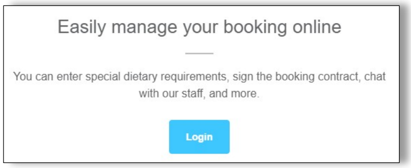
Using Group Self Service to manage your Lendrick Muir booking

SU Scotland
Lendrick Muir

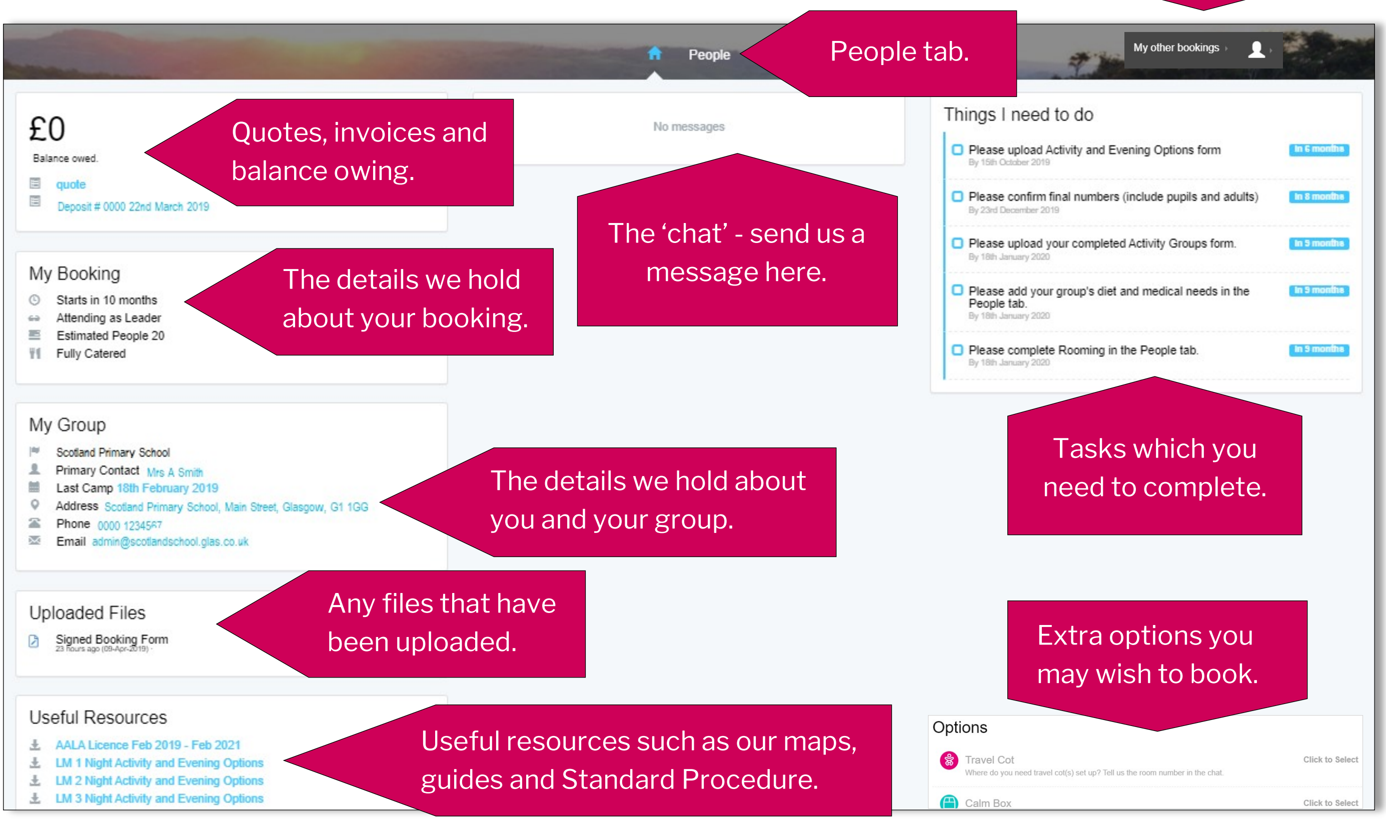
Setting up an account

We will email you an invitation to use Group Self Service. Click on the blue 'login' box to set up your account. Unfortunately, we can only provide one login for each booking but please feel free to share your email address and password with colleagues so they can use the system too.



Group Self Service does not work in Internet Explorer so please use another browser such as Google Chrome or Microsoft Edge.

