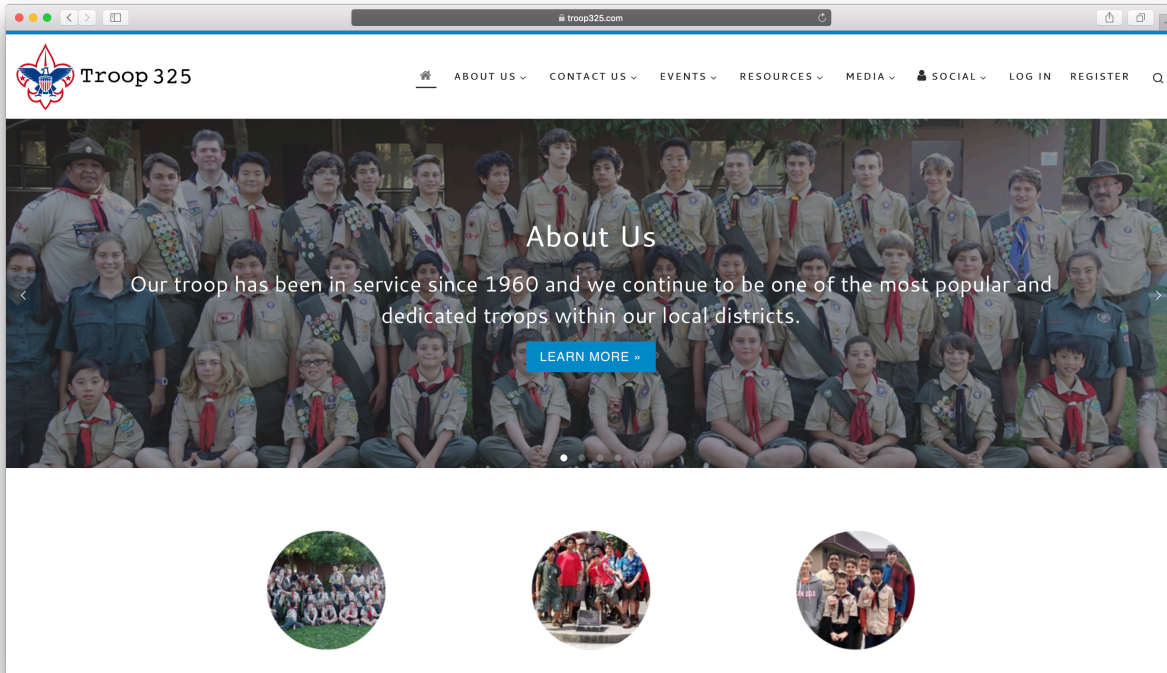
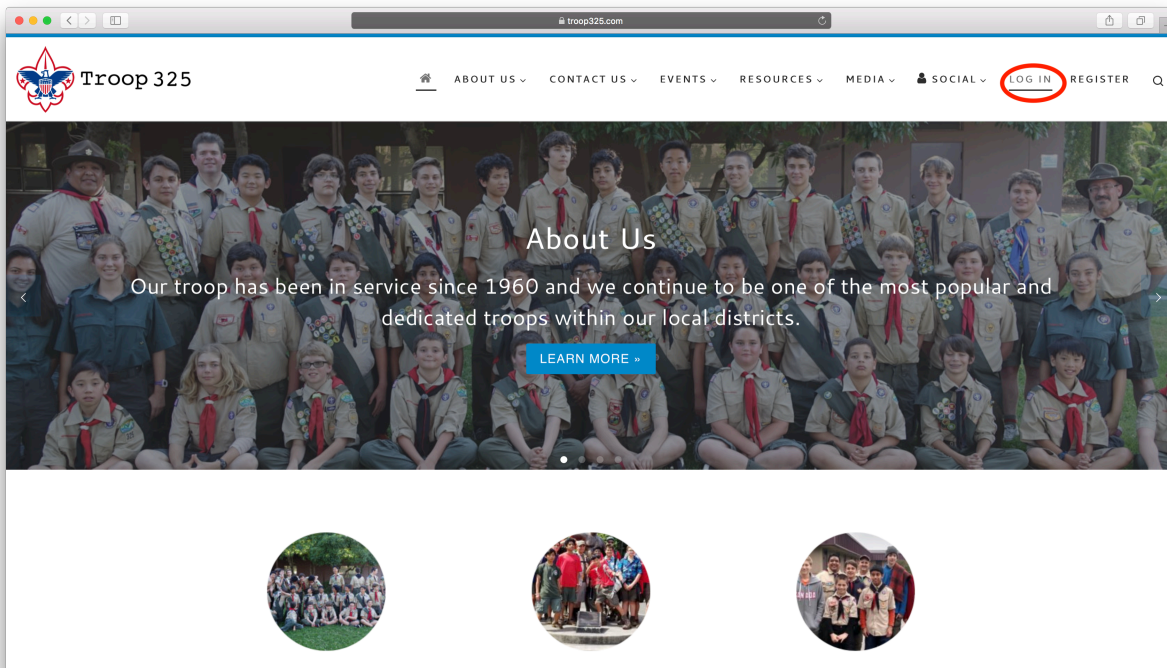


