

Annual Gathering Online Booking Guidance

Before making your booking please ensure you have the following details for **all of your participants**.

- Full name
- Date of Birth
- Their personal email address
- What groups & district they're representing
- Their day or arrival and departure
- Whether they have any special needs or dietary requirements
- If they're between 4-11 years do they need a crèche place
- Do you need to pay into the Fairer Fare pool (Check here: www.woodcraft.org.uk/annual-gathering)
- Will they require a the shuttle bus service

How to make a booking

1. Log on to the website

2. Go to: www.woodcraft.org.uk/annual-gathering

3. Click the BOOK HERE link to be taken to the Annual Gathering online booking system.

4. You'll be taken to the introductory page which will give you a detailed overview of the event, feel free to print this page. To continue with your booking click the BOOK HERE button found in the top right hand corner of the screen.

5. The next page will be the booking registration form. Please read the information provided before proceeding with your first booking.

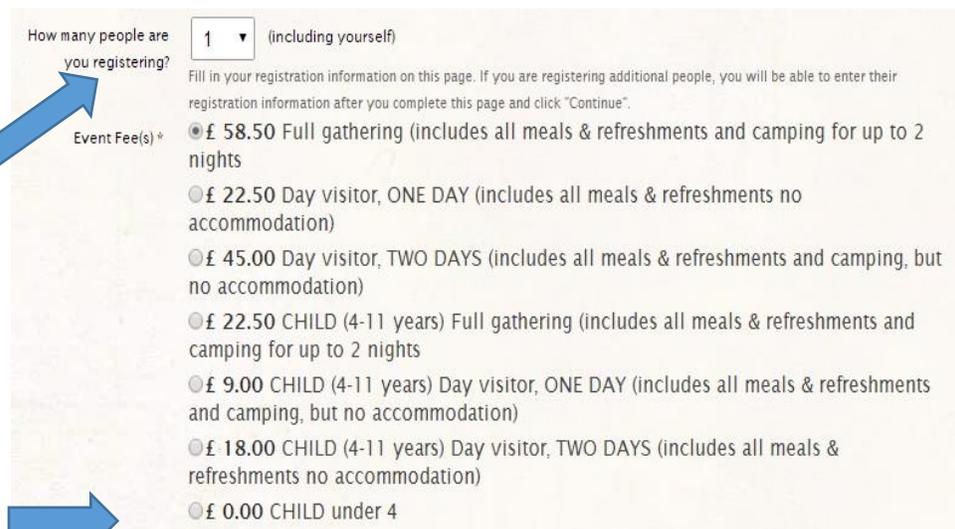
Making a Booking

Whether you are a District Coordinator or a lone member the system will operate in the exactly the same way.

1. If you're booking in more than one person please indicate in this box. You will be required to complete their registration form for each participant. The next form will appear once you've clicked the continue button.

2. Listed below are the event fees. Click the relevant duration time and fee for your first participant and scroll down.

3. Please note the fees listed depending on the date will already include either the early bird discount or the late booking fee.



How many people are you registering? (including yourself)

Event Fee(s) *

Fill in your registration information on this page. If you are registering additional people, you will be able to enter their registration information after you complete this page and click "Continue".

- £ 58.50 Full gathering (includes all meals & refreshments and camping for up to 2 nights)
- £ 22.50 Day visitor, ONE DAY (includes all meals & refreshments no accommodation)
- £ 45.00 Day visitor, TWO DAYS (includes all meals & refreshments and camping, but no accommodation)
- £ 22.50 CHILD (4-11 years) Full gathering (includes all meals & refreshments and camping for up to 2 nights)
- £ 9.00 CHILD (4-11 years) Day visitor, ONE DAY (includes all meals & refreshments and camping, but no accommodation)
- £ 18.00 CHILD (4-11 years) Day visitor, TWO DAYS (includes all meals & refreshments no accommodation)
- £ 0.00 CHILD under 4

4. You will then need to fill in the following information:

- Participants first & last Name
- Date of Birth
- Name of their District
 - If they're intending to be a Delegate you'll need to provide the name of the group or district they're representing. If they are a visitor only please type VISITOR into this box.
- Their day of arrival
- Dietary requirements if applicable
- Special needs if applicable. If your participant requires indoor accommodation please make a note in this field.
- Do you require a shuttle bus service?

CHILDREN/YOUNG PEOPLE ONLY

When registering a child please ensure that you complete this section of the form.

- If the child is between the ages of 4-11 years please indicate whether they require a crèche by clicking yes or no.
 - If a young person (under the age of 18) is attending annual gathering without their parent or guardian please give the name of their responsible adult (aged 18+) in the box provided.
5. At the end of each completed registration you will need to choose your payment option (see below). You can only choose one type of payment option for your entire booking.

To pay by credit by debit or credit card please choose the World pay option. For those whose fees are being paid by the district please request an invoice.

6. Once you have completed your registration click continue. If you are registering more than one participant a blank registration form will appear for you to fill. This sequence will be repeated until all your participants have been registered.

PLEASE NOTE: You will be unable to click continue if the fields marked with an asterisk are not completed.

WHAT DO I NEED TO DO ONCE I'VE SUBMITTED MY BOOKING?

Once you have completed your registration there are a few more tasks to complete

Delegate Registration Form (available here: www.woodcraft.org.uk/annual-gathering)

All delegates MUST complete a Delegate Registration form. Under our new legal structure, groups and districts are company voting members of the Woodcraft Folk. The named individual, usually known as the "Group/District Contact/Coordinator" holds the vote for the group/district but can transfer this vote through proxy to another person by completing this form.

Please send all your completed forms to Folk office before the event. If these forms are not received by annual gathering you will be unable to be a delegate at conference.

Membership & Group Registration

- All participants must be a member of the Woodcraft Folk.
- All Group or Districts sending voting delegates must have paid their registration fees for the current year.
- All adults attending Annual Gathering must have a valid DBS (formerly CRB) through the Woodcraft Folk.

If a participant does not have up to date membership or DBS we'll contact you to ensure that this is resolved promptly. This will delay confirmation of your booking. Participants can sign up or renew their membership via the website

Booking Fee & Fairer Fare Pool

All booking fees should be received by Folk office before you attend the event.

Please **do not** subtract a further 10% from your booking fee this has already been done.

If you are required to make a contribution to Fairer Fare pool the amount is £10 per person. This should be manually added to your booking fee total. For those who have paid their fees by credit or debit card you will need to contact Folk Office to make an additional payment.

Details of the Fairer Fare pool can be found here: www.woodcraft.org.uk/annual-gathering

If you have selected the 'Invoice my district' please print and use the Booking Summary page as your invoice. All cheques should be made payable to 'Woodcraft Folk'. For BACS payments see our bank details below. Please ensure to reference your payment with your name (lone booking) or District name (group booking) following by the initials AG.

Woodcraft Folk Account No: 50576830 Sort Code: 08 90 75

Amending your booking

If you wish to make an amendment to your booking you will need to contact Folk office. Unfortunately once your booking has been received you are unable to edit it. Please do not make an additional booking to make changes to your current booking received by Folk office. Email gathering@woodcraft.org.uk.

All bookings will be checked by Folk Office. Please note your booking will not be considered complete until all of the above have been received and a confirmation email sent.

ANY QUESTIONS PLEASE EMAIL [GATHERING@WOODCRAFT.ORG.UK](mailto:gathering@woodcraft.org.uk)