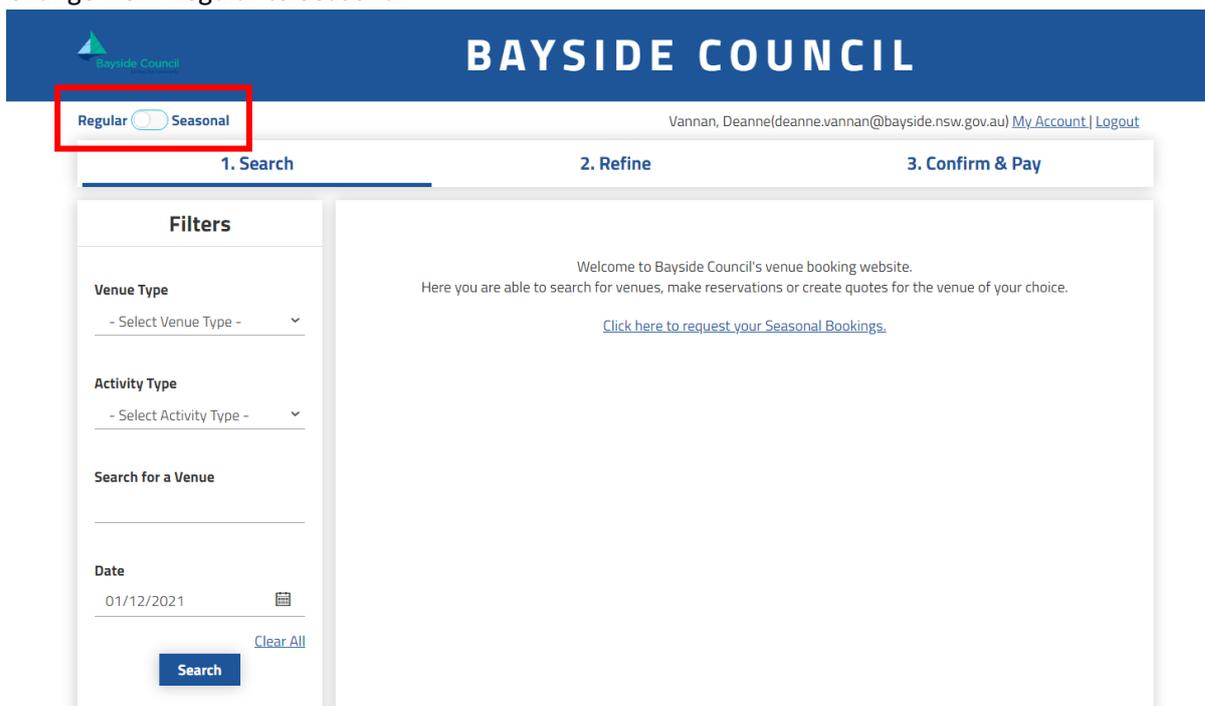


# Seasonal (AYC – EOI July 2023 to December 2024) Booking Requests.

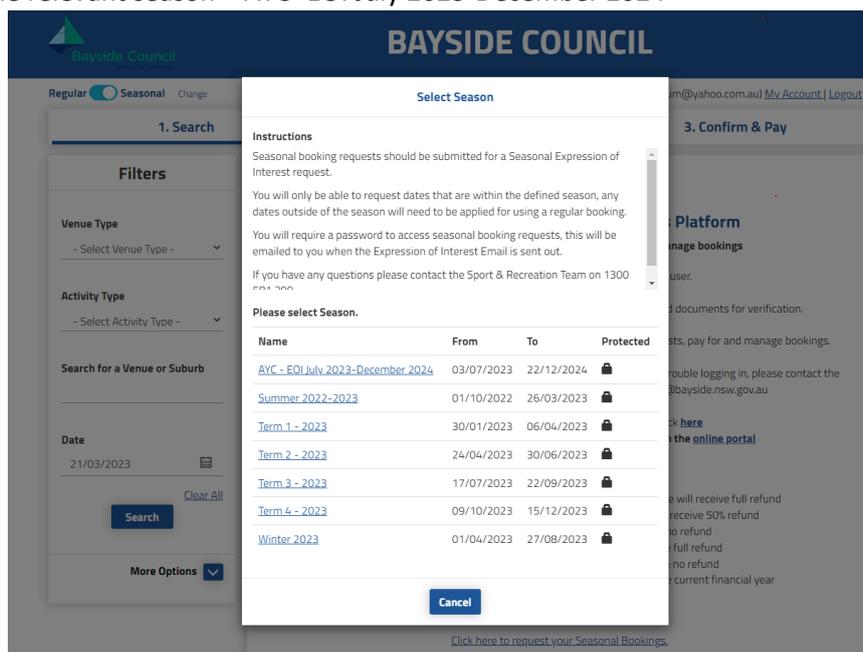
## How do I submit a Seasonal Request?

