

# Seasonal (AYC – EOI July 2023 to December 2024) Booking Requests.

## How do I submit a Seasonal Request?

All EOI booking requests for Arncliffe Youth Centre will go through our <u>Online Booking System</u> under Seasonal Requests.

- 1. Login or create a new account (for first time users)
- 2. Change from Regular to Seasonal

gular Seasonal	Vannan, Deanne(de	eanne.vannan@bayside.nsw.gov.au) <u>My Account   Logou</u>
1. Search	2. Refine	3. Confirm & Pay
Filters		
Venue Type	Welcome to Bayside Council's ver Here you are able to search for venues, make reservations	nue booking website. or create quotes for the venue of your choice.
- Select Venue Type - 🗸	Click here to request your Sea	asonal Bookings.
Activity Type		
- Select Activity Type - 💙		
Search for a Venue		
Date		
01/12/2021		

3. Click on the relevant season – AYC- EOI July 2023-December 2024

egular Seasonal Change	Sele	ct Season			.m@yahoo.com.au) <u>My Account   L</u>
1. Search Filters	Instructions Seasonal booking requests should be su Interest request. You will only be able to request dates th dates outside of the season will need to	ubmitted for a Se nat are within the	easonal Express e defined seasor	ion of	3. Confirm & Pay
Venue Type Select Venue Type -  Activity Type Select Orthigt Type	You will require a password to access se emailed to you when the Expression of If you have any questions please contac 501 200 Please select Season.	easonal booking Interest Email is t the Sport & Re	requests, this w sent out. creation Team c	n 1300	: Platform inage bookings user. documents for verification.
Search for a Venue or Suburb	Name AYC - EOI July 2023-December 2024 Summer 2022-2023	From 03/07/2023 01/10/2022	To 22/12/2024 26/03/2023	Protected	sts, pay for and manage bookings. rouble logging in, please contact th Dbayside.nsw.gov.au
Date 21/03/2023	Term 1 - 2023 Term 2 - 2023	30/01/2023 24/04/2023 17/07/2023	06/04/2023 30/06/2023 22/09/2023	A .	:k <u>here</u> 1 the <u>online portal</u>
<u>Clear All</u> Search	Term 4 - 2023 Winter 2023	09/10/2023	15/12/2023 27/08/2023	 ₽	e will receive full refund receive 50% refund to refund tfull refund



## 4. Enter Password – AYC2023

5. Click OK

gular Seasonal		Season Pass	word		a side.nsw.gov.au) <u>My Account   Logo</u>
1. Search	Please Enter Season Pass	word.			3. Confirm & Pay
Filters	I				
Venue Type		OK Can	cel		sit 2. fc <sup>-</sup> the venue of your choice.
- Select Venue Type -			-		
	emailed to you when the B	Expression of Interest	t Email is sent out.		
Activity Tune	If you have any questions	Expression of Interest please contact the Sp	t Email is sent out. port & Recreation Te	eam on 1300	-
Activity Type	If you have any questions	expression of Interest	t Email is sent out. port & Recreation Te	eam on 1300 T	
Activity Type - Select Activity Type -	Please select Season.	Expression of Interest please contact the Sp From	: Email is sent out. port & Recreation Te To	Protected	
Activity Type - Select Activity Type -  Search for a Venue	Please select Season.	Expression of Interest please contact the Sp From 02/10/2021	Email is sent out. Doort & Recreation Te To 27/03/2022	Protected	
Activity Type - Select Activity Type -  Search for a Venue	Please select Season. Name Summer 2021-2022 Winter 2022	Expression of Interest please contact the Sp From 02/10/2021 01/04/2022	To 27/03/2022 28/08/2022	Protected	
Activity Type - Select Activity Type -	Please select Season.       Name       Summer 2021-2022       Winter 2022	From 02/10/2021 01/04/2022	To 27/03/2022 28/08/2022	Protected	

6. Choose the section/space you would like to book

AYC - EOI July 2023-December 2024	Change	
1. Search	2. Refine	3. Confirm & Pay
Filters	Showing results - 1 record(s)	Schedule View Map
Venue Type - Select Venue Type - Y	Arncliffe Youth Centre Click item below to make a booking.	
Activity Type	Multi Purpose Court 1 (First Floor) Half Court 1-A ( First Floor) Hair Court 1-B ( First Floor )	
- Select Activity Type - 💙	Multi Purpose Court 2 (Second Floor) Half Court 2-A (Second Floor )	
Search for a Venue or Suburb	Half Court 2-B ( Second Floor ) Arts Studio and Activity Room Multi Purpose and Function Space	
<u>Clear All</u>	Music Studio and Meeting Room	



