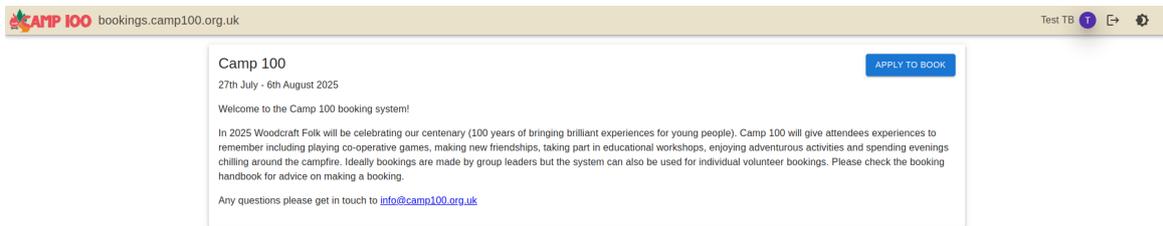6. You will be redirected to the home page. Click'apply to book'

Figure 2.4: Apply To Book button

7. Tick whether you are making a group or individual booking. You may need to re-enter your name and email. Select your organisation from the dropdown menu and enter the approximate number of people you are planning to bring into the textbox when prompted then press Submit. (Don't worry if this changes but an estimate is really helpful for us)
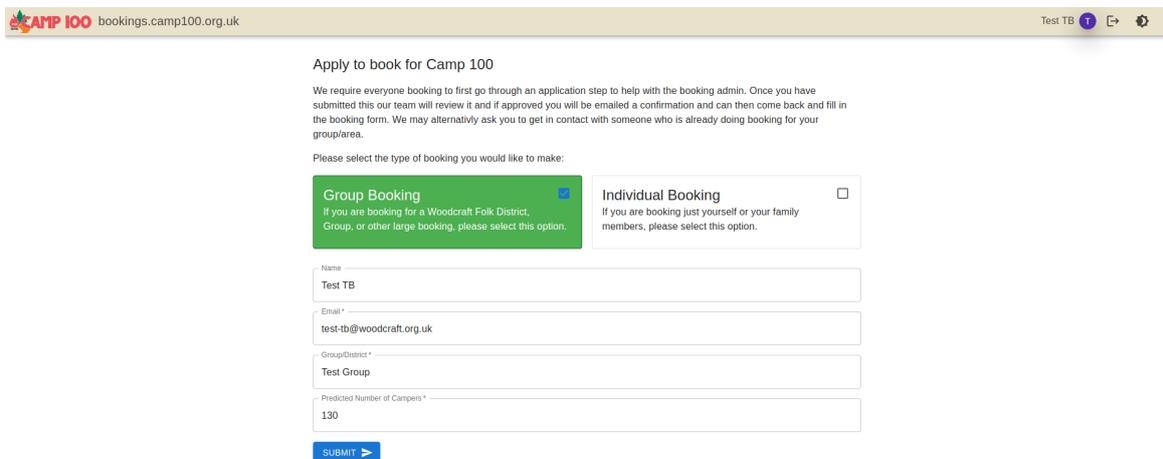
Figure 2.5: Apply To Book page

8. Your application will now be sent to the Camp 100 team

9. When your booking has been approved, you will get another email. Continue to Stage 2: Booking. If from your application it seems like someone else from the same group has already applied to book, we may get in touch to say you should speak to them rather than approving you to book separately.

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.

The booking system is set up to be a 'live' system. To make it as easy as possible for group leaders we advise that you add people as soon as possible (even whilst your local district/group booking process is still open), as this will spread out the time filling in the information as well as give the Camp 100 team a good idea about numbers. Should you wish you can put in placeholders, e.g 'elfin 1', 'pioneer 2', until you're clearer on who exactly is coming.

1. Go to the Camp 100 Booking System

2. Click 'login to book' and ensure you login using the same service which you did last time (this is really important as otherwise, you'll have to apply to book again).
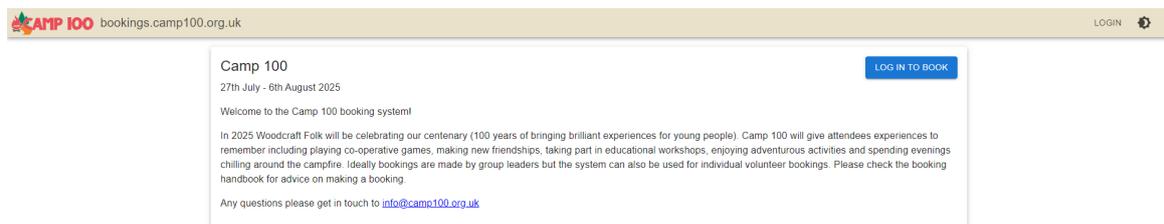
Figure 3.1: Booking System Homepage