All EOI booking requests for Arncliffe Youth Centre will go through our [Online Booking System](#) under Seasonal Requests.

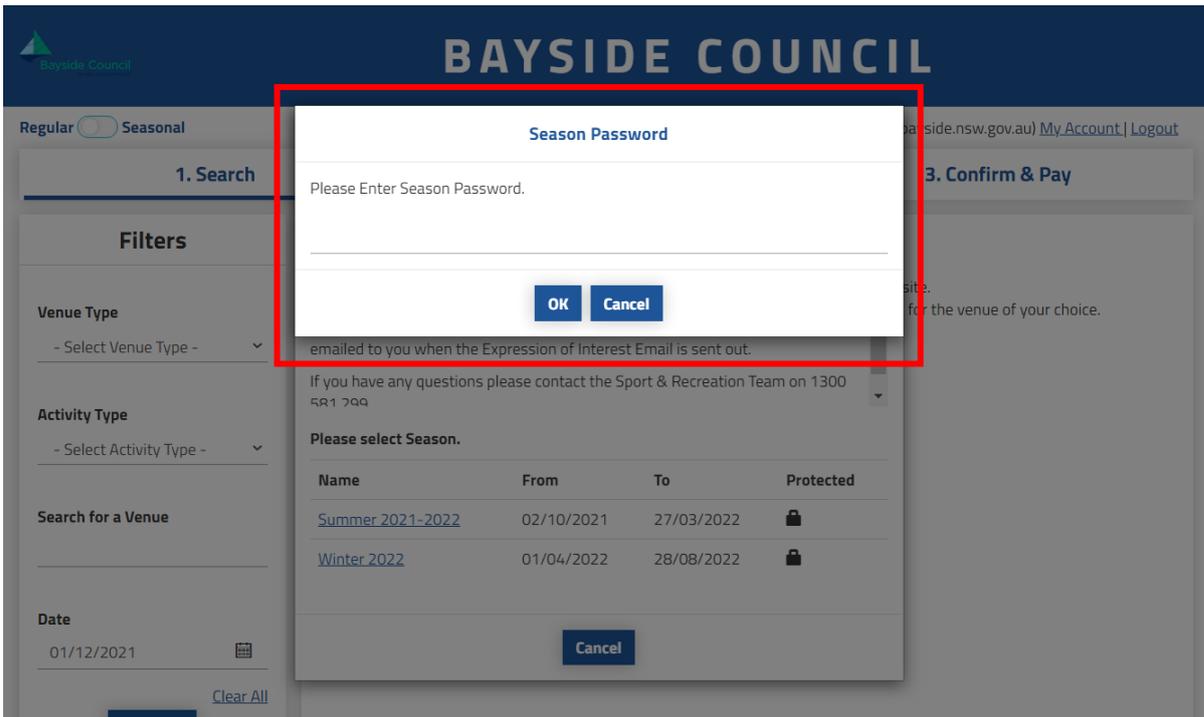
1. Login or create a new account (for first time users)
2. Change from Regular to Seasonal



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



4. Enter Password – **AYC2023**
5. Click OK



**BAYSIDE COUNCIL**

Regular  Seasonal

1. Search

**Filters**

Venue Type  
- Select Venue Type -

Activity Type  
- Select Activity Type -

Search for a Venue

Date  
01/12/2021

**Season Password**

Please Enter Season Password.

OK Cancel

emailed to you when the Expression of Interest Email is sent out.

