Gauge O Guild Ltd

On-line Stand Booking System – <mark>Trader's Guide</mark>

The reasons for an on-line booking system?

The on-line Stand Booking for Kettering, Kempton Park, Guildex (Stafford) and Wigan mirrors the information submitted on paper forms and uses a similar looking format

From a data protection perspective, the Trader details are taken from the existing trader database already held by the Guild which is used to help traders promote their products in our Product Directory and Trader Lists.

- Our main aim is to <u>save you time</u>

- The booking details can be copied from one year to the next requiring the minimum amount of data input and checking.

- Payment can be made on-line with basic receipt being issued by email. (VAT receipts will follow from the Admin team).

- Events Team Administration is greatly reduced because the booking status, payment status and equipment requests are automatically fed into spreadsheets for the Events Team to use

**<mark>How to complete the forms</mark>**

This is a step by step guide which may seem complicated at first but please follow each step and it will be easier than you think.

1. Go to the Gauge O Guild website www.gaugeoguild.com

Go to traders in the menu at the top of the front page and in the drop-down list click on 'Stand Booking System' as shown in the screen shot below

2. On the next screen. Use the drop-down list to select your trader's name.
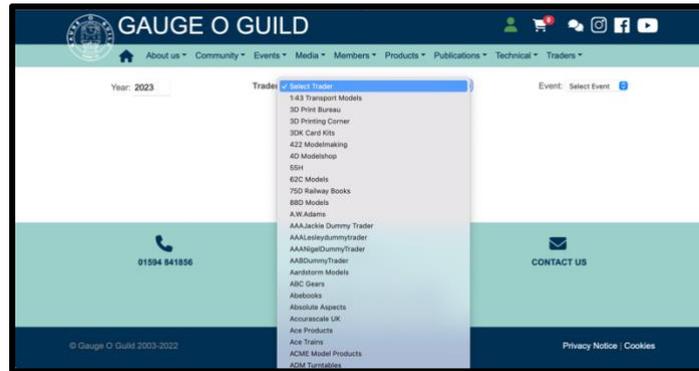
3. It will then ask you to logon. The password you need is the one associated with your trader entry on the Product Directory. If you have forgotten this, click on Forgotten Password and you will get an email. You can also get your password from Lesley Sladen via lesley@artytype.co.uk OR, Jackie Kneeshaw via eventschair@gaugeoguild.com
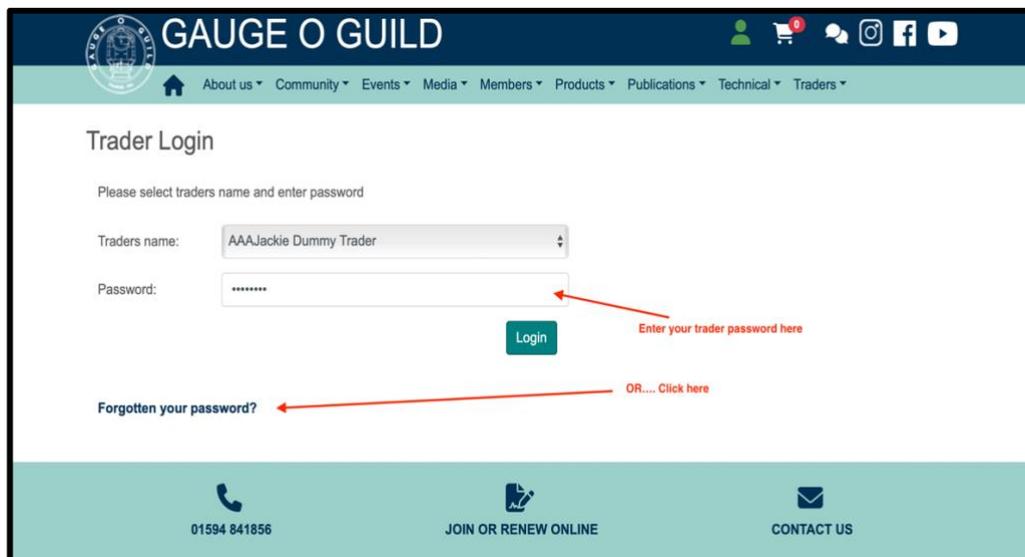
If the traders name does not appear in the list then it will be necessary to register, which is free of charge. (see adding your details / checking your details on the Gauge O Guild's data base – appendix 1)