Steps to Add a Manual Booking

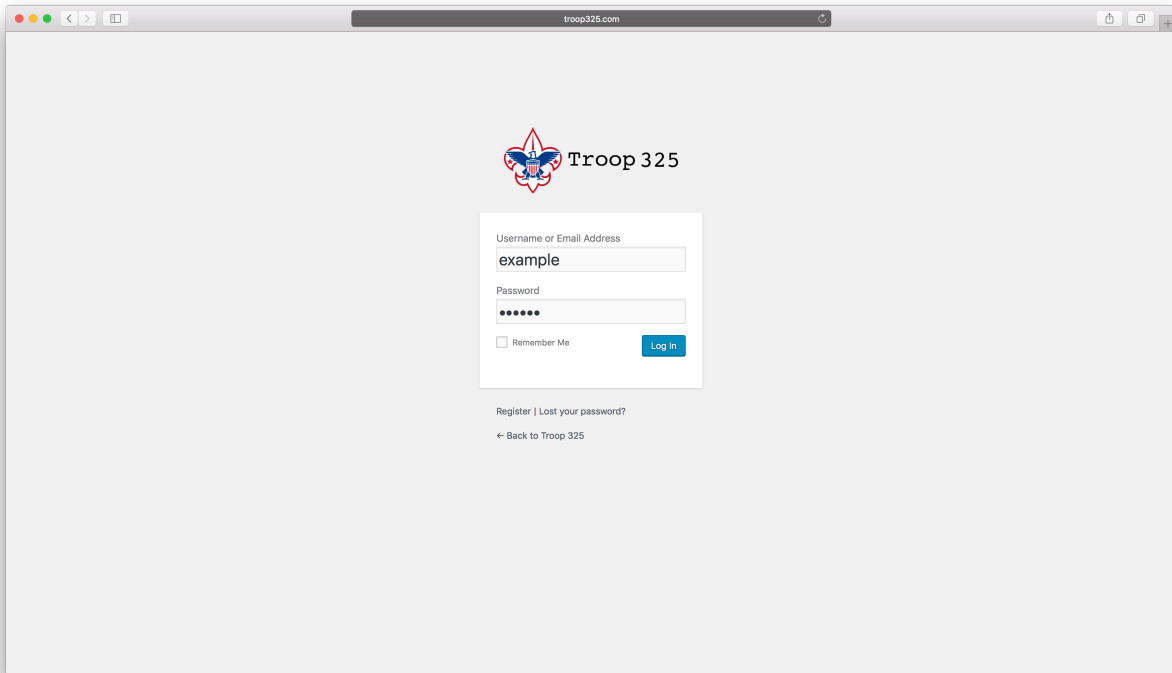
Step 1: Go to troop325.com



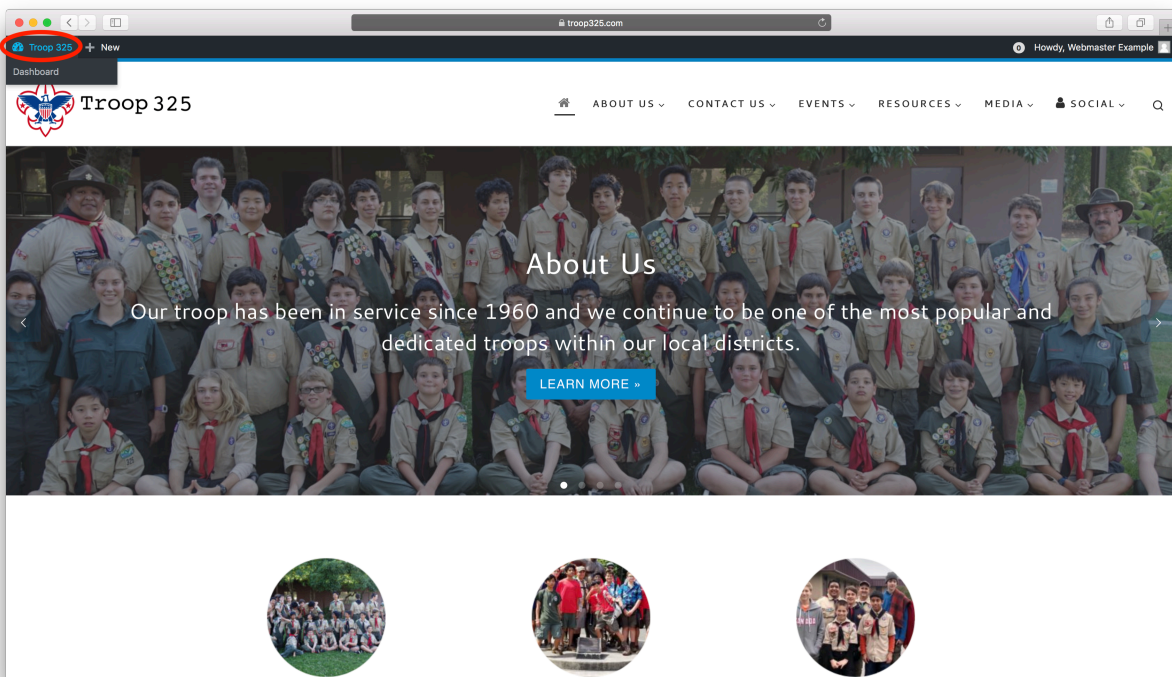
Step 2: Click on "Login"



