## Kinver is now using Online Scout Manager!

## If you wish to make a booking for a youth organisation (Scouts, Guides, schools, DofE, etc), please book via OSM.

For full site booking enquiries, please contact us directly - kinver@scoutshw.org.uk

Please note - we are not open to public camping.

## The following are some simple instructions to help customers make a booking with us:

- 1. Click on the booking system link <a href="https://www.onlinescoutmanager.co.uk/v/kinver-camp">https://www.onlinescoutmanager.co.uk/v/kinver-camp</a> The link will take you to the Kinver homepage on OSM.
- 2. From the campsite homepage on OSM click the green "Book Online Today" button.
- 3. Login to OSM by using your existing account or creating a new account by clicking the "create account button".
- 4. Once logged in you will be taken to the overview page where you can see where items (campsite, buildings and activities) that have already been booked.
- 5. A. If you are using a mobile to create a booking click the three dots in the top right-hand corner of the screen and select add booking.B. If you are using a desktop screen, click the "add booking" button on at the top right-hand corner of the screen.
- 6. You will now see a screen with add booking at the top. Please fill in your group name, start and end date of your proposed visit and your organisation type from the drop-down list. When you have completed these details click the "Add Booking" button at the bottom of the screen. You can find price lists and definitions of organisation types on our website here Book Now & Prices | Scouts Hereford & Worcester
  - Please note you cannot book within 7 days of planned arrival time and instructor provided activities must be booked a minimum of 4 weeks before your planned arrival time.
- 7. You will now be in the main booking screen. The first information required is the expected number of Leaders and Young People. These numbers can be estimated at the time of booking and confirmed via email nearer to your booking start date.
- You should now select the "items" (campsites, activities and buildings) you need for your booking. Please take time to enter start and end times.
  Buildings have limits on number of people so make sure you check the maximum occupancy (more information can be found on our main website here -<u>Accommodation | Scouts</u> <u>Hereford & Worcester</u>).

When booking instructor provided activities, please ensure you have read the information on our website about session lengths and participant numbers - <u>Activities | Scouts Hereford & Worcester</u>

9. When you have entered all the "items" you need please click on the green "Submit Booking" to make a provisional booking. The campsite will then respond ASAP.

Please note - if no "items" are available to select then you are either within the minimum booking period for the campsite or trying to book when the campsite has already been booked for a period of exclusive use. Under these circumstances, please select another date or email <a href="mailto:kinver@scoutshw.org.k">kinver@scoutshw.org.k</a> to discuss your requirements.

If you are a Scout leader and you use OSM for your group, you can skip 1-4 above and go to an 'Event' or 'Programme' that you have already created and add bookings in the 'Venue Bookings' tab for the appropriate event/evening meeting' or access the booking calendar via Programme – Camp Directory.