4. Once you have logged in, you get the following screen
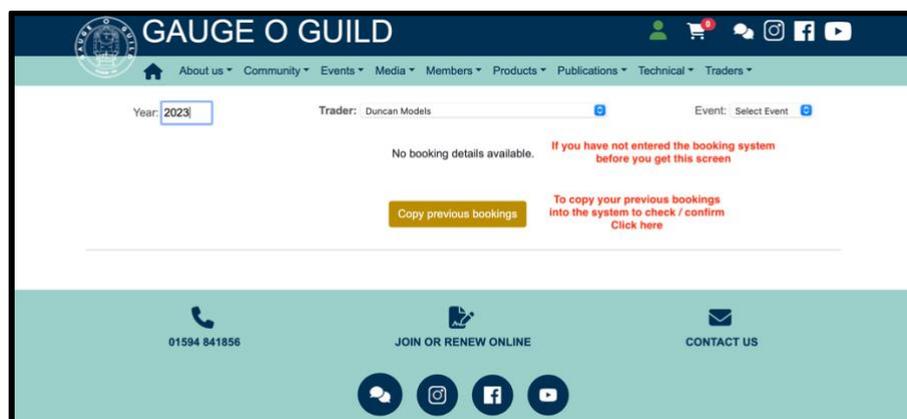
5. **For those traders who have previous bookings** (the 2024 bookings have already been loaded into the database) the following details will apply.

   N.B. New attendees will be able to complete the blank form. (Go to step 14)

6. **Once you have clicked on Copy Previous Bookings you will see at the top of the page, a** summary of the stand bookings pulled forward from last year appears. Do not click on anything else yet

Year: 2024	Trader: **Example Trader**					Event: Select Even ⇕	
Summary	**Booking Date**	**Status**	**Cost £**	**Closing Date**	**Payment**	**Balance £**	**Balance Due Date**
Guildex	Record Booking Record Balance	Draft	960.00	28/06/24		960.00	28/06/24
Kettering	Record Booking Record Balance	Draft	365.00	29/12/23		365.00	26/01/24
Total after Discount*	Record Booking Record Balance	33%	920.75	29/12/23		920.75	26/01/24

   *Discount applies to units, not extras.

   Once you have booked your requirements for the show(s) you wish to attend Click 'Make Booking'.
   N.B. You only need to click this against the 'Total After Discount' row if a discount applies.
   If you are only booking one show, Click 'Make Booking' against that event.
   Please note you will be sent an invoice and you do not need to pay until the 'Balance Due Date'.

7. The first thing to do is check the detail of each show to see if you need to make any changes.

8. Click on the down arrow next to EVENT and select each one you need.

Year: 2024	Trader: **Example Trader**					Ever	✓ Select Event
Summary	**Booking Date**	**Status**	**Cost £**	**Closing Date**	**Payment**	**Balance £**	Guildex
Guildex	Record Booking Record Balance	Draft	960.00	28/06/24		960.00	Kempton / Kettering
Kettering	Record Booking Record Balance	Draft	365.00	29/12/23		365.00	26/01/24
Total after Discount*	Record Booking Record Balance	33%	920.75	29/12/23		920.75	26/01/24

   *Discount applies to units, not extras.

   Once you have booked your requirements for the show(s) you wish to attend Click 'Make Booking'.
   N.B. You only need to click this against the 'Total After Discount' row if a discount applies.
   If you are only booking one show, Click 'Make Booking' against that event.
   Please note you will be sent an invoice and you do not need to pay until the 'Balance Due Date'.

9. **SCROLL DOWN** and the details for the show you have selected then appear below the summary table and you can check all the information, make amends as required and then save your changes.

Please refer to the Privacy Policy which explains how your data will be used
Bookings for **Kettering - 2024**

Ref:	Item (see over for descriptions)	Quantity	£ (incl VAT)	Total £
StdUnit	Standard Unit (each) 6ft frontage x 6ft deep on an aisle	0	85.00	0.00
WallUnit	Wall Unit (each) 6ft frontage x 8ft deep against a wall	3	115.00	345.00
Power	Power Connection (one)	1	20.00	20.00
Tables	Extra Tables ONLY AVAILABLE WITH WALL UNITS (each)	0	6.00	0.00
Badges	Extra Badges EACH UNIT ALLOCATED TWO BADGES	0	6.00	0.00
	Total Booking Cost			365.00

How many tables do you require?: 0

How many chairs do you require?: 0

How many Badges do you require?: 4

Which day do you intend to set up?: Friday

What time do you intend to arrive?: 13.00

Do you have any special requirements?:

Check all details on the form and 'save changes' then go back to previous step and choose the next event in the drop down list to check the form for that

Save Changes

10. **Do this for each of the shows that you have attended before clicking on anything else.**
    If you did not attend a show in 2024 but want to attend in 2025 then select that show and add the details to the blank form. Once you save changes, it will appear in the summary table at the top.

