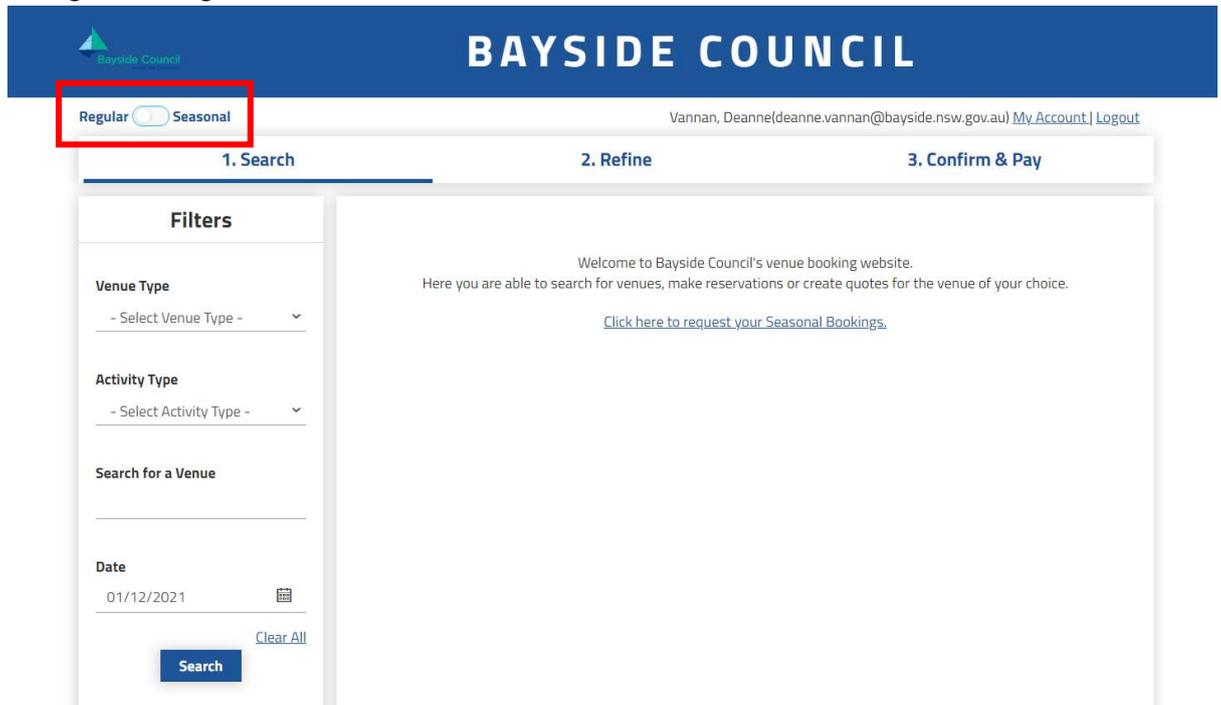


Seasonal Booking Requests

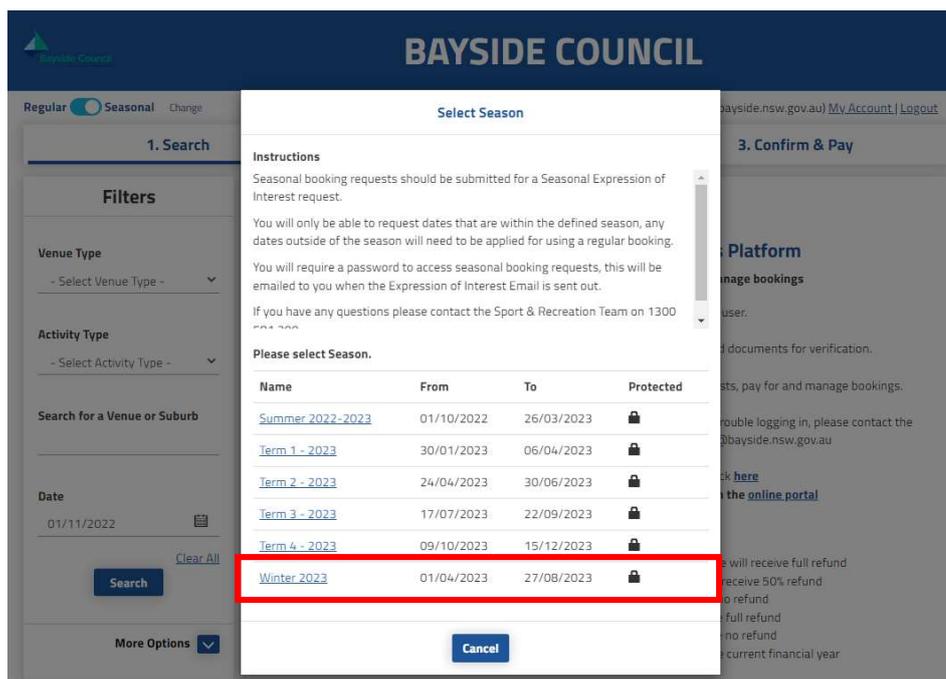
All Sports Field booking requests will go through our [Online Booking System](#)

HOW DO I SUBMIT A SEASONAL REQUEST?

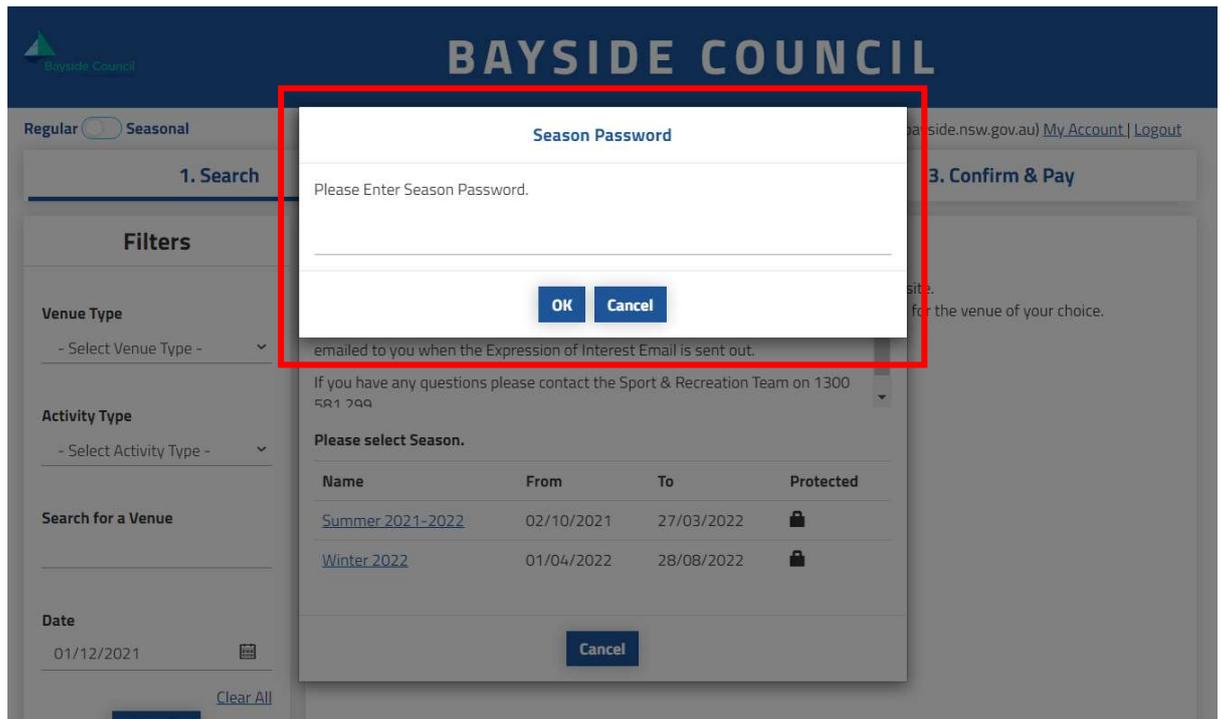
1. Login to your account
2. Change from Regular to Seasonal