3. You will now be redirected back to the home page. Click Book.
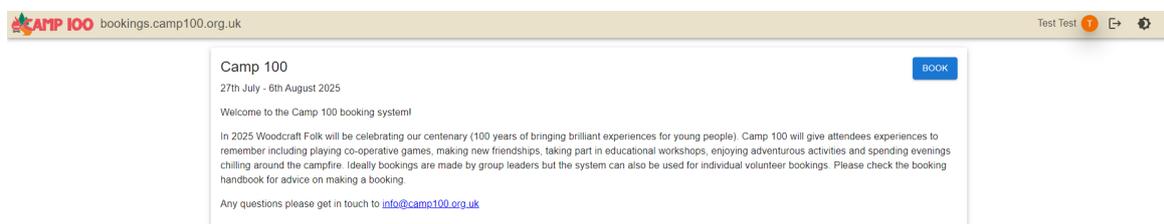
Figure 3.2: Homepage showing the 'Book' button

4. Now you will need to enter some details about the booking. Enter this information in the text boxes provided. You have the option to add 'Extra Contacts' these should be volunteers who are part of your booking and the Camp 100 team can contact

everyone on this list and yourself about the camp.

5. Scroll down to Campers.

6. We have added an option to complete the booking forms in a spreadsheet rather than using individual forms on the system for each camper. You need to choose whether you want to input the details through a google spreadsheet **OR** complete the booking using the forms on the booking system.

If you are **NOT** using the spreadsheet option skip to Step 7

Spreadsheet instructions:

(a) We can create a Google Sheet to fill in and then import the data. This may be easier for larger groups. Clicking the button 'create sheet' will create a Google Sheet and share it with the email you have provided. The spreadsheet will ask for the same information as the booking system.

NOTE: Importing from the spreadsheet will overwrite any data you have already entered into the booking system forms so it is important to choose which method you are using.
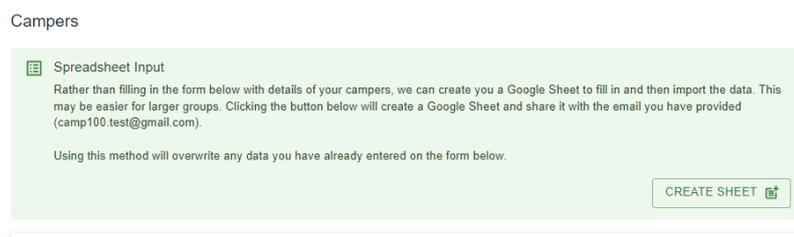
Figure 3.3: Create Sheet button

(b) Once you have created the spreadsheet you will receive an email with a link to the sheet to the email address that you booked with. To access the spreadsheet you will need to have a google account (you can create a google account even without a gmail email address, find support here – support.google.com/accounts/answer/27441?hl=en)

(c) Once you have received the email you can follow the link to open the google spreadsheet
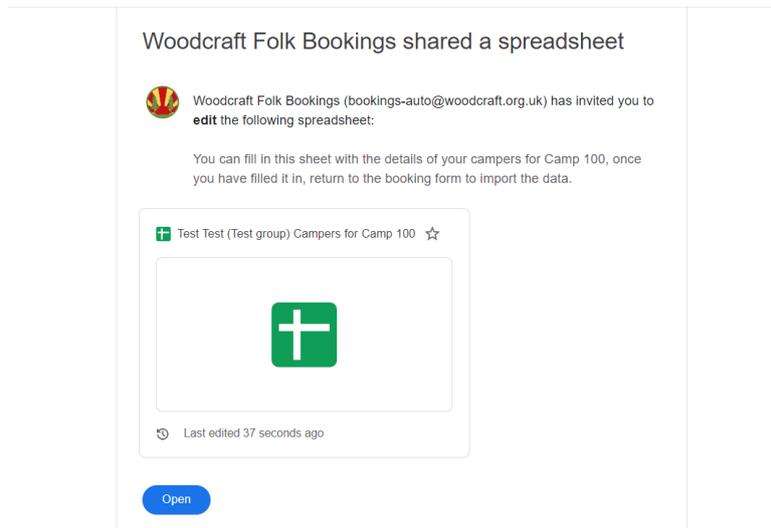
Figure 3.4: Email showing the Shared Spreadsheet

(d) When you open the spreadsheet you will see the same fields as in the booking system forms. We advise that you share the example consent form at the end of this guide with parents/carers from your group and use the information to input each camper's data into the spreadsheet. We will need an email address for every camper, if the camper is under 16 this should be the email of a parent or guardian and for over 16s a personal email address where possible. We will use this information to update campers/their parent or guardian with key info and verify Woodcraft Folk membership.

