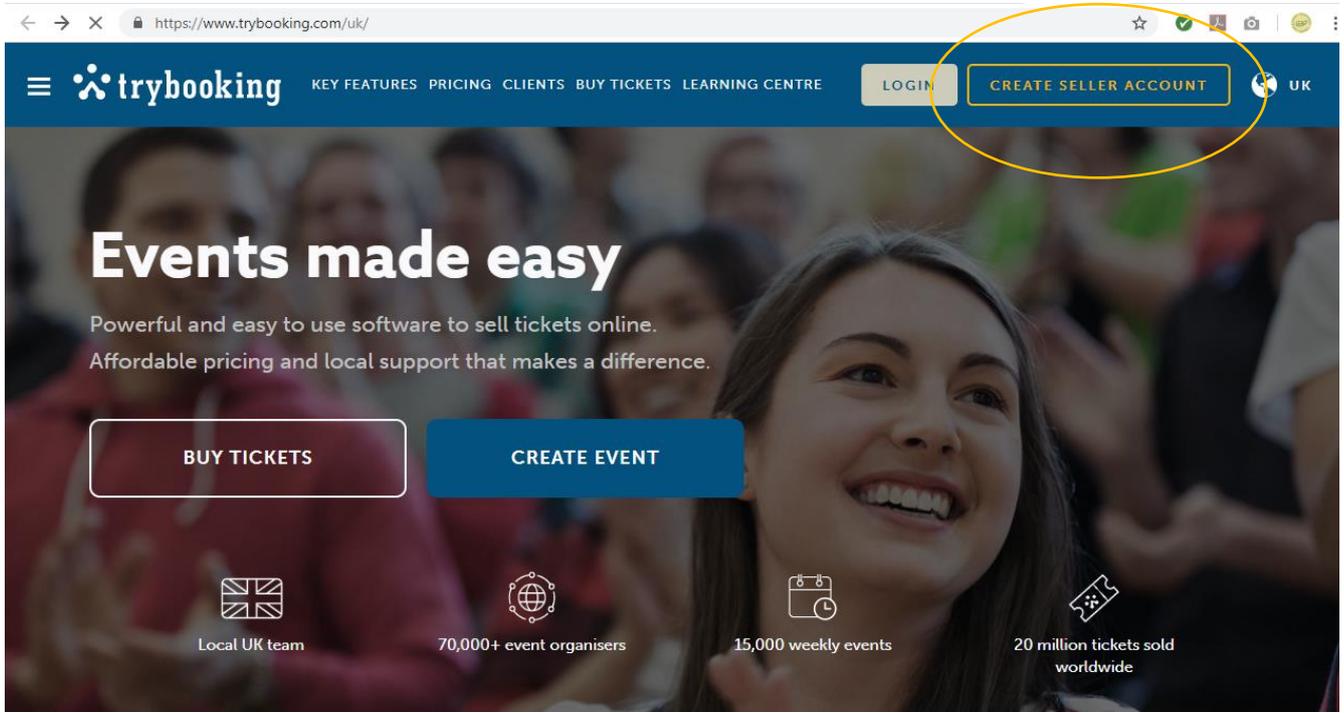


LEAF Open Farm Sunday with TryBooking