If you have any questions please contact the Sport & Recreation Team on 1300 581 299

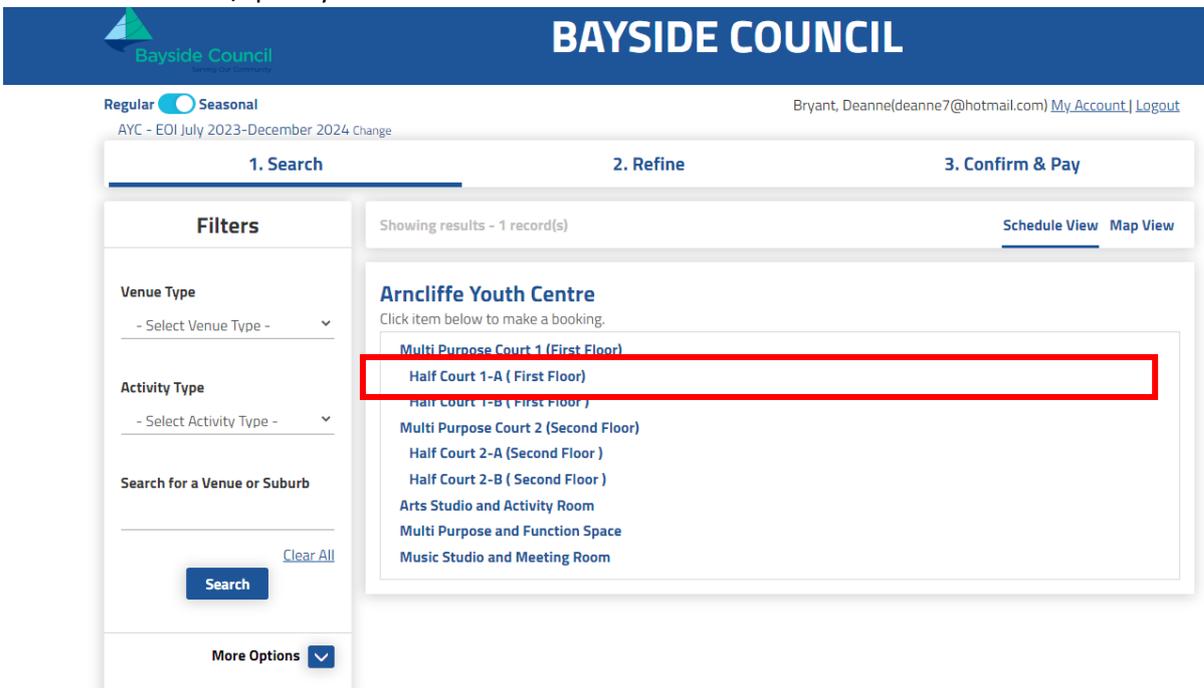
Please select Season.

Name	From	To	Protected
<a href="#">Summer 2021-2022</a>	02/10/2021	27/03/2022	🔒
<a href="#">Winter 2022</a>	01/04/2022	28/08/2022	🔒

Cancel

3. Confirm & Pay

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



**BAYSIDE COUNCIL**

Regular  Seasonal

AYC - EOI July 2023-December 2024 Change

Bryant, Deanne(deanne7@hotmail.com) [My Account](#) | [Logout](#)

1. Search 2. Refine 3. Confirm & Pay

**Filters**

Venue Type  
- Select Venue Type -

Activity Type  
- Select Activity Type -

Search for a Venue or Suburb

Search Clear All

More Options

Showing results - 1 record(s) [Schedule View](#) [Map View](#)

**Arnccliffe Youth Centre**  
Click item below to make a booking.

- [Multi Purpose Court 1 \( First Floor \)](#)
- [Half Court 1-A \( First Floor \)](#)**
- [Half Court 1-B \( First Floor \)](#)
- [Multi Purpose Court 2 \( Second Floor \)](#)
- [Half Court 2-A \( Second Floor \)](#)
- [Half Court 2-B \( Second Floor \)](#)
- [Arts Studio and Activity Room](#)
- [Multi Purpose and Function Space](#)
- [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**

Home | [Instructions](#) Regular  Seasonal  AYC - EOJ July 2023-December 2024 [My Account](#) | [Logout](#)

1. Search **2. Refine** 3. Confirm & Pay

### 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:** AYC - EOJ July 2023 [Change](#)

**Attendee Numbers:** \* Attendee Numbers

**Included Dates:** [Monday 03/07/2023](#)

**Purpose:** \*  
Purpose

**Customer:**

**Description:** (1000 characters.)  
Description (Optional)

**Special Requirements:** (1000 characters.)  
Special Requirements (Optional)

8. In section 2 Booking Items:

- 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.



