

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'

× Register to Continue Sign up to our venue bookings site to book your next venue. Already have an account? Log In
Register With Your Email
Continue with Microsoft Entra ID (Organisation employees)
By creating an account or continuing to use this website, you acknowledge and agree that you have accepted the <u>Terms of Use</u> and <u>Privacy Policy</u> .

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

Account type				
am an individual				
은 Private Hirer	은 Sole Trader / Self Employed			
represent a company or organis	ation			
용 Commercial / Busi	ness 🏾 🤌 Faith Based Group	용 Not For Profit / Community Group	A Playgroup	Schools or Kindergartens
A Senior Citizen Gro	ups A Sporting Club or As	esociation		

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

Your account	
Email	Confirm email
Password	Confirm password
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Sign up to news and other helpful information from City of Whittlesea	

5. Enter your details

Your Details			
Title (optional)	××		
First name		Last name	
☎ 61 ∨ 99 9999 9999		≅ 61 ∨ 99 9999 9999	
Phone number		Landline (Optional)	
Street address			
Select a country			××
Suburb/City	State/Region/Province	Postcode	
Suburb/City	State/Region/Province	Postcode	

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 <u>Terms</u> and have read and acknowledge our <u>platform privacy policy</u>	
Create account	

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.