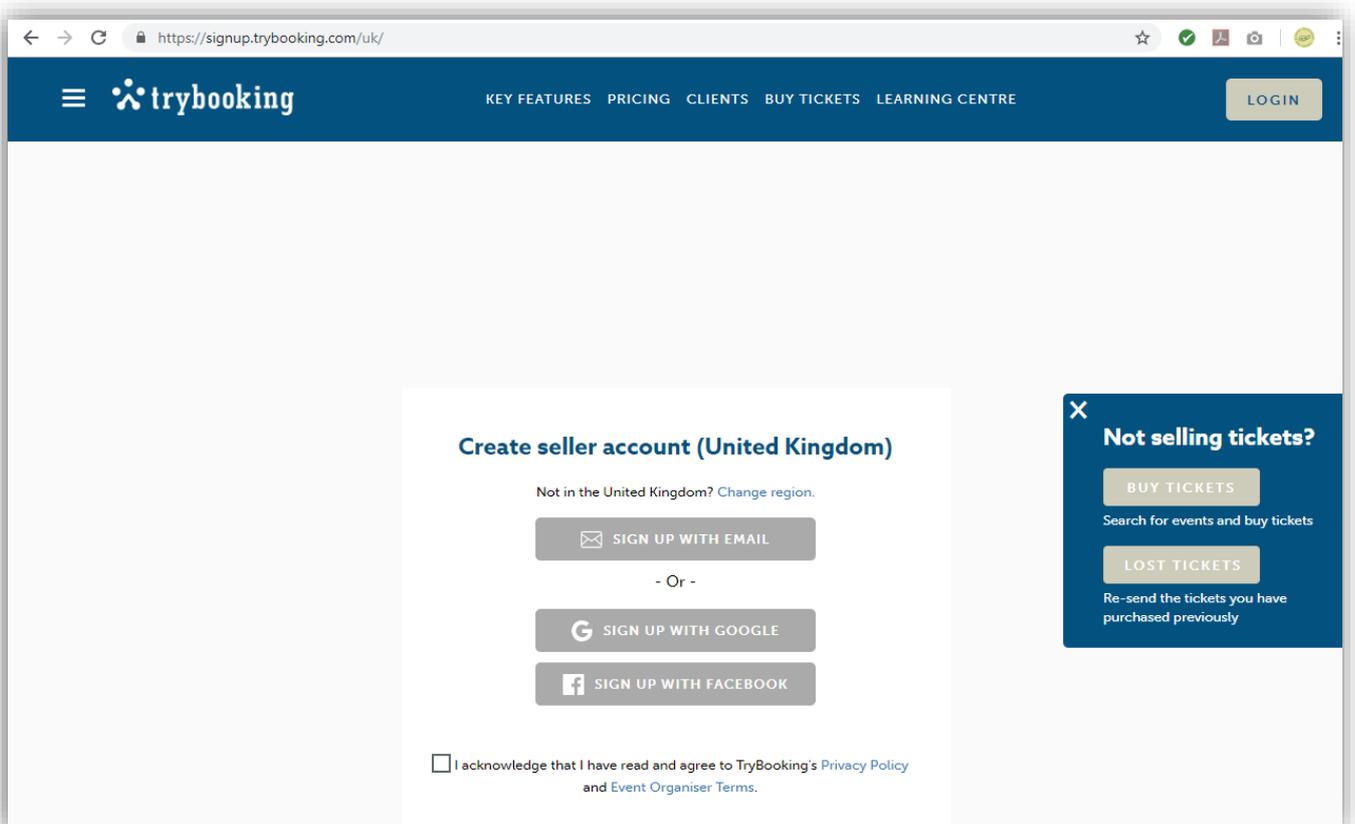
First create your own LEAF Open Farm Sunday Event Account with TryBooking

