# 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

egular OSeasonal	Vannan, Deanne	e(deanne.vannan@bayside.nsw.gov.au) <u>My Account   Logo</u>
1. Search	2. Refine	3. Confirm & Pay
Filters		
Venue Tune	Welcome to Bayside Council's v Here you are able to search for yeaues, make reservation	venue booking website. Ins or create quotes for the venue of your choice.
- Select Venue Type -	<u>Click here to request your </u>	Seasonal Bookings.
Activity Type - Select Activity Type - 💙		
Search for a Venue		
Date		
01/12/2021		

3. Click on the relevant season

egular OSeasonal Change		Select Sea	son		payside.nsw.gov.au) <u>My Account   Lo</u>
1. Search	Instructions				3. Confirm & Pay
Filters Venue Type - Select Venue Type -  Activity Type	Seasonal booking request Interest request. You will only be able to ree dates outside of the seaso You will require a passwor emailed to you when the B if you have any questions reaso Please select Season.	s should be submitte quest dates that are o on will need to be app d to access seasonal Expression of Interes please contact the Sp	d for a Seasonal Ex within the defined s olied for using a regu booking requests, 1 t Email is sent out. port & Recreation Tr	pression of A eason, any ular booking, this will be eam on 1300	• <b>Platform</b> inage bookings user. s documents for verification.
- Select Activity Type - 👻	Name	From	То	Protected	sts, pay for and manage bookings.
Search for a Venue or Suburb	Summer 2022-2023	01/10/2022	26/03/2023	<b>₽</b>	rouble logging in, please contact the Dbayside.nsw.gov.au
Date	<u>Term 2 - 2023</u> Term 3 - 2023	24/04/2023	30/06/2023	<b>₽</b>	:k <u>here</u> 1 the <u>online portal</u>
01/11/2022	<u>Term 4 - 2023</u>	09/10/2023	15/12/2023		-
<u>Clear All</u> Search	Winter 2023	01/04/2023	27/08/2023	2	e will receive full refund receive 50% refund to refund full refund
More Options 💟		Cancel			no refund

- 4. Enter Password Winter 2023
- 5. Click OK

Bayside Council	B	AYSID	ECO	UNC	IL
Regular Seasonal		Season Pass	word		ta <mark>side.nsw.gov.au) <u>My Account   Logout</u></mark>
1. Search	Please Enter Season Pass	word.			3. Confirm & Pay
Filters					
Venue Type		OK Can	cel		sit 2. for the venue of your choice.
- Select Venue Type - 🛛 👻	emailed to you when the E	xpression of Interest	: Email is sent out.		
Activity Type	If you have any questions p হন 1 স্বত্ব Please select Season.	please contact the Sp	oort & Recreation Te	am on 1300 👻	
	Name	From	То	Protected	
Search for a Venue	Summer 2021-2022	02/10/2021	27/03/2022	<b>a</b>	
	Winter 2022	01/04/2022	28/08/2022		
Date 01/12/2021		Cancel			

6. Choose the Venue you would like to book

gular O Seasonal Winter 2022	2 Change Vannan, Deanne(o	deanne.vannan@bayside.nsw.gov.au) <u>My Account   Logou</u>
1. Search	2. Refine	3. Confirm & Pay
Filters	Showing results - 18 record(s)	Schedule View Map View
<b>Venue Type</b> - Select Venue Type - 🛛 👻	Ador Avenue Reserve Click item below to make a booking. Ador Avenue Reserve	
Activity Type - Select Activity Type -	Arncliffe Park Sports Fields	
Search for a Venue	Click item below to make a booking. Synthetic Soccer Field Training Field	
<u>Clear All</u>		
Search	AS Tanner Reserve Click item below to make a booking.	
More Options 🗸	Field Hire	

#### 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

Bayside Council	BAYS	IDE COU	JNCIL	
Instructions         Regular Seasonal           Winter 2022 Change		Vannan, Deanne(d	leanne.vannan@bayside.nsw.gov.au) <u>My Account   Lo</u>	ogout
1. Search		2. Refine	3. Confirm & Pay	
Seasonal Booking Refinement  1. Booking Overview To start your booking, add a Booking Name: * (150 characters.)	Name for the Booking, choose yo <b>Season:</b>	our purpose and login if you are regis Attendee Numbers: *	tered Included Dates	
Example: "Dance Classes" or "Sports training"	Winter 2022	Attendee Numbers	Friday 01/04/2022	
Purpose: *	Customer:			
Purpose	Deanne Vannan			
Description: (1000 characters.)	Special Requirements	(1000 characters.)		
Description (Optional)	Special Requirement	s (Optional)		

### 8. In section 2:

- The start date will be 1<sup>st</sup> 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

2. Booking Items Add th	he items you wish to book, then choose the dur	ation of your booking.		Ū
Start Date:			Create Repeat	/Add Date
01/04/2022	800 800			
Bookable Items *	From	То		
Synthetic Soccer Field	✓ 09 ✓ : 00 ✓	10 ~: 00 ~	â	
Add Booking Item				
K New Search				Checkout >

