1. Click [Garners Field Booking](https://www.onlinescoutmanager.co.uk/v/garners-field-scout-campsite) or visit https://www.onlinescoutmanager.co.uk/v/garners-field-scout-campsite
2. You will be taken to the Garners Field Campsite homepage on OSM.
3. Check out our bookable pitches and activities.
4. To book click the green “View Availability and Book Online Today” button.
5. Check there is availability when/what you want to book.
6. Log in to OSM by using your existing account or creating a new account by clicking the “create account button”.
7. Once logged in you will be taken to the overview page where you can see where items (campsite, buildings and activities) that have already been booked.
	* **If on mobile:** to create a booking, click the three dots in the top right-hand corner of the screen and select add booking.
	* **If on larger screens:** screen click the “add booking” button at the top right-hand corner of the screen.
8. You will now see a screen with add booking at the top.
9. Please fill in your group name, start and end date of your proposed visit and your organisation type from the drop-down list. When you have completed these details click the “Add Booking” button at the bottom of the screen.
10. You will now be on the main booking screen.
11. Input number of Adults and Young People. Please be realistic, we reserve the right to charge your initial numbers.
12. You should now select the “items” (choose your pitches, activities or activity hall) you need for your booking and add to Booking.
	* For *Pitches* – choose Duration, add dates and number of people. Each pitch will hgGftake has an occupancy of 30 people – if you have 35 people please book 2 pitches. Please take time to enter start and end times - default times are 3pm to 3pm, please adjust to actual times.
	* For *Activities* – choose your 2 hours slot(s) and Add to Booking
	* For *Hall - Activity Centre* – choose your duration and Dates.
13. When you have entered all the “items” you need please click on the green “Submit Booking” to make the booking.
14. Your booking is provisional until your non-refundable 10% deposit is received.

**NOTE** – If “items” are unavailable to select then the item has already been booked for a period you are trying to book. Please try a different time.

**If you have issues, please get in touch for assistance:** GarnersField@Farnhamscouting.org.uk