Figure 3.5: Spreadsheet showing example campers information

(e) You can come back to the spreadsheet and update it, add new campers and remove them anytime before the booking deadline, it will automatically save in the google sheet. You can import the data into the booking system at any time by going back to the booking system and clicking 'import data' **NOTE: Importing from the spreadsheet will overwrite any data you have already entered into the booking system forms.**
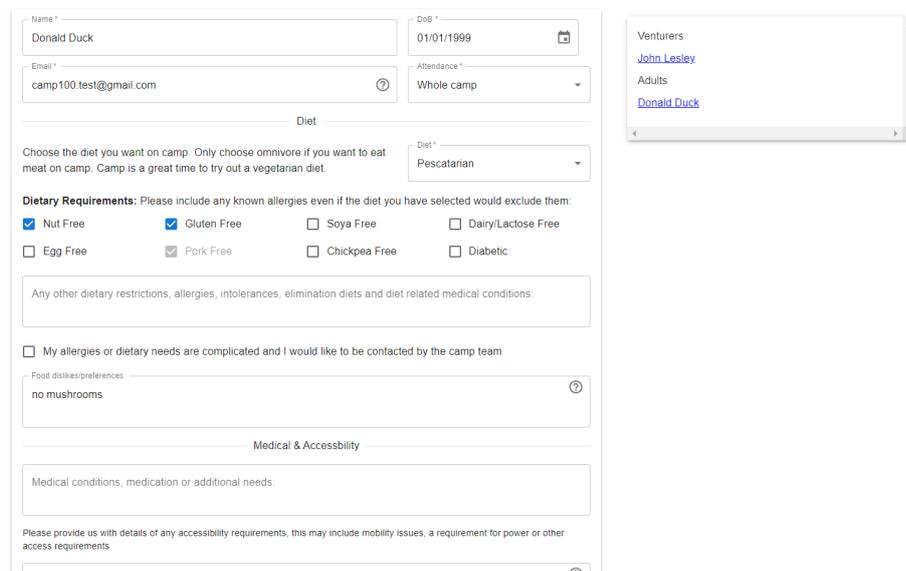
Figure 3.6: 'Import Data' button

(f) Once your data has been imported, campers' information will populate the fields in the booking system forms. Campers will be listed on the right hand side of the screen which helps keep a running total of your booking.

Figure 3.7: Data imported from the spreadsheet show on the booking system

(g) Once you have imported the data from the spreadsheet you need to finish the rest of the form and submit, Skip to Step 10 to complete your booking.

7. If you are not using the spreadsheet, you will then need to complete the following form for each camper attending. Once added, campers will be listed on the right hand side of the screen which helps keep a running total of your booking. We will need an email address for every camper, if the camper is under 16 this should be the email of a parent or guardian and for over 16s a personal email address where possible. We will use this information to update campers/their parent or guardian with key info and verify Woodcraft Folk membership.

Figure 3.8: Manually inputting a participant

8. To add more campers, click the 'Add Person' button. This will add another blank form to complete

9. To remove a camper, click the orange padlock button to 'unlock' the delete button then click the cross button next to it You will then be prompted to confirm that you wish to remove that Participant.

Figure 3.9: 'Add Person' button and orange padlock

10. Once you have input information for all your campers scroll down to the heading 'Camping'. Here please enter any relevant information about which other groups you would like to camp with, what equipment you have and details of any access needs for your campers. This could include access needs for campers who are yet to book but you anticipate may attend camp.

11. Scroll down to Money. Here, you will be given a breakdown of the cost of your group to come to camp, your payment reference which will be C100-XXXXX (which should be used for all payments) and payment instructions. If any of your group apply for an access fund contribution, we will let you know by email whether you are successful and change the amount owed on the system accordingly. See Section 5 for more information on payment.

Figure 3.10: 'Money' Section

12. Continue scrolling down. For individual bookings, 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.

13. Give permission for the people to attend and acknowledge responsibility then submit booking. You will be taken to a screen to confirm information about Pricing and an overview of the booking. You will also be sent a confirmation email with an invoice for your booking, this will be amended and resent every time you edit your booking.

