

BOOKABLE

COMMUNITY FACILITIES AND SPORTSGROUNDS BOOKING



ACCOUNT CREATION & USER GUIDE



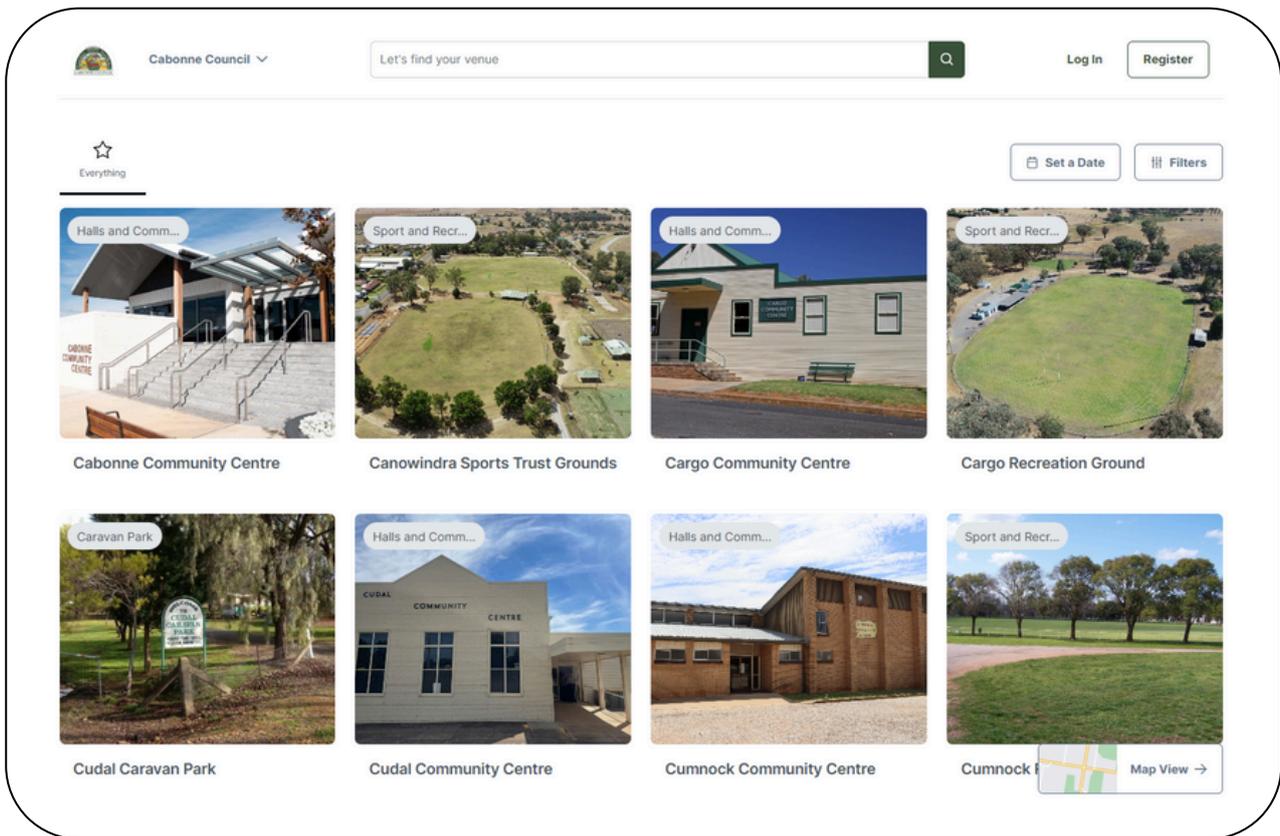
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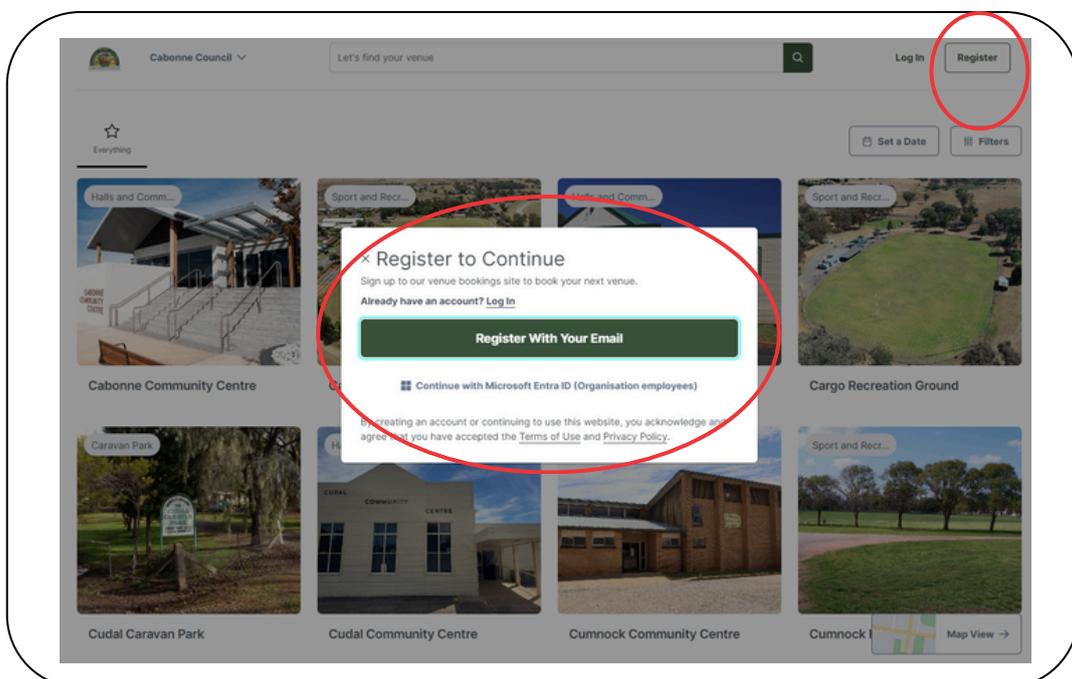
REGISTER AS NEW USER

You may be a guest, registered customer or organisation when making a booking using Bookable. Bookings can be made by clicking directly on the venue on the landing page.

