



How to set up online booking for outings and events

Our website can take bookings and collect payment for group events and outings. It automatically keeps track of numbers and stops taking bookings when the allocation is filled.

If you wish to make use of this facility please contact the webmaster (webmaster@dorkingu3a.org.uk) with the following information:

- Title of the event
- Date and time of the event
- Short description of the event, along with any special instructions
- Number of places available
- Cost, if any
- Any other information you need to gather from attendees, eg, choice of meal

These details will be registered as an event with a booking form on the website and you will be given a direct link to pass on to those who might wish to book. The event will also be accessible via the website's Calendar.

People making bookings will be asked for their name and email address as a minimum and a confirmation will be emailed to them. The site keeps a list of those who have booked, which will be available to you.

A booking period can be imposed, before or after which no bookings will be taken.

Payments, where necessary, can be made using a debit or credit card or PayPal (which provides the service). A small fee is deducted by PayPal from each payment – for example, a £20 ticket sale would see £19.52 reach our account.