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



### 10. Click on ADVANCED TIMING

1. Booking <b>Overview</b> To start your b		your purpose and login if you are regis		
Booking Name: * (150 characters.)	Season:	Attendee Numbers: *	Included Dates	
Example: "Dance Classes" or "Sports tr	Create R	epeat/Add Date	/2022 ×	
Purpose: *				
Purpose	Create Repeat	or <u>Add Date(s</u>	)	
Description: (1000 characters.)	Repeat every: 1 week(s)			
Description (Optional)	Repeat on: 🗆 Advanced Timing			
	End:			
2. Booking Items Add the items you v	28/08/2022	1		
Start Date:			Create Repeat/Add Date	
01/04/2022	O	K Cancel		
Bookable Items *		(19)		
Rugby League Field 1	✓ 09 ✓ : 00 ✓	10 🗸 : 00 🗸	â	

- **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

booking numer (roochalacters)	Jeason.		_		ALCENCI	ee Muniber	3.		ciudeu ba	(CD)
Example: "Dance Classes" or "Sports tr		Create	e Re	peat/	Add D	ate			×	/2022
Purpose: *										
Purpose	Create Rep	<u>eat</u>		or		Add	Date(s)			
Description: (1000 characters.)	Repeat every: 1	week(s	)							
Description (Optional)	Repeat on: 🗹 Advanced	Timing								
	Day	From				То				
	🗆 Sunday	16	<b>~</b> :	00	~	21	✓ :	00	~	
2. Booking Items Add the Items you v	🗆 Monday	16	<b>v</b> :	00	~	21	<b>v</b> :	00	~	
Start Date:	🗆 Tuesday	16	• :	00	~	21	<b>~</b> :	00	~	Create Repeat /Add Date
01/04/2022	Wednesday	16	<b>~</b> :	00	~	21	<b>~</b> :	00	~	create nepeut Ado Date
Bookable Items *	□ Thursday	16	<b>v</b> :	00	~	21	<b>v</b> :	00	~	-
bookable items	🗆 Friday	16	<b>~</b> :	00	~	21	<b>~</b> :	00	~	
Synthetic Soccer Field	🗆 Saturday	16	<b>v</b> :	00	~	21	<b>v</b> :	00	~	
Add Booking Item	End:	0			0		0			
	28/08/2022									
< New Search	3			7						Checkout >
			04	6	ncol					
			UK	L Ca	incer					

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

### Seasonal Booking Refinement

1. Booking <b>Overview</b> To star	t your booking, add a	Name for the Booking, choose	e your purpose and login if you are regis	tered	Ţ
Booking Name: * (150 characters.)	orts training"	Season: Winter 2022	Attendee Numbers: *	Included Dates Friday 01/04/2022 🏦	
Purpose: *	ores cranning	Customer:		Monday 04/04/2022	
Purpose	~	Deanne Vannan		Friday 08/04/2022	
Description: (1000 characters.)		Special Requirement	nts: (1000 characters.)	<u>Monday 11/04/2022</u> 面 Wednesday 13/04/2022 面	-
Description (Optional)		Special Requireme	ents (Optional)		
Start Date:	- ,			Create Reneat /Add Date	
01/04/2022	200 200				2
Bookable Items *	Fro	m	То		
Synthetic Soccer Field	<b>~</b> 1	6 <b>~</b> : 00 <b>~</b>	21 💙 : 00 🌱	Delete	
Add Booking Item					

**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 <b>Overview</b> To start you	ir booking, add a Name for the B	ooking, choose your purpose and login	if you are registered	
Booking Name: * (4/150 characters.)	Season	: Attendee Nu	umbers: * Included D	lates
Test		Holiday Dates		) <u>4/2022</u>
Purpose: *				5/04/2022
Sports Field Hire Juniors	The following dates inc dates you wish to remo	luded in your booking fall on holid we from your booking or click 'Acc	ay dates. Please delete the ept' to proceed:	<u>04/2022</u> m
Description: (1000 characters.)				4/2022 圖
Description (Optional)	Date	Holiday Name	Delete	
	18/04/2022	Easter Monday		
	25/04/2022	Anzac Day		
2. Booking <b>Items</b> Add the items yo	u v			
Start Date:		Cancel Accent Holiday Dat	95	Create Repeat/Add Date
04/04/2022		Current Hecept Honday Bat	and the second se	
Bookable Items *	From	То		
Synthetic Soccer Field	✓ 16 ✓ : 00	• 21 •	: 00 ~	Delete
Add Booking Item				
< New Search				Checkout >

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



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

	Checkout
'our booking has been place Ir if you would like to make	ed. You can either press Done to complete your booking a payment now please press Checkout.

22. 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?
Yes No

**23.** 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!

