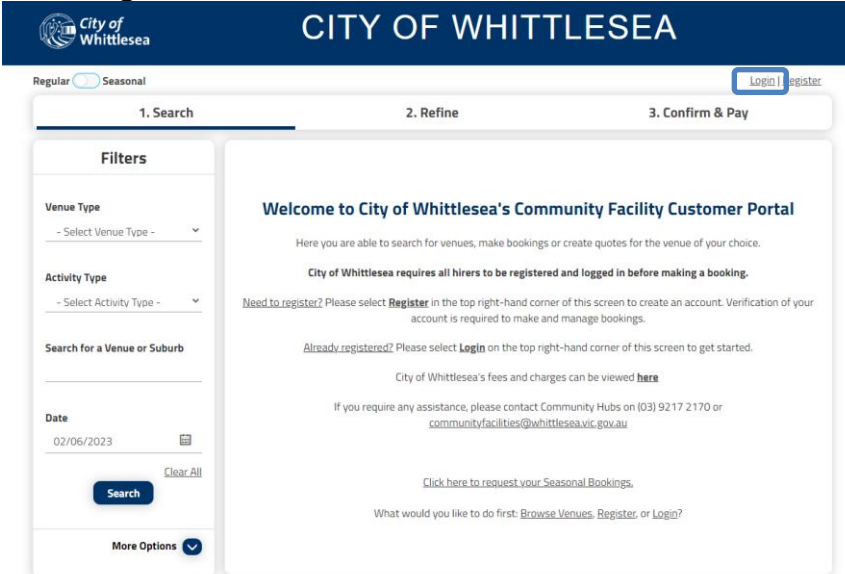


## Downloading Invoice

Link to City of Whittlesea's online booking Customer Portal

<https://whittlesea.bookable.net.au/#/>

### 1. Click 'Login'



Regular  Seasonal Login Register

**1. Search**      2. Refine      3. Confirm & Pay

**Filters**

Venue Type  
- Select Venue Type -

Activity Type  
- Select Activity Type -

Search for a Venue or Suburb

Date  
02/06/2023

Search

Clear All

More Options

**Welcome to City of Whittlesea's Community Facility Customer Portal**

Here you are able to search for venues, make bookings or create quotes for the venue of your choice.

**City of Whittlesea requires all hirers to be registered and logged in before making a booking.**

Need to register? Please select **Register** in the top right-hand corner of this screen to create an account. Verification of your account is required to make and manage bookings.

Already registered? Please select **Login** on the top right-hand corner of this screen to get started.

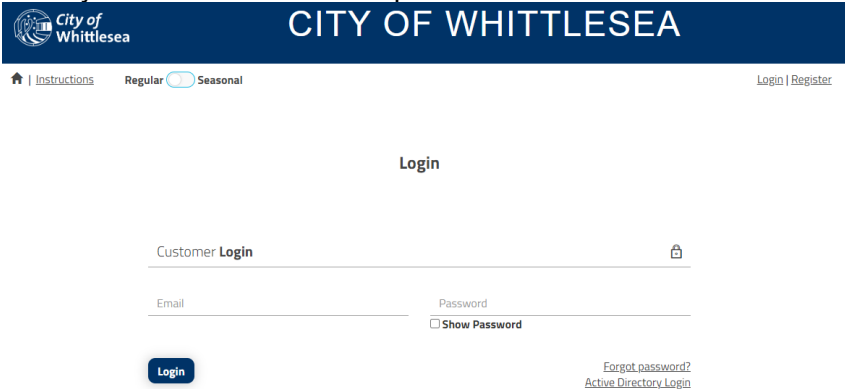
City of Whittlesea's fees and charges can be viewed [here](#)

If you require any assistance, please contact Community Hubs on (03) 9217 2170 or [communityfacilities@whittlesea.vic.gov.au](mailto:communityfacilities@whittlesea.vic.gov.au)

[Click here to request your Seasonal Bookings.](#)

What would you like to do first: [Browse Venues](#), [Register](#), or [Login](#)?

### 2. Enter your email address and password



City of Whittlesea **CITY OF WHITTLESEA**

Home | [Instructions](#)      Regular  Seasonal      [Login](#) | [Register](#)

**Login**

Customer **Login**

Email

Password

Show Password

Login

[Forgot password?](#)  
[Active Directory Login](#)

### 3. Click 'My Account'



City of Whittlesea **CITY OF WHITTLESEA**

Regular  Seasonal      Bookable, John(johnbookable@gmail.com) [My Account](#) [Logout](#)

**3. Confirm & Pay**

4. Find the booking you wish to download an invoice for (if bookings do not appear under 'My Bookings' try clicking 'All Bookings')
5. Click on the three dots



**CITY OF WHITTLESEA**

Bookable, john(johnbookable@gmail.com) My Account | Logout

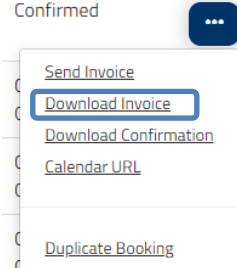
### My Account

My Bookings My Details My Organisation My Transactions

My Bookings All Bookings Outstanding: -\$1,511.88 Add Payment

Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status	
1049	Community Care Collectiv...	Main Street Community Pavilion	Social Room		19/Dec/22	\$540.00	Confirmed	...

6. Click 'Download Invoice'



Confirmed

- Send Invoice
- Download Invoice**
- Download Confirmation
- Calendar URL
- Duplicate Booking