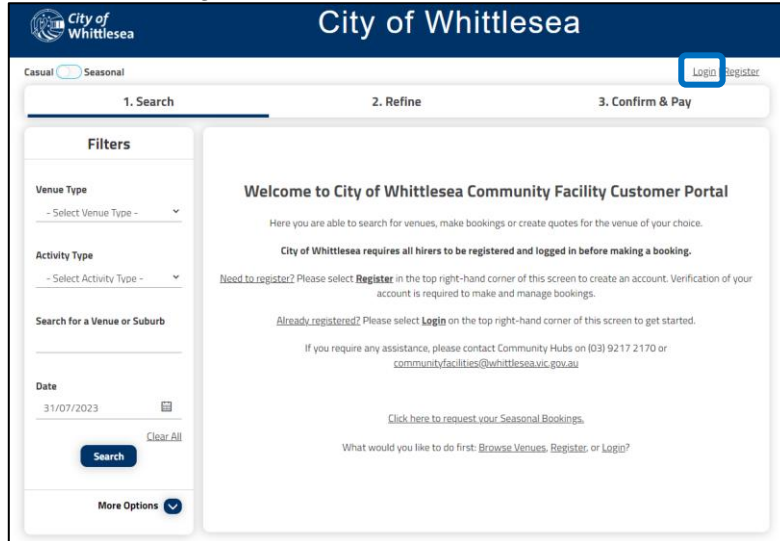


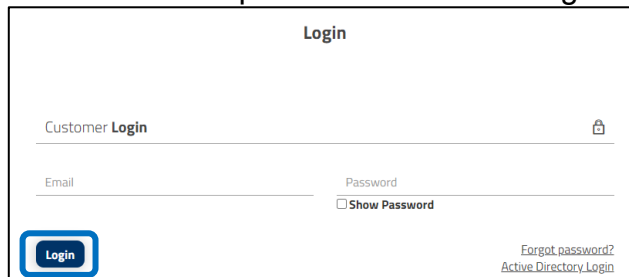
Create a Seasonal booking

1. Link to City of Whittlesea's online booking platform <https://whittlesea.bookable.net.au>
2. Click 'Register' to create an account. If you are already a member, click 'Login' to make a booking



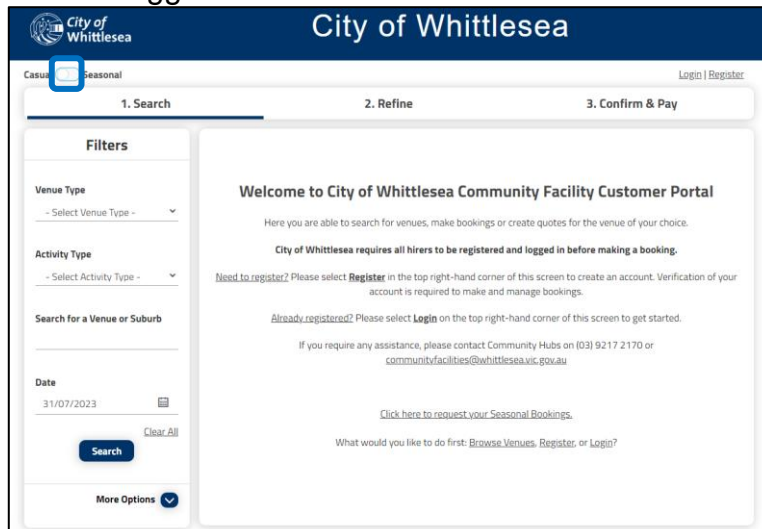
The screenshot shows the 'City of Whittlesea' website interface. At the top, there are navigation options for 'Casual' and 'Seasonal' bookings, with 'Seasonal' selected. In the top right corner, 'Login' and 'Register' buttons are visible, with 'Login' highlighted by a blue box. The main content area is titled 'Welcome to City of Whittlesea Community Facility Customer Portal' and includes instructions for new and existing users. A 'Search' button is also visible in the filters section on the left.

3. Enter email and password and click 'Login'



The screenshot shows the 'Login' form. It includes a 'Customer Login' label, an 'Email' input field, a 'Password' input field with a 'Show Password' checkbox, and a 'Login' button highlighted with a blue box. There are also links for 'Forgot password?' and 'Active Directory Login'.

