

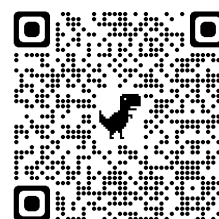


## Booking a MeetUp

- OurKidsCode uses **Microsoft Bookings** to track upcoming MeetUps.
- Because of the way Bookings works, you are effectively a **client** making an appointment with yourself as one of the available OurKidsCode **staff**.
- This automatically adds the booking to the OurKidsCode calendar.
- Once our team sees that you have an upcoming MeetUp, we'll know to send you the names of the families who have registered.
- **These are the steps to log a MeetUp into the system:**

1. Go to this link, or use the QR code:

<https://outlook.office365.com/owa/calendar/FacilitatorBooking@TCDUD.onmicrosoft.com/bookings/>



2. Under **Select a Service**, tick the box for the type of MeetUp you're logging

3. Choose your name from the **Staff** dropdown menu

4. Select the date and time of the MeetUp

5. In place of your first and last name, please enter the county and location of your MeetUp

6. Enter your own email address (as the 'client')

7. Add the county and club code for the MeetUp

8. Click **Book**

**ADD YOUR DETAILS**

First and last name \*  
Cork - Whitechurch

Notes  
Add any special requests

Email \*  
momahon4@tcd.ie

**PROVIDE ADDITIONAL INFORMATION**

County  
Cork

Club code  
CorkWhitechurch01

**Book**

- The booking system will send you two emails:
  - As the **facilitator**, informing you that someone (you!) has booked an appointment with you.
  - As the **client**, confirming your appointment (with yourself!)
- The client email has a **Reschedule** button. If you need to change or cancel your MeetUp date, please use this button as the date and time will automatically update in the OurKidsCode calendar