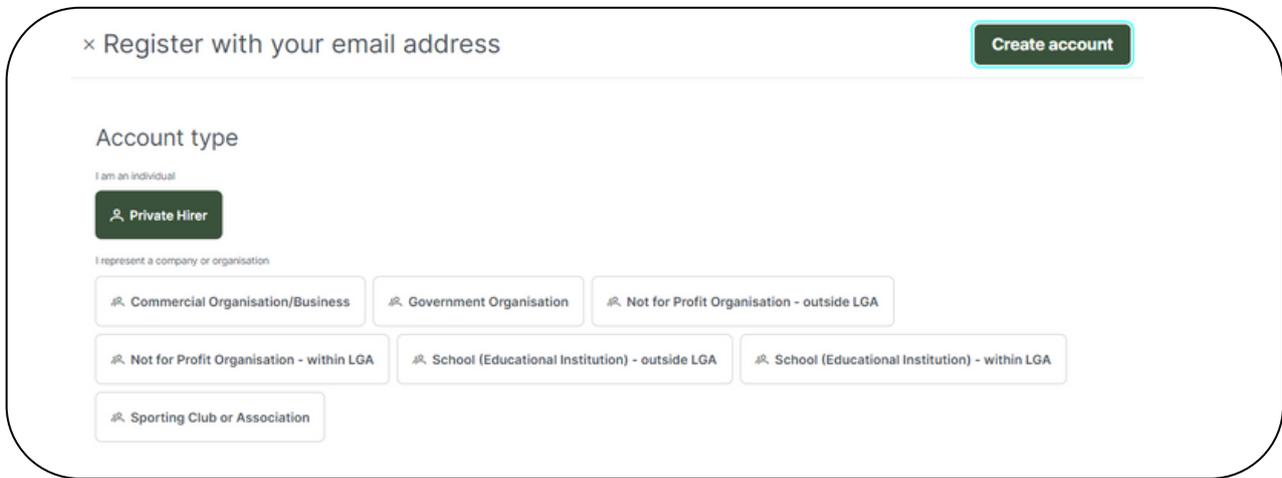
1 Enter the landing page at Bookable.



2 Select Register at the top of the page.



3 The account type will automatically be selected as a Private Hirer. Select the company or organisation you represent from the options.



× Register with your email address Create account

Account type

I am an individual

Private Hirer

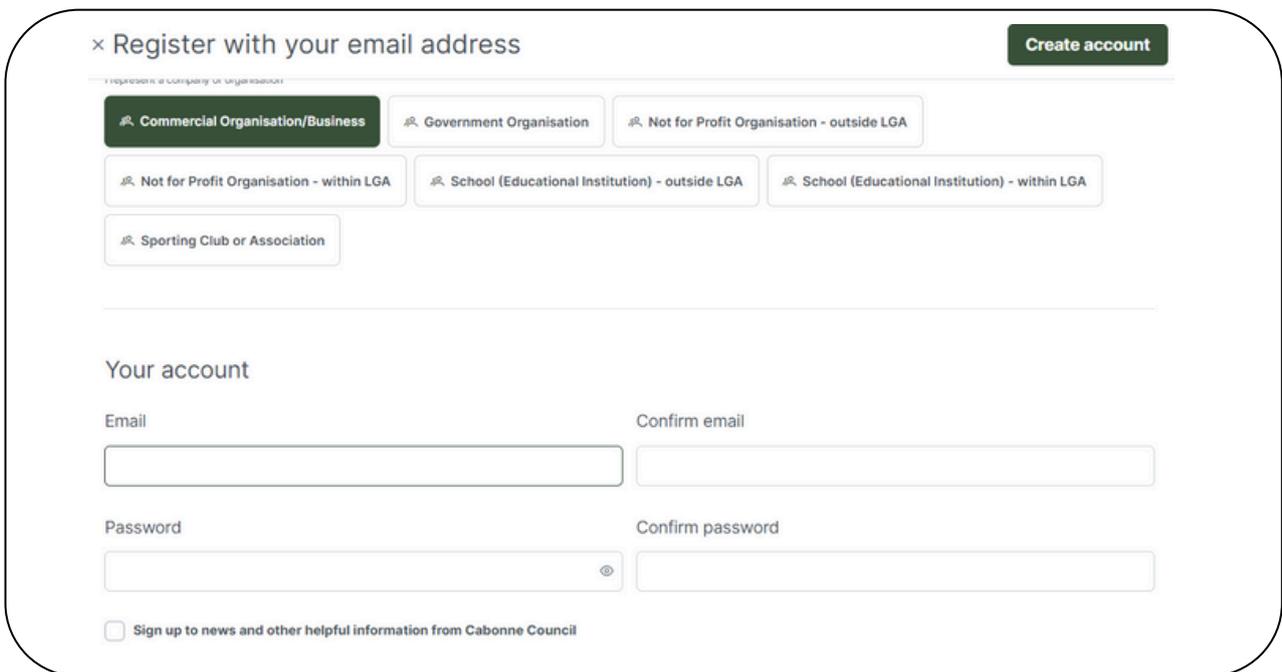
I represent a company or organisation

Commercial Organisation/Business Government Organisation Not for Profit Organisation - outside LGA