3. Click on the relevant season



4. Enter Password – **Winter 2023**
5. Click OK



6. Choose the Venue you would like to book



7. In section 1 Booking Overview:

- **BOOKING NAME** – Enter a name for your booking
- **ATTENDEE NUMBERS** – Enter approximate number of participants
- **PURPOSE** – Choose appropriate purpose
- **DESCRIPTION** – add any relevant details here

The screenshot shows the Bayside Council website header with the logo and navigation links. Below the header, there are tabs for '1. Search', '2. Refine', and '3. Confirm & Pay'. The '2. Refine' tab is active, leading to the 'Seasonal Booking Refinement' section. This section includes a '1. Booking Overview' step with a checklist icon. The form fields are as follows:

Booking Name: * (150 characters.) Example: "Dance Classes" or "Sports training"	Season: Winter 2022	Attendee Numbers: * Attendee Numbers	Included Dates Friday 01/04/2022
Purpose: * Purpose	Customer: Deanne Vannan		
Description: (1000 characters.) Description (Optional)	Special Requirements: (1000 characters.) Special Requirements (Optional)		

8. In section 2:

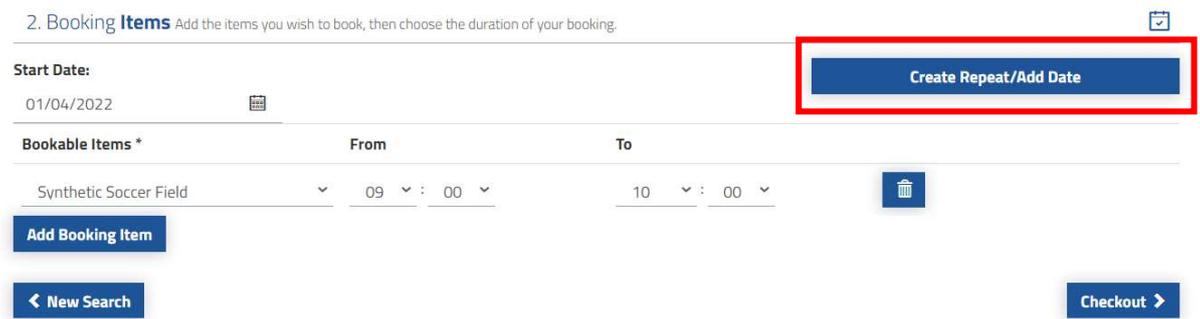
- The start date will be 1st April 2023 (this cannot be changed)
 - You can amend dates once your booking request has been submitted
- Enter the Start & Finish time of your booking
- **BOOKABLE ITEMS** – if your venue has more than 1 field, click on **ADD BOOKABLE ITEM** and select the additional space and enter the start & finish time for that field

The screenshot shows the '2. Booking Items' section with a checklist icon. The 'Start Date' is 01/04/2022, and there is a 'Create Repeat/Add Date' button. Below this is a table for 'Bookable Items' with a red border around the first row:

