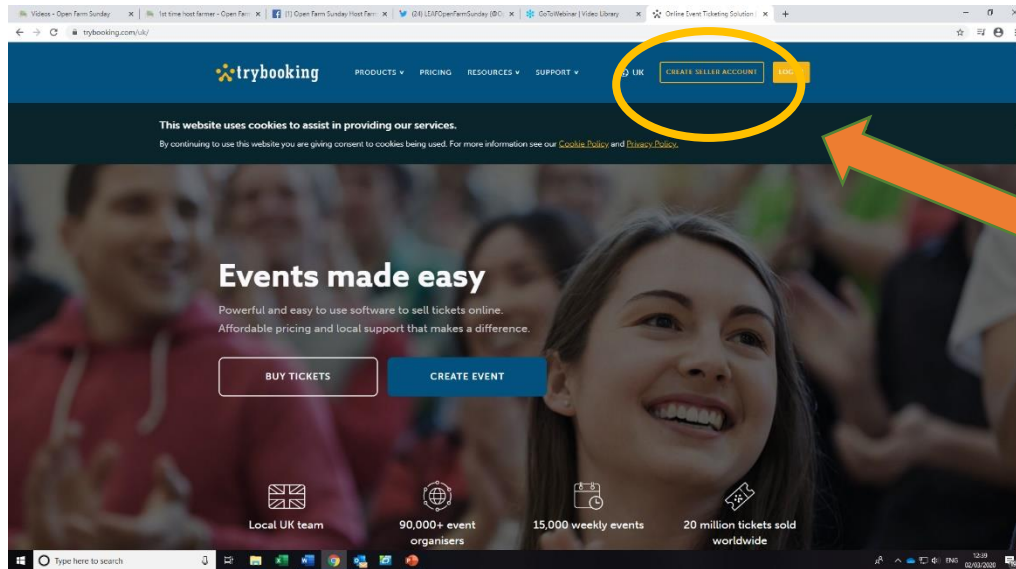


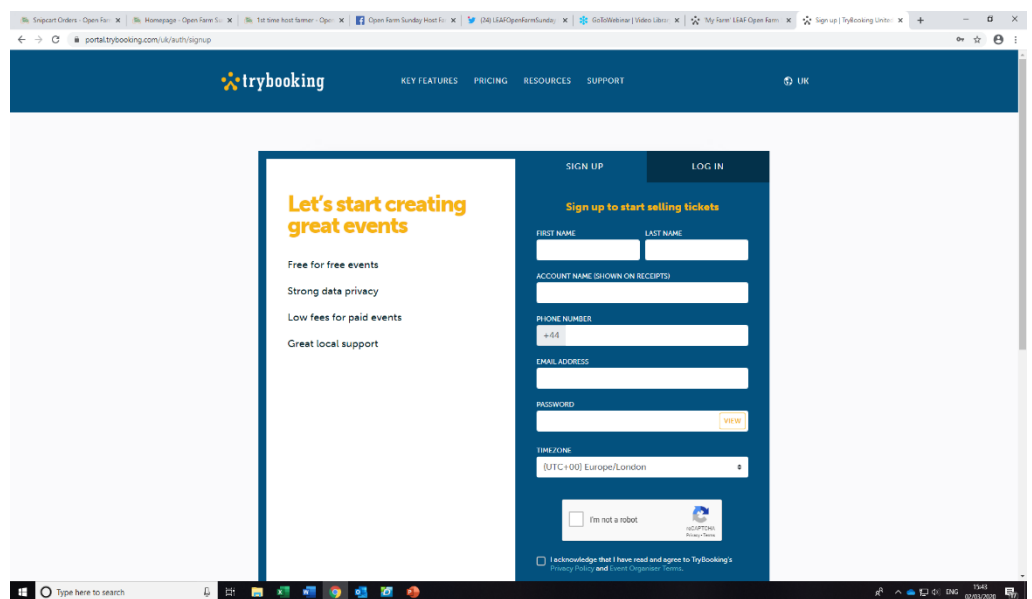
Try Booking step by step guide



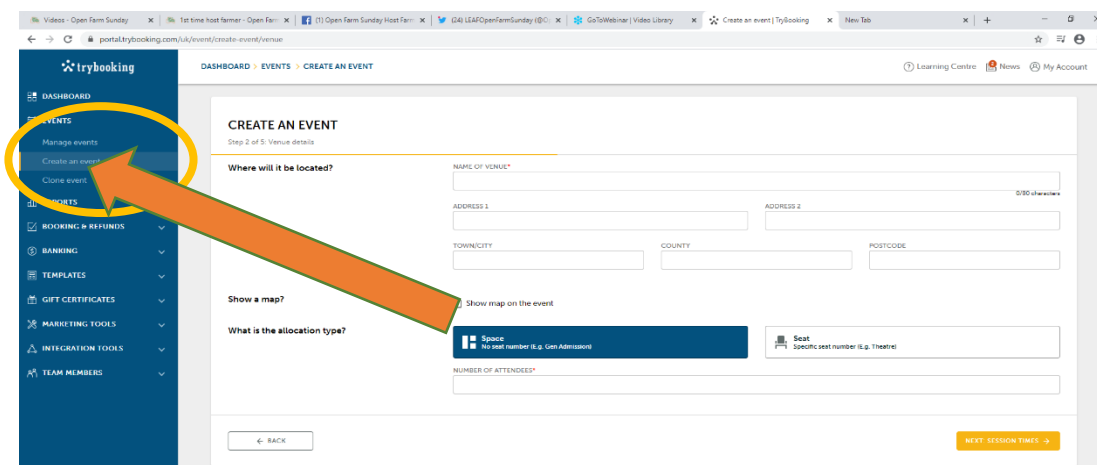
1. Set up a seller account on the TryBooking website.

2. Sign in using an email and create your own password