11. Once you are satisfied that all shows are booked and the forms are correct go back to the summary table. **If you are attending multiple shows just click 'Record Booking' next to the Total After Discount row.**

12. If you are attending just one show, **click 'Record Booking' next to that single show**

    Note this is explained in the section shown with stars on the attached screenshot.

Year: 2024	Trader: **Example Trader**					Event: Select Even
Summary	Booking Date	Status	Cost £	Closing Date	Payment	Balance £	Balance Due Date
Guildex	Record Booking Record Balance	Draft	960.00	28/06/24		960.00	28/06/24
Kettering	Record Booking Record Balance	Draft	365.00	29/12/23		365.00	26/01/24
Total after Discount*	Record Booking Record Balance	33%	920.75	29/12/23		920.75	26/01/24

*Discount applies to units, not extras.

Once you have booked your requirements for the show(s) you wish to attend Click 'Make Booking'.
N.B. You only need to click this against the 'Total After Discount' row if a discount applies.
If you are only booking one show, Click 'Make Booking' against that event.
Please note you will be sent an invoice and you do not need to pay until the 'Balance Due Date'.

13. **Once you have done Record Booking**

    The next screen shows you have Provisional Bookings and the total payment due

    <mark>DO NOT Record balance or make a payment until you receive an invoice</mark>

Year: 2024	Trader: Test Trader		Event: Select Even

Summary	Booking Date	Status	Cost £		Closing Date	Payment	Balance £	Balance Due Date
Guildex	Record Balance	Prov. Booking	360.00		28/06/24	0.00	360.00	28/06/24
Kempton	Record Balance	Prov. Booking	105.00		31/03/24	0.00	105.00	31/03/24
Kettering	Record Balance	Prov. Booking	105.00		29/12/23	0.00	105.00	26/01/24
Total after Discount*	Record Balance	50%	325.00	0.00	29/12/23		325.00	26/01/24

*Discount applies to units, not extras.

Once you have booked your requirements for the show(s) you wish to attend Click 'Make Booking'.
N.B. You only need to click this against the 'Total After Discount' row if a discount applies.
If you are only booking one show, Click 'Make Booking' against that event.
Please note you will be sent an invoice and you do not need to pay until the 'Balance Due Date'.

14. **For traders who did not attend last year** Choose each event then <u>Scroll Down</u> and a blank form will appear below the table for you to complete. The next image shows the blank Kempton Park form. Complete the form for each event you wish to attend and then click Save Changes. <u>Repeat for each show you wish to attend</u>

Please refer to the Privacy Policy which explains how your data will be used
Bookings for **Kempton - 2023**

Ref:	Item (see over for descriptions)	Quantity	£ (incl VAT)	Total £
StdUnit	Standard Unit (each) 6ft frontage x 6ft deep on an aisle		75.00	0.00
WallUnit	Wall Unit (each) 6ft frontage x 8ft deep against a wall		105.00	0.00
Power	Power Connection (one)		20.00	0.00
Tables	Extra Tables ONLY AVAILABLE WITH WALL UNITS (each)		6.00	0.00
Badges	Extra Badges EACH UNIT ALLOCATED TWO BADGES		6.00	0.00
	Total Booking Cost			0.00

How many tables do you require?:

How many chairs do you require?:

How many Badges do you require?:

Which day do you intend to set up?:

What time do you intend to arrive?:

Usually after 3.00pm

Do you have any special requirements?:

Save Changes

Now follow Step 11 or 12 depending on whether you have booked multiple or just one show

15. Once you have clicked Record Booking….Your order status appears in the summary table at the top of the page as shown in step 13

As stated earlier - DO NOT *Pay Balance* **until you get an invoice.**

Deposits are not required but for the discount scheme, **bookings must be made by 17th January 2025**. The invoice you receive will have a payment date on it.

If you are part of the discount scheme full payment is due on 31st January 2025

If you are not part of the discount scheme, the invoice will confirm the payment date

When you leave the booking system and log out, your requests are stored for payment later

16. When you choose to pay the balance, go back to the instructions in Step 1. Log in again and this time, you will find the table appears straight away just as you left it.

17. To make the payment click on pay balance and the following screen appears:

Once paid, you will find the 'Booking Status' column in the table and 'Balance Due' status changes (see below)

If you have any problems with the new system – do not hesitate to contact Lesley or me.

Any new system takes a little time to get used to so, please try it and stick with it

It is only the third time we have used the system so we need to know any glitches and let us now any questions

Thank you