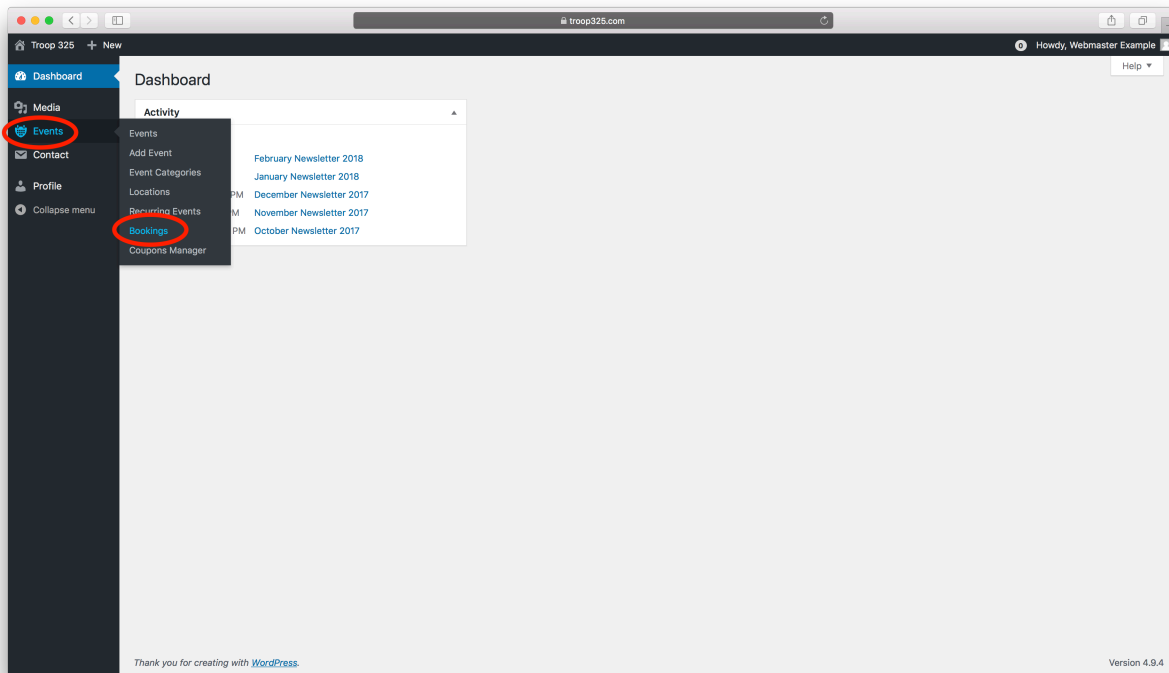
Step 3: Login



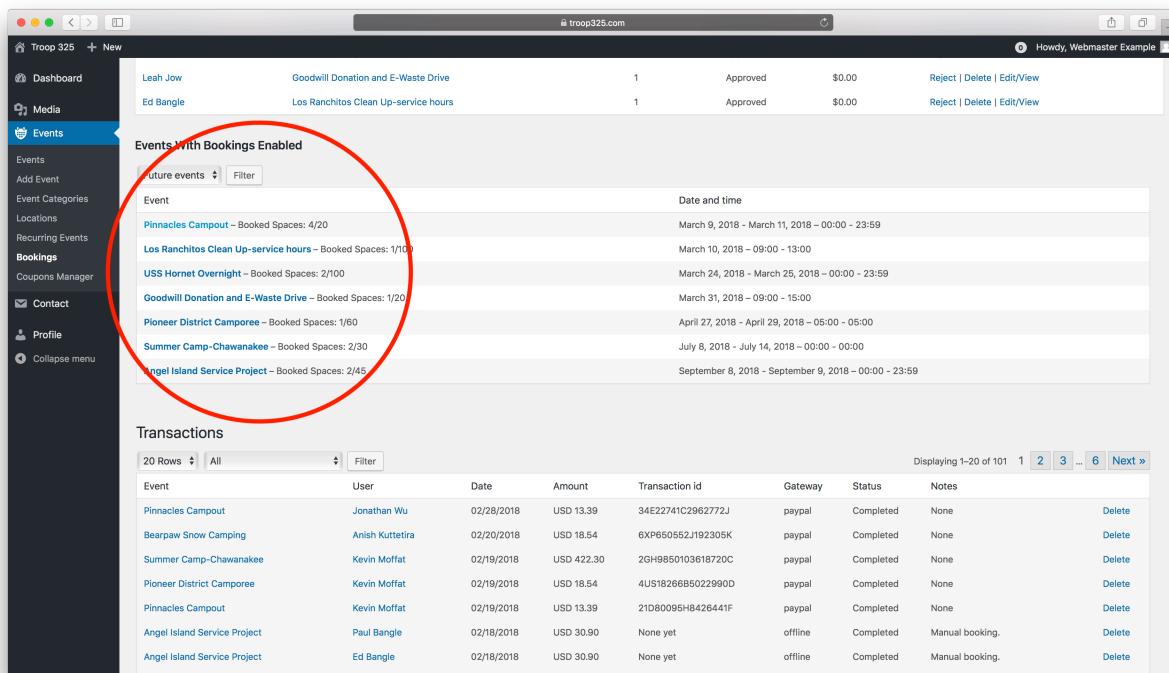
Step 4: Go to the Dashboard



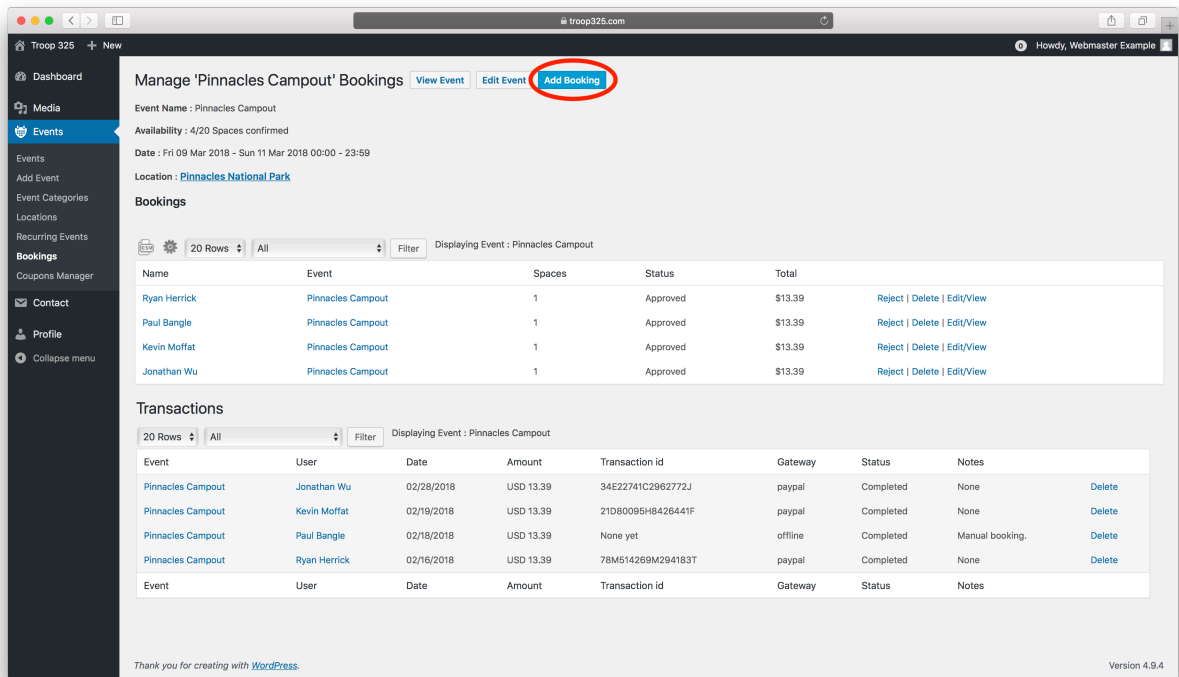
Step 5: Hover over “Events” and select “Bookings”



Step 6: Select your event from the list



Step 7: Select "Add Booking"