You will then receive an email with a link to activate your account – follow these email instructions



3. Now login to the account you've just created

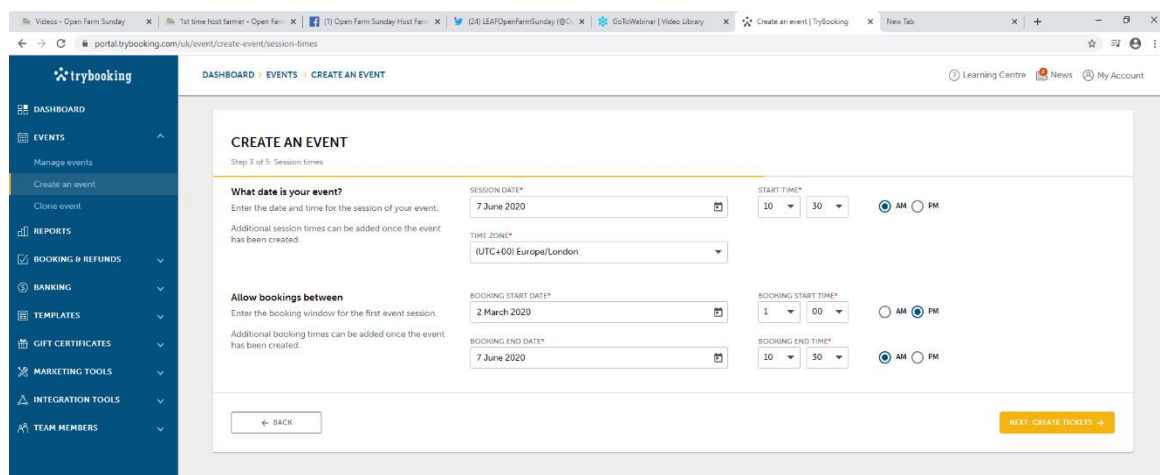


4. Select 'Events' on the left side of the dashboard (see screengrab left)
5. Select 'Create an event' to create your LEAF Open Farm Sunday event

