

## Manage your Organisation details

1. Click the hyperlink to the Bookable Customer Portal <https://whittlesea.bookable.net.au>

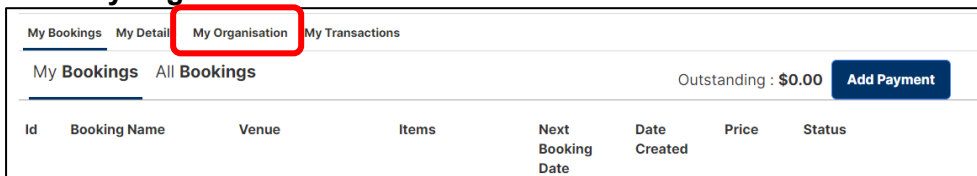
2. Click 'My bookings'



City of Whittlesea City of Whittlesea Let's find your venue

Everything Bus Hire Celebration Cooking Meeting Playgroup Social Wellbeing

3. Click 'My Organisation'

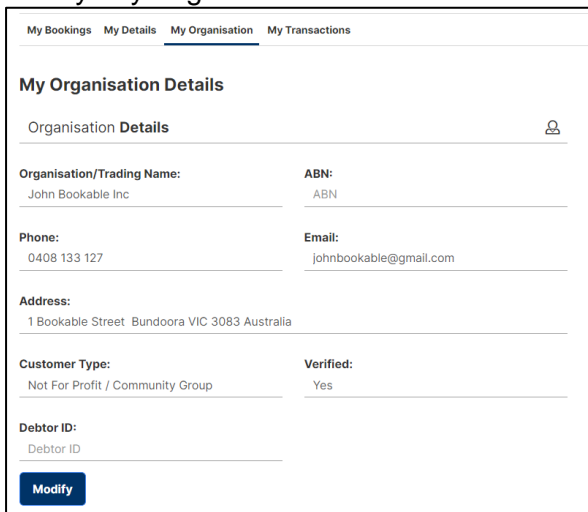


My Bookings My Details **My Organisation** My Transactions

My Bookings All Bookings Outstanding : \$0.00

Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status
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4. Modify any Organisation details



My Bookings My Details **My Organisation** My Transactions

### My Organisation Details

Organisation Details

Organisation/Trading Name: John Bookable Inc ABN: ABN

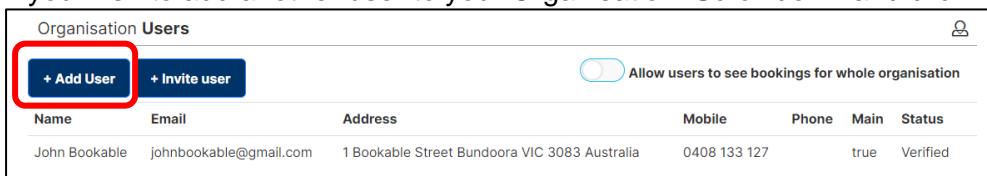
Phone: 0408 133 127 Email: johnbookable@gmail.com

Address: 1 Bookable Street Bundoora VIC 3083 Australia

Customer Type: Not For Profit / Community Group Verified: Yes

Debtor ID: Debtor ID

5. If you wish to add another user to your Organisation. Scroll down and click 'Add User'



Organisation Users

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

6. Fill in new users' information and click 'Save'

Please input customer details

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**Create Account**

Email: \* Password: \*

Show Password

Our password policy requires a strong password. Your password should contain at least 8 characters. It should contain a combination of upper and lower case letters, numbers and special characters. The more characters, the stronger the password.

**Personal Details**

Title: \* Given Names: \* Family Name: \*

-- Select --

Mobile: \* (inc Region and Country codes) Phone: (inc Region and Country codes)

Address 1: \* Address 2:

Suburb: \* State: \* Country: \*

Select State Australia

Postcode: \*

\* MANDATORY FIELDS