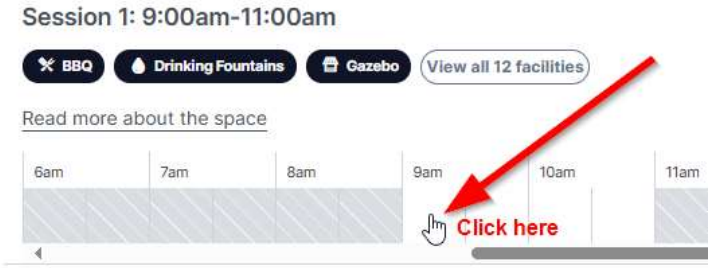
Road Safety Centre Booking Instructions

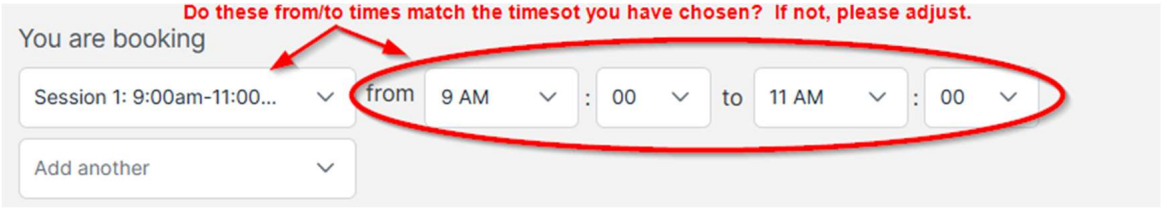
1. You'll need to either log in or register for an account to place a booking. Links to *'Log In'* or *'Register'* can be found in the top right of your screen. Please complete this process before starting a booking to ensure a smooth booking process.

2. Use the 'Find Availability' date picker to browse for availability on your preferred date and timeslot. You can either click the 'Book It' button or use your mouse to click inside the timeslot you would like to book:



3. In the Booking Information area, fill in the name of the booking (e.g. Johnson Birthday), select the purpose from the dropdown box and the number of people attending the booking.

4. Scroll down to the Booking Items section and check that your selected session is correct. Also, make sure that the *'from'* and *'to'* times match the timeslot you have chosen. If they vary, please adjust them before proceeding.



5. When all details are correct, click 'Continue to Pricing & Confirmation'.

6. Review all booking information on screen, then scroll down and complete the Road safety Centre Checklist.

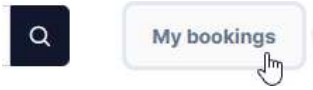
7. Click 'Complete Booking' when done.

8. The Road Safety Centre Acceptance of Hire Terms and Release will display on screen. **Please make sure you have fully read and understood these Hire Terms before proceeding.** When ready, click 'Continue'.

9. A link to proceed to the 'Checkout' will display on screen. Follow the prompts to finalise your payment.

10. Once your payment has been processed you will receive an email containing your booking confirmation, payment receipt, and your 6-digit access pin for the entrance gate.

11. You can access your booking history and manage your account details at any time via Bookable. Simply log in and click on the *My Bookings* link in the top right of screen:



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