6. Click through the set-up process filling in your basic event details such as address, time etc.

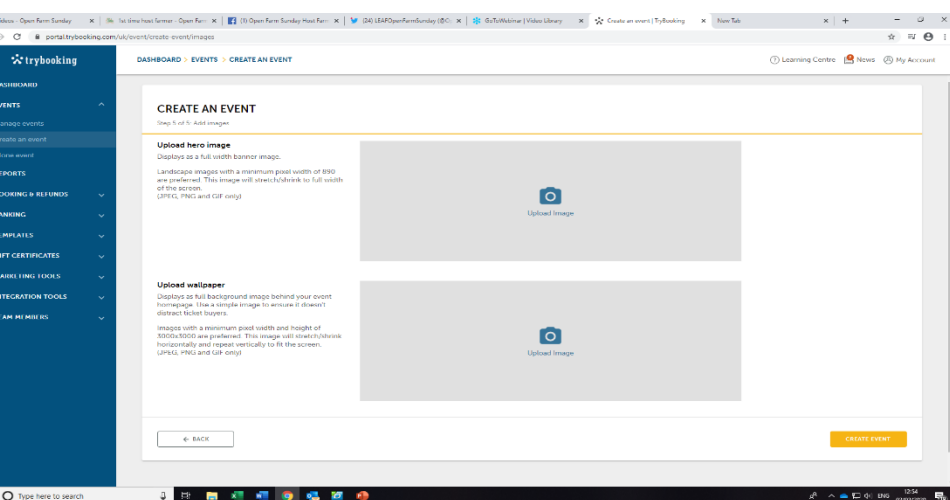
Answer all the questions to complete the event set up...

Don't worry, if you don't have all the details finalised, you can always come back and edit it later.



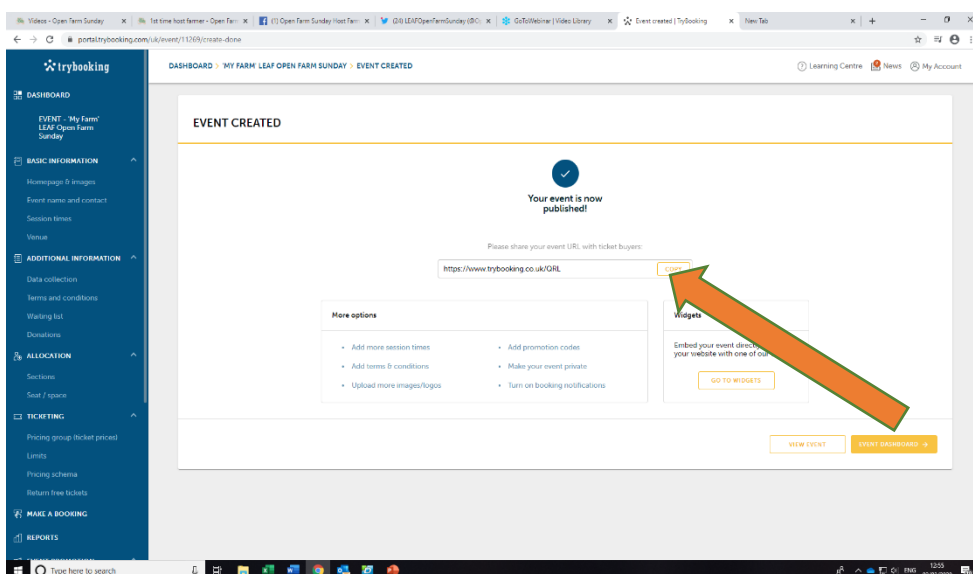
We supply a LOFS hero image (above) – available on our ticketing service webpage.