- **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 (**Court Hire** to hire the courts or **Room Hire** to hire the rooms)
  - **DESCRIPTION** add any relevant details here

Bayside Council		BAYS	SIDE COU	NCIL	
♠   <u>Instructions</u> Regular AYC Chan	ar OSeasonal - EOI July 2023-Decemb	per 2024	Ē		) <u>My Account   Logou</u>
1. Sea	rch	2.1	Refine	3. Confi	rm & Pay
Seasonal Booking R 1. Booking Overview To	efinement start your booking, add a Na	ame for the Booking, choose your p	ourpose and login if you are regis	stered	
Seasonal Booking R 1. Booking Overview To Booking Name: * (150 characters Example: "Dance Classes" or	efinement start your booking, add a Na .) "Sports training"	ame for the Booking, choose your p Season: , AYC - EOI July 202: 🝞	urpose and login if γou are regis Attendee Numbers: * Attendee Numbers	Included Dates Monday 03/07/2023	Ţ
Seasonal Booking R 1. Booking Overview To Booking Name: * (150 characters Example: "Dance Classes" or Purpose: *	efinement start your booking, add a Na .) "Sports training"	ame for the Baoking, choose your p Season: AYC - EOI July 202 Customer:	ourpose and login if you are regis Attendee Numbers: * Attendee Numbers	Included Dates Monday 03/07/2023	Ţ
Seasonal Booking R 1. Booking Overview To Booking Name: * (150 characters Example: "Dance Classes" or Purpose: * Purpose	efinement start your booking, add a Na .) "Sports training" ~	Ime for the Booking, choose your p Season: , AYC - EOI July 202: Customer:	urpose and login if you are regis Attendee Numbers: * Attendee Numbers	stered Included Dates Monday 03/07/2023	5
Seasonal Booking R 1. Booking Overview To Booking Name: * (150 characters Example: "Dance Classes" or Purpose: * Purpose Description: (1000 characters.)	efinement start your booking, add a Na .) "Sports training"	Season: . AYC - EOI July 202	Attendee Numbers: * Attendee Numbers Attendee Numbers 00 characters.)	Included Dates Monday 03/07/2023	5

**8.** In section 2 Booking Items:

Add Booking Item

- The start date will be 3<sup>rd</sup> July 2023
  - 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 court/room, click on **ADD BOOKING ITEM** and select the additional space and enter the start & finish time for that field.

Bookable Items *		From	10			
Multi Purpose Court 1 (Firs	st Floor)	✓ 09 ¥: 00	<b>∨</b> 10	•: 00 •	â	
Add Booking Item						
A New Courts						Chec
New Search						
ck on CREATE REPE	AT/ADD D	ATE button				
ck on CREATE REPE	<b>AT/ADD D</b>	ATE button	sking.			
ck on CREATE REPE 2. Booking Items Add the ite Start Date:	<b>AT/ADD D</b>	ATE button	oking.		Create Repeat/Adi	d Date
2. Booking Items Add the ite Start Date: 07/07/2023	EAT/ADD D/	ATE button	bking.		Create Repeat/Add	d Date
2. Booking Items Add the ite Start Date: 07/07/2023 Arncliffe Youth Centre	EAT/ADD D/	ATE button	oking.		Create Repeat/Add	d Date



### 10. Click on ADVANCED TIMING

Booking Name: * (150 characters.)	Season:	Attende	e Numbers: *	Included Dates	
Example: "Dance Classes" or "Sports tr	Cro	eate Repeat/Add Da	te	× /2022	
Purpose: *					
Purpose	<u>Create Repeat</u>	or	<u>Add Date(s)</u>		
Description: (1000 characters.)	Repeat every: 1 we	ek(s)			
Description (Optional)	Repeat on: 🗆 Advanced Timin	g	1		
	Sun 🗆 Mon 🗆 Tue 🗆 Wed 🗆	Thr 🗆 Fri 🗆 Sat			
	End:				
2. Booking <b>Items</b> Add the items you v	28/08/2022				Ē
Start Date:				Create Repeat/Add Date	_
01/04/2022		OK Cancel			
Bookable Items *					