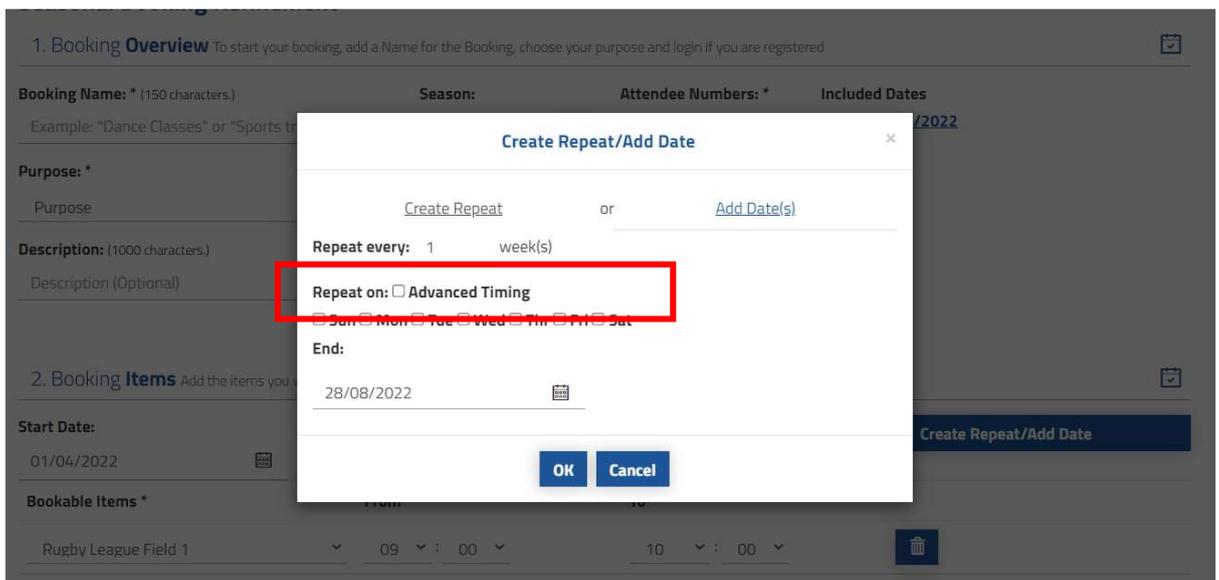
Bookable Items *	From	To	
Synthetic Soccer Field	09 : 00	10 : 00	

Below the table is an 'Add Booking Item' button. At the bottom of the page, there are 'New Search' and 'Checkout' buttons.