7. Upload this image here so your event is identified as an official LOFS event.

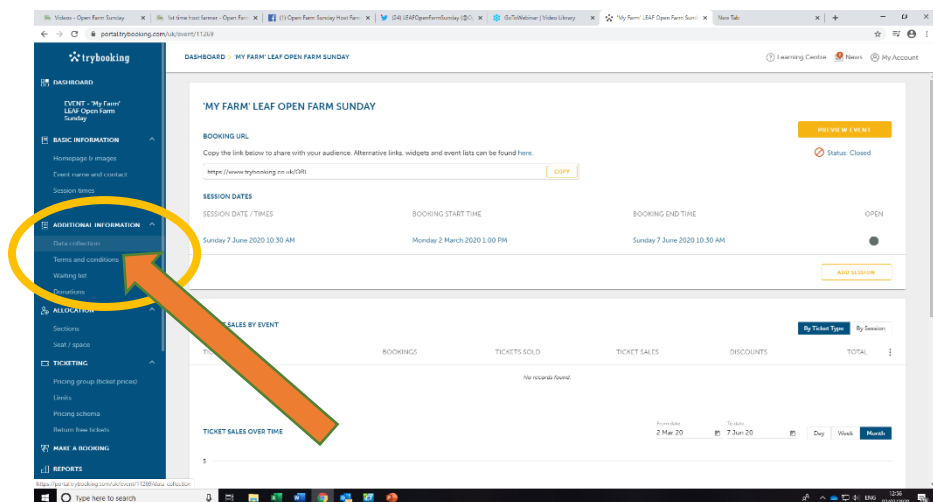


You have now created your event!

TryBooking will supply you with an online link that you can use to share when advertising your event.

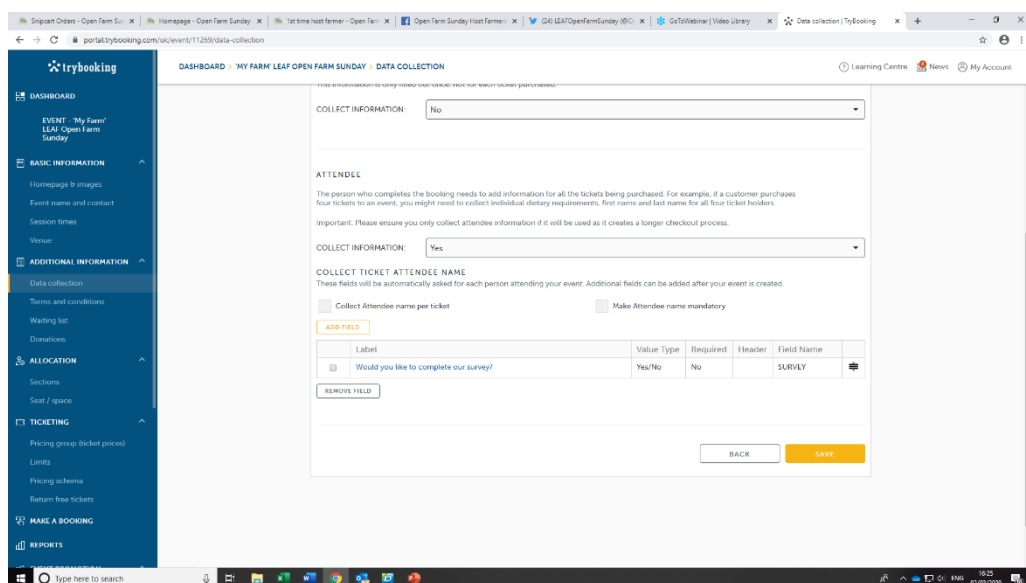
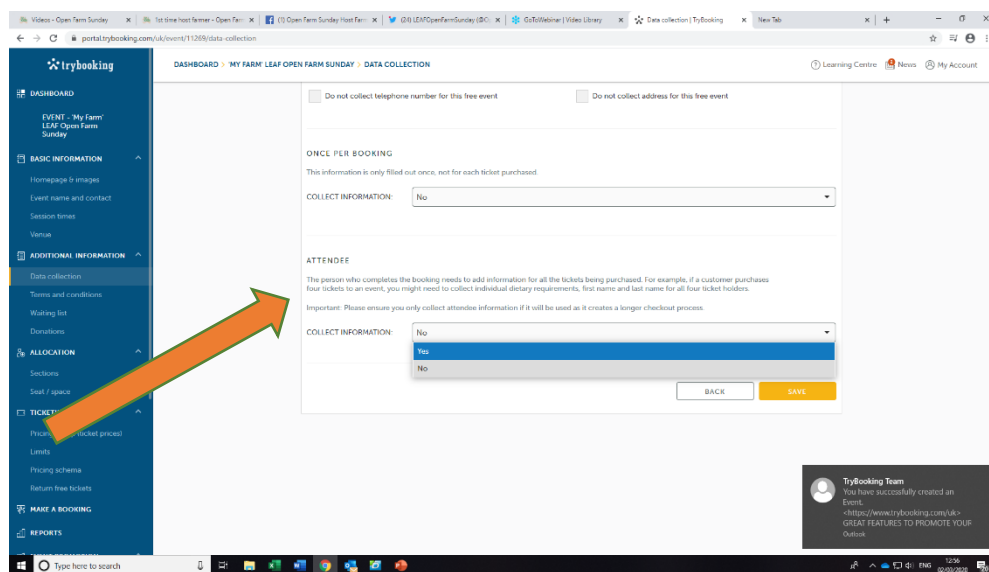


