

BOOKING INTO A MASS – Noosa District Catholic Parish

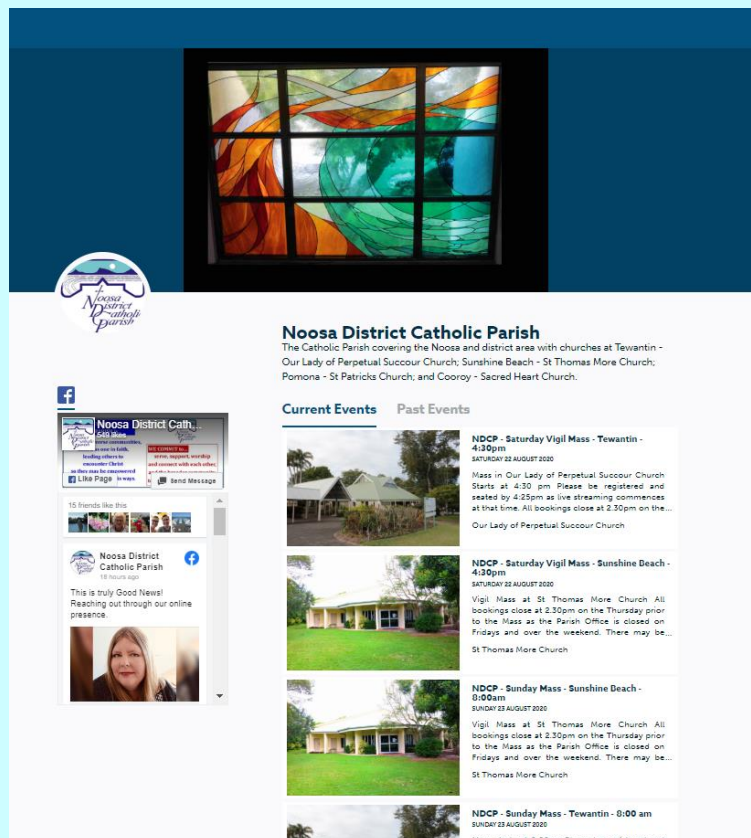
NOTE: The parish office will automatically book each person on a roster (ministries of Mass coordinator, readers, extraordinary minister of communion, musician, singer/cantor, Mass entry monitor and post Mass cleaners). **All other people will need to book.**

How to book into Mass Online.

NOTE: Online bookings open on Fridays for masses on the two weekends following the Saturday and Sunday of that Friday (i.e. 15 days in advance). Printed Covid Entry Registers are prepared at 2:30pm on the Thursday before the weekend. **If you book in after 2:30pm on Thursdays, your name will not be on the printed register at the Mass (it is prepared that afternoon) so you will need to supply the Mass Entry Monitor your name and contact details on entry.**

REMEMBER - Online bookings are preferred!

STEP 1 FOR ONLINE BOOKINGS: Online bookings can be done by going to www.Trybooking.com/eventlist/ndcp



The screenshot displays the website for the Noosa District Catholic Parish. At the top, there is a header with a stained glass window image and the parish logo. Below the header, the text reads: "Noosa District Catholic Parish The Catholic Parish covering the Noosa and district area with churches at Tewantin - Our Lady of Perpetual Succour Church; Sunshine Beach - St Thomas More Church; Pomona - St Patricks Church; and Cooroy - Sacred Heart Church." The main content area is divided into "Current Events" and "Past Events". Under "Current Events", there are three listings for August 22, 2020: 1. "NDCP - Saturday Vigil Mass - Tewantin - 4:30pm" with a "Book Now" button. 2. "NDCP - Saturday Vigil Mass - Sunshine Beach - 4:30pm" with a "Book Now" button. 3. "NDCP - Sunday Mass - Sunshine Beach - 8:00am" with a "Book Now" button. Under "Past Events", there is one listing for August 23, 2020: "NDCP - Sunday Mass - Tewantin - 8:00 am" with a "Book Now" button. On the left side of the screenshot, there is a social media feed for Facebook showing a post from the parish and a profile picture of a woman.

This will then list the Masses available.

STEP 2 FOR ONLINE BOOKINGS: Choose the Mass you want to go to, click on the **Book Now** Button then choose the number of attendees and select **NEXT**.

STEP 3 FOR ONLINE BOOKINGS: Fill in the name and contact details for each attendee and select **NEXT**.

STEP 4 FOR ONLINE BOOKINGS: Complete the Booking Details section and select **PURCHASE** to confirm your booking. No fees will be charged and you will receive a confirmation email for your booking.

NOTES: You do not need to print out your tickets if you book in before 2:30pm on a Thursday. If you book in after 2:30pm on a Thursday for the coming weekend bring your ticket with you as your name will not be on the Mass entry register and you will be required to provide your name and contact details on entry.

If people book twice under the same attendee name that booking will be cancelled before the final listing for the Mass attendance is prepared in the office so **it is important that you list each attendees' details separately.**

How to book into Mass via the parish office.

If you cannot book online (which is preferred), or do not have a friend who can do that for you, the parish office may be able to book you into a Mass. You will need to email, phone or drop into the office during office hours to do this and the office will need to have your request **before 2:30pm on Thursdays.**

Advance bookings for subsequent weekends via the parish office are not available at this time.

There are a limited number of spaces set aside for office bookings (20% of available spaces). **Once these spaces are allocated by the office no further email, phone or counter requests will be processed.**

After Thursday afternoon, any unbooked spaces will be released for online bookings.

Can I get into Mass if I have not booked?

If you turn up to a church without a booking and there are unbooked spaces available, you will need to complete the register and you will be allowed entry at that time.

If there are no unbooked spaces available but not all people booked to attend have yet attended you will be asked by the Mass Entry Monitor to remain outside if you wish (maintaining social distancing) until Mass starts at which time, if people booked into the Mass have not arrived and spaces are available you may be allowed entry at that time. You will need to complete the register prior to entry.

If, at the start of Mass, there are no spaces available, you will be advised that no spaces are available and you will need to leave the church precinct.