Not for Profit Organisation - within LGA School (Educational Institution) - outside LGA School (Educational Institution) - within LGA

Sporting Club or Association

4 If you selected Commercial Organisation/Business proceed with registering your account & email.



× Register with your email address Create account

I represent a company or organisation

Commercial Organisation/Business Government Organisation Not for Profit Organisation - outside LGA

Not for Profit Organisation - within LGA School (Educational Institution) - outside LGA School (Educational Institution) - within LGA

Sporting Club or Association

Your account

Email Confirm email

Password Confirm password

Sign up to news and other helpful information from Cabonne Council

5 If you selected Government Organisation, NFP, school or sporting club, your account will require verification.

I represent a company or organisation

Commercial Organisation/Business
 Government Organisation
 Not for Profit Organisation - outside LGA

Not for Profit Organisation - within LGA
 School (Educational Institution) - outside LGA
 School (Educational Institution) - within LGA

Sporting Club or Association

This account type requires manual verification

 This ensures the safety and integrity of our platform and its users. Once verified, you can enjoy faster bookings.

6 Complete the required organisation details fields.

Organisation details

Trading name ABN

9 9999 9999 Email

Phone Number

Address

Select a country X v

Suburb/City State/Region/Province Postcode

Your Details

As you are signing up for an organisation account, make these details the primary contact for your organisation.

Your position at your organisation

Title (optional) X v

First name Last name

9 9999 9999 9 9999 9999

Mobile Number Landline (Optional)

Street address

Select a country X v

Suburb/City State/Region/Province Postcode

- 7 Upload any required documents (for examples, Public Liability Insurance or Certificate of Incorporation for Not For Profit organisations).**
- 8 Read through and agree to the Privacy Policy and Terms of Use.**
- 9 Select Create Account to complete the registration.**

Required documentation

*Make sure each document you upload is no larger than 30MB.
Registrations that do not include the required documents may be delayed or rejected.*

NA

No documents uploaded.

[Choose a File](#)

Our terms of use

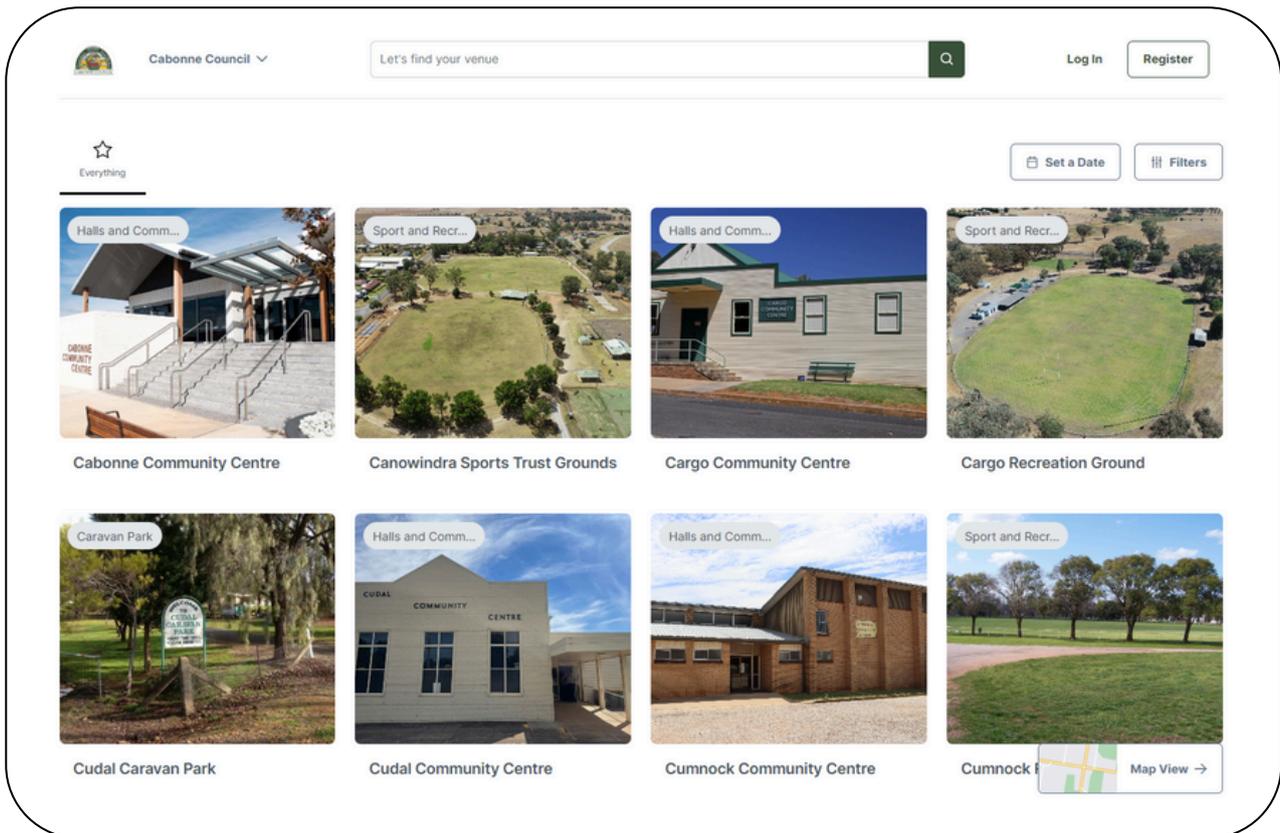
By creating an account, you agree to our [Terms](#) and have read and acknowledge our [platform privacy policy](#)

[Create account](#)

MAKE A BOOKING

Please be advised that Cabonne Council requires a minimum of three days notice for all bookings.