Now your basic event has been created, you can get more technical and start data collection and add in timed activities for people to book on to.



To collect specific data, select **'data collection'** under the **'additional information'** section on the control panel.

Scroll down to **'Attendee'** and select the **'Collect information'** dropdown to **'Yes'**



Select **'add field'** and then follow the instructions and fill out the fields to collect data.

LEAF ask that you kindly collect two areas of Data for our own records.

These are:

1. Would you like to complete our visitor survey?

2. Sign up to the LEAF Life e-newsletter

(Make sure these are in your event dashboard – not your account dashboard!)

The screenshot shows the 'UPDATE EVENT: MY FARM LEAF OPEN FARM SUNDAY' form. The left sidebar contains a menu with 'DASHBOARD', 'BASIC INFORMATION', 'ADDITIONAL INFORMATION', and 'ALLOCATION'. The 'ADDITIONAL INFORMATION' section is expanded, showing 'Data collection', 'Terms and conditions', 'Waiting list', and 'Donations'. The 'Data collection' form has fields for 'LABEL' (with a placeholder 'Would you like to complete our survey?'), 'MANDATORY' (a dropdown menu), 'FIELD TYPE' (a dropdown menu), and 'FIELD NAME'. There are 'BACK' and 'SAVE AND CLOSE' buttons at the bottom right.

This paragraph of text for you to cut and paste into the header of the ‘first question’ is below (*this will appear under the heading Additional Information*):

After your visit we would love to have your feedback. If you would like to complete the online LEAF Open Farm Sunday visitor survey, please tick yes to give permission for LEAF to email you with a link to the survey. Complete the survey by Sunday, 5th July 2020 and you will be entered in a free prize draw to win a £75 supermarket voucher (full terms and conditions at www.farmsunday.org).

You may also like to sign up to receive by email LEAF’s e-newsletter ‘LEAF Life’ with news on farming and LEAF’s work.

This is all you need to do for a basic event. We kindly ask that you share your ‘Producer access’ with LEAF so we can access the data you have collected – see below.

