The Archers of Caledon Booking System October 2016

1) The root link to the booking system is a follows:

http://book.archersofcaledonschedule.ca/

The system is accessible to anyone to sign up and create an account to participate in Archers of Caledon events and programs.

The booking system is working with a credit system. This is in place to handle discounts or rates based on membership and age classification.

Payment to purchase is processed through Paypal. Paypal will process most major credit cards without having a Paypal account. Having a Paypal account reduces repetitive entry of information similar to the benefit of the booking system. If there is some reason that you are unable to provide payment through Paypal we can accommodate other options upon request.
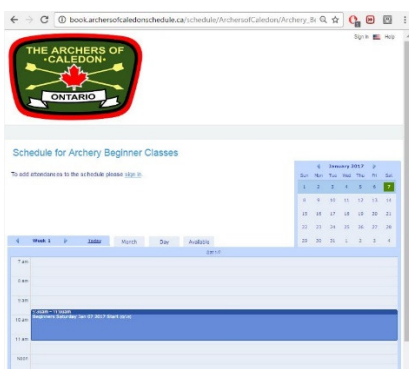
2) The webpage will look as follows (Oct 2016)
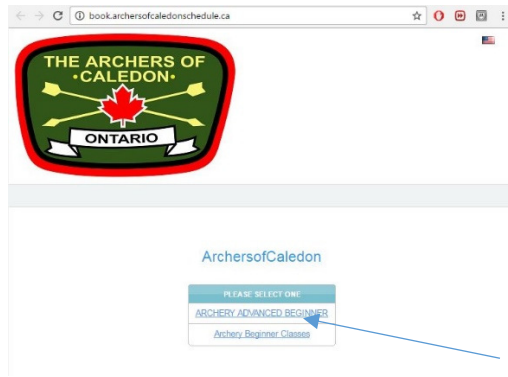
A) Pick one schedule

3) Step A – pick one of the schedules and the available dates will show
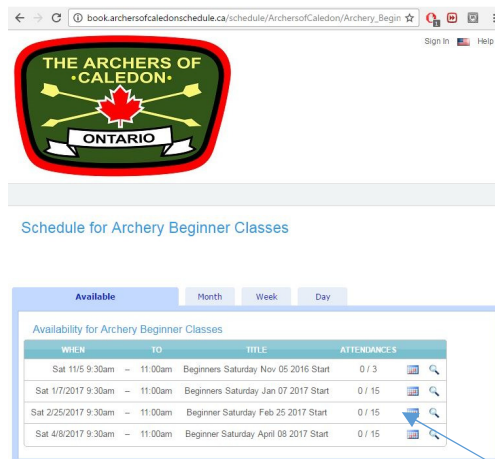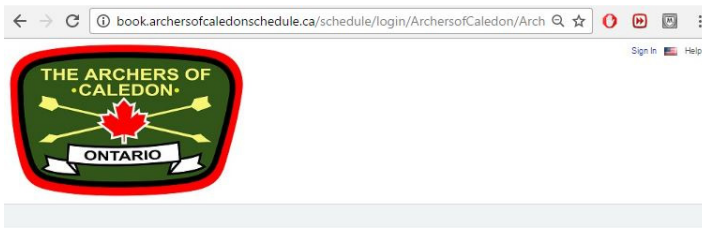

B) Pick a date

4) The calendar will show

C) Pick on the schedule item

4) The schedule item details will show

D) Go to sign in

5) The sign in page

E) Sign in or go to create account.

6) New account page

F) Create login name /password and fill in associated data. You can use email as the login – a valid email has to be provided in the email field to proceed or it will note error as shown below. Individual accounts are required for all participants. The same email could be used for several accounts (such as a parent signing up themselves along with other children) to receive notifications.

7) Once the account is created – a confirmation email is sent to the email provided – the link in the confirmation email needs to be completed to activate the account.

8) Now with an active account bookings can be made in the system. The logged in view of the event detail now looks as follows.
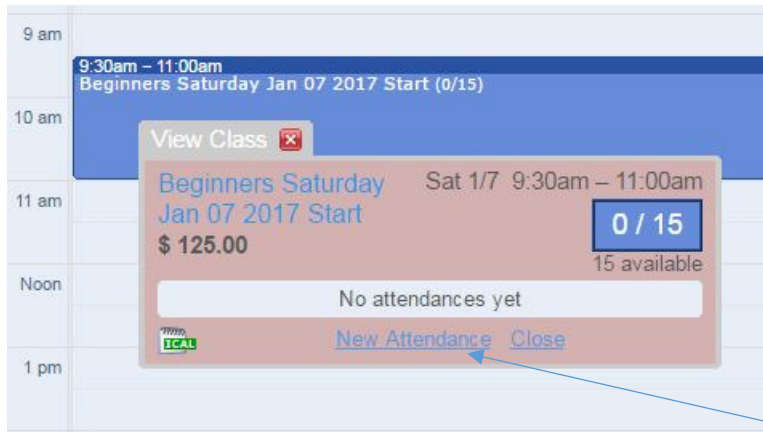
G) Pick "New Attendance" to book the event.

9) When you open the "New Attendance" most of the information from your account creation is automatically filled in. If you have not purchased credit – the window will have a link to follow.

H) Buy credit link.

If at somewhere in the use of your account later you have some credit but not enough for the event – going to "Your settings" will provide the link to purchase credit.

I) Buy credit link when you open your settings.