Figure 3.11: Booking Confirmation Page

4 | Stage 3: Edit Booking

It is understandable that you will want to add more information or more people to your booking in the build up to Camp 100

You can edit your booking as many times as you wish up to **18 May 2025**. After this date you will not be able to add new campers but you may continue to edit your booking if anything changes, although we cannot guarantee being able to change anything at our end or being able to give refunds after this point. The final payment deadline for Camp 100 is 10 June 2025, after this date you will need to speak to Woodcraft Folk staff to edit your booking.

1. Go to the Camp 100 Booking System

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 in the system. If you are using the spreadsheet method to book, you can update your spreadsheet and add / remove / amend campers at any time before the deadline. Make sure you import data into the booking system so your invoice and payment information will be updated.

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.

5 | Payment

Once you have booked, you will be assigned a booking reference. This will be in the format C100-XXXXX, (where XXXXX will be replaced with a random 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 deduct it from your outstanding balance.

5.1 UK Payments

Please transfer all payments into the following account
Account name: Woodcraft Folk
Account number: 2039 2756
Sort code: 60 83 01

Check the unique reference on your Booking confirmation, ie. C100-XXXXX. Please ensure you will use this reference for the deposit and all subsequent payments.

If for any reason you cannot add a reference, please send an email to info@camp100.org.uk and let us know how much you paid, when you paid it and who it was for. We can then match it to your booking and bring your payment record up to date.

5.2 International Payments

Please transfer all payments into the following account:
Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024
Address of organisation:
Holyoake House, Hanover Street, Manchester, M60 0AS, United Kingdom

Check the unique reference on your Booking confirmation, ie. C100-XXXXX. Please ensure you will use this reference for the deposit and all subsequent payments.

If for any reason you cannot add a reference, please send an email to info@camp100.org.uk and let us know how much you paid, when you paid it and who it was for. We can then match it to your booking and bring your payment record up to date

6 | 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. Some of the information below will be just for district/group reference and not asked for centrally so please keep these forms for information such as in case of emergency and doctor's details. It has been included below for reference only, an editable copy is available to download from here.

Health & Consent Form

Camp 100

27 July - 6 August 2025

This consent form should be filled out by Campers (for those Under 18 should be filled in by parent/guardian). Lots of the Information will need to be uploaded into the Camp 100 booking system to be held centrally and some will be kept for group/village use.

Camper's Name	
Date of Birth	
Email (parent/guardian email for under 16s)	
Phone number	

Emergency contact information

Required for all participants; please supply an alternative emergency contact, if applicable

Main contact name	
Phone number	
Relationship to participant	
Alternative contact name	
Phone number	
Relationship	

Medical Information & Additional Needs

Required for all participants

GP/practice name	
Practice address	

Details of any disability, long-term or recurring health condition	
Details of any allergies (e.g. food or medication)	
Details of any prescribed or regular medication	
Details of any additional support or access needs	
Is there anything else organisers need to know/consider?	

Parental Consent

Required for all participants aged under 18

Participation in the activity:	YES	NO
I have read and understood the activity information and hereby give my consent for the above mentioned child or young person to take part in Woodcraft Folk activities at the venue listed above and in the locality. I understand the extent and limitations of the insurance cover provided. I also agree that a similar activity may be substituted if changes to the programme are forced by safety, external events or weather conditions.	☐	☐
I agree to the information provided above being retained securely by group leaders and uploaded into the Camp 100 booking system, and understand it will be shared as necessary to safeguard a child, e.g. with a medical professional	☐	☐
In the event of an accident or emergency I consent to:	YES	NO
A Woodcraft Folk leader/first aider administering any necessary first aid treatment	☐	☐
My child being taken to hospital and received any treatment necessary	☐	☐
Image Consent: I have permission for photos and recordings of this individual to be taken at the event and used by Woodcraft Folk. IFM and other external bodies for publications, social media and during the event on site.	YES	NO
	☐	☐
Only for campers age 12-17 Relations & Sex Education Consent: I have permission for this individual to take part in Relationship & Sex	☐	☐

Education workshops as part of Camp 100 MEST UP programme.
Everyone on camp will take part in a basic consent workshop, this
consent is for content above and beyond that. (policy)

Parent/guardian name	
Relationship to child	
Date	
Signature	

Camp 100, a project by Woodcraft Folk will bring together members of all ages from across the world to camp together and live by the Woodcraft Folk values for a week in the summer of 2025. The camp celebrates Woodcraft Folk's 100th birthday and will celebrate it's past century while looking forward to the next 100 years.

Find Camp 100 on the internet

 camp100wcf

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 camp100.org.uk

Find Woodcraft Folk online

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 woodcraft.org.uk