

Lees Wood Bookings Hallmaster

LEES WOOD



SCOUT & GUIDE
ACTIVITY CENTRE

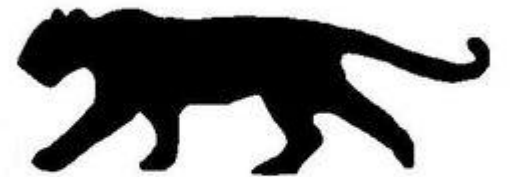
First Steps

- When Making a booking you will be taken from www.leeswood.org.uk to the hall master booking system. You do this by clicking on the plus (+) button on the calendar which will take you to the booking tool.
- A first time user will be required to sign up to Hall Master in order to use the system – existing users* will just need to log in using their details previously registered. – Using the buttons below will take you to the next steps – after that continue scrolling.

**Existing Hallmaster users for other sites will be able to log in as normal, but will need to do this after clicking the + sign from the Lees Wood website to be added into our sub site.*

New User

Existing User



Signing Up

Make Booking Request - Lees Wood Scout and Guide Activity Centre

New User

Firstname

Surname

Email

Group Name (optional)

Telephone

Password

* Minimum 6 characters and 1 uppercase letter.

Repeat Password


Address Line 1

Address Line 2

City

County

Postcode

I'm not a robot 

[Privacy](#) [Terms](#)

* We promise not to send you any junk email or share your details with any third parties
By continuing you agree by our [End User License Agreement \(EULA\)](#) and [Privacy Policy](#).

Login

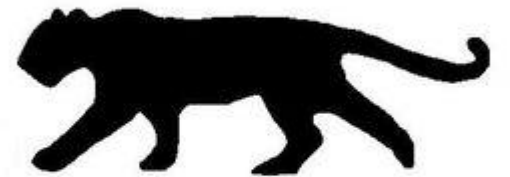
Email

Password

[← I forgot my password](#)

- Signing up is as simple as filling in the boxes (Existing users will be able to use the log in box to the right hand side of the sign up)
- Once registered you will need to Verify your email address, an email will have been sent (Double check your spam just in case).
- Whilst Hall Master has group name as optional, it would really help us process your bookings if you can include that information in there.

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Making a Booking

Details

Rooms Beeches Complex ?
 Flight Oaks
 Les Willis Field
 John Davis Site
 Fox
 Birch
 Fir Tree
 Oak
 Wood Pigeon
 Pines
 Maple
 Beech
 Chestnut
 Squirrel

Event Name ?

Number of People Attending ?

Start Date / Time ?

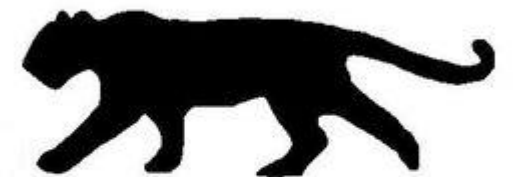
End Date / Time ? 👁

Recurring Booking

Activity ?

1. Select the campsite(s) you want for your booking
2. Add an event name
3. Enter the number of people expected (This doesn't need to be exact)
4. Using the calendar function set your start and finish times.
5. And set you type of activity (Day Visit / Evening Visit / Camping)

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Making a Booking

Additional (Line) Items

Line item Group	Line Item	Quantity	Cost	
Buildings	Beeches - Full Complex Weeke	1	£370 per item	Add
Camping / Day Visits / Evening Visits	Beeches - Full Complex Weekend	1	£370.00	Remove

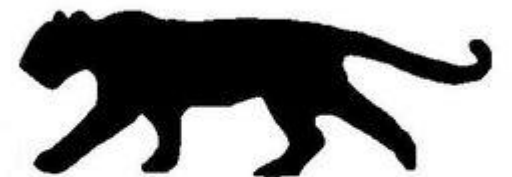
- ❖ When booking a building, adding camp fees is only applicable to those NOT staying in the building.
- ❖ Camp fees are added per night, so for a 2 night stay you will need to add the number people of staying per night together
- ❖ Anything entered here can be changed at a later date, so don't panic if you don't know the exact information.

Additional (Line) Items

Line item Group	Line Item	Quantity	Cost	
Activities	Climbing - 2 Hours (Minimum	1	£55 per item	Add
Buildings	Beeches - Full Complex Weekend	1	£370.00	Remove
Camping / Day Visits / Evening Visits	Camp Fees - Per Person Per Night (Including Adults)	20	£86.00	Remove
Activities	Shooting - 2 Hours	1	£55.00	Remove
Activities	Archery - 2 Hours	1	£55.00	Remove
Activities	Climbing - 2 Hours (Minimum Charge)	1	£55.00	Remove

6. Add your items from the categories any buildings, camper nights and activities would go here
7. After entering each bit ensure you hit the "Add" button to add this to your booking

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Making a Booking

Description

Paragraph **B** *I* U [List] [List] [List] [Image] [Image] [List] [List] [List] [List] [Link] [Refresh] [Image] [Table]

Hi,
Would it be possible to have the following
Shooting and Archery on Saturday PM
Climbing on Sunday AM
Many Thanks
Lees Wood

Privacy Private

Special Requirements

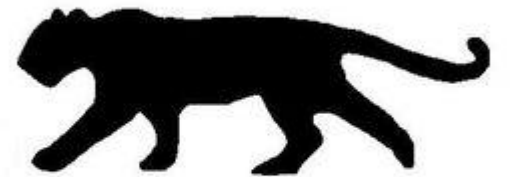
I agree to the Site Rules

8. Finally, there is a description box, this gives you the opportunity to add a message to, as well as a space for you to identify your activity times.
9. Privacy setting – this should remain set to private
10. Special Requirements – use this space to identify anything like early access or site visit before your booking.

11. Tick the box to agree to the site rules

12. Hit save and send in your booking – at this point it is only a request, and someone from the bookings team will confirm the booking or get in touch if there's any issues.

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Dashboard

The screenshot shows the Hallmaster dashboard interface. At the top left is the Hallmaster logo. The top right features a site selector dropdown set to 'Lees Wood Scout and Guide Activity Centre', and two buttons: 'View Scheduler' and 'View Weekly Diary'. A user profile dropdown shows 'Welcome, leeswood.cust...'. A left-hand navigation menu includes 'Dashboard', 'Bookings', 'Invoicing', 'Statements', and 'FAQ'. The main dashboard area has a 'Dashboard' title, a 'Click to download Customer User Guide' link, and two prominent buttons: 'Bookings' with a red notification badge showing '1' and 'Invoicing' with a red notification badge showing '£0.00'. A mouse cursor is hovering over the 'Invoicing' button.

- Once you have completed your first booking request you can see your dashboard, from here you can manage your bookings, invoicing and also access a further customer user guide from Hall Master.
- For users of multiple Hallmaster sites, using the drop down on the top right you will be able to see your Lees Wood Site as well as any other sites you may be a part of.

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Any Problems?

If you do encounter any problems whilst setting up your account or booking please contact us with the nature of the issue

bookings@leeswood.org.uk