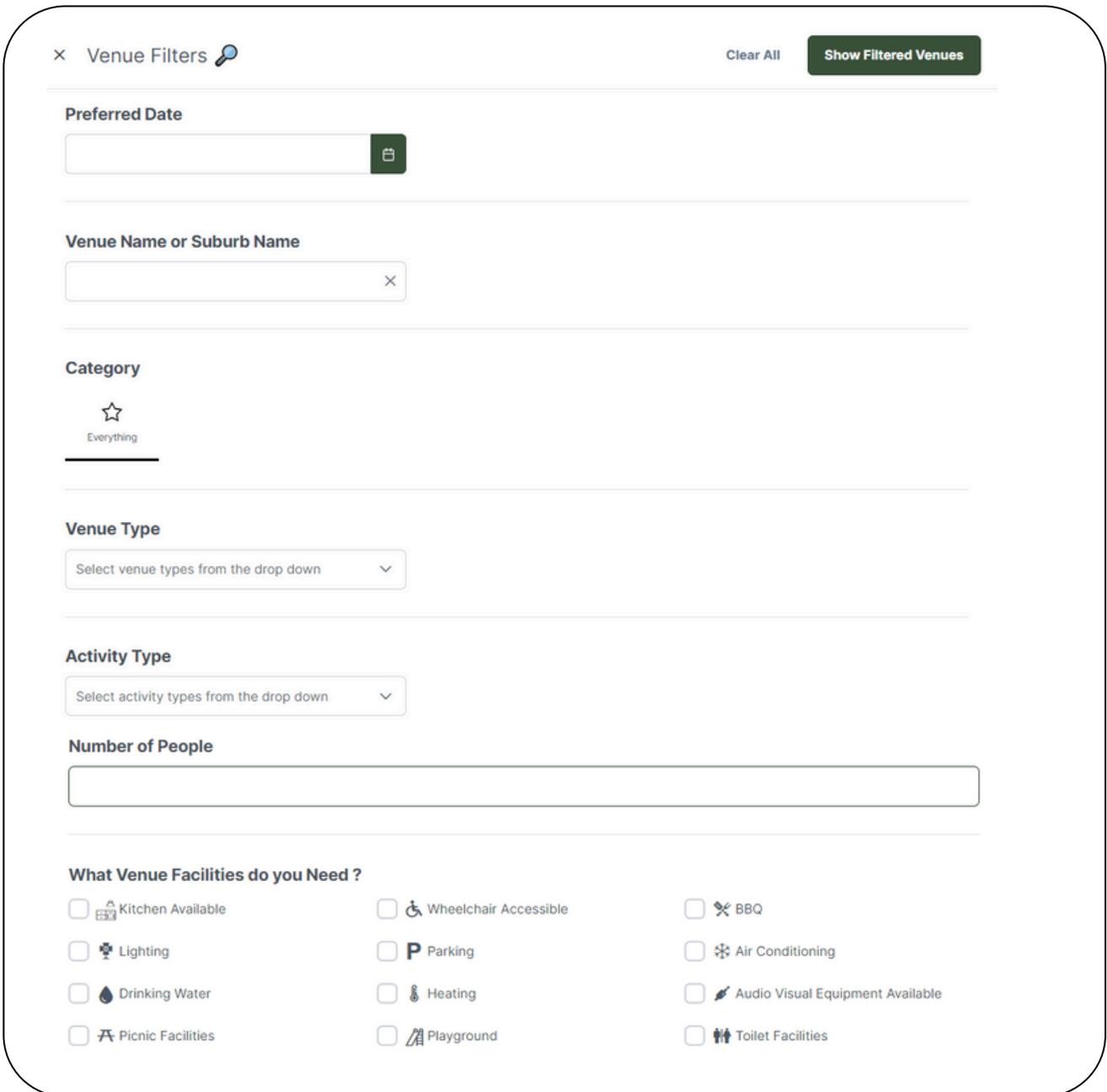
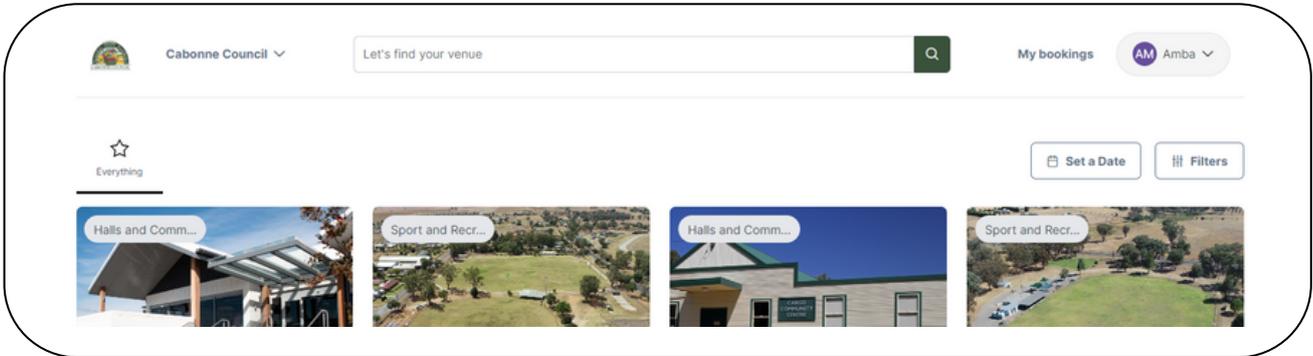
1 Enter the landing page at Bookable



