Steps to Add a Manual Booking

Step 1: Go to <u>troop325.com</u>



Step 2: Click on "Login"



Step 3: Login

trosp326.com Č
Troop 325
Username or Email Address example
Password
Remember Me Log In
Register Lost your password?
← Back to Troop 325

Step 4: Go to the Dashboard



Step 5: Hover over "Events" and select "Bookings"

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② Dashboard	Dashboard		Help 🔻
01 Media			
Events	Activity		
Contact	Add Event February Newsletter 2018		
🛓 Profile	Event Categories January Newsletter 2018 Locations PM December Newsletter 2017		
 Collapse menu 	Recurring Events M November Newsletter 2017 Bookings PM October Newsletter 2017		
	Coupons Manager		
	Thank you for creating with WordPress		Version 4

Step 6: Select your event from the list

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91 Media	Ed Bangle	Los Ranchitos Clean Up-service hours			1	Approved	\$0.00	Reject Delete Edit/View			
🖶 Events											
Events	Events with Bookings Ena	ibled									
Add Event	uture events 🗘 Filter										
Event Categories	Event				Date an	d time					
Locations	Pinnacles Campout – Booked S	ipaces: 4/20			March 9	, 2018 - March 11, 2018 - 0	0:00 - 23:59				
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Coupons Manager	USS Hornet Overnight – Booke	d Spaces: 2/100			March 2	4, 2018 - March 25, 2018 -	00:00 - 23:59				
Contact	Goodwill Donation and E-Wast	e Drive – Booked Spaces: 1/20			March 3	1, 2018 - 09:00 - 15:00					
Profile	Pioneer District Camporee – Bo	poked Spaces: 1/60			April 27, 2018 - April 29, 2018 - 05:00 - 05:00						
	Summer Camp-Chawanakee –	Summer Camp-Chawanakee – Booked Spaces: 2/30					July 8, 2018 - July 14, 2018 - 00:00 - 00:00				
Compsement	Ingel Island Service Project – Booked Spaces: 2/45					September 8, 2018 - September 9, 2018 - 00:00 - 23:59					
	Transactions										
	Transactions										
	20 Rows \$ All	Filter						Displaying 1–20 of 101 1 2	3 6 Next »		
	Event	User	Date	Amount	Transaction id	Gateway	Status	Notes			
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	Bearpaw Snow Camping	Anish Kuttetira	02/20/2018	USD 18.54	6XP650552J1923	05K paypal	Completed	None	Delete		
	Summer Camp-Chawanakee	Kevin Moffat	02/19/2018	USD 422.30	2GH9850103618	20C paypal	Completed	None	Delete		
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	Angel Island Service Project	Paul Bangle	02/18/2018	USD 30.90	None yet	offline	Completed	Manual booking.	Delete		
	Angel Island Service Project	Ed Bangle	02/18/2018	USD 30.90	None yet	offline	Completed	Manual booking.	Delete		

Step 7: Select "Add Booking"

Dearboard Manage 'Pinacles Campout' Bookings View Even Est Even Est Event View Even Est Est View Event View Even Est Est View Even Est View Even Est View Est Est View Est Est View Even Est View Est Est Est View Est Est Est View Est Est View Est Est Est View Est Est View Est	froop 325 + New								0 Ном	rdy, Webmaster Exam		
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Step 8: Select the registered user from the list

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🖏 Dashboard 🛛 🛆	dd Booking For "Pinnacles Campou	[" Go back to "Pinnacles Campout" bookings		
91 Media				
🛱 Events	Trail to First Class and Leadership TrainingClass			
Evente	Price \$13.39			
Add Event	Select a user, or enter a new one below.			
Event Categories	Name *			
Locations	Email *			
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	Comment			
	Amount Paid			
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	If you check this as fully paid, and leave the amount paid blank, it will be assumed the full payment has been made.			
	Sign up			

Step 9: Add the seatbelts and select fully paid



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

