

Managing your bookings

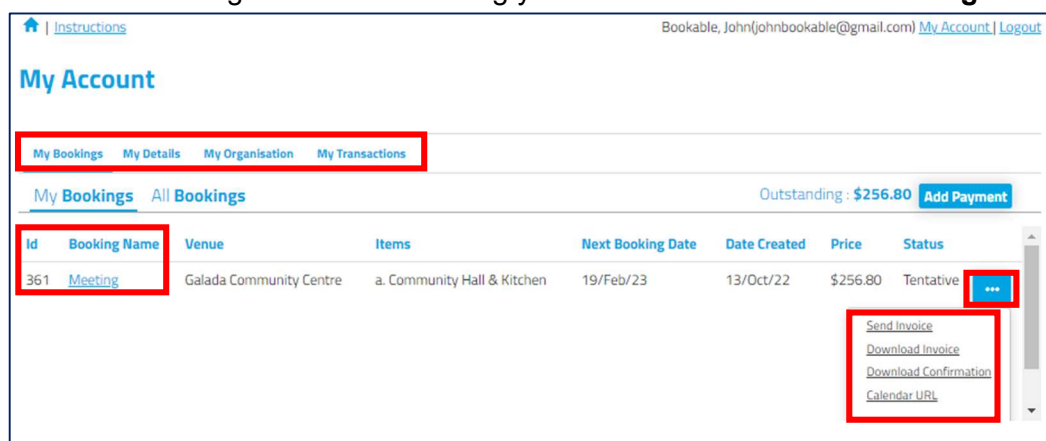
1. Click **'My Account'**



2. You can then navigate through the tabs to complete the following

My Bookings	My Details	My Organisation	My Transactions
<ul style="list-style-type: none">• View bookings & status• Download invoices• Make payments• Duplicate bookings• Alter your booking	<ul style="list-style-type: none">• Edit your personal details• Change your password	<ul style="list-style-type: none">• Edit your organisations details• Add or invite other members of your organisation to be an approved user	<ul style="list-style-type: none">• View historical bookings transactions

3. Click **'My Bookings'** - All past and current bookings will be displayed
4. By clicking on the three dots next to the status the following options are given:
 - Send invoice
 - Download invoice
 - Download confirmation
 - Calendar URL or
 - Duplicate booking
5. To alter a booking click on the booking you wish to amend under **'Booking Name'**



6. Click **'Cancel Entire Booking'** to cancel the booking

Note: by clicking this you may be charged a cancellation fee. Please refer to the **'Terms and Conditions'**

7. Click **'Checkout'** to make a credit card payment





8. Click editing icon  next to the date of the booking to alter your booking

[Home](#) | [Instructions](#) Bookable, John(johnbookable@gmail.com) [My Account](#) | [Logout](#)

Booking Details

Home

Booking Overview - #361 **Cancel Entire Booking**

Venue: Galada Community Centre	Customer: John Bookable
Booking Name:  Meeting	Purpose: Meeting
Description: 	Special Requirements: 
Attendee Numbers:  150	

Pricing Summary

Fees (incl GST):	\$156.80
Adjustments (incl GST):	\$0.00
Bonds:	\$100.00
Bond Adjustments:	\$0.00
Total (incl GST):	\$256.80
GST:	\$14.25
Payments:	\$0.00
Payable:	\$256.80
Payable Now:	\$0.00
Payable Later:	\$256.80

Checkout **Done**

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

19 February 2023 Sunday 

Bookable Item	From	To	Unit	# of Units	Unit Price	Total	GST *
a. Community Hall & Kitchen	02:00 PM	04:00 PM	Hours	2	\$/8.40	\$156.80	\$14.25

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**

Checkout **Done**

9. From this page you can alter date, times, add another booking space within the booked facility and/or alter the number of attendees. (based on availability).
10. Click **'Save'** once completed

Booking : 19 February 2023 Sunday

Date: 19/02/2023 Attendee Numbers: 150

Bonds	Current \$	New \$	Change \$	Payable/Refundable
Low Risk Bond	\$100.00		\$0.00	\$100.00

Additions	Current \$	New \$	Change \$	Payable/Refundable
No additions.				

Item	Date	Before	From	To	After	Units	Delete
a. Community Hall & Kitchen	19/02/2023					60 mins	Cancel

Add Bookable Item

■ Clash ■ Overbooked ■ Current ■ Reserved ■ Booked Available ■ Closed ■ Closure

a. Community Hall & Kitchen - Feb 19, 2023

10AM	20M	30M	40M	50M	60M	70M	80M	90M	100M	110M	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM	00M
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[Show all venue items](#)

Save
Cancel