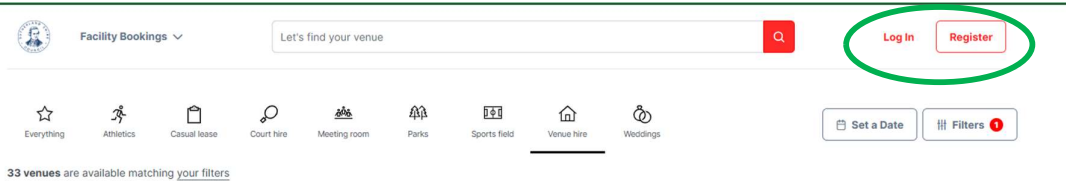


Creating a venue booking:

1. From the booking home page, Login or Register your details.



When registering:

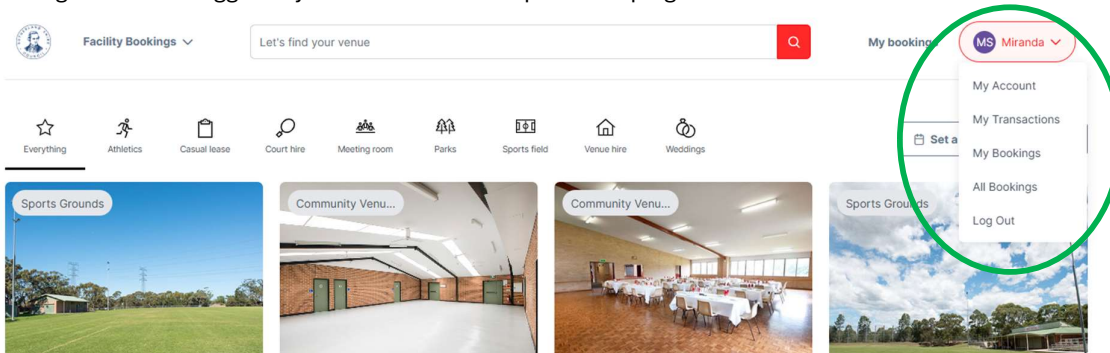
- a. Use Private Hirer if the booking is for personal use.
 - b. If booking is linked to a club, group, association, or business please use ensure you register as an Organisation.
- Please note emails must be unique and cannot be duplicated across different profiles.

The registration form is titled "Register with your email address" and has a "Create account" button in the top right corner. It is divided into two sections: "Account type" and "Your account".

Account type: This section allows the user to select their account type. The "Private Hirer" option is selected. Other options include "Business/Sole trader", "Community Groups", "Government Agency/Representative", "Registered Not for Profit Organisation", "Schools - Inside Shire", "Schools - Outside Shire", and "Sporting Clubs and Associations".

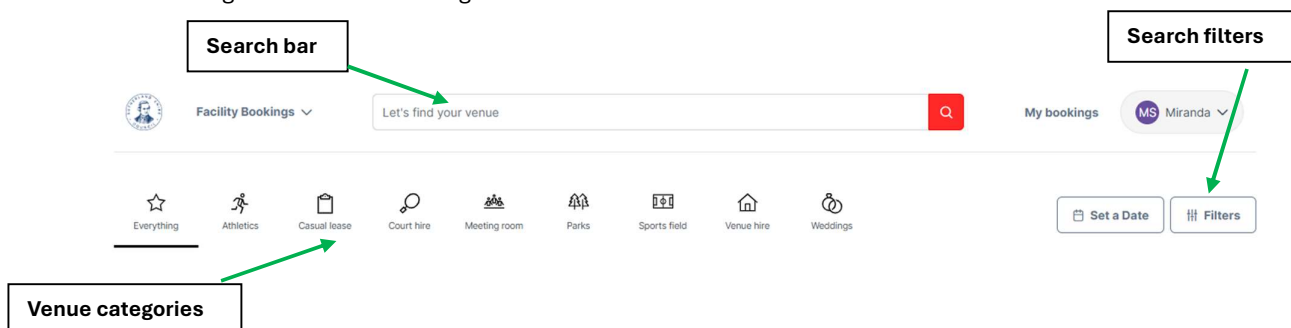
Your account: This section contains four input fields: "Email", "Confirm email", "Password", and "Confirm password".