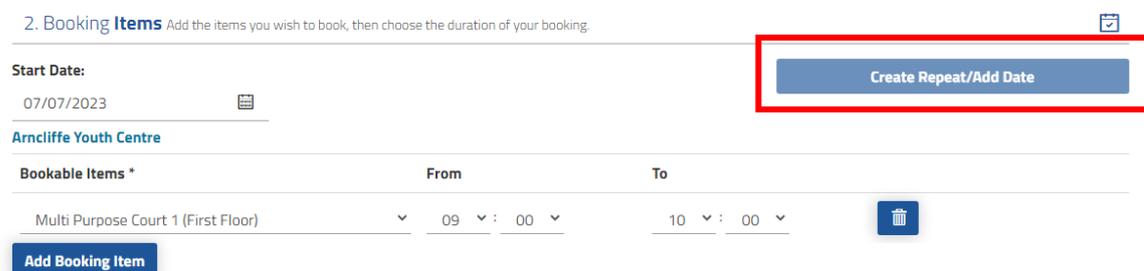
**Bookable Items \*** From To

Multi Purpose Court 1 (First Floor) 09 : 00 10 : 00 [Delete](#)

**Add Booking Item**

[New Search](#) [Checkout](#)

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



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

**Start Date:** 07/07/2023 [Calendar](#) **Create Repeat/Add Date**

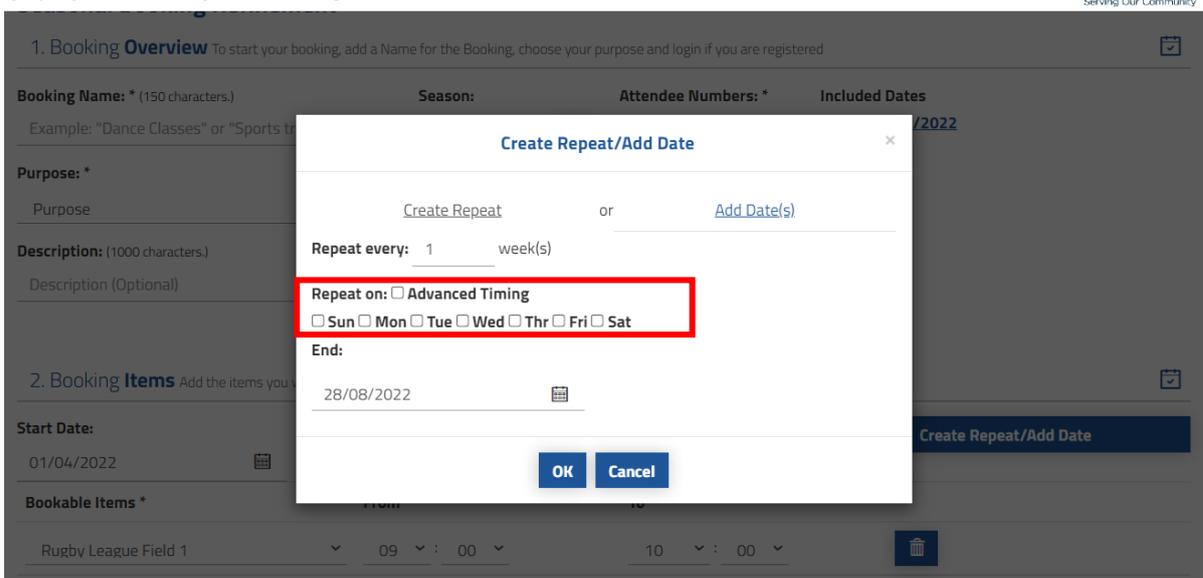
**Arnccliffe Youth Centre**

**Bookable Items \*** From To

Multi Purpose Court 1 (First Floor) 09 : 00 10 : 00 [Delete](#)

**Add Booking Item**

**10. Click on ADVANCED TIMING**



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.) Season: Attendee Numbers: \* Included Dates

Example: "Dance Classes" or "Sports t /2022

Purpose: \*  
Purpose

Description: (1000 characters.)  
Description (Optional)

2. Booking Items Add the items you

Start Date:  
01/04/2022

Bookable Items \*  
Rugby League Field 1 09 : 00 10 : 00

Create Repeat/Add Date

**Create Repeat/Add Date**

Create Repeat or Add Date(s)

