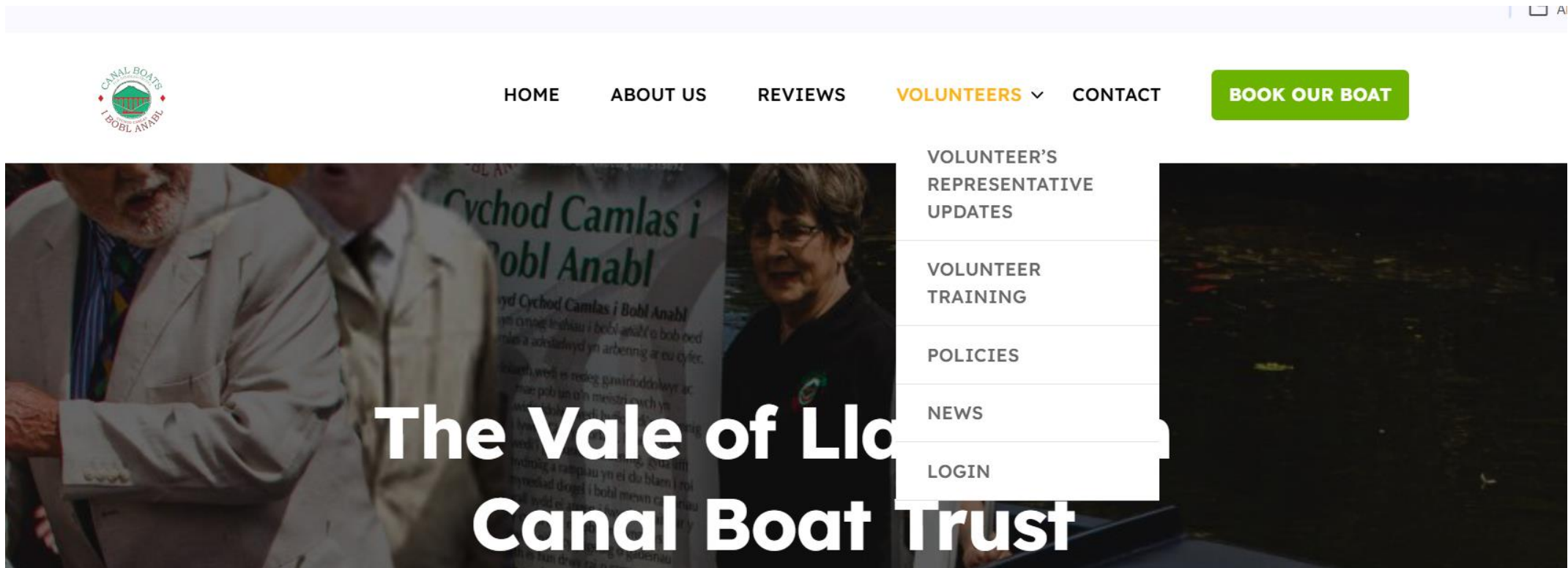


There is now a dedicated VOLUNTEERS section of the website. This will be the way in to the booking calendar – using the LOGIN option but will also be where there will be documents and updates that may be useful.

