

## HOW TO BOOK YOUR PLACE FOR S2C 2019

## Please read carefully the information in this guide and on <u>https://bookwhen.com/s2c</u> as mistakes can mean you don't get your place!

We are now using online booking software - Bookwhen. If you are struggling, drop an email to <u>s2c@riverstourtrust.org</u> and we will help you out.

We can only accept 1 craft per booking, if you wish to book multiple craft, you must repeat this process for each craft.

The first step for you, the hopeful entrant, is to choose your ticket:

Please carefully read your ticket options, and make sure you pick the one that's right for you.

If you are going to be the only person in a craft, choose a 'Solo-Paddler' ticket.

If there is going to be more than 1 person in your craft, please choose a 'Multi-Paddler' ticket.

If you need to hire a craft, please choose a Canoe or Kayak Hire ticket.

(If you are booking your craft from elsewhere, we suggest you check entry ticket availability before renting the craft)



## ere will be more than 1 person in the



Once you have selected your ticket, scroll to the bottom of the page to click 'View Selections'



The next page will confirm your ticket, if you are happy, click 'book now'

You will be asked to input a contact email for any booking information, please do so and click continue.

The next step is to input the details of all paddlers, including the main paddler.

Read the information in green carefully and input all relevant details.

The main paddler must be unique to each craft.

Sudbury 2 Sea 2019

Attendee details	
1ST ATTENDEE	
	First name Surname
Full name	
Attendee email	
Booking details	
Is your craft registered?	Yes No Craft must be registered for posisionianal upp on the Diver Steur. Drack is required and
	Crait must be registered for having alonal use on the River stour. Proor is required and there will be checks on the day. YES -1 am a British Canoeing member or my craft is registered with the Environment Agency or 1 am hiring a registered craft. NO - The River Stour Trust will be in touch to register your craft - £12 per craft.
Main Paddler	Joe Bloggs
	This is the primary paddler in the craft you have booked, no person can be the main paddler on two separate craft.
Main paddler email address	joe@bloggs.com
	This is the email address of the primary paddler
Main Paddler Landline	
	This is in case we need to reach you to confirm any details before the event
Main Paddler Onboard Mobile	
	This must be a mobile that will be with you during the event, as we may need to reach you while you're on the water
Secondary Paddler	Wendy Bloggs
	This is the name of the second paddler, or first passenger in the craft you have booked
Third Paddler	Amy Bloggs
	This is the name of the third paddler/second passenger on the craft you have booked
Fourth Paddler	Andy Bloggs
Eith Paddlor	This is the name of the routin pactier / third passenger in the crait you have booked
Filli Faddiei	This is the name of the fifth paddler / fourth passenger in the craft you have booked
Additional Notes	
	Anything we should know?
	Please tell us here.
Emergency Contact	07894 123456
	We MUST have an emergency contact number and this person must NOT be taking part in S2C either as a participant or as a volunteer.
	Continue

Once you have added all your details, click continue. This will take you to the payment page.

Using PayPal is easy and you can check out as a guest without having to sign up.

Once you have paid, you will receive a confirmation email, and you are all booked in!

## Once again, if you have any difficulties please contact us at <a href="mailto:s2c@riverstourtrust.org">s2c@riverstourtrust.org</a>