

Account Registration and Logging In

Link to City of Whittlesea's online booking Customer Portal
<https://whittlesea.bookable.net.au>

If you are a current regular hirer of City of Whittlesea facilities an account may already be set up for your organisation and details of how to log in will have been emailed.

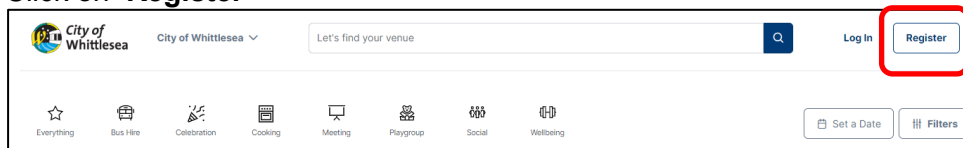
If unsure if you have an account, please call 9217 2170 to confirm.

Log in as an existing hirer

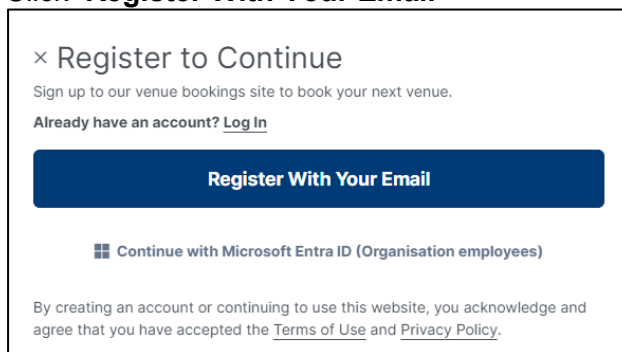
1. Click **'Login'**
2. Enter your email address and password

Registering as a new hirer

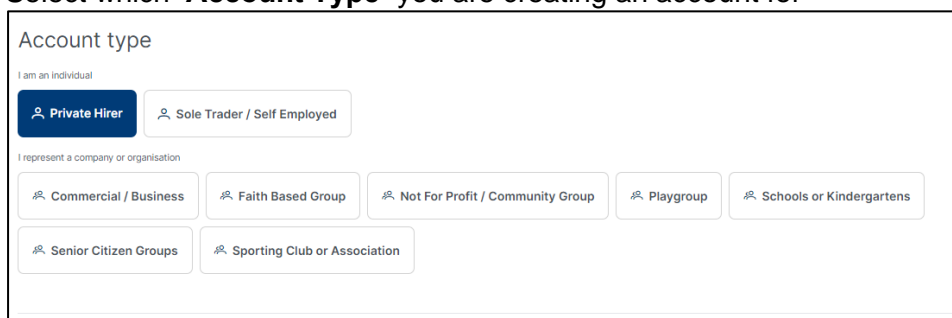
1. Click on **'Register'**



2. Click **'Register With Your Email'**



3. Select which **'Account Type'** you are creating an account for



4. Enter your 'Email' and 'Password' that you wish to use to login into the Portal

Your account

Email	Confirm email
<input type="text"/>	<input type="text"/>
Password	Confirm password
<input type="password"/>	<input type="password"/>

Sign up to news and other helpful information from City of Whittlesea

5. Enter your details

Your Details

Title (optional)

First name <input type="text"/>	Last name <input type="text"/>
<input type="text"/>	<input type="text"/>

Phone number Landline (Optional)

Street address

Select a country

Suburb/City <input type="text"/>	State/Region/Province <input type="text"/>	Postcode <input type="text"/>
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6. Depending on which account type you are creating you may be required to updated documentation. Click '**Choose a File**'

Required documentation

Make sure each document you upload is no larger than 30MB.
Registrations that do not include the required documents may be delayed or rejected.

NA

No documents uploaded.

7. Click '**Create account**'

Our terms of use

By creating an account, you agree to our [Terms](#) and have read and acknowledge our [platform privacy policy](#)

8. A pop-up will appear advising if your registration is successful or requires verification by a Centre Operations Officer.
If your registration is successful, you can log in and start making bookings.