2 Select Login at the top of the page



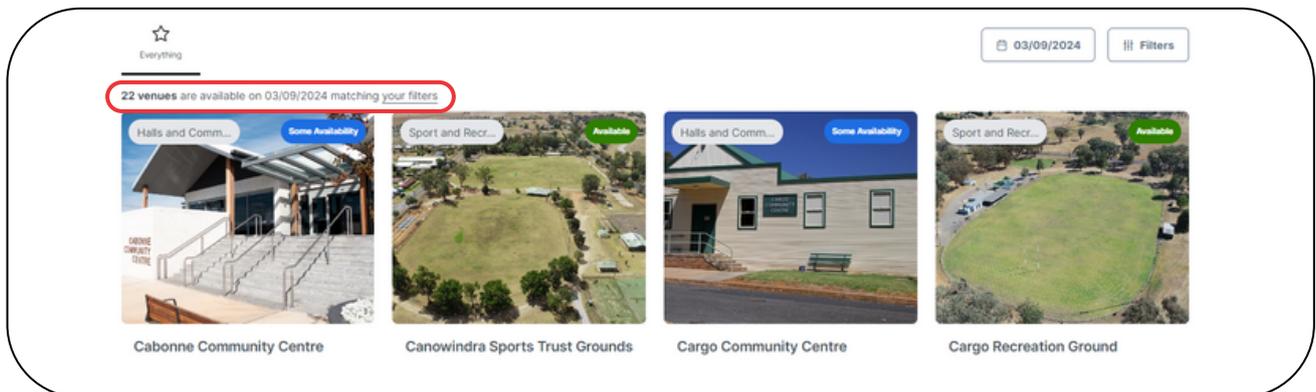
3 When making a booking, first choose a venue, then apply date filters. You can then activity type, number of people and which venue facilities you require.