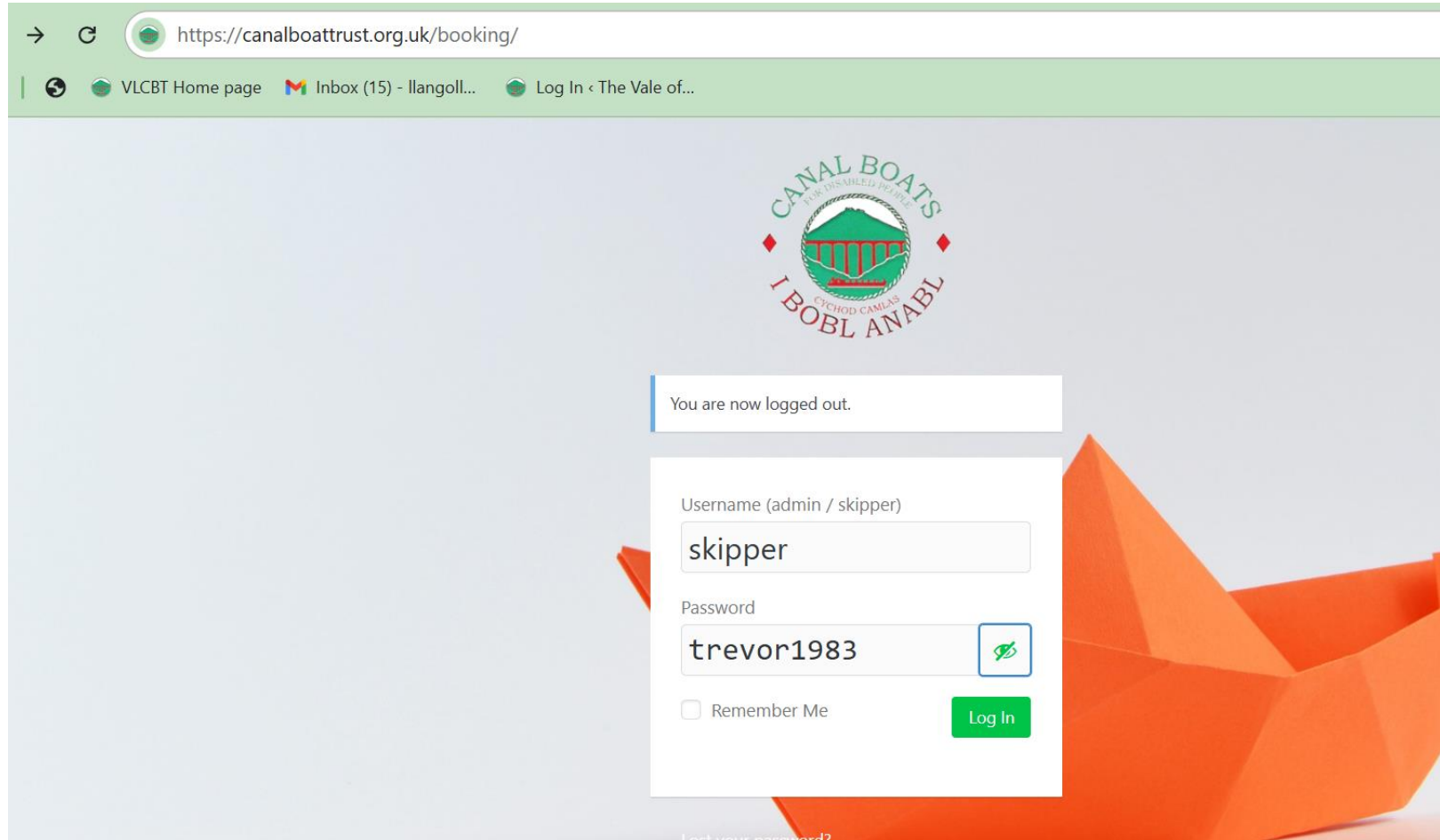
Let's deal with login to the booking calendar first .....



Select LOGIN and you will see the next screen .....

LOGIN will get you to this point where your Username and Password will be as below.

This is exactly the same as for the old website.



You should see this, which is the Timeline View. If not then click on the WP Booking Calendar block. This is the **Week** view

The Vale of Llangollen Canal Boat Trust | 0 Booking Calendar | + New | Hi, Skipper

Dashboard | WP Booking Calendar | Get Pro

Booking Listing | **Timeline View** | Get Pro functionality, like unlimited unique calendars with [special offer](#)

Day | **Week** | Month | << < > >>

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Feb 17, 2025 - Feb 23, 2025	12: Carol Crump	18	19	20	21	22	23
Feb 24, 2025 - Mar 2, 2025	24	25	26	27	28	01	02
Mar 3, 2025 - Mar 9, 2025	03	04	05	06	07	08	09
Mar 10, 2025 - Mar 16, 2025	10	11	12	13	14	15	16
Mar 17, 2025 - Mar 23, 2025	17	18	19	20	21	22	23: Sarah Howells
Mar 24, 2025 - Mar 30, 2025	24	25	26	27	28	29	30
Mar 31, 2025 - Apr 6, 2025	31	01	02	03	04	05	06
Apr 7, 2025 - Apr 13, 2025	07	08	09	10	11	29: Louise Dutton	13
Apr 14, 2025 - Apr 20, 2025	14	15	16	17	18	19	20
Apr 21, 2025 - Apr 27, 2025	21	22	23	24	25	26	27
Apr 28, 2025 - May 4, 2025	28	29	30	30: Stanley Crabtree	02	03	04
May 5, 2025 - May 11, 2025	05	06	07	20: Karen Bradbury	09	10	11

Show desk



To view a booking click on the bookers name and a panel will open as shown. This booking is approved(confirmed). If you would prefer to see a larger view click the button indicated. You will then be taken to the booking listing.

