

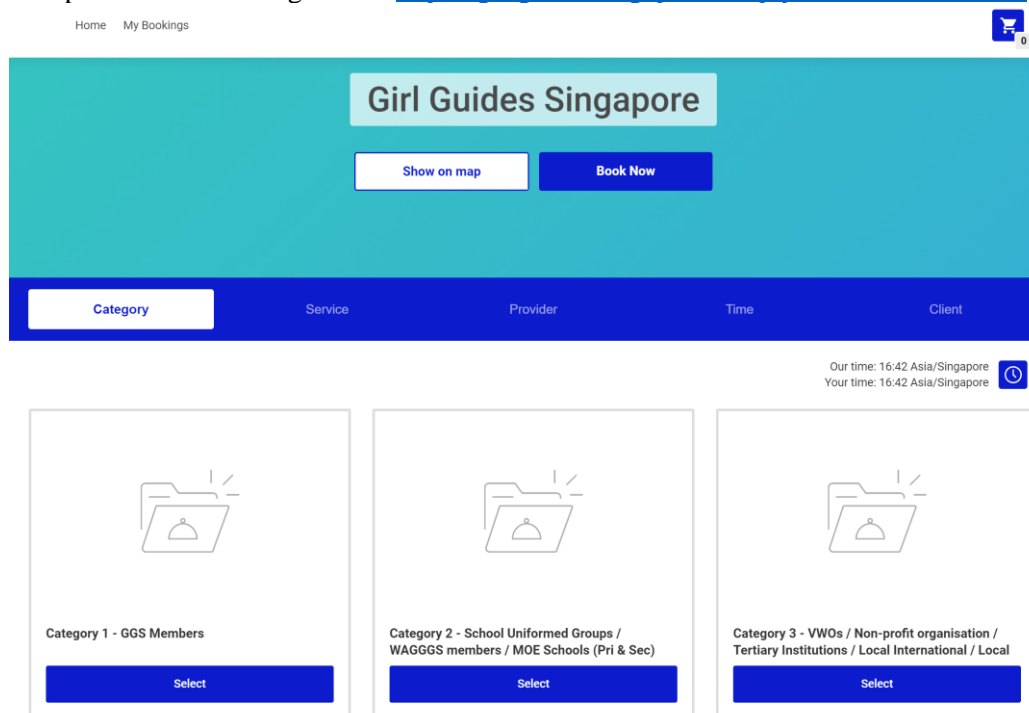
# Girl Guides Singapore

## User Guide for Camp Christine Booking Portal



This manual serves as a step-by-step guide on how to book the Camp Christine facilities. Should you have any issues, please feel free to contact [queries@girlguides.org.sg](mailto:queries@girlguides.org.sg).

### 1. Camp Christine Booking Portal: <https://girlguidessingapore.simplybook.asia/v2/#book>

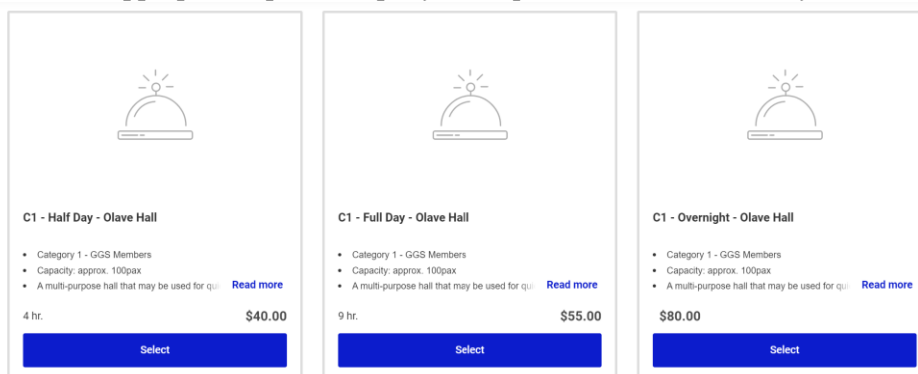


### 2. Click **'Book Now'** and it will bring you to select your required service. Select appropriately based on the following category:

- Category 1 – GGS Members
- Category 2 – School Uniformed Groups / WAGGGS members / MOE Schools (Pri & Sec)
- Category 3 – VWOs / Non-profit organisation / Tertiary Institutions / Local International / Local Overseas School / International Uniformed Groups
- Category 4 – Commercial Group

Click **'Select'** on your required category. You will only be able to select ONE category at each time.

### 3. Select the appropriate options as per your required needs i.e. Half Day, Full Day, Overnight.





4. You would need to select the date and start time. If the date has been greyed out, it means that the location is not available for booking.