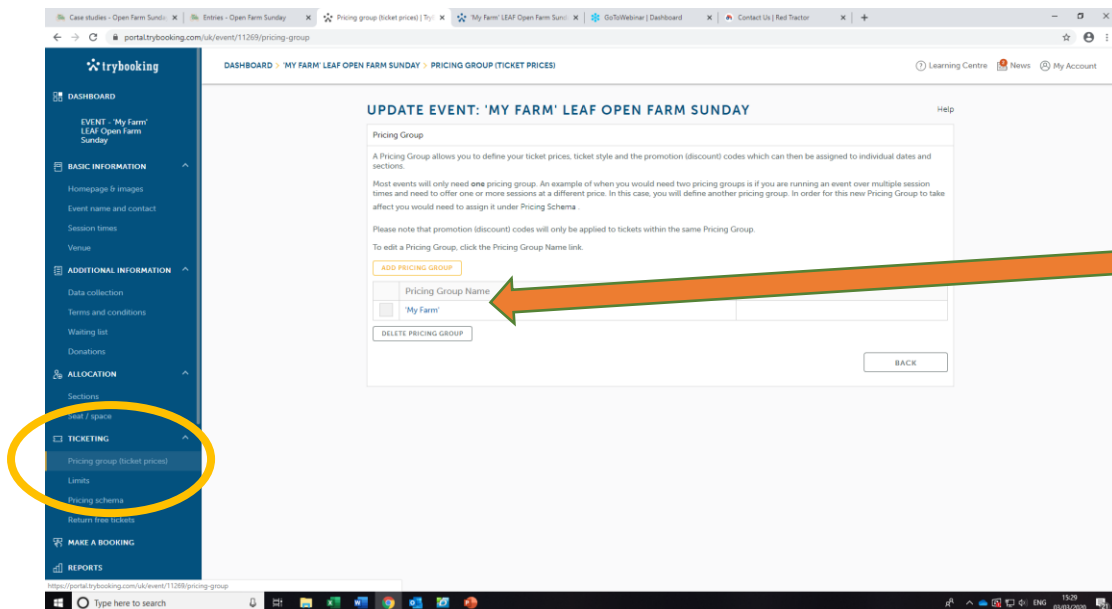
Select producer access at the bottom of the left-hand dashboard (circled)

The screenshot shows the 'PRODUCER ACCESS' form. The left sidebar has a menu with 'DASHBOARD', 'BASIC INFORMATION', 'ADDITIONAL INFORMATION', and 'ALLOCATION'. The 'ADDITIONAL INFORMATION' section is expanded, showing 'Data collection', 'Terms and conditions', 'Waiting list', and 'Donations'. The 'PRODUCER ACCESS' form has fields for 'PRODUCER ID' and 'PASSWORD'. Below these fields is a list of checkboxes for reports that will be available to the producer. An orange arrow points to the 'PRODUCER ID' field. The 'OTHER' section at the bottom of the sidebar is circled in yellow.

Use the password LOFS2020, and email openfarmsunday@leafuk.org with your unique producer ID.

Select the boxes ‘Export Data’ and anything else that is appropriate to your event – if you’re unsure, select all boxes and we can access what we need to!

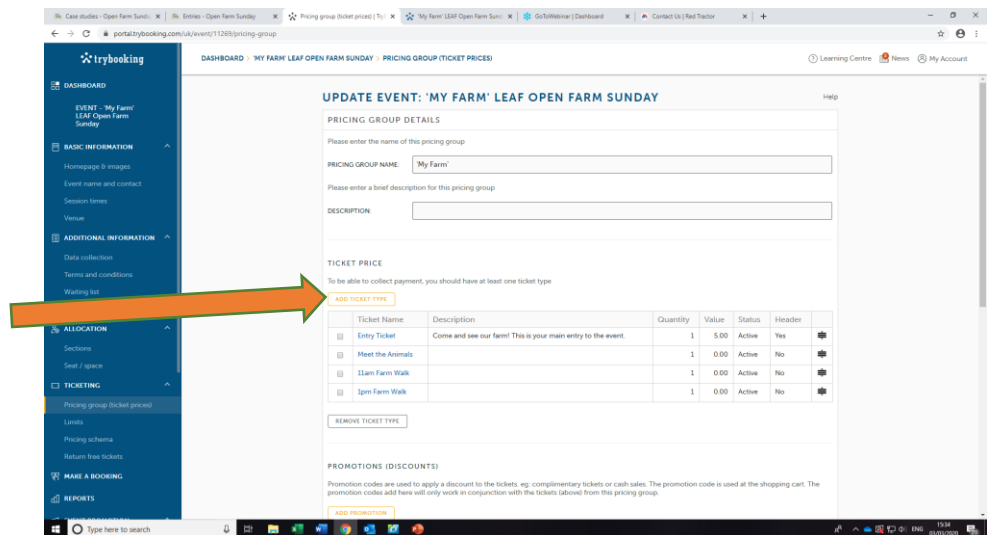
You can now add activities and timed events e.g. tractor rides, farm walks etc to your event if needed. This allows you to limit numbers for particular activities and get people to book on to timed events throughout the day.