- **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 wante: (150 characters.)	Season:		Attenue	e Numbers:	included bat	e5
Example: "Dance Classes" or "Sports tr	Create Repeat/Add Date ×				×	/2022
Purpose: *						
Purpose	Create Rep	eat	or	Add Date(s)		
Description: (1000 characters.)	Repeat every: 1	week(s)				
Description (Optional)	Repeat on: 🗹 Advanced	Timing				
	Day	From		То		
	🗆 Sunday	16 🖌 :	00 ~	21 🖌 : (	<b>~</b> 00	
2. Booking Items Add the items you v	Monday	16 🖌 :	00 ~	21 💙 : (	~ 00	
Start Date:	🗆 Tuesday	16 🖌 :	00 ~	21 🖌 : (	<b>~</b> 00	Create Repeat/Add Date
01/04/2022	🗆 Wednesday	16 🛩 :	00 <b>~</b>	21 🖌 : (	<b>~</b> 00	
Bookable Items *	🗆 Thursday	16 🖌 :	00 ~	_21 ¥: (	<b>~</b> 00	
	🗆 Friday	16 🖌 :	00 🖌	21 🖌 : (	<b>~</b> 00	
Synthetic Soccer Field	🗆 Saturday	16 💙 :	00 ¥	21 🖌 : (	~ 00	Ĵ.
Add Booking Item	End:					
	28/08/2022	i				
Kew Search						Checkout >
		ок	Cancel			
		_				

14. All Included dates will be listed

Click CHECKOUT 1. Booking Overview To start your booking	ng, add a Name for the Booking, choose yu	our purpose and login if you are regi	stered	Baysi Coun Serving Our Cou
Booking Name: * (4/150 characters.)	Season:	Attendee Numbers: *	Included Dates	
Test	AYC - EOI July 202	Attendee Numbers	Monday 03/07/2023	
Purpose: *	Customer:		Wednesday 05/07/2023	
Court Hire	×		Thursday 06/07/2023 Sunday 09/07/2023	
Description: (1000 characters.)	Special Requirements	(1000 characters.)	_	
Description (Optional)	Special Requirement	s (Optional)		
2 Booking Items Add the items you wish t	n hook then choose the duration of your	honking		

**16.** If there are School 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 (AYC is closed on Public Holidays).

Booking Name: * (4/150 characters.)		Holiday Dates		25	
test Purpose: *	The following dates dates you wish to r	s included in your booking fall on holiday da emove from your booking or click 'Accept' 1	tes. Please delete the o proceed:	77/2023	
Court Hire	Date	Holiday Name	Delete	7/2023	
escription: (1000 characters.)	03/07/2023	School Holidays - July 2023			
	04/07/2023	School Holidays - July 2023			
	07/07/2023	School Holidays - July 2023			
2. Booking <b>Items</b> Add the items yo	10/07/2023	School Holidays - July 2023			Ē
tart Date:	11/07/2023	School Holidays - July 2023		Create Repeat/Add Date	
03/07/2023	14/07/2023	School Holidays - July 2023			
rncliffe Youth Centre					
Bookable Items *		Cancel Accept Holiday Dates			
Half Court 2-B ( Second Floor )				Delete	
Music Studio and Meeting Room	~	09 *: 00 * 10	•: 00 •	Delete	
Add Booking Item					
				_	
Kew Search				CH	

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



- 19. Complete the checklist if required, select the activity you are booking for and click OK
- 20. Review Terms and Conditions, accept and click continue



### 21. Click on DONE to complete booking

Ø	Checkout	Payments:
	Your booking has been placed, please proceed to checkout to complete your booking.	Payable: Payable Now:
	Checkout	Payable Later:
Requ	d for your booking to be assessed. The manum file as is Only use this option to upload in the 'Rec	er Documents additional documen juired Documents' p

**22.** If you need to add another venue to your booking, click **Yes** & start booking process again. You will need to complete this step if you wish to book both a court and a room.

				GST:
-		Seasonal Booking		Payments:
rs: 🕜	Would you like to add anothe	r booking to this submission	n?	Payable:
		Yes No		Payable Now: Payable Later:
Requ	uired Documents	3%	C	)ther Documents
specified below are requir	ed for your booking to be assessed 30MB per file.	The nonum file is	Only use this option to upl in the	oad additional documents t 'Required Documents' pane

23. If you only use a court or a room you can click **No**, you can then choose one of the options provided (choose Return to Search if you want to log out).

			GST:
	Thank You!		Payments:
ers: 2	Your booking is now complete. A copy of your Booking Confirmation and Tax Invoice/Receipt has been sent to:		<sup>pt</sup> Payable: Payable Now:
	Invoice/Receipt	Duplicate Booking	Payable Later:
Requ specified below are requir	Manage Booking	Return to Search	er Documents additional documer
		<u>checklist_answ</u>	ver 25985 15.pdf 💼