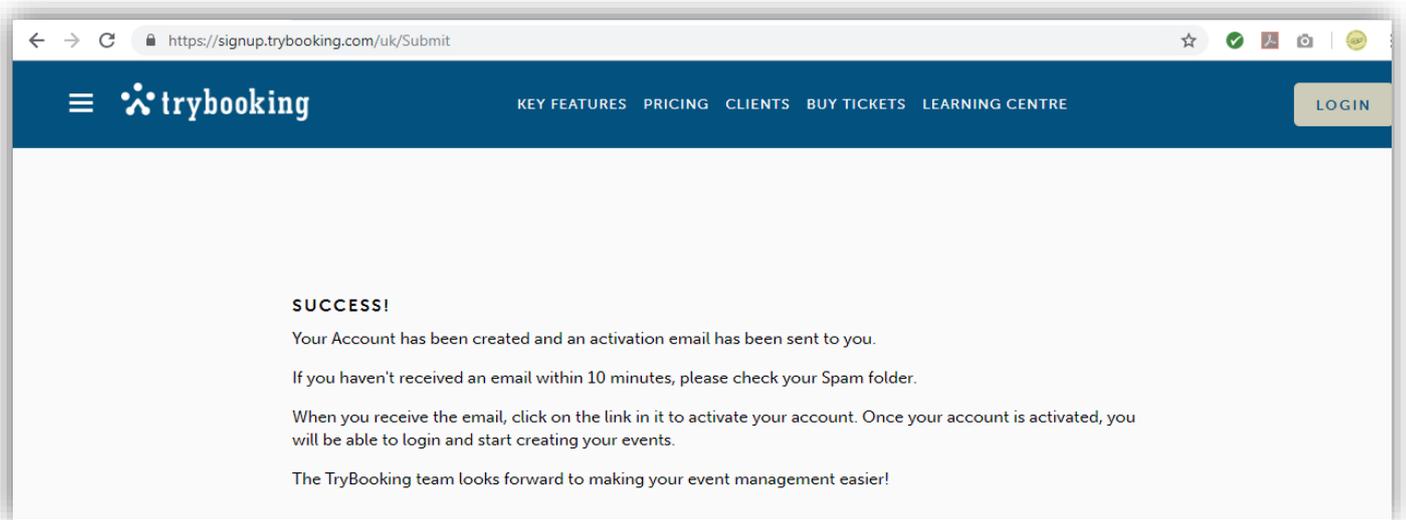
Please follow these instructions:

1. **Set up a Seller Account:** Go to www.trybooking.com/uk/ and click on 'Create a seller account' (top right of page).



2. **Create a seller account** by signing up with an email.