2. Once registered and logged in you name will show up in the top right corner.

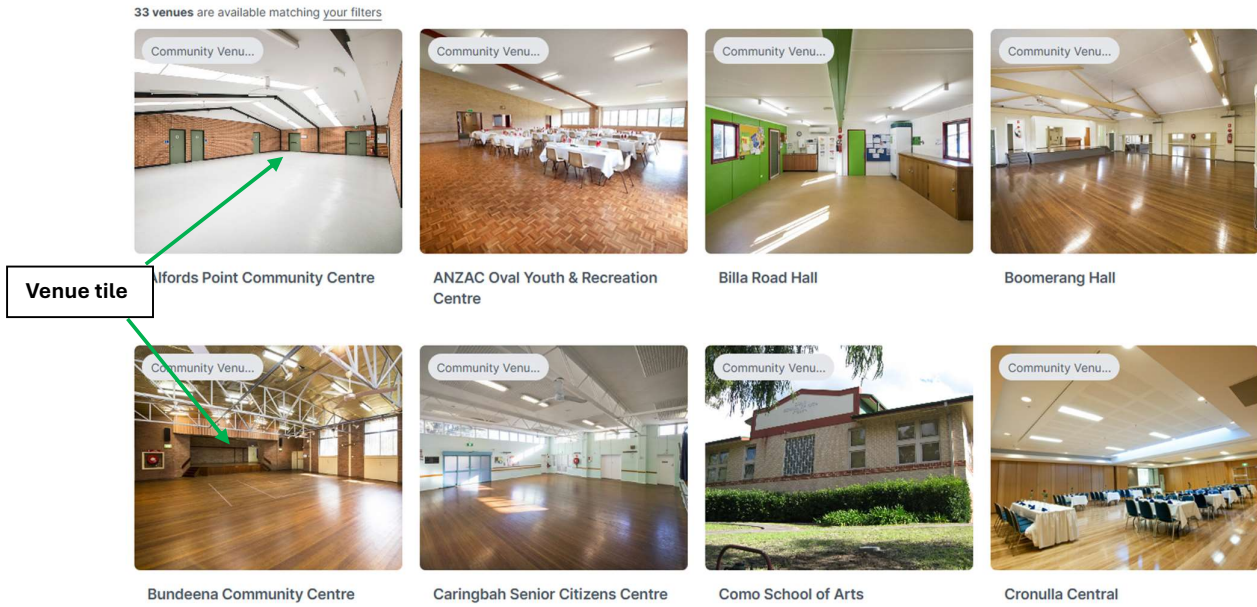


Your login will allow you to view and manage all your bookings and account details.

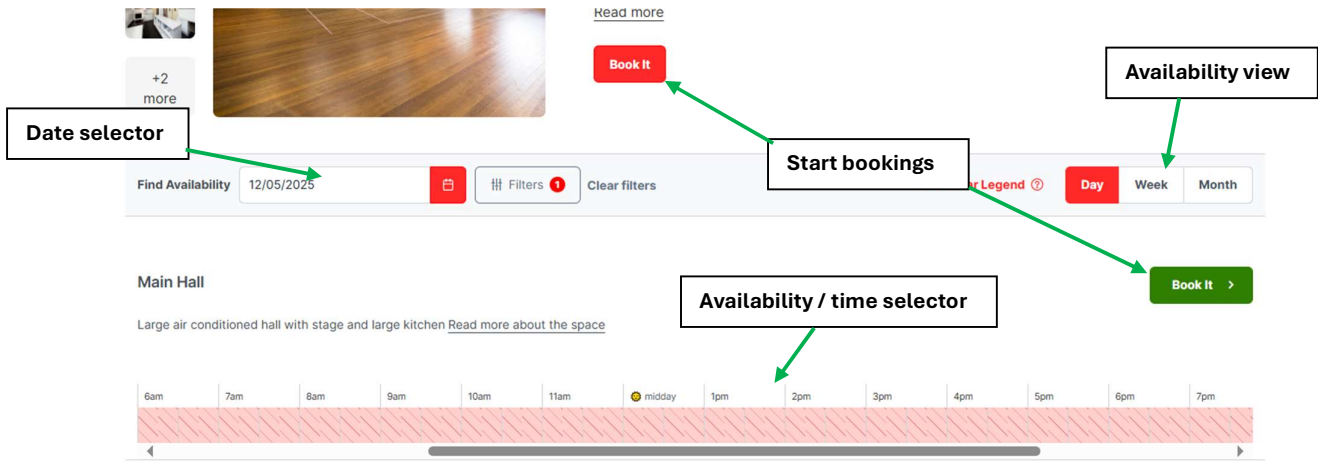
3. You can search the list of venue by:
 - a. scrolling down and selecting the tile
 - b. selecting a venue category
 - c. In the search bar, by typing in at venue name, description or suburb in the "Lets find your venue" search bar
 - d. Using the "Filters" on the right hand side