4. Click to toggle to 'Seasonal'



The screenshot shows the 'City of Whittlesea' website interface. At the top, there are navigation options for 'Casual' and 'Seasonal' bookings, with 'Seasonal' selected and highlighted by a blue box. In the top right corner, 'Login' and 'Register' buttons are visible. The main content area is titled 'Welcome to City of Whittlesea Community Facility Customer Portal' and includes instructions for new and existing users. A 'Search' button is also visible in the filters section on the left.

5. Click '2024 Seasonal Bookings'

Select Season


Instructions

Please select Season.

Name	From	To	Protected
2023 Seasonal Bookings	01/11/2022	31/12/2023	
2024 Seasonal Bookings	01/01/2024	31/12/2024	

Cancel

6. A list of all the venues available to hirer will appear
7. Search the venue you wish to book
8. Click the room you wish to book


City of Whittlesea

Regular Seasonal 2024 Seasonal Bookings Change
Bookable, John(johnbookable@gmail.com) My Account | Logout

1. Search
2. Refine
3. Confirm & Pay

Filters

Venue Type
- Select Venue Type -

Activity Type
- Select Activity Type -

Search for a Venue or Suburb
Epping Community Centre

Search

Clear All


More Options

Showing results - 1 record(s) Schedule View Map View

Epping Community Centre
Click item below to make a booking.

- Hall & Kitchen**
- Commercial Kitchen
 - PH - Commercial Kitchen
 - Main Hall
 - PH - Commercial Kitchen
 - PH - Commercial Kitchen
- Meeting Room

9. Enter 'Booking Name' (this can either be your Organisations name or the name of the program you are running) and 'Attendee Numbers'


City of Whittlesea

Regular Seasonal 2024 Seasonal Bookings Change
Bookable, John(johnbookable@gmail.com) My Account | Logout

1. Search
2. Refine
3. Confirm & Pay

Seasonal Booking Refinement

1. **Booking Overview** To start your booking, add a name for the booking, choose your purpose and login if you are registered

Booking Name: * (150 characters)
Example: "Dance Classes" or "Sports training"

Season: 2024 Seasonal Bo

Attendee Numbers: *
Attendee Numbers

Included Dates:
Monday 01/01/2024

Purpose: John Bookable

Description: (1000 characters)
Description (Optional)

Special Requirements: (1000 characters)
Special Requirements (Optional)

2. **Booking Items** Add the items you wish to book, then choose the duration of your booking

Start Date: 01/01/2024 **Create Repeat/Add Date**

Epping Community Centre

Bookable Items *	From	To
Hall & Kitchen	09 : 00	10 : 00

Add Booking Item

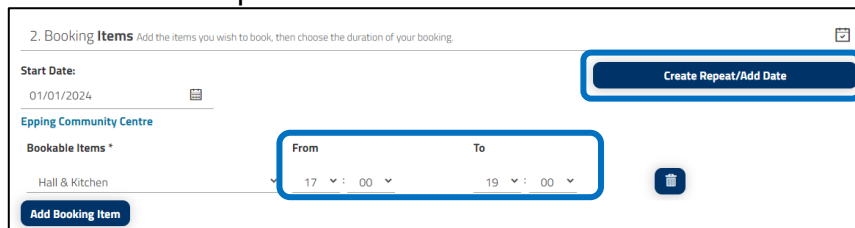
New Search
Checkout

10. Select the correct purpose from the dropdown list



11. Update the 'From' and 'To' time to the correct time

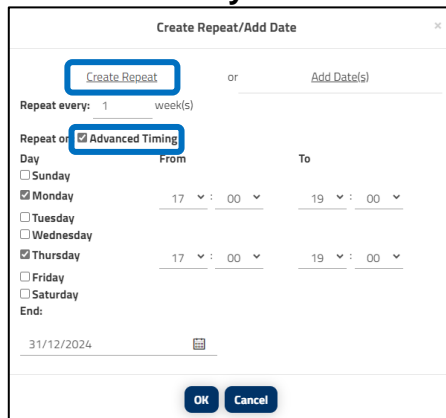
12. Click 'Create Repeat/Add Date'



13. You are automatically in the 'Create Repeat' section

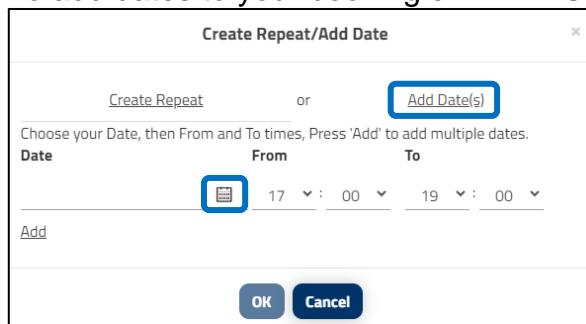
14. Click 'Advanced Timing'