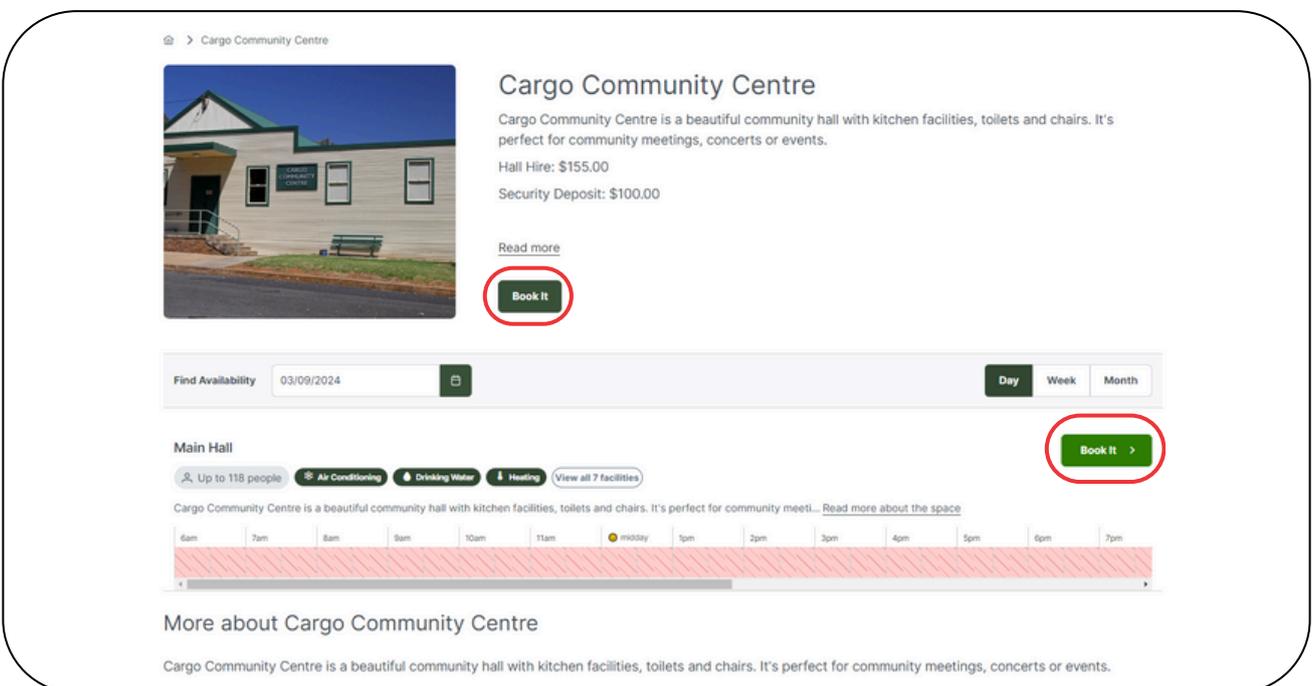
4 Select Show Filtered Venues



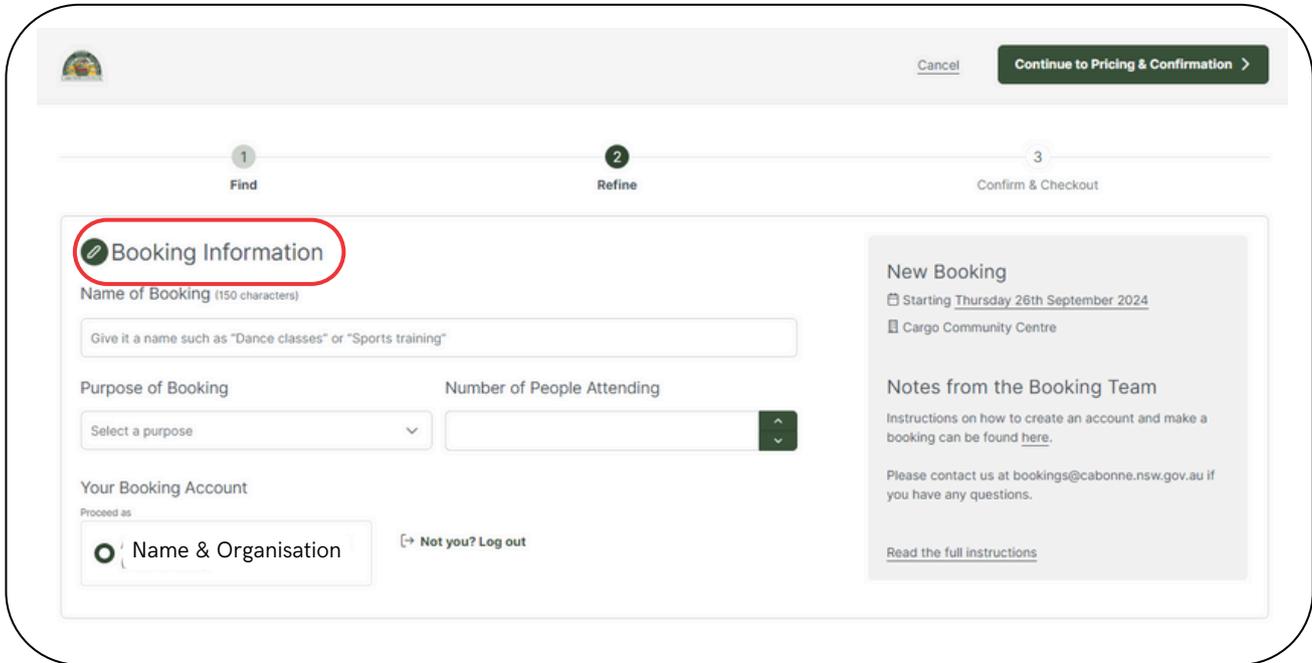
5 All available venues matching your filters will appear



6 Select a suitable venue. A new page will appear with detailed information and calendar. Select 'Book It'.



7 Enter your 'Booking Information'.



Booking Information

1 Find 2 Refine 3 Confirm & Checkout

Name of Booking (150 characters)
Give it a name such as "Dance classes" or "Sports training"

Purpose of Booking Number of People Attending
Select a purpose [Number field]

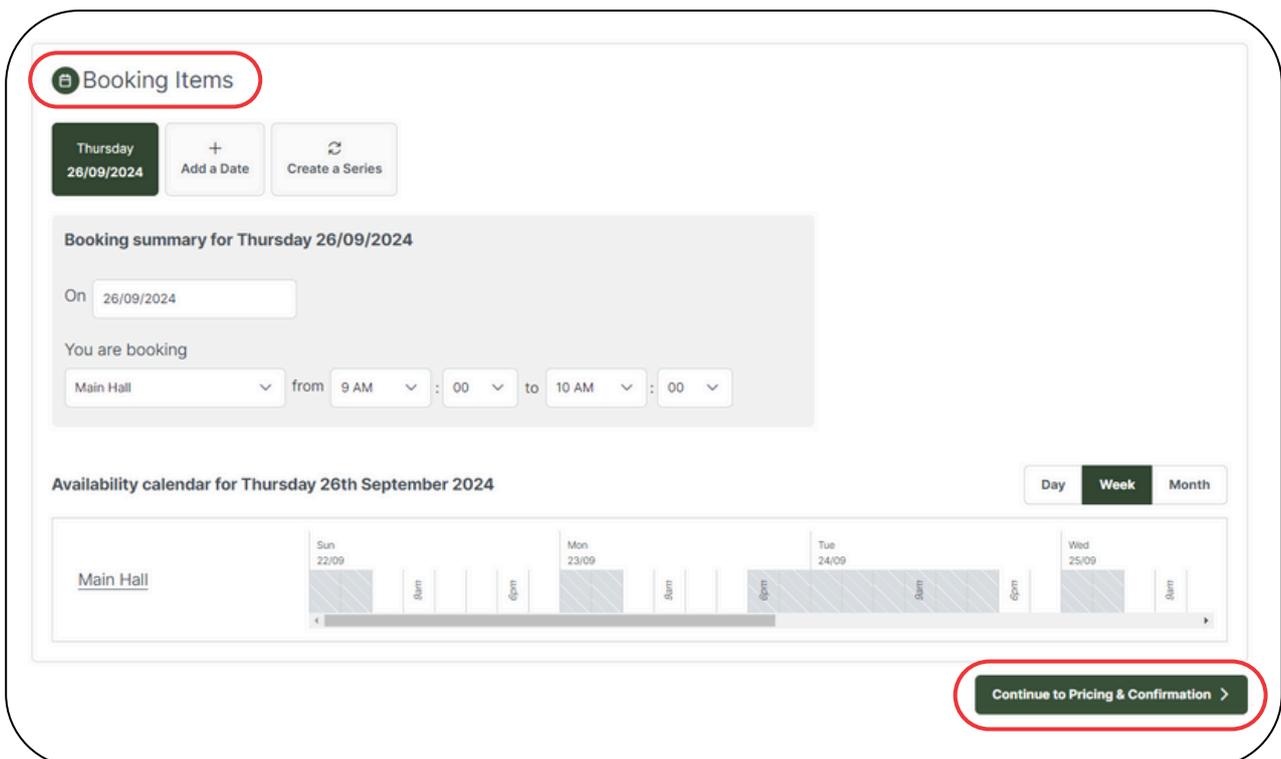
Your Booking Account
Proceed as
 Name & Organisation [Not you? Log out](#)

