

Adding dates to your booking:

1. Click on the booking that you wish to add dates to.

My Bookings My Details My Transactions Go to My Event Registrations

My Bookings Outstanding: \$1,220.00 [Add Payment](#)

Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status
42152	Art Class	Sylvania Heights Community Centre	Sylvania Heights Community Centre Hall	03/Nov/22	27/Oct/22	\$130.00	Confirmed ...
42065	Group Fitness Class	Sylvania Community Centre	Sylvania Community Centre Hall	16/Nov/22	25/Oct/22	\$1,090.00	Confirmed ...

2. Click on the box next to the date.

Booking Breakdown

03 November 2022 Thursday ✎

Bookable Item	From	To	Unit	# of Units	Unit Price	Total	GST *
Sylvania Heights Community Centre Hall	09:30 AM	10:30 AM	Hours	1	\$30.00	\$30.00	\$2.73

[Checklist](#)

3. Click '+add date to the booking'

Booking : 03 November 2022 Thursday

Date: 03/11/2022 📅 Attendee Numbers: 10 ✎

[+ Add Date to Booking](#) ➔

Bonds	Current \$	New \$	Change \$	Payable/Refundable
\$100 Key Bond	\$100.00		\$0.00	\$100.00

Additions	Current \$	New \$	Change \$	Payable/Refundable
-----------	------------	--------	-----------	--------------------

4. This brings you to a new screen where you can enter the date you want to add on and the time. Then click 'save'.

Booking : 10 November 2022 Thursday

Date: 10/11/2022 📅 Attendee Numbers: 10 ✎

Item	Date	Before	From	To	After	Units	Delete
Sylvania Heights Comr	10/11/2022		09 : 30	10 : 30	15 mins		Remove

[Add Bookable Item](#)

Legend: ■ Clash ■ Overbooked ■ Current ■ Reserved ■ Booked ■ Available ■ Closed ■ Closure

Sylvania Heights Community Centre Hall - Nov 10, 2022


12AM 1AM 2AM 3AM 4AM 5AM 6AM 7AM 8AM 9AM 10AM 11AM 12PM 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM 10PM 11PM

[Show all venue items](#)


[Save](#) [Cancel](#)

5. The date will then appear under your original date.

Booking Breakdown



03 November 2022 Thursday 


Bookable Item	From	To	Unit	# of Units	Unit Price	Total	GST *	
Sylvania Heights Community Centre Hall	09:30 AM	10:30 AM	Hours	1	\$30.00	\$30.00	\$2.73	Checklist

10 November 2022 Thursday 

Bookable Item	From	To	Unit	# of Units	Unit Price	Total	GST *	
Sylvania Heights Community Centre Hall	09:30 AM	10:30 AM	Hours	1	\$30.00	\$30.00	\$2.73	Checklist

6. Booking status is tentative, until the Venues Team confirm the changes made.

				DATE	CREATED			
42152	Art Class	Sylvania Heights Community Centre	Sylvania Heights Community Centre Hall	03/Nov/22	27/Oct/22	\$160.00	Tentative	
42065	Group Fitness Class	Sylvania Community Centre	Sylvania Community Centre Hall	16/Nov/22	25/Oct/22	\$1,090.00	Confirmed	



7. You will get an email advising your changes have been confirmed.

Please note to create a repeat / regular booking you will need to make a new booking in the system.