



Making Multiple Bookings

Please read carefully and print for future use.

Due to the technical requirements of our booking system one booking can not exceed 40 individuals (this is due to the logistical requirements around activity bookings which will be launched at a later date). However one Camp Group Leader or Jet member can make multiple bookings under the same profile in order to book for a Group greater than 40.

This means it is possible for 'Ms A Guider' to book a group of 180 Guides and Leaders, however it needs to be divided into groups equal to or less than 40. For example a group of 180 can be split into 4 bookings of 40 individuals and one booking of 20 individuals.

Although each booking will have a unique booking number they can be made and managed under one Camp Leader's or Jet Member's profile.

To make a booking for a group greater than 40 individuals please follow the steps below.

1. Enter the Centenary Camp website (www.girlguiding.org.uk/Centenary/Camp) and press the 'Book Now' link which will take you through to the front page of the booking system.
2. Follow the online instructions to make your first booking, this process will generate your profile and allow you to enter a password.
3. When you have made a booking, enter the booking system again via the Centenary Camp website and enter your Username (your email address) and your password into the fields on the left of the screen and press 'proceed' to log in.
4. **Press F5 on your keyboard, this will ensure you start a new booking.**
5. Select 'Your Bookings' which is located on the left of the screen where the User Name and Password could previously be found. This will display a summary of your bookings.
6. Select 'Continue Shopping' and you will be sent back to the front screen of the booking system.
7. Select your desired type of booking (e.g. Camp Group application). Follow the online instructions, the only new data you will need to add is the new quantities.
8. Repeat the process as many times as necessary to fulfil the total numbers needed for your Camp group

If you have any problems please email CentenayCampAdministration@girlguiding.org.uk.