

Booking to attend a service in church

From March all reservations for services and events will be bookable **only** through ChurchSuite which is our new Church Software. Please find below the process to follow:

The weekend before each service which is to be held live in church a link will be published in the 'Friday Email'. If you miss this link then you can always find a link on the church website or [click here](#) to view the calendar and go to the date you wish to book.

If you click on this link it will take you to the bookings page where you should enter:

1. Your name. (If you are on our church data base then your details will automatically be filled into the form)
2. If not the you need to enter your email address
3. If booking for more than one person, each person should have an additional ticket
4. Each person must put details of members of their household also attending and who they will sit with in church.

If you don't have access to the internet or know someone who doesn't then please liaise with someone who does to make your booking on your behalf.

The booking will be open from Friday morning and will CLOSE at 5pm on the Wednesday immediately preceding the service. The reason for this is that under present restrictions we have to be very careful as a church to ensure we are COVID safe and allow for the necessary distancing between households.

If ChurchSuite accepts your booking then please take that as confirmation, if ChurchSuite does not allow you to book then that will mean the service is either full or the booking has closed.

If before the service, for whatever reason, you decide not to go please go into Church Suite and cancel your booking

If you are struggling to book please contact support@stpaulsdorking.org.uk for any assistance you may need.