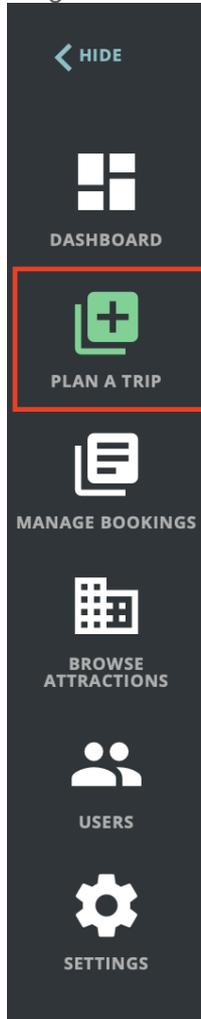


# Creating a Trip

Trips are the key to managing your bookings to the national attractions.

To get started with creating a trip, select the 'PLAN A TRIP' option from the sidebar.



You'll be presented with a screen that lets you provide basic details of your trip.

Firstly, select the type of group this trip is for.

Is it a School Group or another type of group?

If the trip is for a School Group you'll be shown this screen:

**STEP 1** **STEP 2** **STEP 3**

**PLAN A TRIP** STEP 1: Complete form below and click NEXT to load Calendar of Programs.

Select Booking Type: School Group

Delivery Method: In Canberra

Trip Start Date: Please select

Trip End Date: Please select

# of Students: e.g. 25

# of Teachers: e.g. 5

# of Adults: e.g. 5

Select Year Groups:

Preschool + Kindergarten + Year 1 + Year 2 + Year 3 + Year 4 + Year 5 + Year 6 +

Year 7 + Year 8 + Year 9 + Year 10 + Year 11 + Year 12 + Tertiary +

Select Interests:

Arts ✓ Civics & Citizenship ✓ HASS ✓ History ✓ STEM ✓ General ✓

**NEXT**

If it's for another type of group you'll be shown this screen:

**STEP 1** **STEP 2** **STEP 3**

**PLAN A TRIP** STEP 1: Complete form below and click NEXT to load Calendar of Programs.

Select Booking Type: Social Group

Delivery Method: In Canberra

Trip Start Date: Please select

Trip End Date: Please select

# of Students: e.g. 25

# of Teachers: e.g. 5

# of Adults: e.g. 5

Select Interests:

Arts ✓ Civics & Citizenship ✓ HASS ✓ History ✓ STEM ✓ General ✓

**NEXT**

The Delivery Method dropdown allows you to select programs to be delivered either In Canberra or Online – a trip can only contain either In Canberra programs or Online programs.

Select your start and end dates then enter the number of students, teachers and adults expected to participate in the trip.

These can just be a rough estimate to start with.

You'll be able to confirm final numbers closer to the date of your trip.

If this is a School Group, select the Year Groups of students on this trip.

If this trip is only for certain curriculum areas you can update selected interests to only those you're after.

Once you've provided this information, the SUBMIT button will be enabled – click it to continue.

# Adding Bookings

Now you've submitted your trip's information you'll be shown a screen similar to this:

<span>+</span> AVAILABLE <span>○</span> LIMITED <span>✓</span> SELECTED <span>≡</span> JOIN WAITING LIST <span>×</span> NOT AVAILABLE				
ATTRACTION <small>CHANGE SORT TO Z&gt;A</small>	FRI 14 JUN 2019	SAT 15 JUN 2019	SUN 16 JUN 2019	MON 17 JUN 2019
National Museum of Australia	+ AM	+ AM	+ AM	+ AM
	+ PM	+ PM	+ PM	+ PM
Questacon	+ AM	+ AM	+ AM	+ AM
	+ PM	+ PM	+ PM	+ PM
National Archives of Australia	○ AM	×	×	+ AM
	○ PM	×	×	+ PM
Questacon Maker Project	+ AM	×	×	≡+ AM
	+ PM	×	×	≡+ PM
National Capital Authority	+ AM	+ AM	+ AM	+ AM
	+ PM	+ PM	+ PM	+ PM
National Gallery of Australia	+ AM	×	×	+ AM
	+ PM	×	×	+ PM
National Electoral Education Centre	+ AM	×	×	+ AM
	+ PM	×	×	+ PM
Royal Australian Mint	+ AM	×	×	+ AM
	+ PM	×	×	+ PM
National Arboretum Canberra	+ AM	+ AM	+ AM	+ AM
	+ PM	+ PM	+ PM	+ PM
Museum of Australian Democracy	+ AM	×	×	+ AM
	+ PM	×	×	+ PM
Can't find what you're looking for? Contact your desired attraction as custom bookings may be available.				

This is the availability grid.

It shows you which time slots are available are which attraction.

