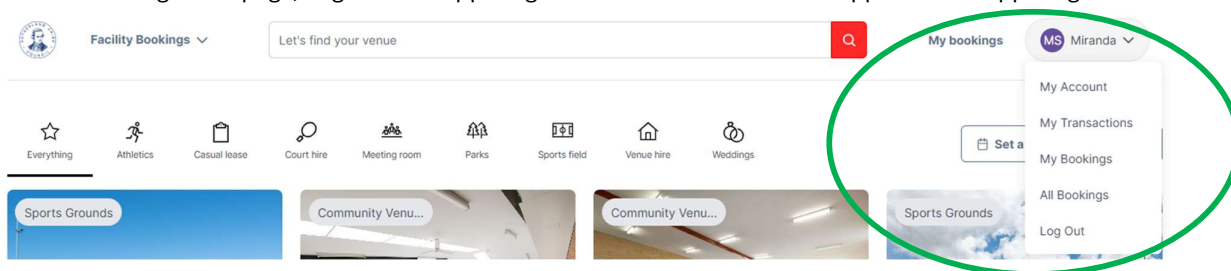
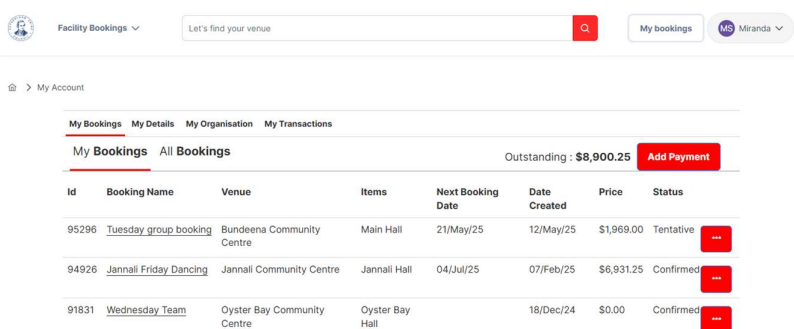


Updating your account, booking and payments

1. From the booking home page, Login on the upper right-hand side. Your name will appear in the upper right

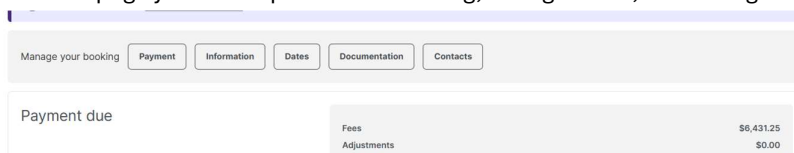


2. By clicking on 'My Bookings' you can see all your bookings, including amounts owing, and status. The four tabs at the top will enable you to toggle from "My Bookings" to:
 - a. "My Details" to review and update your contact details, add contacts, and upload documents.
 - b. "My Organisation" allows you to update your organisations details and add contact linked to the organisation.
 - c. "My Transactions" allows you to view transactions against your bookings.



UPDATING BOOKING

3. By clicking on the name of the booking you will be able to manage the individual booking, alternatively click on the "..." to the side of the booking to see other options.
4. From this page you can duplicate the booking, change dates, or booking times.



5. Using the top five tabs next to "Manage your booking" will allow you to toggle to:
 - a. "Payment" to review the total value of the booking, amount payable now, past payments, as well as make payment.
 - b. "Information" for providing general details on your booking.
 - c. "Dates" to review and edit individual dates and times for you booking.
 - d. "Documentation" to review and update documentation you have provided for your bookings.
 - e. "Contacts" to update and contacts you would like for bookings.

ADDING PAYMENT

- Click on Add Payment from your main “My Account” screen.
- Select your payment type and what credit card you will be using.
- Select which booking you would like to make a payment scroll and select which dates you would like to make payment towards. The total you have selected to pay will appear in the upper right.

Note: Please do not try to make payment to Tentative bookings.

Outstanding : \$8,900.25 Add Payment			
Next Booking Date	Date Created	Price	Status
21/May/25	12/May/25	\$1,969.00	Confirmed ...
04/Jul/25	07/Feb/25	\$6.1	Send Invoice Download Invoice Download Confirmation Add to Calendar Duplicate Booking
	18/Dec/24	\$0.0	

The image shows two parts of the user interface. On the left is the 'Add Payment' form, and on the right is a list of bookings.

Add Payment Form:

- Section: 1. Please choose payment type:
 - Selected: 1. Visa Mastercard
 - Payment Amount: \$0.00
- Section: 2. Please choose booking:
 - Selected: Bundeena Community Centre - Booking 95296 - Tuesday group booking (Amount Due: \$1,969.00)
 - Other option: Jannall Community Centre - Booking 94926 - Jannall Friday Dancing (Amount Due: \$6,931.25)
- Buttons: ☐ Pay, ☐ Pay

Bookings List:

Invoice	Outstanding	Due Date	Amount	Payment
[INVOICE] Jannall Community Centre Jannall Hall 04/07/2025 19:15 to 04/07/2025 22:45	\$257.25	11/02/2025	\$51.45	
		27/06/2025	\$205.80	
[INVOICE] Jannall Community Centre Jannall Hall 11/07/2025 19:15 to 11/07/2025 22:45	\$257.25	11/02/2025	\$51.45	
		27/06/2025	\$205.80	
[INVOICE] Jannall Community Centre Jannall Hall 18/07/2025 19:15 to 18/07/2025 22:45	\$257.25	11/02/2025	\$51.45	
		27/06/2025	\$205.80	
[INVOICE] Jannall Community Centre Jannall Hall 11/02/2025 19:15 to 11/02/2025 22:45	\$257.25	11/02/2025	\$51.45	

- Once your dates and amount you would like to pay are correct click “Checkout” at the bottom.
- You will be prompted to enter your credit card details.
- You will receive an email receipt once payment is completed and you will see the transaction on the booking account.