15. Select the day of the week you wish to hire and ensure the times are correct. **Please note you will be unable to change the end date as this is automatically set to the last day in the 2024 calendar year.**

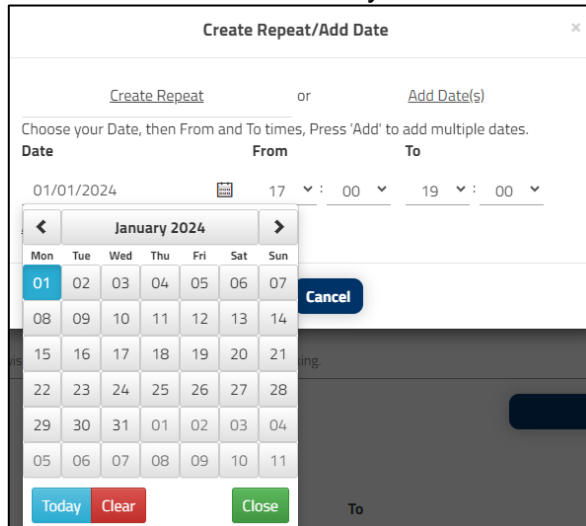


16. If you hire monthly or prefer to enter the dates manually you can click 'Add Date'

17. To add dates to your booking click the 'Calendar symbol'



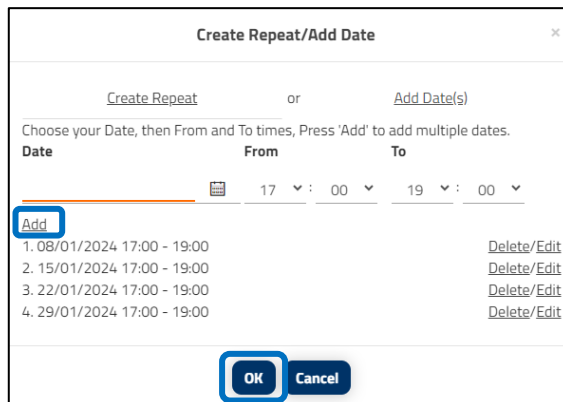
18. From the calendar select your first date for 2024



19. Click 'Add'

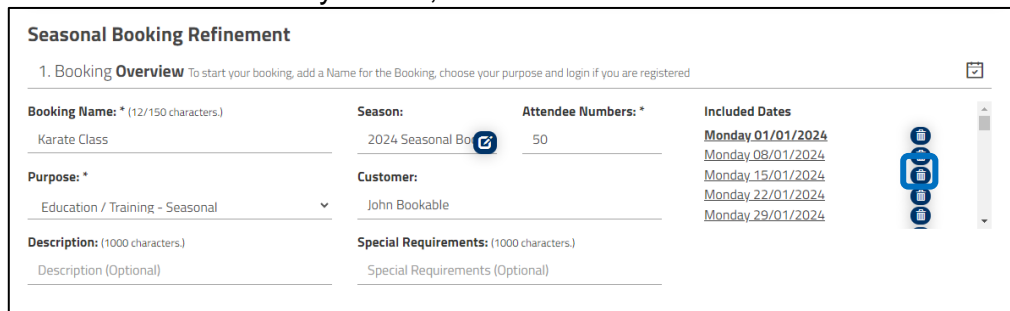
20. You can continue this process for your list of dates

21. Once all dates are added click 'OK'



22. The list of dates will now appear under included dates

23. To delete a date from your list, click the 'blue rubbish bin'



24. Click 'Checkout' at the bottom of the page



25. If your booking dates fall on any of the Public or School holidays, you will be notified by a pop-up listing the effected dates. From there you can review your booking calendar and delete any bookings using the tick box option. And click 'Remove Dates and Proceed' to continue.


