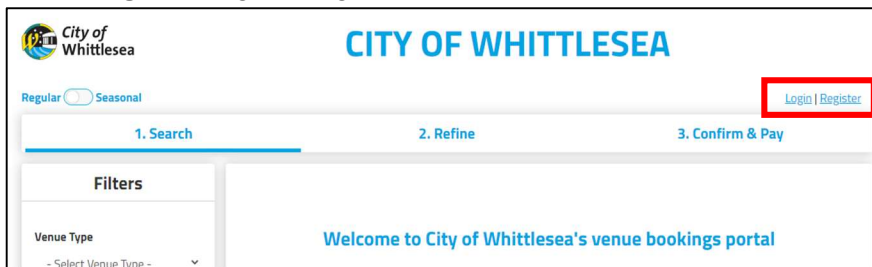


## Making a booking

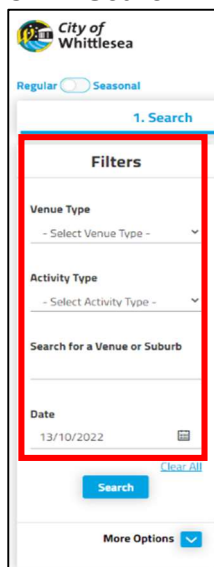
Once your account has been registered and verified if required log into City of Whittlesea's online booking Customer Portal <https://whittlesea.bookable.net.au>

1. Click **'Login'** using the registered email address and password



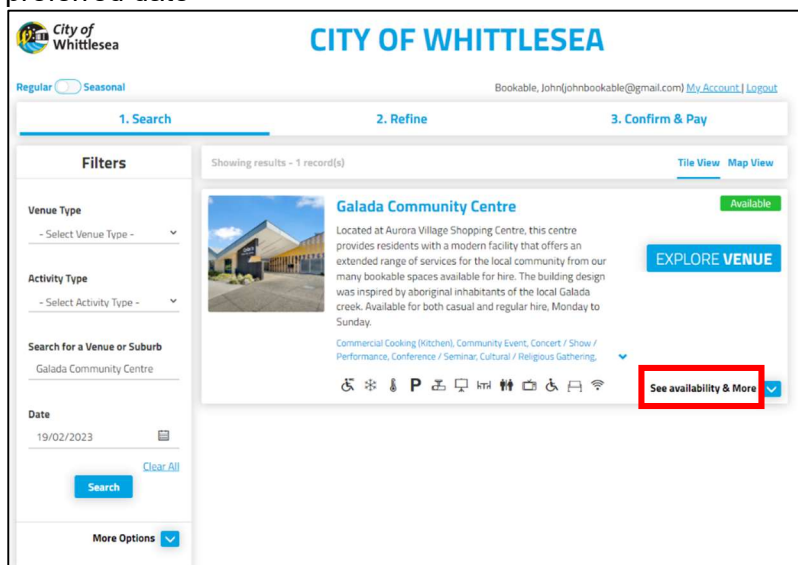
2. Use the filters on the left side of the screen to search for an available facility

3. Click **'Search'**



5. Based on the search criteria selected facility/facilities will be displayed

6. Click **'See availability & More'** for the facility you wish to view available times and preferred date



- Click **'Book this item'** to select which room/s you would like to book

**Galada Community Centre** Available

Located at Aurora Village Shopping Centre, this centre provides residents with a modern facility that offers an extended range of services for the local community from our many bookable spaces available for hire. The building design was inspired by aboriginal inhabitants of the local Galada creek. Available for both casual and regular hire, Monday to Sunday.