The screenshot shows the booking interface for 'C1 - Half Day - Olave Hall'. At the top, there are tabs for Category (Category 1 - GGS Members), Service (C1 - Half Day - Olave Hall), Provider (Olave Hall), Time, and Client. Below the navigation bar, there is a calendar for July 2022. The date '2' (Saturday) is selected and highlighted in blue. To the right of the calendar, there are 'Available start times' buttons for '09:00' and '14:00'. Below the calendar, there is a card for 'C1 - Half Day - Olave Hall' with details: Category 1 - GGS Members, Capacity: approx. 100pax, A multi-purpose hall that... (with a 'Read more' link), 4 hr., and \$40.00. Below this card is another card for 'Olave Hall' with a 'Read more' link.

For Half Day booking: Choose either 09:00 or 12:00 as the starting time.  
For Full Day / Overnight booking: Choose 09:00 as the starting time.

\*Note that booking can only be made at least 1 month in advance.

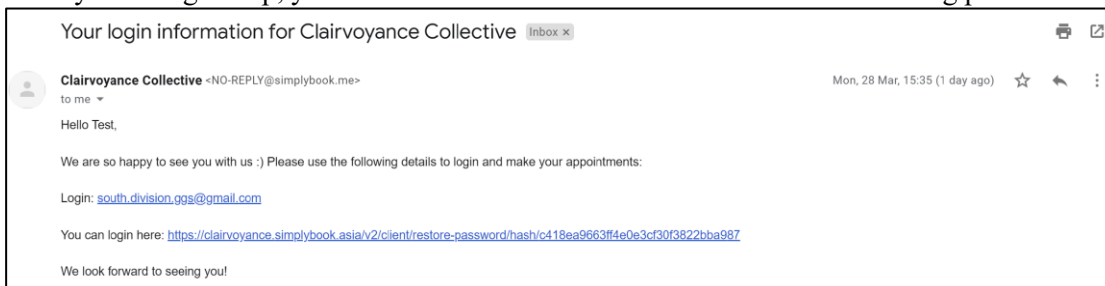
5. Once your selection has been done, you will need to either sign in (if you had previously registered with the portal) or register with the portal (for new account holders).

The screenshot shows the 'Please, confirm details' page. At the top, there are tabs for Category (Category 1 - GGS Members), Service (C1 - Half Day - Olave Hall), Provider (Olave Hall), Time (02-07-2022 09:00), and Client. Below the navigation bar, there is a 'Please, confirm details' section. On the left, there are input fields for Name (Test), Email (south.division.ggs@gmail.com), and Phone (+65 9391). On the right, there is a summary of the booking: C1 - Half Day - Olave Hall, Date: 02-07-2022, Starts at: 09:00, Provider: Olave Hall, Location: 71 Jalan Bahera, Singapore, Category: Category 1 - GGS Members. Below this, there is a 'Purchase details' dropdown menu and a 'Total: \$40.00'. At the bottom, there are two checkboxes: 'I agree with Girl Guides Singapore Terms & Conditions' and 'Be one of the first to receive messages about our promotions and other cool stuff!'. There are also two buttons: 'Add another service' and 'Confirm booking'.

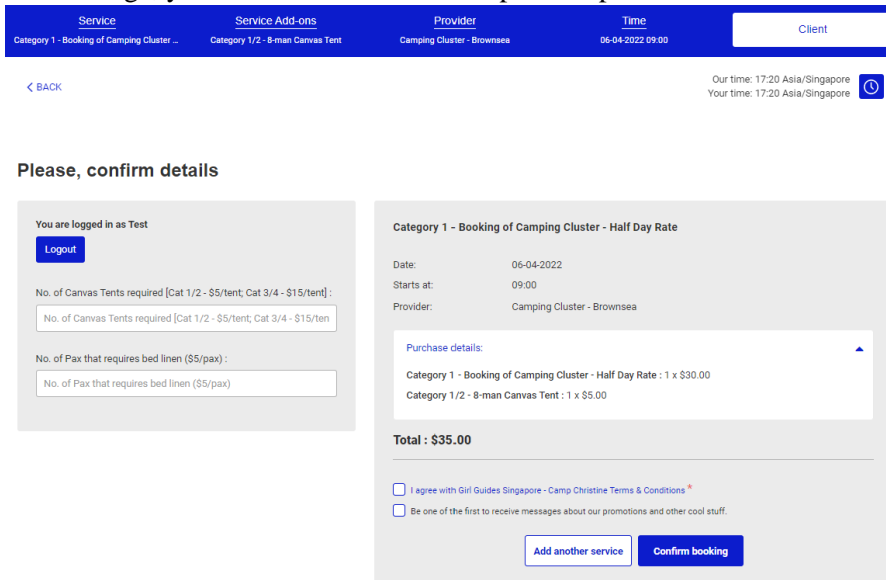


Note: This portal is NOT linked to any existing GGS portal. A one-time registration is required. You can use this same login for future bookings.