New Booking
 Starting Thursday 26th September 2024
 Cargo Community Centre

Notes from the Booking Team
 Instructions on how to create an account and make a booking can be found [here](#).
 Please contact us at bookings@cabonne.nsw.gov.au if you have any questions.
[Read the full instructions](#)

[Cancel](#) [Continue to Pricing & Confirmation >](#)

8 Select your 'Booking Items' and then click 'Continue to Pricing & Confirmation'.



Booking Items

Thursday 26/09/2024 + Add a Date Create a Series

Booking summary for Thursday 26/09/2024
 On 26/09/2024
 You are booking
 Main Hall from 9 AM : 00 to 10 AM : 00

Availability calendar for Thursday 26th September 2024
 Day **Week** Month

Main Hall

Day	Time	Availability
Sun 22/09	9am - 10am	Available
Mon 23/09	9am - 10am	Available
Tue 24/09	9am - 10am	Available
Wed 25/09	9am - 10am	Available
Thu 26/09	9am - 10am	Booked

[Continue to Pricing & Confirmation >](#)

- 9 Some venues may have optional extras. These optional extras may have additional associated costs. Select your required extras and then click 'Review and Finalise'.

Select Extras

Please select any optional extras you'd like to include with your booking. Included Dates
Thursday 26/09/2024

Name	Description					
<input checked="" type="checkbox"/> Kitchen						
Booking Item Name	Time From	Time To	# of Units	Unit Cost	GST	Total
<input checked="" type="checkbox"/> Main Hall	9 AM ▾ : 00 ▾	10 AM ▾ : 00 ▾		\$0.00	\$0.00	\$0.00

[← Back](#)
[Review and Finalise →](#)

- 10 The 'Confirm & Checkout' page will provide a summary of your venue booking.

1 Find
2 Refine
3 Confirm & Checkout

✓ Confirm Booking Information

Name of Booking (13/150 characters)

