



## For Facilitators: 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.

The OurKidsCode calendar lets our team know that you have an upcoming MeetUp. This is important because it alerts us to send you the names of the families who have registered and allows us to track workshop delivery for invoicing and reporting.

### 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, Ballindangan BCP

Email  
mary.callaghan.omahony@tcd.ie

**PROVIDE ADDITIONAL INFORMATION**

County  
Cork

Eircode  
CorkBallindangan01

OurKidsCode Facilitator Booking

Hi Mary O'Mahony,  
Your booking is confirmed.

**Booking details**

Service Name: Club refresh workshop

With: Mary O'Mahony - Facilitator

When: Saturday 2 December 2023  
10:00 - 12:00  
(UTC+00:00) Dublin, Edinburgh, Lisbon, London

[Reschedule](#)

### How it works:

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*