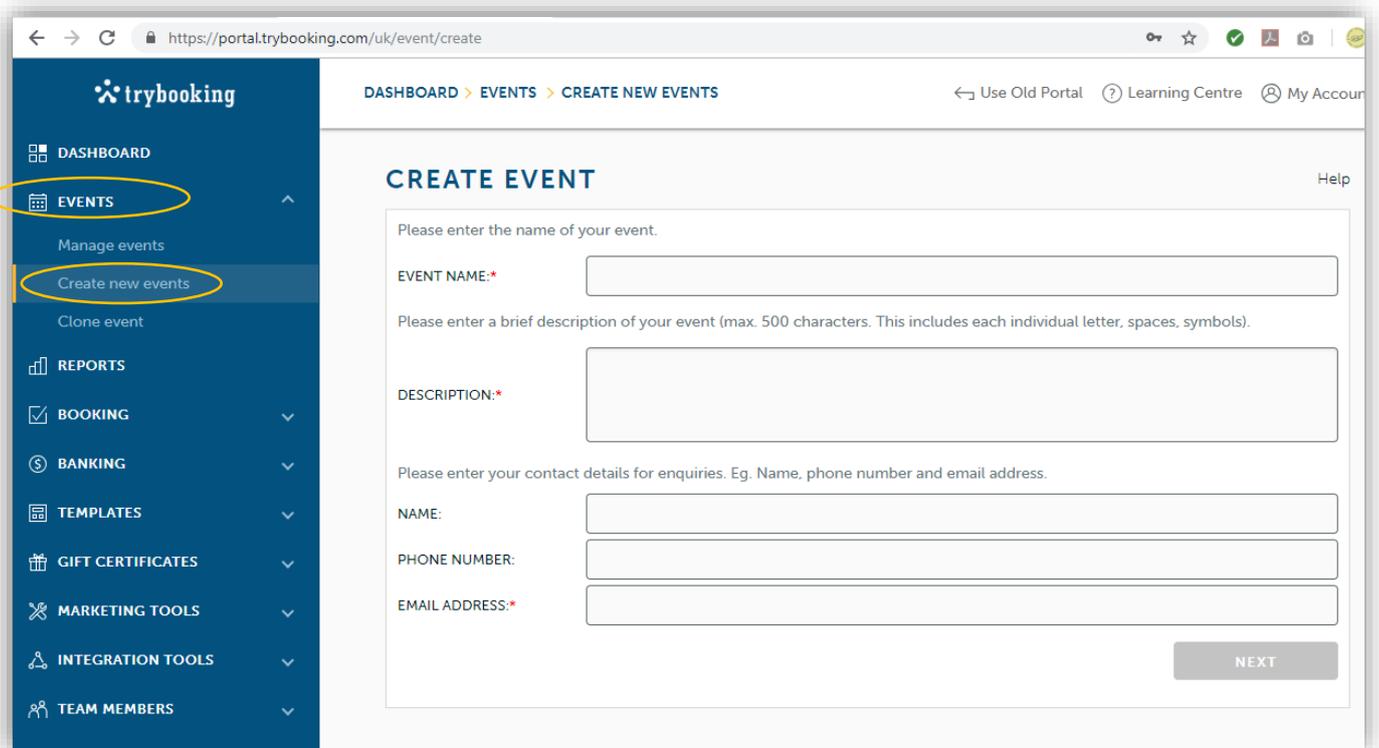




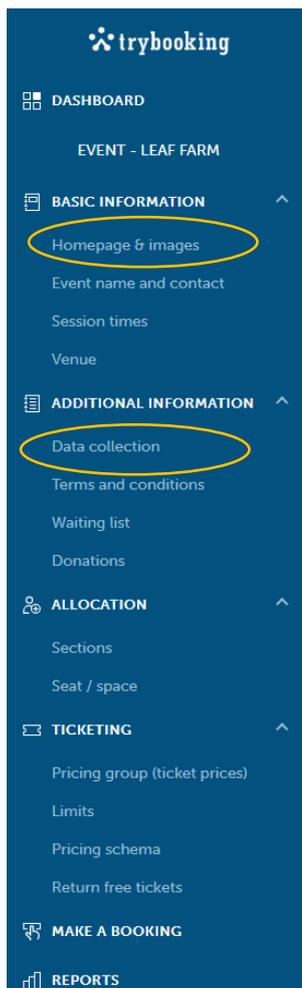
3. Activate your account by clicking on the link within the email you've just received from TryBooking

Create your event

4. **Login to your account you've just created.**
5. **Select 'Events'** on the left side of the dashboard (see screengrab below)
6. **Select 'Create new events' to create your LEAF Open Farm Sunday event** (see screengrab below). Click through the set up process filling in details such as your preferred Session Times (date of the event), Ticket Types (Adult, Child, Family) and Capacity (maximum number of attendees). Click through all the steps 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.



7. **Branding your event & data collection.** Once you have completed the initial set-up of your event, LEAF would like two of your pages to remain the same as ours:



i. **Branding of your event's homepage** – please include the LEAF Open Farm Sunday branding (called 'hero image'); the artwork for this is attached to your email from LEAF.

To upload the hero image, select 'Homepage & Images' from your Event Dashboard. Click the Images tab and upload the hero image in the right section.

ii. **Data collection** - there are two questions relating to Data Collection that we would like you to include:

The 2 places to action these can be found in your 'Event Dashboard', not your 'Account Dashboard'

The data collection text and questions we would like you to include are as follows below. Set both questions up as 'Once per booking' questions:

1. Would you like to complete our survey?
2. Sign up to the LEAF Life e-newsletter

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.

NEED HELP?

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

TOP TIPS

- *If you are organising a large event you may like to consider setting up an email account specifically for visitor bookings, so that confirmation emails do not swamp your usual email account.*

- *It would be a good idea to try and book onto your own event, so that you can see how it looks to a visitor who is trying to book on to your event. Please click 'preview event' from your event dashboard.*
- *If you want to integrate the booking URL into your website for a seamless booking experience for your guests, check out the widgets TryBooking have to offer. Full details are [here](#) on their website.*
- *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, so you can easily see who attended on the day and who didn't show up. The app is free to download from the app store or Google Play. Full details are on the website.*

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