

User Guide "To book a Session"

Use the link "Pinsent OSM" at the foot of the booking page

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 Pinsent Campsite from the map. Only one near Winchester)

You will see a calendar which shows all the bookings held on the system. Select your "Organisation Type" 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. For a session booking the start and finish date will be the same. Select the appropriate Organisation Type. This will ensure that the correct information is used for pricing, etc.

Complete the details on this page.

Numbers of attendees as you know them. This can be changed at a later date.

The Item drop-down menu will show what sessions are available, make your selection Select the time slot and "Add to Booking" You will then be asked to confirm that you have read the Terms and Conditions. (These can be found on the Booking Page of the website)

You will also be given a set of options as to which activity, Firelighting, Wide Games, Campfire Circle, you will be operating. You can select one or more of these options.

These will be added to your booking by the system when it is confirmed.

Your Booked Session will be listed at the bottom of the page giving any associated costs. The other options you have selected will be added to your booking by the system when it is confirmed. When you are happy with the session booked, 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 use the "Contact Venue" button.

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