

Managing your Organisation details

1. Click 'My Organisation' then 'Modify' to update your Organisation details

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

My Account

[My Bookings](#) [My Details](#) **My Organisation** [My Transactions](#)

My Organisation Details

Organisation [Details](#)

Organisation/Trading Name: John Bookable Inc **ABN:** ABN

Phone: 0408 133 127 **Email:** johnbookable@gmail.com

Address: 1 Bookable Street Bundoora VIC 3083 Australia

Customer Type: Commercial / Business **Verified:** Yes

Debtor ID: Debtor ID

Modify

Organisation Users

[+ Add User](#) [+ Invite user](#) Allow users to see bookings for whole organisation

Name	Email	Address	Mobile	Phone	Main	Status
John Bookable	johnbookable@gmail.com	1 Bookable Street Bundoora VIC 3083 Australia	0408 133 127		true	Verified

2. Input changes then click 'Save'

Please input organisation details.

Organisation Name: John Bookable Inc **ABN:**

Organisation Phone Number (inc Region and Country codes): 0408 133 127 **Organisation Email:** johnbookable@gmail.com

Address 1: 1 Bookable Street **Address 2:**

Suburb: Bundoora **State:** VIC **Country:** Australia

Postcode: 3083

Save **Cancel**

3. Click **'Add User'** to add an additional user. Input user details and click **'Save'**

Please input contact details

Title[*]: -- Select --	Given Names[*]: _____	Family Name[*]: _____
Address 1: _____	Address 2: _____	
Suburb: _____	State: Select State	Country: Australia
Postcode: _____	Mobile[*] (inc Region and Country codes): _____	Phone Number (inc Region and Country codes): _____
Email[*]: _____	Position: _____	
Medical Condition: _____ _____		
Comments: _____ _____		
Save Cancel		