6. Once you've signed up, you will receive an email confirmation from the booking portal.



7. Back to the booking portal, you will see the details of your booking for your confirmation. At this stage, you can either add another option or proceed to confirm booking.



- If you wish to add another option, you may proceed at this stage to book other facilities. By clicking ‘**Add another service**’, you will return to Step 1.
- Otherwise, do take time to read through the Terms & Conditions and check the box before confirming the booking.



8. The next screen will show you a ‘**Confirm order**’ page with a listing of all your bookings.

**Confirm order**

Date: 01-06-2022 17:11 Due date: 15-06-2022 17:11

#	Name	Price	Qty	Tax	Amount
1	C1 - Half Day - Olave Hall (02-07-2022 09:00, mlyep3b) *	\$40.00	1	\$0.00	\$40.00

\* Note: All dates and time here are in company timezone (Asia/Singapore)

Total amount: \$40.00

**Confirm** ✓

Click ‘**Confirm**’ and you have completed the process of booking.

Additionally, you will receive 2 email notifications:

**1. Booking confirmation email**

Booking confirmation for Category 1 – Booking of Camping Cluster - Half Day Rate at Girl Guides Singapore - Camp Christine 📄 📧

**Category 1 - Booking of Camping Cluster - Half Day Rate at Girl Guides Singapore - Camp Christine**  
 12 Apr, 09:00–14 Apr, 14:55

<p>📄 <b>Event name</b> Category 1 - Booking of Camping Cluster - Half Day Rate</p> <p>🕒 <b>When</b> 12 Apr, 09:00–14 Apr, 14:55</p> <p>📍 <b>Address</b> Girl Guides Singapore - Camp Christine, Singapore</p>	<p>👤 <b>Performers</b> Camping Cluster - Brownsea</p> <p>📄 <b>Confirmation number</b> ljkev3m</p>
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**Girl Guides Singapore - Camp Christine** <NO-REPLY@simplybook.me> 17:44 (0 minutes ago) ☆ ↶ ⋮

to me

Dear Test,

Thank you for booking an appointment with Girl Guides Singapore - Camp Christine .

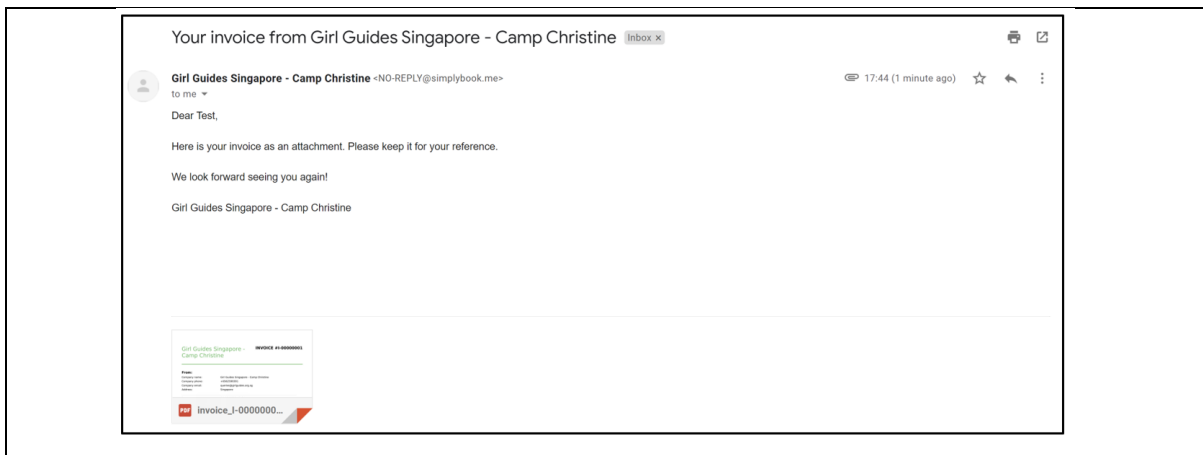
You have booked Category 1 - Booking of Camping Cluster - Half Day Rate with Camping Cluster - Brownsea at 12-04-2022 09:00. We look forward to seeing you!

Kind regards,  
 Girl Guides Singapore - Camp Christine

**2. Invoice Email**

GGs will reach out to you to confirm the mode of payment. Henceforth, please do not make payment until further notice.

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9. Should you have made an incorrect booking, you may cancel the booking on your own by clicking on **'My Bookings'**. To cancel a booking, click on **'Cancel Booking'**.

