

## **Process for booking extra teams / classes at events**

Due to an increased number of schools wishing to bring extra teams and classes to events, we have put together a useful guide which explains the process of doing this.

### **Reminders:**

- Your affiliation entitles you to one entry at each different event (e.g. One entry at a Multi-Skills event, one entry at a Megafest event)
- As we provide multiple date and time options per event, please ensure you only select one date and time to attend your chosen event (e.g. there are four Multi-Skills event dates to choose from, as a school we would expect you to choose one of those four to attend)
- An 'entry' is usually up to a class size (Approx. 30 children) or the team size for specific competitions as stipulated on the event description
- We appreciate that certain schools have larger or smaller classes, therefore we strongly recommend that you complete the booking as illustrated below

**Y5/6 SMALL-SCHOOLS MINI-SOCCER FINAL (ACHIEVE) BOOKING FORM**

<b>Date:</b>	17th October 2022	<b>Years:</b>	5, 6
<b>Time:</b>	16:00 - 18:00	<b>Spaces:</b>	7
<b>Venue:</b>	St Mary's Catholic High School	<b>Book by:</b>	3rd October 2022

  

**BOOKING TEAM**

Team name \*

School \*

  

**TEAM MEMBERS**

Member 1

- Certain events do allow for multiple team entries (e.g. Quadkids), and the event description on the website will inform you if you are permitted to do this
- For all other events where only one entry is permitted, please see the process below...

### **Process for booking extra teams / classes:**

- Make ONE booking for your desired event on the SHAPE website
- Send an email to Liam ([l.bucknall@brookfieldcs.org.uk](mailto:l.bucknall@brookfieldcs.org.uk)) stating that you would like to bring a second class / team to the event
- SHAPE will make a note of this
- Bookings for events will now close three weeks before the event date on the SHAPE website
- Once bookings for the event are closed, SHAPE will email the schools who have expressed a desire to bring an extra class / team to let them know if there is, or isn't space for them to attend with an extra group