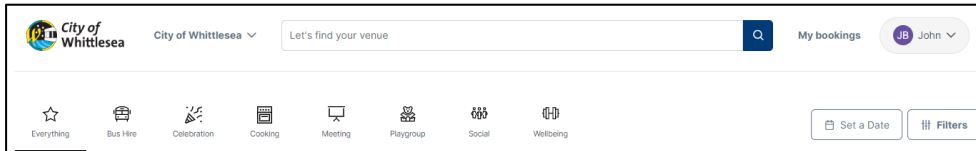


Managing your bookings

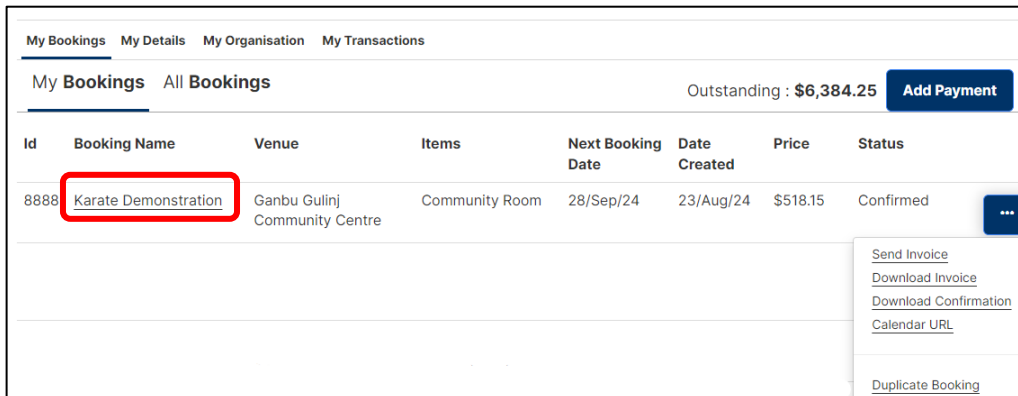
1. Click **'My bookings'**



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'**



Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status
8888	Karate Demonstration	Ganbu Gulinj Community Centre	Community Room	28/Sep/24	23/Aug/24	\$518.15	Confirmed

6. If you have a payable now amount, click **'Make payment now'**

Karate Demonstration

Confirmed Booking #8888

Garbu Gulinj Community Centre

Starting Saturday 6th July 2024 [subscribe to calendar feed](#)

Booked by John Bookable

Payment due Please review the [payment table](#) below and make payment.

Manage your booking **Payment** Information Dates Contacts

Payment due	
Fees	\$417.45
Adjustments	\$0.00
Bonds	\$0.00
Total incl. GST	\$417.45
Paid	\$0.00
Payable now	\$72.60
Payable later	\$344.85

Make payment now

7. Scroll down the page to view the dates you have booked

8. 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)

9. To cancel click **'Edit'** next to the date you wish to cancel

Date	Facility	Time	Duration	Attendees	Current \$	New \$	Change \$	Buttons	
▼ Saturday 12th October 2024	Community Room	10:00 AM	11:00 AM	Hours	1	\$18.15	\$18.15	\$1.65	Edit Checklist
▼ Saturday 19th October 2024	Community Room	10:00 AM	11:00 AM	Hours	1	\$18.15	\$18.15	\$1.65	Edit Checklist

10. Click **'Cancel'**

Booking : 12 October 2024 Saturday

Date: 12/10/2024 Attendees: 30

+ Add Date to Booking

Bonds	Current \$	New \$	Change \$	Payable/Refundable
No bonds.				

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

Item	Date	Before	From	To	After	Units	Buttons
Community Room	12/10/2024		10 AM	11 AM	60 mins		Cancel

Community Room - Oct 12, 2024

6am 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm

Show all venue items

Save **Cancel**

11. Click 'Save'

Booking : 12 October 2024 Saturday

Date: 12/10/2024 Attendees: 30

Bonds: No bonds.

Additions: No additions.

Item	Date	Before	From	To	After	Units
Community Room	12/10/2024	10:00	11:00	60 mins	Cancelled	

Buttons: Add Bookable Item, Show all venue items, Save, Cancel

12. Cancellation impact will inform you on whether you are required to pay for the cancellation or not based on the cancellation terms. Click 'OK'

Cancellation Impact

Based on your cancellation terms you will be charged \$0.00. This will result in a refund of \$18.15, if you have already paid for the booking. This amount does not include any Bond amounts that may be refunded.

To continue with your cancellation, click **OK**. Otherwise, click **Cancel**.

Note: Additions that have been manually added to a booking, or for repeat bookings where there are dates in the past, Additions will need to be manually removed from the booking in order to create a refund for these amounts.

Buttons: OK, Cancel

13. Date now cancelled

Date	Item	Time	Duration	Units	Current \$	New \$	Change \$	Status
Saturday 12th October 2024	Community Room	10:00 AM - 11:00 AM	Hours	1	\$18.15	\$18.15	\$1.65	Cancelled

14. If you wish to change the time or date, click 'Edit' next to the date you wish to edit

Date	Item	Time	Duration	Units	Current \$	New \$	Change \$	Action
Saturday 26th October 2024	Community Room	10:00 AM - 11:00 AM	Hours	1	\$18.15	\$18.15	\$1.65	Checklist, Edit

15. Click the calendar button and choose the date you wish to change to

16. Adjust times if required

17. Click 'Save'

Booking : 26 October 2024 Saturday

Date: 26/10/2024 Attendees: 30

Bonds: No bonds.

Additions: No additions.

Before	From	To	After	Units
	10 AM : 00	11 AM : 00	60 mins	Cancel

Buttons: Add Bookable Item, Show all venue items, Save, Cancel

18. Click 'Yes'

Change Booking

You have made changes and the status of your booking is now tentative pending approval and confirmation by Council. If you have changed dates or times for your booking, all previous dates and times will not be reserved. Press Yes to proceed or No if you do not want to proceed.

19. If you wish to add an additional date to your booking, click 'Edit' next to any date

▼ Saturday 26th October 2024

Community Room	10:00 AM	11:00 AM	Hours	1	\$18.15	\$18.15	\$1.65	<input type="button" value="Checklist"/>
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20. Click 'Add Date to Booking'

Booking : 16 November 2024 Saturday

Date: 16/11/2024 Attendees: 30

Bonds Current \$ New \$ Change \$ Payable/Refundable
No bonds.

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

Item	Date	Before	From	To	After	Units
Community Room	16/11/2024		10 AM : 00	11 AM : 00	60 mins	<input type="button" value="Cancel"/>

Community Room - Nov 16, 2024

Show all venue items

21. Click the calendar button and choose the date you wish to add

22. Adjust times if required

23. Click 'Save'

Booking : 24 November 2024 Sunday

Date: 24/11/2024 Attendees: 30 Included Dates: Sun 24/11/24

Before	From	To	After	Units
	4 PM : 00	5 PM : 00	60 mins	<input type="button" value="Remove"/>

Show all venue items