Holiday Dates

The following dates included in your booking fall on holiday dates. Please delete the dates you wish to remove from your booking or click 'Accept' to proceed:

Date	Holiday Name	Delete
01/01/2024	New Years Day	<input checked="" type="checkbox"/>
08/01/2024	January School Holidays - 2024	<input type="checkbox"/>
15/01/2024	January School Holidays - 2024	<input type="checkbox"/>
22/01/2024	January School Holidays - 2024	<input type="checkbox"/>
11/03/2024	Labour Day - 2024	<input checked="" type="checkbox"/>
15/04/2024	Term 1 School Holidays - 2024	<input checked="" type="checkbox"/>
22/04/2024	Term 1 School Holidays - 2024	<input checked="" type="checkbox"/>
01/07/2024	Term 2 School Holidays - 2024	<input checked="" type="checkbox"/>
08/07/2024	Term 2 School Holidays - 2024	<input checked="" type="checkbox"/>
23/09/2024	Term 3 School Holidays - 2024	<input checked="" type="checkbox"/>
30/09/2024	Term 3 School Holidays - 2024	<input checked="" type="checkbox"/>

Cancel
Remove Dates and Proceed

26. You will now be taken to the bookings details page where you can see the total cost of your booking for 12 months and a list of all your dates



City of Whittlesea

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

1. Search
2. Refine
3. Confirm & Pay

Seasonal Booking Details

Home

Booking Overview ✖

Venue: Epping Community Centre

Booking Name: Karate Class

Description:

Attendee Numbers: 50

Customer: John Bookable

Purpose: Education / Training - Seasonal

Special Requirements:

Season: 2024 Seasonal Bookings

Pricing Summary

Fees (incl GST):	\$3,555.00
Bonds:	\$0.00
Total (incl GST):	\$3,555.00
GST:	\$323.18
Payable:	\$3,555.00
Payable Now:	\$0.00
Payable Later:	\$3,555.00

27. If you are happy with the list of dates, you can scroll to the bottom of the page and click 'Complete'

02 December 2024 Monday							
Bookable Item	From	To	Unit	# of Units	Unit Price	Total	GST *
Main Hall	05:00 PM	07:00 PM	Hours	2	\$39.50	\$79.00	\$7.18
09 December 2024 Monday							
Main Hall	05:00 PM	07:00 PM	Hours	2	\$39.50	\$79.00	\$7.18
16 December 2024 Monday							
Main Hall	05:00 PM	07:00 PM	Hours	2	\$39.50	\$79.00	\$7.18
23 December 2024 Monday							
Main Hall	05:00 PM	07:00 PM	Hours	2	\$39.50	\$79.00	\$7.18
30 December 2024 Monday							
Main Hall	05:00 PM	07:00 PM	Hours	2	\$39.50	\$79.00	\$7.18

Add contacts for booking notifications

If you would like others to be notified about certain updates to this booking, please add those contacts here.

Add Existing Contact
Add Manual Contact

Delete
Modify
Print Quote
Complete

28. Read and accept the Terms and Conditions by ticking the box and click 'Continue' to proceed with your booking

Terms and Conditions

The Terms and Conditions detail your obligations as a Hirer of a City of Whittlesea Community Facility. Failure to comply will result in additional charges and/or suspension of future bookings. For further information contact Community Hubs via phone (03) 9217 2170 or email communityfacilities@whittlesea.vic.gov.au
To make, view or edit a booking visit <https://whittlesea.bookable.net.au/#/>

Definitions

- Hirer: a group or individual over the age of 18 years who is responsible for hiring a space within a City of Whittlesea community facility.
- Regular: a minimum of 10 booked sessions at one facility per calendar year
- Casual: one off or less than 10 bookings in a calendar year

Booking Time

[Print](#)

I have read and accept the Terms and Conditions.

Continue

29. To submit another booking request, click 'Yes' (and follow on from step 5 of this document) otherwise click 'No'

Seasonal Booking

Would you like to add another booking to this submission?

Yes **No**

30. You will now receive an email confirming we have received your request
 31. If you would like to view or make changes to your bookings, you can click 'Manage Booking' and you will be taken to your account page where you can view all bookings

Thank You!

Your booking is now complete. A copy of your Booking Confirmation and Tax Invoice/Receipt has been sent to: johnbookable@gmail.com. You can also download these documents here or any time from (the booking details) of your Account.

Invoice/Receipt

Duplicate Booking

Manage Booking

Return to Search

My Account

My Bookings My Details My Organisation My Transactions
Outstanding : \$28,406.71 [Add Payment](#)

Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status	
1611	Karate Class	Epping Community Centre	Main Hall	08/Jan/24	20/Jul/23	\$3,555.00	Tentative	...