



0800 bigfoot | www.bigfootadventures.co.nz

Welcome to the
time of your life...

Website Booking Guide

How to create a myBigfoot account:

Register for a myBigfoot account



Go to bigfootadventures.co.nz > duke of edinburgh > login

<http://events.bigfootadventures.co.nz/login>

The participant needs to be registered as the user – not the parent.

Activate your myBigfoot account



Check your email for a verification link to activate your myBigfoot account. This may end up in your junk or spam folder.

Fill out your profile



Enter your personal, emergency contact, medical and consent details. Use the dropdown box to select your school. If your school isn't there, select 'Other School' and enter your school name. These will be saved for future bookings so you don't have to do it every time.

School Verification

If you are signing up for a school event we need to verify you as a student from that school for you to then be able to see your school specific dates. Until then, you will only be able to see our public event dates. This is a manual verification and may take a day or two, so please be patient. Note - if you haven't registered with your school coordinator, we can't verify you. Please register for DoE with your school coordinator BEFORE you book any Bigfoot events. Once you've filled out your profile we will verify you, THEN you can continue and book using the process below.

Book onto an event:

Book onto the event you want to attend



- Go to bigfootadventures.co.nz > duke of edinburgh > events calendar <http://events.bigfootadventures.co.nz/eventcalendar>
- Click on the event on the calendar
- Review the event details, and enter your gear hire requirements if hiring from Bigfoot Adventures
- Review your medical information to check it is up to date
- Click 'Pay Now' and submit your payment

Parent verification is required

The parent contact will receive an email asking them to review the participant's booking and confirm that they consent. This MUST be completed by the booking deadline, before the participant can attend the event.



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Important Notes

Booking Deadlines	The deadline to book onto an event is at least 14 days prior to the event unless otherwise specified. We recommend booking in early to avoid missing out. Bigfoot Adventures Ltd reserves the right to cancel or postpone events. If this occurs the client will have the option of a full refund or transfer of payment to an event of their choosing.
Payment Terms and Conditions	<p>I understand that by agreeing to the Terms and Conditions, I have made a formal booking. Where for any reason the young person:</p> <ul style="list-style-type: none">- Withdraws from the event before it has been confirmed in writing, the client will incur no cost.- Cancels once the event has been confirmed with the letter home, 20% of the fee for the cancelled event will be payable to cover any costs incurred by Bigfoot Adventures (e.g. campsite and instructor bookings).- Withdraws from the event after the commencement date, no refund is available. <p>All unpaid or late balances will incur an Administration fee of \$50.00 per event booked.</p>
What am I paying for?	Instruction and supervision by an approved Outdoor Instructor is provided for all events. Where applicable, prices include Concession Fees (ARC or DOC), Camping Permits, Hut Fees, and Risk Management resources. Prices do not include equipment (as outlined on the equipment list), food, or transport (unless advertised).

If you have any concerns at all, please do not hesitate to call or email me.

*Larissa Mueller
DOE Coordinator
09 444 1446
doe@bigfootadventures.co.nz*