Commercial Cooking (Kitchen), Community Event, Concert / Show / Performance, Conference / Seminar, Cultural / Religious Gathering

BOOK VENUE

Bookable Items Venue Details Images Documents

Daily View | Weekly view | Monthly view

**a. Community Hall & Kitchen** Find out more

Accommodates 150 people seated or 200 Capacity: 200

Sun Feb 19, 2023

My booking Booked Buffer Available Closed Closure

1AM 2AM 3AM 4AM 5AM 6AM 7AM 8AM 9AM 10AM 11AM 12PM 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM 10PM 11PM 0AM

Book this item +

Activities: Community Event, Concert / Show / Performance, Conference / Seminar, Cultural

- Complete the booking details below.  
Note: fields with an asterisk (\*) are mandatory.
- 'Booking Name'**  
Organisations - type in the Organisation's Name and the activity type. E.g. John Bookable – Training  
Individual - 1<sup>st</sup> Birthday, Wedding Anniversary
- 'Attendee Numbers'** enter the number of expected attendees
- '+Additional Information'** is optional

1. Search 2. Refine 3. Confirm & Pay

**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: \* (7/150 characters) Meeting Attendee Numbers: \* 150 Included Dates Tuesday 07/02/2023

Purpose: \* Meeting Customer: John Bookable

+ Additional Information

11. Using the drop-down menu select the 'From' and 'To' times

The screenshot shows the '2. Booking Items' section. At the top, there is a date '19/02/2023' and a 'Create Repeat/Add Date' button. Below this, the 'Bookable Items \*' section shows 'a. Community Hall & Kitchen'. The 'From' time is set to '14 : 00' and the 'To' time is set to '17 : 00', both highlighted with red boxes. There is an 'Add Booking Item' button below the item selection. The main part of the interface is a calendar view for 'Galada Community Centre' showing a grid of time slots for 'Community Hall' and 'Kitchen' on 'Sun Feb 19, 2023'. A legend at the top of the calendar includes: Clash, My booking, Current, Reserved, Booked, Buffer, Available, Closed, and Closure.

Note: Times unavailable due to an existing booking will show blacked out and unavailable to select

The screenshot shows the '24 hour view' of the calendar for 'Fri Feb 19, 2021'. The legend is the same as in the previous screenshot. A red box highlights a section of the calendar grid from 9AM to 3PM, where the time slots are blacked out, indicating they are unavailable due to an existing booking.

12. Click 'Create Repeat/Add Date' to make an additional booking or multiple dates at the same facility

This screenshot is identical to the one in step 11, but the 'Create Repeat/Add Date' button at the top right is highlighted with a red box.

13. There are two options 'Create Repeat' or 'Add Date(s)'

Option 1

- i) Click 'Create Repeat'
- ii) Using the drop down menu under 'Repeat' select the frequency for regular ongoing booking requests (i.e. weekly/monthly)

The screenshot shows the 'Create Repeat/Add Date' dialog box. At the top, there are two options: 'Create Repeat' (highlighted with a red box) and 'Add Date(s)'. Below these options is a 'Repeat:' dropdown menu (also highlighted with a red box) with the following options: 'Daily', 'Never', 'Daily', 'Weekly', and 'Monthly'. The 'Weekly' option is currently selected and highlighted with a grey background.

iii) Once you have selected the frequency, fill out the details and Click 'OK'

**Create Repeat/Add Date**

[Create Repeat](#) or [Add Date\(s\)](#)

**Repeat:**  
Weekly

**Repeat every:** 1 week(s)

**Repeat on:**  Advanced Timing  
 Sun  Mon  Tue  Wed  Thr  Fri  Sat

**End:**  
 After 5 occurrence(s)  
 On

**OK** **Cancel**

Option 2

- i) Click 'Add Date(s)' for additional individual dates
- ii) Select the date you are requesting and adjust the 'From' and 'To' times if required

**Create Repeat/Add Date**

[Create Repeat](#) or [Add Date\(s\)](#)

Choose your Date, then From and To times, Press 'Add' to add multiple dates.

**Date** **From** **To**

21/02/2023 14 : 00 17 : 00

**February 2023**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	01	02	03	04	05
06	07	08	09	10	11	12

**Today** **Clear** **Close**

**Cancel**

**To**  
17 : 00

14. Click **'Add'** to add the requested date. Repeat this process until you have added all requested dates.

**Create Repeat/Add Date** ×

[Create Repeat](#) or [Add Date\(s\)](#)

Choose your Date, then From and To times, Press 'Add' to add multiple dates.