9. Click on **CREATE REPEAT/ADD DATE** button



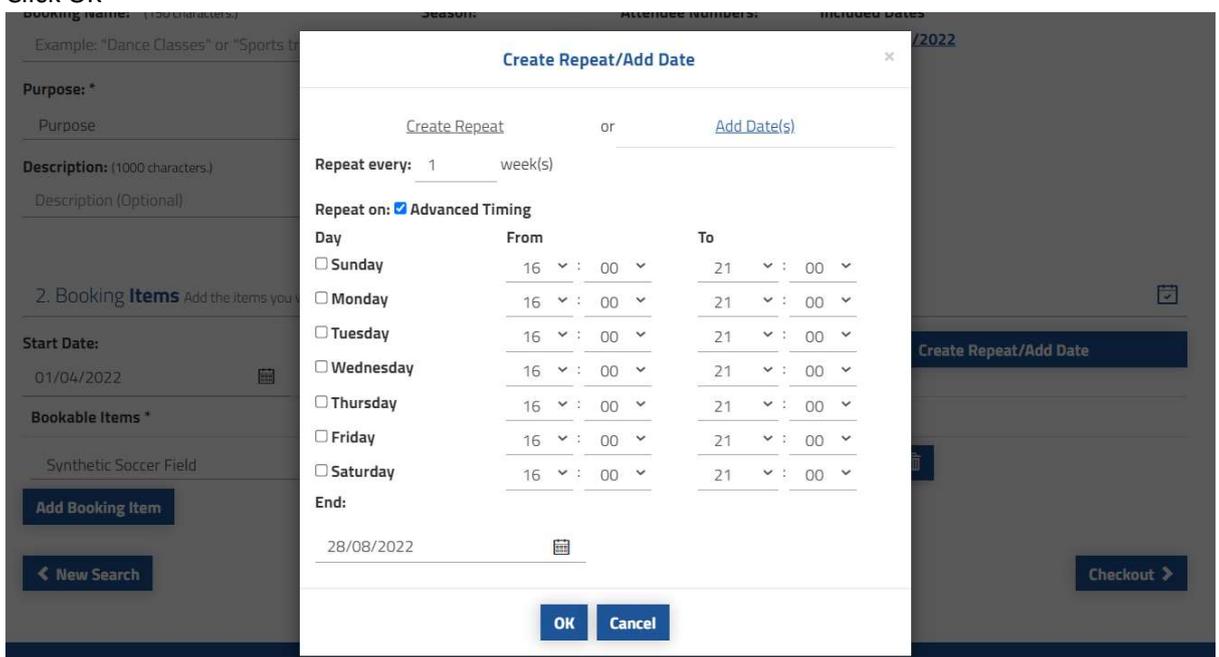
10. Click on **ADVANCED TIMING**



11. Click on the checkbox next to the day that you will be booking and enter the time of the booking, this can be different for each day

12. The end date cannot be changed

13. Click OK



- 14. Select **COMPLETE**
- 15. All Included dates will be listed
- 16. Click **CHECKOUT**

Seasonal Booking Refinement

1. Booking **Overview** To start your booking, add a Name for the Booking, choose your purpose and login if you are registered

Booking Name: * (150 characters.) Example: "Dance Classes" or "Sports training"	Season: Winter 2022	Attendee Numbers: * Attendee Numbers
Purpose: * Purpose	Customer: Deanne Vannan	
Description: (1000 characters.) Description (Optional)	Special Requirements: (1000 characters.) Special Requirements (Optional)	

Included Dates

- Friday 01/04/2022
- Monday 04/04/2022
- Wednesday 06/04/2022
- Friday 08/04/2022
- Monday 11/04/2022
- Wednesday 13/04/2022

2. Booking **Items** Add the items you wish to book, then choose the duration of your booking.

Start Date: 01/04/2022 Create Repeat/Add Date

Bookable Items *	From	To	
Synthetic Soccer Field	16 : 00	21 : 00	Delete

Add Booking Item
New Search
Checkout

- 17. If there are Public Holidays during your requested booking you can choose to delete or accept them. If you accept them, you will be charged as per the Fees & Charges

1. Booking **Overview** To start your booking, add a Name for the Booking, choose your purpose and login if you are registered

Booking Name: * (4/150 characters.) Test	Season:	Attendee Numbers: *	Included Dates
Purpose: * Sports Field Hire Juniors			<ul style="list-style-type: none"> 04/2022 4/2022 6/04/2022 04/2022 4/2022 4/2022
Description: (1000 characters.) Description (Optional)			

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
18/04/2022	Easter Monday	<input type="checkbox"/>
25/04/2022	Anzac Day	<input type="checkbox"/>

Cancel
Accept Holiday Dates

2. Booking **Items** Add the items you wish to book, then choose the duration of your booking.

Start Date: 04/04/2022 Create Repeat/Add Date

Bookable Items *	From	To	
Synthetic Soccer Field	16 : 00	21 : 00	Delete

Add Booking Item
New Search
Checkout

- Review your booking, at the bottom of the page you can add additional contacts to receive booking notifications.
- Click **COMPLETE**

Add contacts for booking notifications

If you would like others to be notified about certain updates to this booking, please add those contacts here.

Add Existing ContactAdd Manual Contact

DeleteModifyPrint QuoteComplete

- Review Terms and Conditions, accept and click continue
- Click on **DONE** to complete booking

Checkout

Your booking has been placed. You can either press Done to complete your booking or if you would like to make a payment now please press Checkout.

CheckoutDone

- If you need to add another venue to your booking, click **Yes** & start booking process again

Seasonal Booking

Would you like to add another booking to this submission?

YesNo

- If you only use one field you can click **NO**, you can then choose one of the options provided (choose **Return to Search** if you want to log out).

Thank You!

Your booking is now complete. A copy of your Booking Confirmation and Tax Invoice/Receipt has been sent to: deanne.vannan@bayside.nsw.gov.au. You can also download these documents here or any time from (the booking details) of your Account.

Invoice/Receipt
Manage Booking

Duplicate Booking
Return to Search