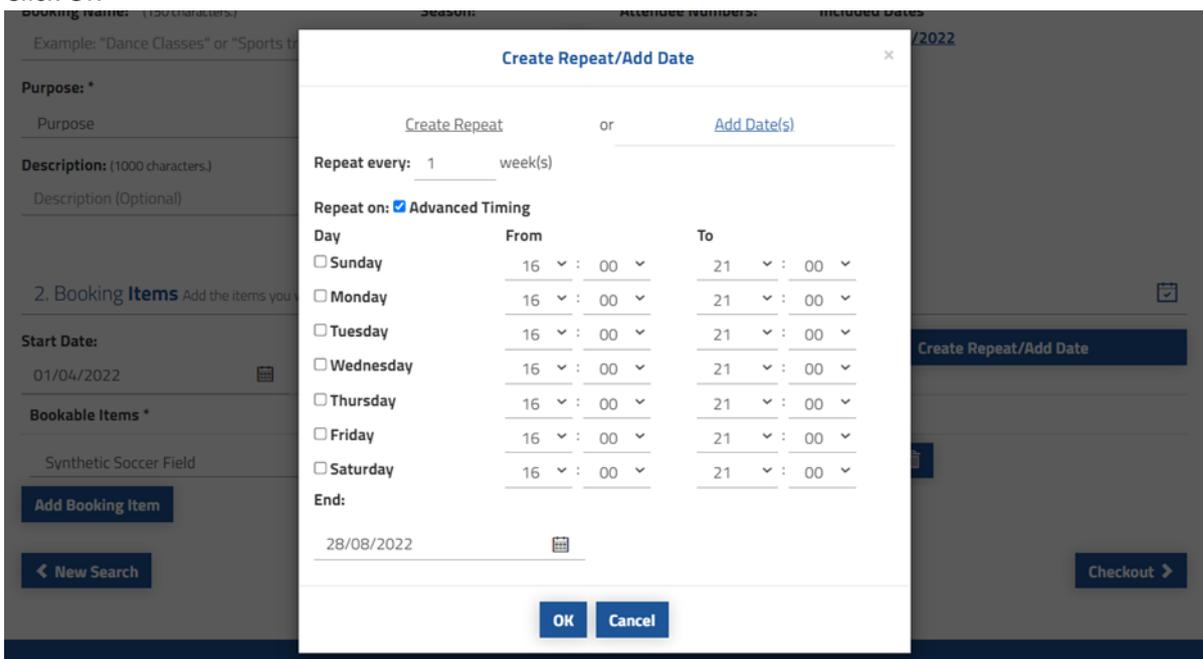
Repeat every: 1 week(s)

Repeat on:  Advanced Timing  
 Sun  Mon  Tue  Wed  Thr  Fri  Sat

End:  
28/08/2022

OK Cancel

- 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



Example: "Dance Classes" or "Sports t /2022

Purpose: \*  
Purpose

Description: (1000 characters.)  
Description (Optional)

2. Booking Items Add the items you

Start Date:  
01/04/2022

Bookable Items \*  
Synthetic Soccer Field

Add Booking Item

< New Search

Checkout >

**Create Repeat/Add Date**

Create Repeat or Add Date(s)

Repeat every: 1 week(s)

Repeat on:  Advanced Timing

Day	From	To
<input type="checkbox"/> Sunday	16 : 00	21 : 00
<input type="checkbox"/> Monday	16 : 00	21 : 00
<input type="checkbox"/> Tuesday	16 : 00	21 : 00
<input type="checkbox"/> Wednesday	16 : 00	21 : 00
<input type="checkbox"/> Thursday	16 : 00	21 : 00
<input type="checkbox"/> Friday	16 : 00	21 : 00
<input type="checkbox"/> Saturday	16 : 00	21 : 00

End:  
28/08/2022

OK Cancel

- 14. All Included dates will be listed

**15. Click CHECKOUT**

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

<b>Booking Name:</b> * (4/150 characters.) Test	<b>Season:</b> AYC - EOJ July 2023	<b>Attendee Numbers:</b> * Attendee Numbers	<b>Included Dates</b> Monday 03/07/2023 Tuesday 04/07/2023 Wednesday 05/07/2023 Thursday 06/07/2023 Sunday 09/07/2023
<b>Purpose:</b> * Court Hire	<b>Customer:</b> [Name]		
<b>Description:</b> (1000 characters.) Description (Optional)	<b>Special Requirements:</b> (1000 characters.) Special Requirements (Optional)		

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

**Start Date:** 03/07/2023 Calendar icon Create Repeat/Add Date

**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).**

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

**Purpose:** \*  
Court Hire

**Description:** (1000 characters.)  
Description (Optional)

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

**Start Date:** 03/07/2023 Calendar icon

**Arncliffe Youth Centre**

**Bookable Items** \*

Half Court 2-B ( Second Floor ) Delete

Music Studio and Meeting Room 09 : 00 10 : 00 Delete

Add Booking Item New Search Checkout

**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
03/07/2023	School Holidays - July 2023	<input type="checkbox"/>
04/07/2023	School Holidays - July 2023	<input type="checkbox"/>
07/07/2023	School Holidays - July 2023	<input type="checkbox"/>
10/07/2023	School Holidays - July 2023	<input type="checkbox"/>
11/07/2023	School Holidays - July 2023	<input type="checkbox"/>
14/07/2023	School Holidays - July 2023	<input type="checkbox"/>