The Vale of Llangollen Canal Boat Trust | Booking Calendar | + New | Hi, Skipper

Day | Week | Month

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jan 27, 2025 - Feb 2, 2025	27	28	13: Test Booking	30	17: Carol Crump	01	02
Feb 3, 2025 - Feb 9, 2025	03	04	05	06			09
Feb 10, 2025 - Feb 16, 2025	10	11	12	13			16
Feb 17, 2025 - Feb 23, 2025	12: Carol Crump	18	19	20			23
Feb 24, 2025 - Mar 2, 2025	24	25	26	27			02
Mar 3, 2025 - Mar 9, 2025	03	04	05	06			09
Mar 10, 2025 - Mar 16, 2025	10	11	12	13			16
Mar 17, 2025 - Mar 23, 2025	17	18	19	20			23
Mar 24, 2025 - Mar 30, 2025	24	25	26	27			30
Mar 31, 2025 - Apr 6, 2025	31	01	02	03			06
Apr 7, 2025 - Apr 13, 2025	07	08	09	10			13
Apr 14, 2025 - Apr 20, 2025	14	15	16	17			20

Modal Window:

ID: 17 [X]

17 Approved

First Name: Carol Last Name: Crump

Organisation (Optional): Test Email: carolc.1@hotmail.co.uk Phone: . What time would you like to arrive? (If afternoon is selected, please note your booking time in the Special Requests box): 9:00 am - 9:01 am How Many Passengers?: 1 How Many Wheelchairs? (As included above): None Any Special Requests?: Test

Assign Skipper 1: Select a skipper

Assign Skipper 2: Select a skipper

Booking Listing button

## Booking Listing view.

You can view all bookings in this way, rather than as in the earlier slides, by selecting **Booking Listing** instead of **Timeline View**. See *next slide*

Labels / Actions	Booking Data	Booking Dates ↔
✔ Approved	First Name: Carol Last Name: Crump Organisation (Optional): Test Email: carolc.1@hotmail.co.uk Phone: . What time would you like to arrive? (If afternoon is selected, please note your booking time in the Special Requests box): 9:00 am - 9:01 am How Many Passengers?: 1 How Many Wheelchairs? (As included above): None Any Special Requests?: Test Assign Skipper 1: Select a skipper Assign Skipper 2: Select a skipper Assign Skipper 3: Select a skipper	31/01/2025 9:00 am - 31/01/2025 9:01 am

Booking Listing

Timeline View

You can sort using the filter option. I would always choose **Dates**, either ascending or descending.

The Vale of Llangollen Canal Boat Trust 0 Booking Calendar + New Hi, Skipper

Sort by: Dates ↓

- ID ↑
- ID ↓
- Dates ↑
- Dates ↓

1 10 per page Emails sending

	Booking Data	Booking Dates
<input type="checkbox"/>	<p>First Name: Selwyn Last Name: Jones Organisation (Optional): National Trust Email: selwyn_jones@btinternet.com Phone: 07813 363115</p> <p>What time would you like to arrive? (If afternoon is selected, please note your booking time in the Special Requests box): 10:00 am - 10:01 am</p> <p>How Many Passengers?: 12 How Many Wheelchairs? (As included above): None Any</p> <p>Special Requests?: Assign Skipper 1: Selwyn Jones Assign Skipper 2: Colin Burman Assign Skipper 3: Select a skipper</p>	<p>04/08/2025 10:00 am -</p> <p>04/08/2025 10:01 am</p>
<input type="checkbox"/> <span>Approved</span>	<p>First Name: Cheryl Last Name: Brown Organisation (Optional): Rotary Club of Wrexham Email: cfzbrown@yahoo.com Phone: 07971 224560</p> <p>What time would you like to arrive? (If afternoon is selected, please note your booking time in the Special Requests box): 10:00 am - 10:01 am</p> <p>How Many Passengers?: 12 How Many Wheelchairs? (As included above): 2 Any</p> <p>Special Requests?: Picnic lunch on board. Wheelchair space may not be needed Assign Skipper 1: Select a skipper Assign Skipper 2: Select a skipper Assign Skipper 3: Select a skipper</p>	<p>18/06/2025 10:00 am -</p> <p>18/06/2025 10:01 am</p>

Booking ID: 14 Edited: 26/01/2025 3:14 pm Created: 26/01/2025 12:47 pm

Booking ID: 16 Edited: 30/01/2025 12:03 pm Created: 29/01/2025 8:04 pm

**Approved** 31/01/2025 9:00 am - 31/01/2025 9:01 am

First Name: Carol Last Name: Crump Organisation (Optional): Test Email:  
carolc.1@hotmail.co.uk Phone: . What time would you like to arrive? (If afternoon is selected,  
please note your booking time in the Special Requests box): 9:00 am - 9:01 am How Many  
Passengers?: 1 How Many Wheelchairs? (As included above): None Any Special Requests?:  
Test Assign Skipper 1: Select a skipper Assign Skipper 2: Select a skipper Assign Skipper 3:  
Select a skipper

Booking ID: 17 Edited: 30/01/2025 10:34 am Created: 30/01/2025 10:34 am

**Pending** **In Trash** 30/01/2025 9:00 am - 30/01/2025 9:01 am

First Name: Carol Last Name: Crump Organisation (Optional): 2nd test Email:  
carolc.1@hotmail.co.uk Phone: . What time would you like to arrive? (If afternoon is selected,  
please note your booking time in the Special Requests box): 9:00 am - 9:01 am How Many  
Passengers?: 1 How Many Wheelchairs? (As included above): None Any Special Requests?:  
Assign Skipper 1: Select a skipper Assign Skipper 2: Select a skipper Assign Skipper 3: Select  
a skipper