Purpose of Booking

Number of People Attending

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

Dance Classes

Your booking is tentatively reserved whilst you complete everything

📅 Starting Thursday 26th September 2024

📍 Cargo Community Centre

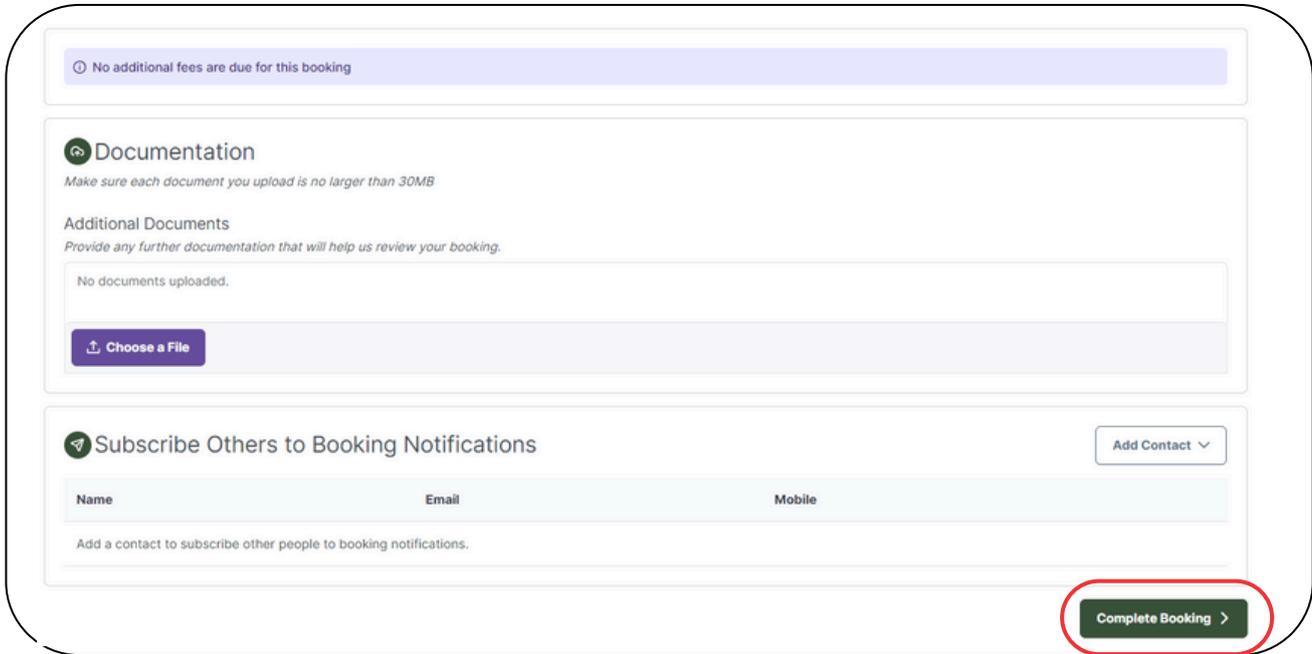
👤

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

Pricing Summary

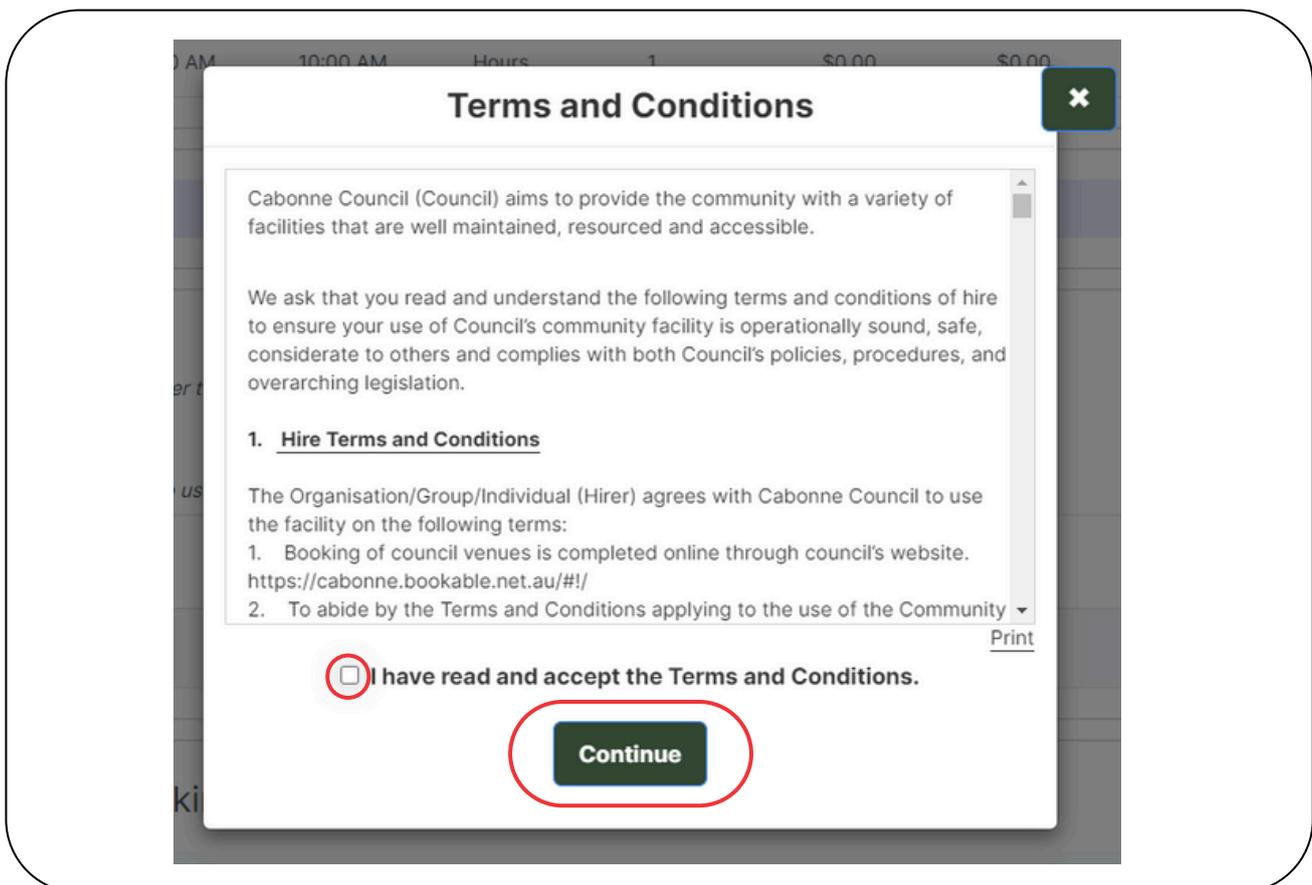
Fees	\$0.00
Bonds	\$0.00
Booking fees	\$0.00
<hr/>	
Total incl. GST	\$0.00
Payable now	\$0.00
Payable later	\$0.00

11 Review the booking information and then select 'Complete Booking'.



The screenshot shows a booking confirmation page. At the top, a purple banner states "No additional fees are due for this booking". Below this is a "Documentation" section with a note: "Make sure each document you upload is no larger than 30MB". Underneath, it says "Additional Documents" and "Provide any further documentation that will help us review your booking." There is a text box containing "No documents uploaded." and a purple button labeled "Choose a File". Below the documentation section is a "Subscribe Others to Booking Notifications" section with an "Add Contact" button. A table with columns for "Name", "Email", and "Mobile" is present, with a note below it: "Add a contact to subscribe other people to booking notifications." In the bottom right corner, a dark green button labeled "Complete Booking >" is circled in red.

12 Read and accept the Terms and Conditions. Click 'Continue'.



The screenshot shows a "Terms and Conditions" modal window. The title is "Terms and Conditions" with a close button (X) in the top right. The text inside reads: "Cabonne Council (Council) aims to provide the community with a variety of facilities that are well maintained, resourced and accessible." followed by "We ask that you read and understand the following terms and conditions of hire to ensure your use of Council's community facility is operationally sound, safe, considerate to others and complies with both Council's policies, procedures, and overarching legislation." Below this is a section titled "1. Hire Terms and Conditions" which states: "The Organisation/Group/Individual (Hirer) agrees with Cabonne Council to use the facility on the following terms:" followed by a list: "1. Booking of council venues is completed online through council's website. https://cabonne.bookable.net.au/#!/" and "2. To abide by the Terms and Conditions applying to the use of the Community". At the bottom of the modal, there is a checkbox with the text "I have read and accept the Terms and Conditions." and a dark green button labeled "Continue" which is circled in red.

13 Your booking is now confirmed and you will receive a confirmation email from Cabonne Council.

Your booking has been received! 🎉

Your booking is now in review, and we have emailed a copy of everything to your email address

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



Booking #952

Dance Classes

- 📍 Cargo Community Centre
- 📅 Starting Thursday 26th September 2024
- 👤