Cancel Accept Holiday Dates

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

**18. 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.

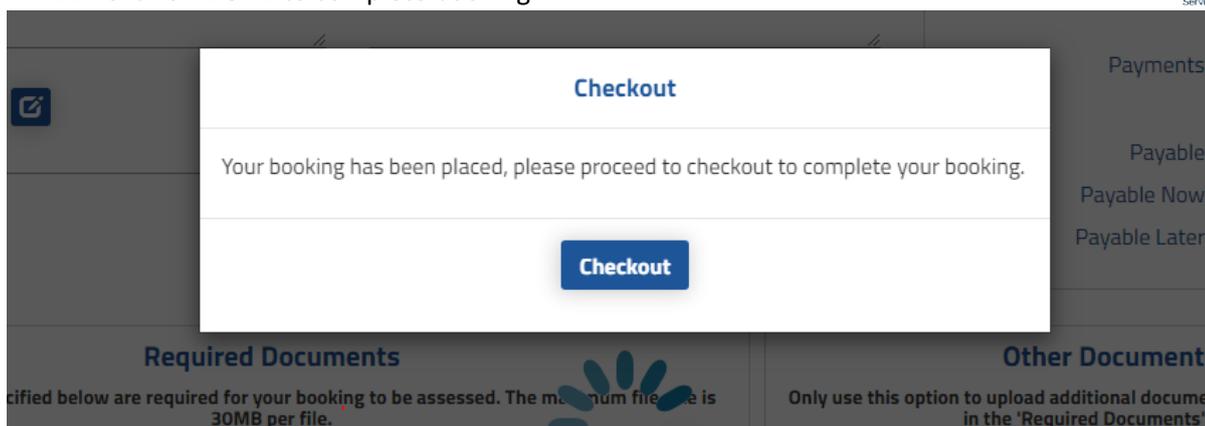
Add Existing Contact Add Manual Contact

Delete Modify Print Quote Complete

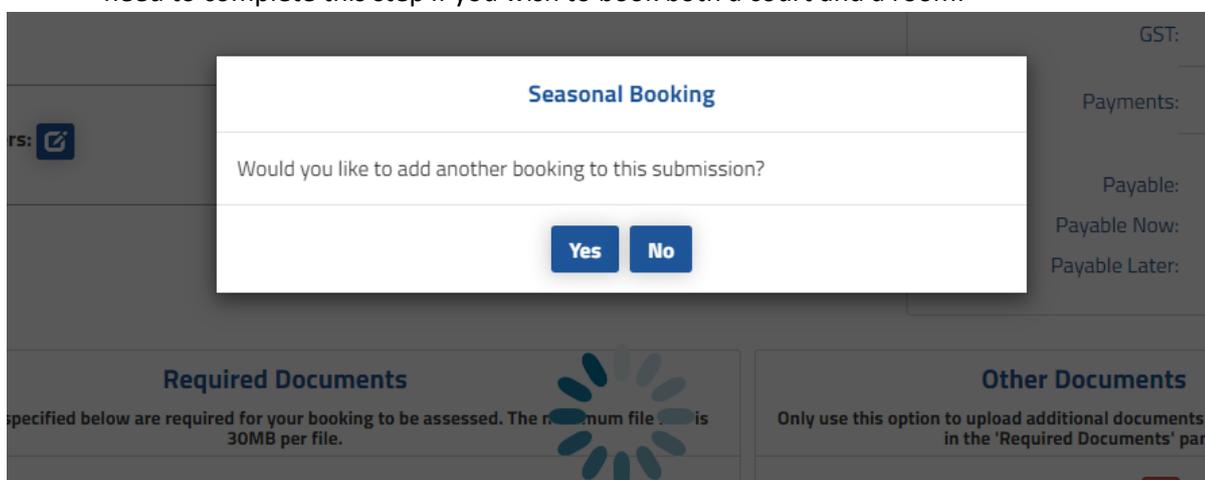
**19. Complete the checklist if required, select the activity you are booking for and click OK**

**20. Review Terms and Conditions, accept and click continue**

21. Click on **DONE** to complete booking



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.



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).