Booking ID: 18 Edited: 30/01/2025 10:36 am Created: 30/01/2025 10:36 am

**Pending** **In Trash** 31/01/2025 10:00 am - 31/01/2025 10:01 am

First Name: Test Last Name: Test Organisation (Optional): Test Email:  
carolc.1@hotmail.co.uk Phone: . What time would you like to arrive? (If afternoon is selected,  
please note your booking time in the Special Requests box): 10:00 am - 10:01 am How Many

There are different statuses of booking: **Approved; Pending; In Trash**(cancelled) . You shouldn't see many showing **In Trash** as I will be removing them periodically.



To check the bookings that you have been allocated to, go to **Booking Listing**; and in the filters put **All dates** and **status: Approved**; and your name in the next field. Any bookings in your name or which you have been allocated to will be listed.

The screenshot shows the 'Booking Listing' interface for the Vale of Llangollen Canal Boat Trust. The page is in 'Timeline View' and displays a list of bookings. A blue arrow points to the search field in the filters section, which contains the name 'Selwyn'. The filters are set to 'All dates', 'Status: Approved', and the search field. Below the filters, there are options to sort by 'Dates' and a 'Reset' button. The main content area shows two booking entries. The first entry is for Carol Crump, with a booking date of 17/02/2025 from 9:30 am to 4:00 pm. The second entry is for Selwyn Jones, with a booking date of 04/08/2025 from 10:00 am to 10:01 am. Both bookings are marked as 'Approved'.

Booking Listing | Timeline View | Get Pro functionality, like unlimited unique calendars with [special offer](#)

Filters | Actions | Help

All dates | Status: Approved | Selwyn

Any | Any | All dates | Reset

Sort by: Dates ↑ | 1 | 10 per page | Emails sending

Labels / Actions	Booking Data	Booking Dates
<input type="checkbox"/> <span>✓ Approved</span>	First Name: Carol Last Name: Crump Organisation (Optional): VLCBT Email: carolc.1@hotmail.co.uk Phone: 07711373890 What time would you like to arrive? (If afternoon is selected, please note your booking time in the Special Requests box): 09:30 AM / 9:30 am - 4:00 pm How Many Passengers?: 10 How Many Wheelchairs? (As included above): None Any Special Requests?: This is the date of the next Trustees meeting Assign Skipper 1: Colin Burman Assign Skipper 2: Stanley Crabtree Assign Skipper 3: Selwyn Jones	17/02/2025 9:30 am - 17/02/2025 4:00 pm
<input type="checkbox"/> <span>✓ Approved</span>	First Name: Selwyn Last Name: Jones Organisation (Optional): National Trust Email: selwyn_jones@btinternet.com Phone: 07813 363115 What time would you like to arrive? (If afternoon is selected, please note your booking time in the Special Requests box): 10:00 am - 10:01 am How	04/08/2025 10:00 am - 04/08/2025 10:01 am

Booking ID: 12 Edited: 04/02/2025 10:17 pm Created: 21/01/2025 3:39 pm

If you aren't already logged in and just open up the website to look in the VOLUNTEERS section to look at documents, you will need to enter the password - trevor1983



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## Protected: Volunteer Training

This content is password protected. To view it please enter your password below:

Password:

Let's move to the other options within the **VOLUNTEERS** section. Currently there is nothing in the VOLUNTEER'S REPRESENTATIVE UPDATES section but in VOLUNTEER TRAINING there are some guides. These will be added to or replaced/updated as necessary.



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## Protected: Volunteer Training

Lift Operating Procedure - [click here to download \(opens in new tab\)](#)

Lift Manual Override Procedure - [click here to download \(opens in a new tab\)](#)

Operating Guidance - [click here to download \(opens in a new tab\)](#)

**POLICIES** has these, currently, but I will be adding more over the coming weeks. One such policy will be the Fire Safety document.



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## Protected: Policies

[CONSTITUTION OF THE VALE OF LLANGOLLEN CANAL BOAT TRUST 2024 \(opens in a new window\)](#)

[VLCBT - Health and Safety Policy\\_pdf \(opens in a new window\)](#)

[Volunteer-Agreement-Policy\(opens in a new window\)](#)

**Protected: News**

This section will be a repository for general stuff such as the dates of trustees meetings, and events that might be of interest/relevance. It might change or we might all decide it is not being used and therefore obsolete!

It won't be possible for volunteers to add items to any of the folders within the VOLUNTEERS section. Any content will need to be added by an administrator after it has been approved by the trustees.