Date	From	To
21/02/2023	14	17

[Add](#)

OK Cancel

15. The additional date/s requested will show under **'Add'**

16. Click **'Delete/Edit'** if you need to modify the booking/s

**Create Repeat/Add Date** ×

[Create Repeat](#) or [Add Date\(s\)](#)

Choose your Date, then From and To times, Press 'Add' to add multiple dates.

Date	From	To
19/02/2023	14	17

[Add](#)

- 1. 21/02/2023 14:00 - 17:00
- 2. 27/02/2023 14:00 - 17:00

[Delete/Edit](#)  
[Delete/Edit](#)

OK Cancel

17. Click **'OK'** once complete

18. The Booking Refinement page will now include booking dates that appear under **'Included Dates'**

**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: \* (7/150 characters) Meeting Attendee Numbers: \* 150 **Included Dates**  
 Sunday 19/02/2023  
 Tuesday 21/02/2023  
 Monday 27/02/2023

Purpose: \* Meeting Customer: John Bookable

+ Additional Information

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

19/02/2023 Create Repeat/Add Date

Bookable Items \* From To Delete

a. Community Hall & Kitchen 14 : 00 17 : 00

Add Booking Item

Galada Community Centre

Daily View | Weekly view | Monthly view

Sun Feb 19, 2023

a. Community Hall & Kitchen

1AM 2AM 3AM 4AM 5AM 6AM 7AM 8AM 9AM 10AM 11AM 12PM 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM 10PM 11PM 0AM

19. Check all dates required are included

20. Click **'Checkout'**

< New Search Checkout >

21. The **'Booking Details'** will summarise your booking, bond and fees.

22. Click **'Modify'** if any changes are required

23. Click **'Complete'**

**Booking Details** Booking Status: Temporary

Home

Booking Overview

Venue: Galada Community Centre Customer: John Bookable

Booking Name: Meeting Purpose: Meeting

Description: Special Requirements:

Attendee Numbers: 150

**Pricing Summary**

Fees (incl GST):	\$705.60
Bonds:	\$100.00
Total (incl GST):	\$805.60
GST:	\$64.15
Payable:	\$805.60
Payable Now:	\$0.00
Payable Later:	\$805.60

**Required Documents**

The document(s) specified below are required for your booking to be assessed. The maximum file size is 30MB per file.

No documents required.

**Other Documents**

Only use this option to upload additional documents that are NOT specified in the 'Required Documents' panel

No documents uploaded.

Upload Document

**Booking Breakdown**

25 February 2023 Saturday

Bookable Item	From	To	Unit	# of Units	Unit Price	Total	GST *
a. Community Hall & Kitchen	01:30 PM	04:30 PM	Hours	3	\$/8.40	\$2,35.20	\$21.38

04 March 2023 Saturday

Bookable Item	From	To	Unit	# of Units	Unit Price	Total	GST *
a. Community Hall & Kitchen	01:30 PM	04:30 PM	Hours	3	\$/8.40	\$2,35.20	\$21.38

11 March 2023 Saturday

Bookable Item	From	To	Unit	# of Units	Unit Price	Total	GST *
a. Community Hall & Kitchen	01:30 PM	04:30 PM	Hours	3	\$/8.40	\$2,35.20	\$21.38

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 Quots Complete

14. The **'Terms and Conditions'** will pop up. Take the time to read through
15. If you agree to **'Terms and Conditions'** click the **'Tick box'** and click **'Continue'**
16. Click **'Print'** if you would like a hard copy
17. A Bookings officer will review your booking and will contact you if required.
18. An invoice will be sent to your email with payment details.
19. Click **'Done'**

**Checkout**

---

Your booking has been placed. You can press Done to complete your booking.

---

**Done**

**Thank You!**

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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.

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<b>Invoice/Receipt</b>	<b>Duplicate Booking</b>
<b>Manage Booking</b>	<b>Return to Search</b>