4. Once you find your venue click on the tile to open up details to review availability



5. Scroll down below the images and general information and start searching for your preferred days and times



6. Enter your booking information in each field.

Booking Information

Name of Booking (16/150 characters)

Bundeena booking

Purpose of Booking

Select a purpose

Number of People Attending

Your Booking Account

Proceed as

Miranda Sutherland at Good Old Booking Group (Business/Sole trader)

[>] Not you? Log out

Login prompt

New Booking

Starting Wednesday 21st May 2025

Bundeena Community Centre

Notes from the Booking Team

Bookable Venues VideoTutorial

7. Scroll down to enter your booking dates and times and check the summary.

Booking Items

Wednesday 21/05/2025 + Add a Date Create a Series

Booking summary for Wednesday 21/05/2025

On 21/05/2025

You are booking

Main Hall from 9 AM : 00 to 10 AM : 00

Availability calendar for Wednesday 21st May 2025

Calendar Legend Day Week Month

Main Hall

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

Continue to Pricing & Confirmation >

Function to create a repeat or reoccurring booking

a. If creating a repeat booking, select the applicable details to create the series you need.

x Add new date or repeat Save

Repeating series Individual dates

Booking date to copy

Wednesday 21/05/2025

Start repeating on

21/05/2025

Repeat every

1 weeks

Repeat on

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Repeat times

The same time on each day

Varying times on different days

Day of week	Start time	End time
<input type="checkbox"/> Monday		
<input type="checkbox"/> Tuesday		
<input checked="" type="checkbox"/> Wednesday	9 AM : 00	11 AM : 00

8. Once your dates and times are selected you can review and modify the series or individual dates. Warnings for any clashes will appear and need to be amended.

Booking Items

+ Add a Date

Create a Series

Wednesday 11/06/2025

Thursday 12/06/2025

Wednesday 18/06/2025

Thursday 19/06/2025

Wednesday 25/06/2025

Wednesday 02/07/2025

Thursday 03/07/2025

Wednesday 09/07/2025

Thursday 10/07/2025

Wednesday 16/07/2025

Thursday 17/07/2025

Booking summary for Wednesday 21/05/2025

On 21/05/2025

You are booking

Main Hall from 9 AM : 00 to 11 AM : 00

Availability calendar for Wednesday 21st May 2025

Calendar Legend Day Week Month

9. Once dates are correct click “Continue to Pricing & Confirmation” in the bottom right.

10. Complete the prompts to either accept or remove holiday dates.

Holiday Dates

The following dates included in your booking fall on holiday dates. Please delete the dates you wish to remove from your booking or click 'Accept' to proceed:

Date	Holiday Name	Delete
09/07/2025	2025 School Holidays Term 2	<input type="checkbox"/>
10/07/2025	2025 School Holidays Term 2	<input type="checkbox"/>
16/07/2025	2025 School Holidays Term 2	<input type="checkbox"/>
17/07/2025	2025 School Holidays Term 2	<input type="checkbox"/>

[Cancel](#) [Accept Holiday Dates](#)

11. In the Confirm & Checkout your booking is summarised and you can review and edit all details.

Scroll down to upload documents related to your booking (eg. PLI or site maps), double check dates and times and complete the hirer checklist.

[Cancel](#) [Complete Booking >](#)

1 Find 2 Refine 3 Confirm & Checkout

Confirm Booking Information

Name of Booking (21/150 characters)
Tuesday group booking

Purpose of Booking
Fitness / Sport Activities

Number of People Attending
5

Description (1000 characters)
You can optionally leave a description to help you remember what the booking is for, and to guide our bookings team.

Special Requirements (1000 characters)
Let us know special requirements you have, such as accessibility needs, dietary restrictions, or technical requirements

Tuesday group booking

Your booking is tentatively reserved whilst you complete everything

Starting Wednesday 21st May 2025

Bundeena Community Centre

Miranda Sutherland

[Modify Booking](#) [Download Quote](#)

Pricing Summary

Fees	\$0.00
Bonds	\$0.00
Booking fees	\$0.00
Total incl. GST	\$0.00
Payable now	\$0.00
Payable later	\$0.00

12. Once all details are review select “Complete Booking”

13. Acknowledge the “Terms and Conditions”

14. Booking will now show up as completed. You can click the options to edit your booking or review your account.

Facility Bookings Let's find your venue My bookings Miranda

Your booking has been received!

Your booking is now in review, and we have emailed a copy of everything to msutherland@gmail.com!

- View and manage your booking
- Duplicate this booking and make another
- Explore other venues available to hire
- Download a copy of your receipt

Booking #95296

Tuesday group booking

Bundeena Community Centre

Starting Wednesday 21st May 2025

Miranda Sutherland