Click on '**pricing group**' under '**Ticketing**'.

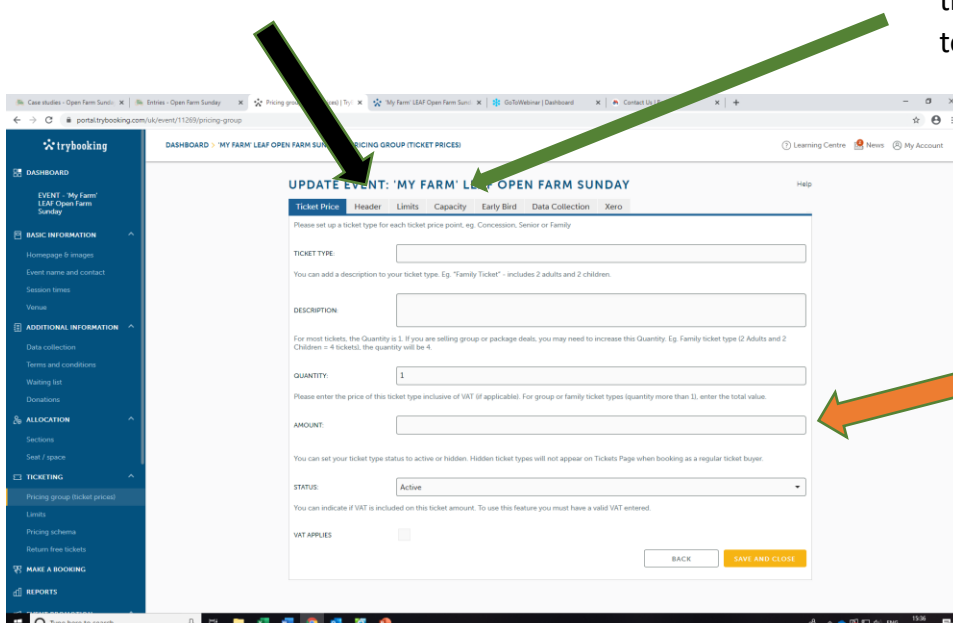
Click on your event and you will be sent to a new web browser.

Select '**add ticket type**'. From here you can add multiple entries such as your times farm walks or tractor trailer rides.



You can add in any additional information in the '**header**' section here.

You can also limit ticket numbers available under the '**capacity**' section at the top.



You can price individual aspects by putting the price in the '**amount**' section.

NEED HELP?

TryBooking and LEAF are here to help at any point. Please contact TryBooking on 0333 344 3477 if you have any questions about the booking system. If you have any other questions regarding your LEAF Open Farm Sunday event, please contact the LEAF office on 024 7641 3911.

Top Tips:

- If you are organising a large event you may like to consider setting up a separate email account specifically for visitor bookings, so confirmation emails don't swamp your usual email account.
- It would be a good idea to try and book onto your own event. Please click 'preview event' from your event dashboard.
- If you want to integrate your booking URL into your website for a seamless booking experience for guests, check out the widgets TryBooking have to offer. Full details are on their website: <https://learn.trybooking.com/hc/en-us/articles/360002790453-Widgets>.
- For a quick and easy way to scan visitors into your farm on LEAF Open Farm Sunday, TryBooking have a Mobile Scanning app which links to your TryBooking account, allowing you to easily see who attended on the day and who failed to show up. The app is free to download from the app store or google play. Full details can be found on their website.

Good luck with using TryBooking, and we hope it enhances your LEAF Open Farm Sunday event!