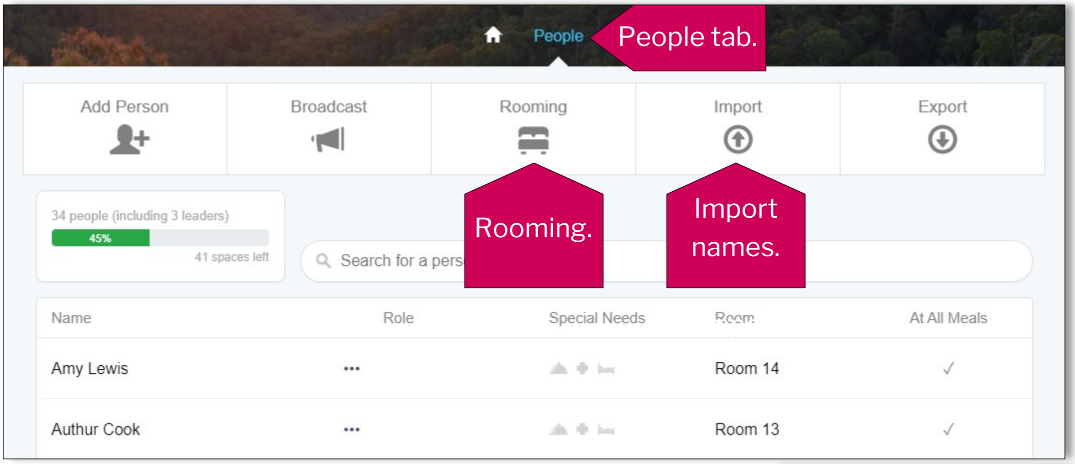
Home screen



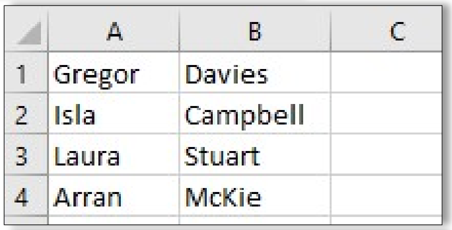
Things I need to do

This is the list of tasks you need to complete by the date shown.

- To sign your Booking Form electronically, click on the task and sign in the box.
- To confirm numbers, click on the task then complete the relevant boxes.
- Other tasks need to be ticked off once completed.
- When prompted to allocate bedrooms or add dietary needs (catered groups only), you need to click on the 'People' tab and follow the instructions on the next two pages.



1.



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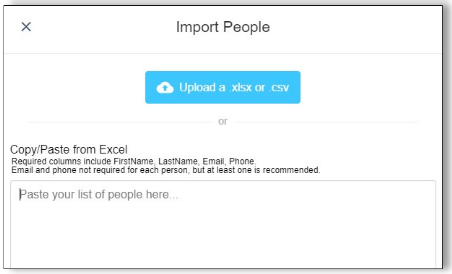

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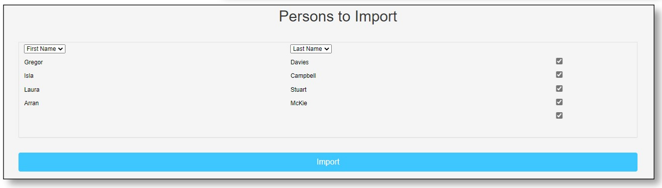


Import names

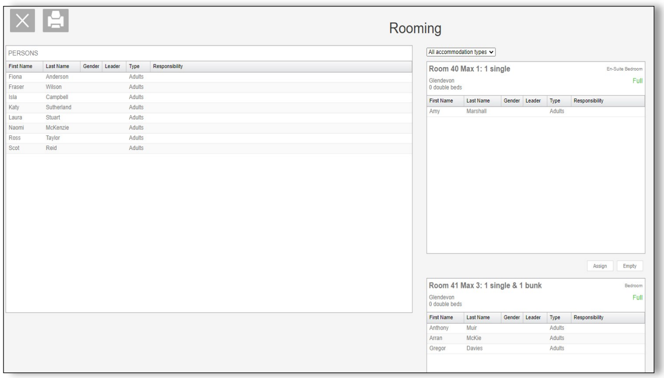
1. Create an Excel spreadsheet listing everyone coming to your event (young people and adults). First and surnames must be in separate columns (see example).
2. Click on the People tab at the top of the home screen.
3. Click on 'Import.' The 'Import People' box will appear.
4. Copy and paste the names of everyone coming from your spreadsheet into the box.
5. Click the blue 'Import' button.

Rooming

1. Click on 'Rooming.'
2. Drag names from the list on the left into the correct room on the right. If anything changes, you can either drag an individual name back to the list and reallocate or click 'Empty' to remove all names from that room.
3. Maps of the bedrooms are available in the Useful Resources section on the Homepage. These will help you visualise the layout of the rooms.
4. You can print or save a PDF of your room allocations to share with your team.