10) The purchase credit screen has several amounts for convenience. Each can have quantity changed at the Paypal payment stage.
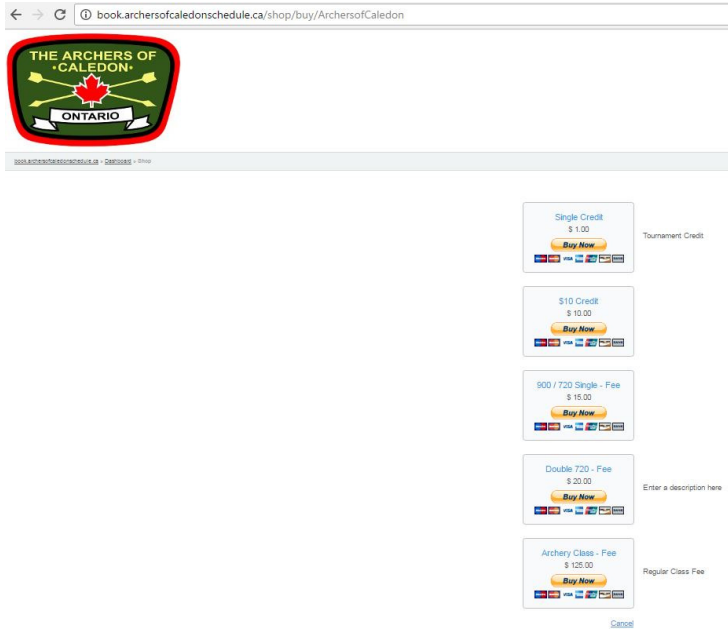
J) Select the amount of credit and proceed with the purchase. Please verify your membership or age rate has been set and confirmed to see the associated discount at the purchase. If the initial purchase timing doesn't have time for the system to be updated – the difference in credit can be adjusted for future events.

11) Once you have sufficient credit it will let you proceed to book the event. Further details required to the given event will be presented.
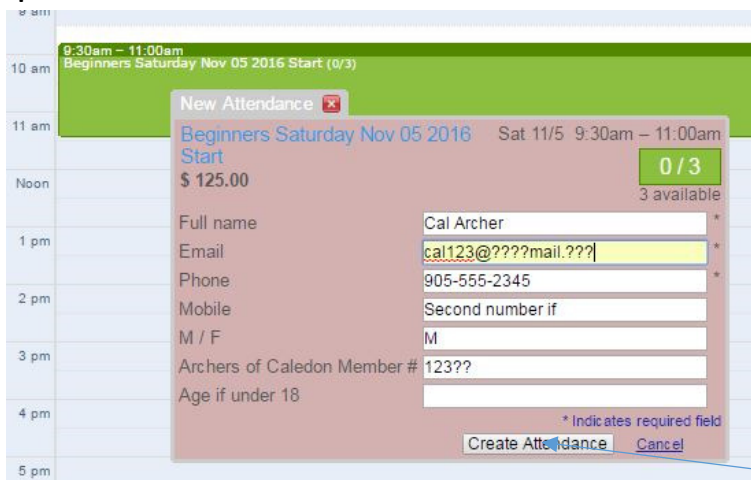
K) Create attendance

Confirm the Class you are signing up for ○ Nov 05 2016 ● Jan 07 2017 ○ Feb 25 2017 ○ April 08 2017

Participant existing Skill Level ● Beginner ○ Intermediate ○ Advanced

- Spaces are limited and will be filled on a first come first served basis upon receipt of this form and the registration fee of $125.00;
Course fees are $125.00; per person and include 6 Saturday morning classes starting at 9:30am or 11:30am and 5 evening practice sessions on Thursday nights starting at 7:00pm. Club equipment is free to use at the club.

I agree to abide by the rules and regulations of The Archers of Caledon. I am aware that the shooting of a bow and arrow can be dangerous.

I agree that I will not hold The Archers of Caledon or any of its officers or members responsible for any personal injury to my family or myself while on the Club property.

I release The Archers of Caledon from all liability, present and future, and for any property damage or personal injury.

Agreement to Statements above * ● Agree ○ Disagree

Submit Cancel

L) Complete the details required for the event.

12) You will receive a confirmation email and the event will now show on your personal agenda. The details of the event will be visible with your Name for others to see.
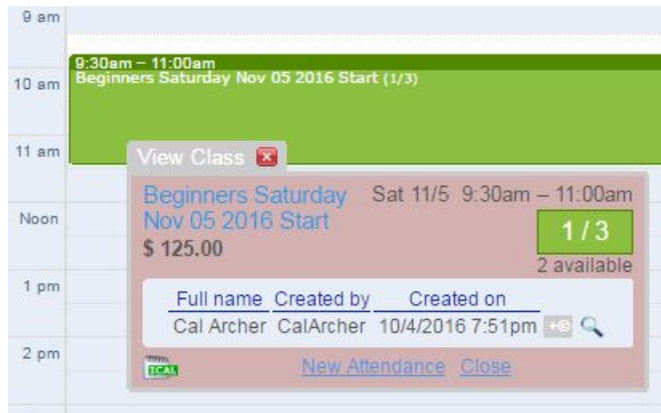Personal agenda listing

Schedule for Archery Beginner Classes

Agenda	Month	Week	Day	Available

Your Upcoming Attendances   Show history

WHEN		TO	TITLE	ATTENDANCES		
Sat 11/5/2016 9:30am	–	11:00am	Beginners Saturday Nov 05 2016 Start	1 / 3		

Find available space after 10/5/2016 7:53pm Find

Detail event listing

The system will be set-up to send out reminder emails the week prior to the event (specific number of dates to be determined).

In the case of our indoor events that are limited to a given number of spaces (not presently a problem yet for outdoor events) there will be an option to be put on a waitlist. In the case of a cancellation ahead of the event – the wait listed person can be automatically placed in the event if there are sufficient credits available.

Link to this document:

https://www.dropbox.com/s/9vpyu939h06rgbn/The%20Archers%20of%20Caledon%20Booking%20System%20October%202016.pdf?dl=0