Once you've added some bookings to the trip, those will also show.

The availability grid is colour-coded to show what's available.

- The teal colour means there's plenty of space left at this attraction for this timeslot.
- The orange colour means space at this attraction is running low for this timeslot.
- The dark grey colour means there's no space left at this attraction for this timeslot, but there is a waiting list available you can join.
- The light grey colour means there's no space left at this attraction for this timeslot and no waiting list is available.
- The green colour means you have a booking at this attraction in this time slot.

Once you've **added the bookings you want on this trip**, scroll to the bottom of the page and click the green 'NEXT' button.

**ITINERARY FOR EXAMPLE SCHOOL**

**Fri 8 Mar 2019**

APPROVED

**NATIONAL ELECTORAL EDUCATION CENTRE** Remove

House of Representatives - Primary Students  
43 participants (FREE)  
3 teachers (FREE)

8:00 am – 9:30 am

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APPROVED

**NATIONAL ELECTORAL EDUCATION CENTRE** Remove

House of Representatives - Primary Students  
43 participants (FREE)  
3 teachers (FREE)

8:30 am – 10:00 am

CLEAR ALL
NEXT

## Reviewing your Trip

You'll now be presented with a screen that shows all the bookings on your trip.

**PLAN A TRIP**
SAVE AS DRAFT < BACK

**STEP 3 Program Confirmation**

TIME	ATTRACTION	PROGRAMS BOOKED	ALLOCATED			COST PER			ESTIMATED COST	ACTION	
			Students	Teachers	Adults	Student	Required supervisor	Teacher			Adult
<b>Fri 14 Jun 2019</b>											
9:00 am – 10:00 am	National Archives of Australia	Archives Program - Primary (DRAFT)	39	5	1	\$3.50	N/A	\$0.00	\$0.00	\$136.50	<a href="#">✎</a> <a href="#">✕</a>
10:00 am – 11:00 am	National Archives of Australia	Archives Program - Primary (DRAFT)	39	5	1	\$3.50	N/A	\$0.00	\$0.00	\$136.50	<a href="#">✎</a> <a href="#">✕</a>
<b>Expected travel time: 10 minutes by bus or walking</b>											
2:45 pm – 3:45 pm	National Gallery of Australia	Discovery Tour (Primary) (DRAFT)	78	10	2	\$0.00	N/A	\$0.00	\$0.00	\$0.00	<a href="#">✎</a> <a href="#">✕</a>
<b>Sat 15 Jun 2019</b>											
10:00 am – 11:00 am	National Capital Authority	Imagining the Capital (weekend) (DRAFT)	30	10	2	\$0.00	N/A	\$0.00	\$0.00	\$0.00	<a href="#">✎</a> <a href="#">✕</a>
11:00 am – 12:00 pm	National Capital Authority	Imagining the Capital (weekend) (DRAFT)	30	10	2	\$0.00	N/A	\$0.00	\$0.00	\$0.00	<a href="#">✎</a> <a href="#">✕</a>
<b>Expected travel time: 30 minutes by bus</b>											

This will show your bookings grouped by day, with the number of students, teachers and adults assigned to each booking. It'll also show the expected cost for each participant as well as an estimated total cost for the booking. The actual cost for the booking won't be confirmed until you complete your visit to the attraction.

After reviewing your bookings, scroll to the bottom of the page and click the green 'NEXT' button.

## Providing Group Details

The final step of booking a trip is to provide group details.

If you're booking for a School Group, enter the name of the school in the top box, then select it from the list that loads beneath the field.

**+ PLAN A TRIP**

**STEP 4 Enter Your Details**

If you are a homeschool, please tick here:

School Name\*

**Bede Polding College (South Windsor NSW, 2756)**

**Bede Polding College (South Windsor NSW, 2756)**

Postcode

Please select a school

Please select a school

On the Day Contact Name\*

Please Enter Details

On the Day Contact Phone\*

Please Enter Details

On the Day Contact Email\*

Please Enter Details

Comments

Please enter details such as wheelchair access needed, etc...

For a non-school group, simply enter the name of the group.

Provide an on the day contact – you'll be able to change this in the future if it changes.

If you have a note you wish to pass on to the attractions, enter that as well.

Once you've provided all the details scroll to the bottom of the page.

Here you can accept the terms and conditions before clicking the green 'BOOK NOW' button.

<b>Estimated Cost</b>	\$0.00
Cost per student	\$0.00
Cost per teacher	\$0.00
Cost per adult	\$0.00

I accept the [BCE System Usage Conditions](#) and the [National Attractions - Terms & Conditions](#)

**SAVE AS DRAFT** **BOOK NOW**

You'll then be redirected back to the dashboard.

Your bookings will have been sent to the attractions for processing.