



Online Booking - A Quick Guide

- Go to www.guildford.gov.uk/fish and click on 'Book Now'
- To book a place, click 'Book Now' against the Extended or Standard week
- Enter the number of children you want to book onto the scheme, against the price bracket that applies to you (concession, standard or out of borough)
- Select the week you want to book (to book more than one week in the summer; select one week then click 'Add to Basket and Continue' before returning to the page to book additional week/s)
- To book a place on FISH transport (standard day only) enter the number of places you need next to the relevant bus stop under 'Optional Extras – FISH Transport'
- Click 'Add to Basket and Continue'
- You can book optional offsite activity trips by going to the 'FISH Offsite Activities' section at the bottom of 'your basket' page.
- Click on an offsite activity to book or view more information
- Select the number of children you want to book onto the offsite activity under the relevant price bracket (concession, standard or out of borough).
- Select the date and then 'Add to Basket and Continue'
- When you are ready, select 'Check Out'
- If you have booked online before you can 'Log In'. If not, please 'Create an account' (your password must contain upper and lower case characters, as well as numbers)
- Enter your details under 'Purchaser'
- Enter your child's details under 'Participant'. You can use 'Look Up Participant' if your child has attended the scheme before
- Complete all other necessary fields with as much information as possible
- When you are ready, select 'Check Out'
- Check the details and select 'Complete Booking'
- Complete the payment process
- You will receive a confirmation email with a Welcome Pack attached