The screenshot shows a web application interface for managing bookings. The main heading is "Manage 'Pinnacles Campout' Bookings". Below the heading, there are three buttons: "View Event", "Edit Event", and "Add Booking", with the "Add Booking" button circled in red. The event details are as follows:

- Event Name: Pinnacles Campout
- Availability: 4/20 Spaces confirmed
- Date: Fri 09 Mar 2018 - Sun 11 Mar 2018 00:00 - 23:59
- Location: Pinnacles National Park

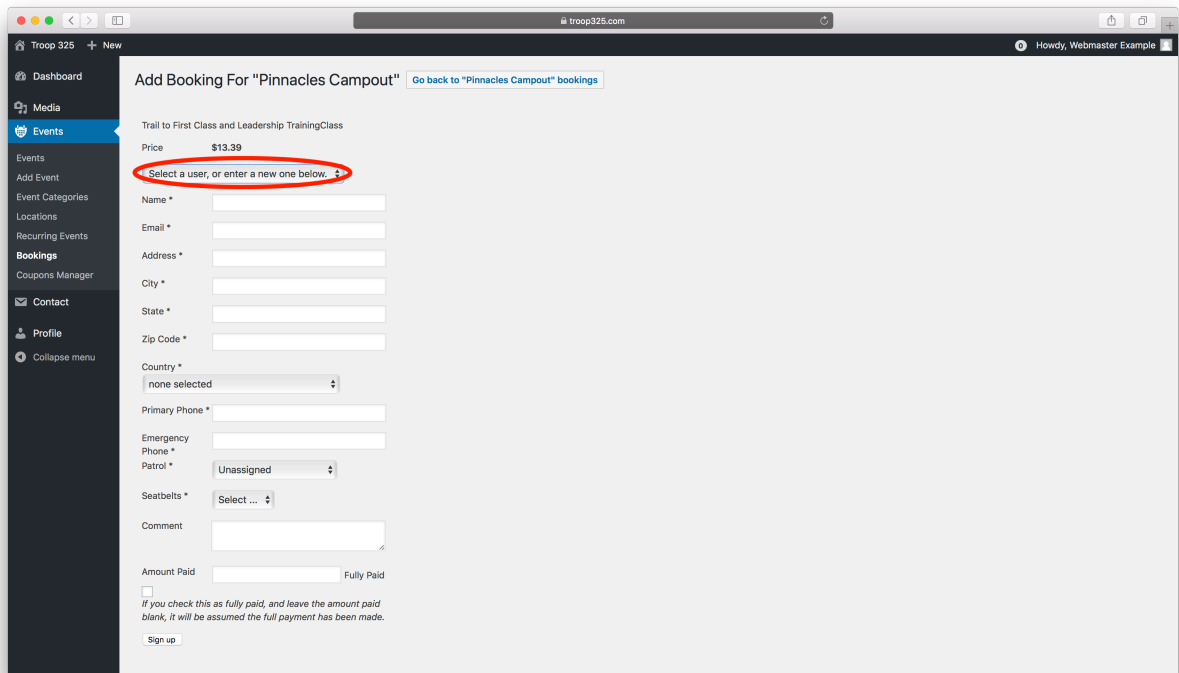
Below the event details is a "Bookings" section with a table showing existing bookings:

