

## **NEW BOOKING INSTRUCTIONS FOR FIELD TRIPS.**

To improve safety for attendees following the recent pandemic, OUGS has introduced new booking instructions for joining field trips. If you wish to join a field trip, this should be done through the OUGS Website.

To book:

1. Go to the OUGS home page (<https://ougs.org>).
2. Click on 'All Events' from the list at the top left of the page.
3. Scroll down until you find the field trip of interest.
4. At the bottom of the relevant box, click on 'Click here for contact info and full event details'.
5. You should read the RAI for the event, the OUGS Covid-19 Risk Assessment and the OUGS Covid-19 Attendee Protocol.
6. Contact the Events Organiser to ensure there are spaces available.
7. If space is available, complete the Attendance Confirmation form online. Please ensure you have ticked the relevant boxes to confirm you have read the documents above and complete the photo consent, as well as the required personal details. Tick the appropriate box for whether you are an OUGS Member or not.
8. Press 'Submit' at the bottom of the document. This information will then be sent electronically to the Events Organiser and you will receive a confirmatory email.

**Don't panic, this is much easier to do than to describe!**

- ♦ If you are not online, please contact the Events Organiser who will post the relevant documents and form to you. You must return the completed Attendance Confirmation form by post.