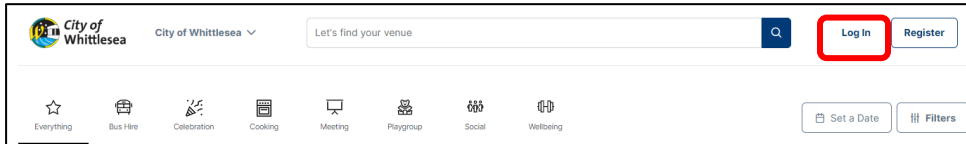
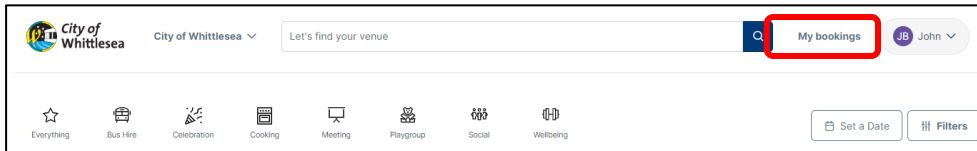


Make A Payment

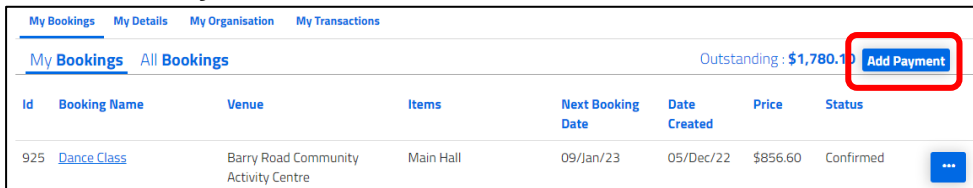
1. Open the landing page [Bookable](#)
2. Select **'Login'** at the top of the page



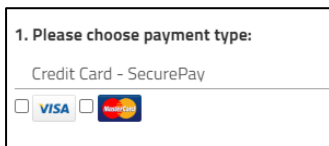
3. Once logged in, click **'My bookings'**



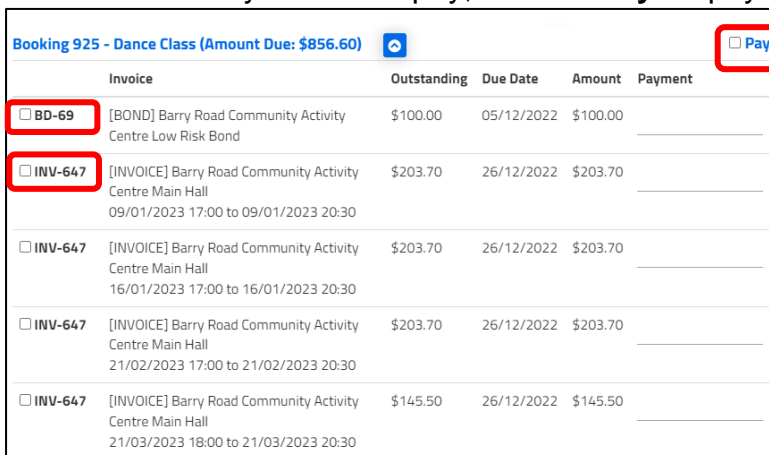
4. Click **'Add Payment'**



5. Select Visa or MasterCard



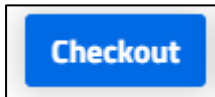
6. Click the invoice you wish to pay, or click **'Pay'** to pay all invoices



7. If you want to pay a portion of the invoice, edit the amount under 'Payment'

Booking 925 - Dance Class (Amount Due: \$856.60) Pay					
	Invoice	Outstanding	Due Date	Amount	Payment
<input type="checkbox"/>	BD-69 [BOND] Barry Road Community Activity Centre Low Risk Bond	\$100.00	05/12/2022	\$100.00	
<input checked="" type="checkbox"/>	INV-647 [INVOICE] Barry Road Community Activity Centre Main Hall 09/01/2023 17:00 to 09/01/2023 20:30	\$203.70	26/12/2022	\$203.70	100

8. Click 'Checkout'



9. Enter the payment details, click reCAPTCHA and click submit

Please input credit card details

Total Amount:
\$303.70


Card Type:
VISA

Card Number:
Card Number

Cardholder Name:
Cardholder Name

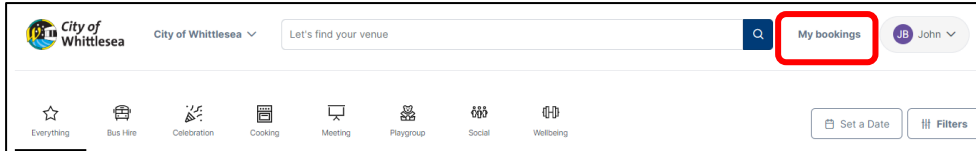
CVV:
CVV

Expiry:
MM/YY

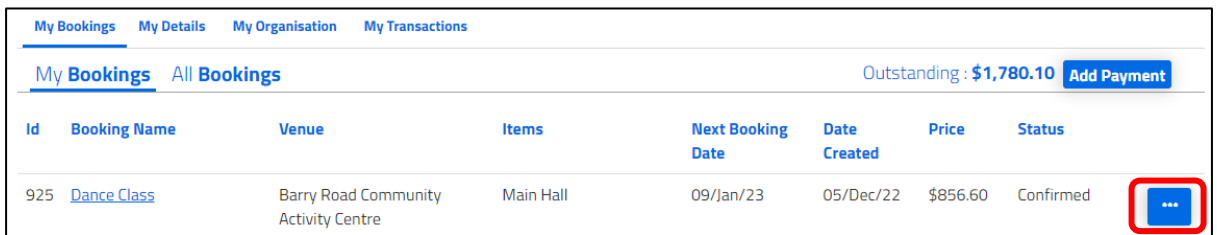
I'm not a robot  reCAPTCHA
Privacy - Terms