Name	Event	Spaces	Status	Total	
Ryan Herrick	Pinnacles Campout	1	Approved	\$13.39	Reject Delete Edit/View
Paul Bangle	Pinnacles Campout	1	Approved	\$13.39	Reject Delete Edit/View
Kevin Moffat	Pinnacles Campout	1	Approved	\$13.39	Reject Delete Edit/View
Jonathan Wu	Pinnacles Campout	1	Approved	\$13.39	Reject Delete Edit/View

Below the bookings table is a "Transactions" section with another table showing transaction history:

Event	User	Date	Amount	Transaction id	Gateway	Status	Notes	
Pinnacles Campout	Jonathan Wu	02/28/2018	USD 13.39	34E22741C2962772J	paypal	Completed	None	Delete
Pinnacles Campout	Kevin Moffat	02/19/2018	USD 13.39	21D80095H8426441F	paypal	Completed	None	Delete
Pinnacles Campout	Paul Bangle	02/18/2018	USD 13.39	None yet	offline	Completed	Manual booking.	Delete
Pinnacles Campout	Ryan Herrick	02/16/2018	USD 13.39	78M514269M294183T	paypal	Completed	None	Delete

Step 8: Select the registered user from the list



The screenshot shows the "Add Booking For 'Pinnacles Campout'" form. The form title is "Add Booking For 'Pinnacles Campout'" with a link "Go back to 'Pinnacles Campout' bookings". The event name is "Trail to First Class and Leadership TrainingClass" and the price is "\$13.39". The "Select a user, or enter a new one below." dropdown menu is circled in red. Below this are several input fields for user information:

- Name *
- Email *
- Address *
- City *
- State *
- Zip Code *
- Country * (none selected)
- Primary Phone *
- Emergency Phone *
- Patrol * (Unassigned)
- Seatbelts * (Select ...)
- Comment
- Amount Paid (Fully Paid)

At the bottom, there is a checkbox for "Fully Paid" and a "Sign up" button. A note below the checkbox states: "If you check this as fully paid, and leave the amount paid blank, it will be assumed the full payment has been made."

Step 9: Add the seatbelts and select fully paid

The screenshot shows a web browser window at troop325.com. The page title is "Add Booking For 'Pinnacles Campout'" with a link to "Go back to 'Pinnacles Campout' bookings". The form is for a "Trail to First Class and Leadership TrainingClass" with a price of \$13.39. The location is "West Steinacker". The "Seatbelts" dropdown menu is highlighted with a red circle and shows "Select ...". The "Amount Paid" field is set to "Fully Paid" and is also highlighted with a red circle. A checkbox is checked, with the text "If you check this as fully paid, and leave the amount paid blank, it will be assumed the full payment has been made." Below the form is a "Sign up" button.

Step 10: Select "Sign up" and you're done!

This screenshot is identical to the previous one, showing the same "Add Booking" form. The "Sign up" button at the bottom of the form is now highlighted with a red circle, indicating the final step in the process.