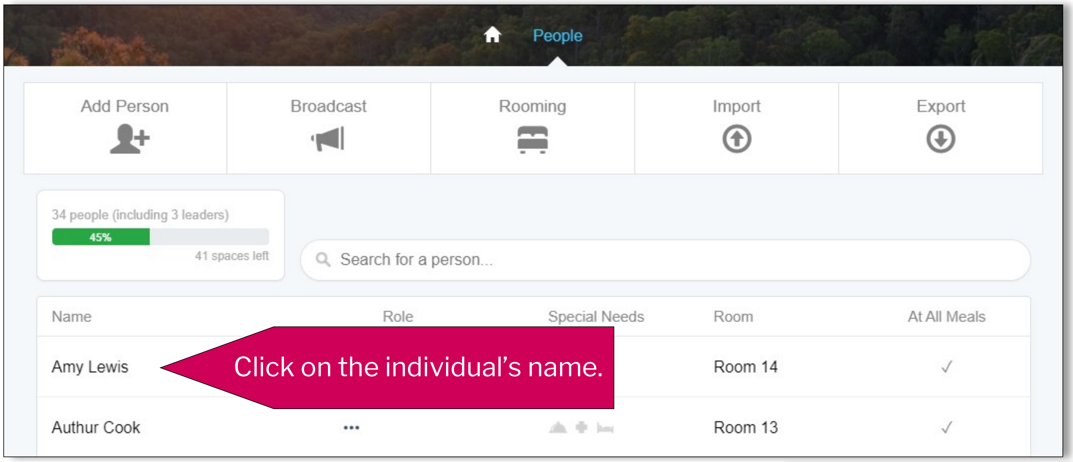
Click here to print or save a PDF of your room allocations.

2.



If you make <u>any</u> changes or add <u>any</u> extra information in the 48 hours before you arrive, please let us know: 01577 842000 or LMOffice@suscotland.org.uk

Add dietary needs



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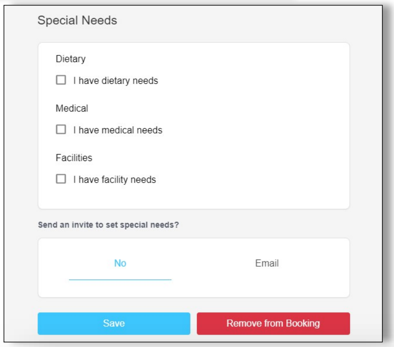


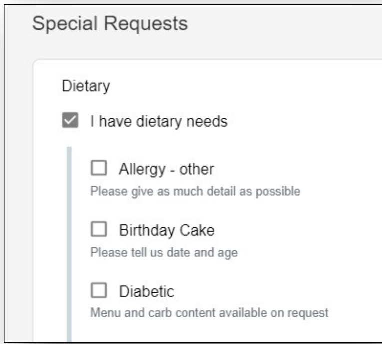
1. Click on the individual's name in the People tab.

2. Scroll down and tick 'I have dietary needs.'

3. Tick the relevant options. More details can be added by typing them into the box that appears. Please include the phone number of anyone with complex dietary needs in case our Catering Team need further information.

4. When you have finished, scroll down and click the blue 'save' button.

3.



Self-catered groups could also collate their group's dietary requirements in this way and then click 'Export' to download all the information in an Excel spreadsheet.

Confirm numbers for each meal

We need to know how many people are eating at each meal and understand that this may vary throughout your event. To tell us if someone is **not** attending a particular meal:

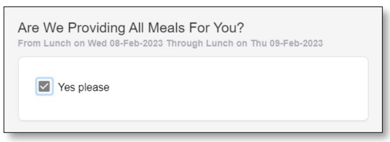
1. Click on their name in the People tab (as above).

2. Scroll down to where it asks 'Are We Providing All Meals For You?' and uncheck the box.

3. Now tick which meals they **are** attending.

4. When you have finished, scroll down and click the blue 'save' button.

2.



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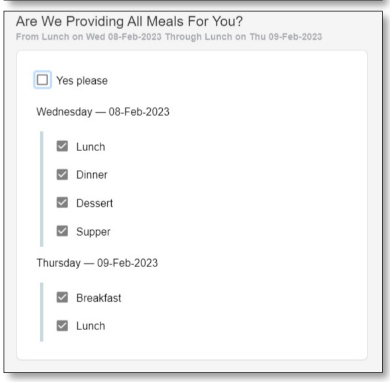

☑ It is also helpful if you indicate who the leaders are by clicking on their names in the People tab and ticking the 'leader' box.