Download Invoice

1. Once logged in, click **'My bookings'**



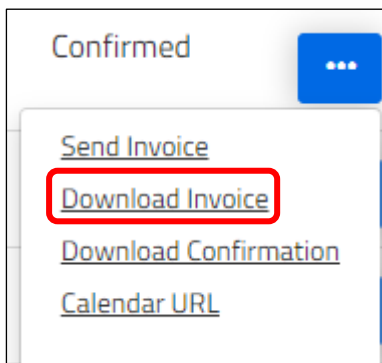
2. Click the **'three dots'** next to the booking you want to download the invoice for



The screenshot shows the 'My Bookings' page. The table below has columns for Id, Booking Name, Venue, Items, Next Booking Date, Date Created, Price, and Status. The 'three dots' menu icon is highlighted in a red box.

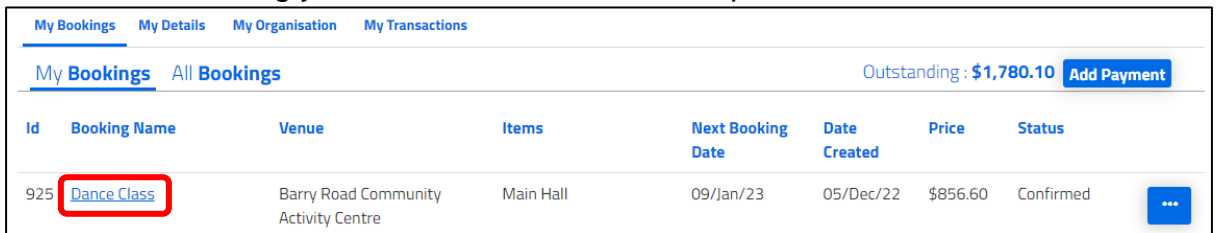
Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status
925	Dance Class	Barry Road Community Activity Centre	Main Hall	09/Jan/23	05/Dec/22	\$856.60	Confirmed

3. Click **'Download Invoice'** to download a PDF version.



How do I add an additional contact to receive confirmation emails and invoices?

1. Click on the booking you wish to add the additional person to



The screenshot shows the 'My Bookings' page with a navigation bar at the top containing 'My Bookings', 'My Details', 'My Organisation', and 'My Transactions'. Below the navigation bar, there are tabs for 'My Bookings' and 'All Bookings', and an 'Add Payment' button next to the text 'Outstanding: \$1,780.10'. A table lists bookings with columns: Id, Booking Name, Venue, Items, Next Booking Date, Date Created, Price, and Status. The first row shows a booking with Id 925, Booking Name 'Dance Class' (highlighted with a red box), Venue 'Barry Road Community Activity Centre', Items 'Main Hall', Next Booking Date '09/Jan/23', Date Created '05/Dec/22', Price '\$856.60', and Status 'Confirmed'. A blue three-dot menu icon is visible at the end of the row.

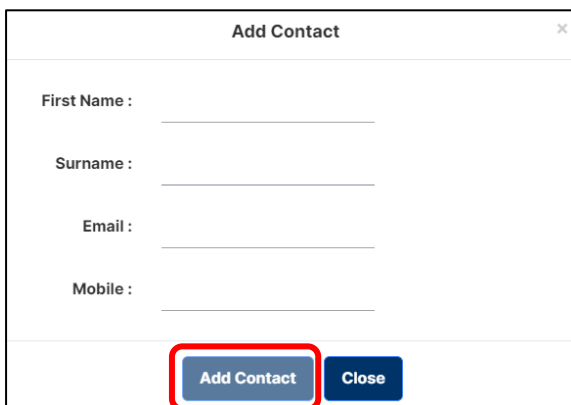
Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status
925	Dance Class	Barry Road Community Activity Centre	Main Hall	09/Jan/23	05/Dec/22	\$856.60	Confirmed

2. Scroll to the bottom of the booking page and click 'Add Manual Contact'



The screenshot shows the 'Subscribe Others to Booking Notifications' form. It has a table with columns 'Name', 'Email', and 'Mobile'. Below the table is the text 'Add a contact to subscribe other people to booking notifications.' On the right side, there is an 'Add Contact' dropdown menu with two options: '+ Add existing contact' and '+ add manual contact' (highlighted with a red box).

3. Enter the contact details of the additional contact and click 'Add Contact'



The screenshot shows the 'Add Contact' form with the following fields: First Name, Surname, Email, and Mobile. At the bottom, there are two buttons: 'Add Contact' (highlighted with a red box) and 'Close'.

They will now receive updates for this booking only.