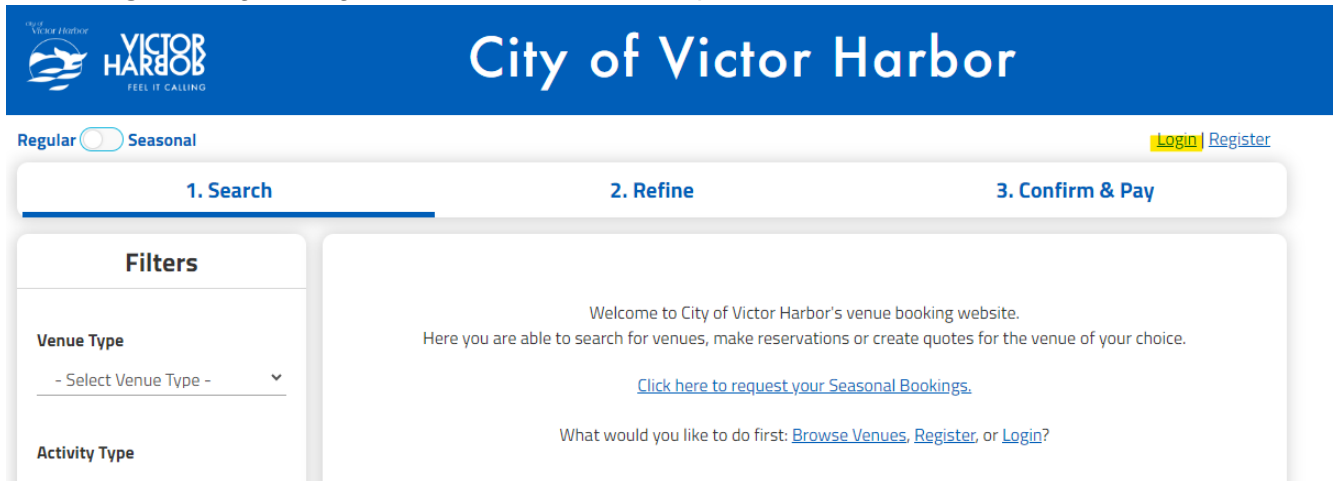




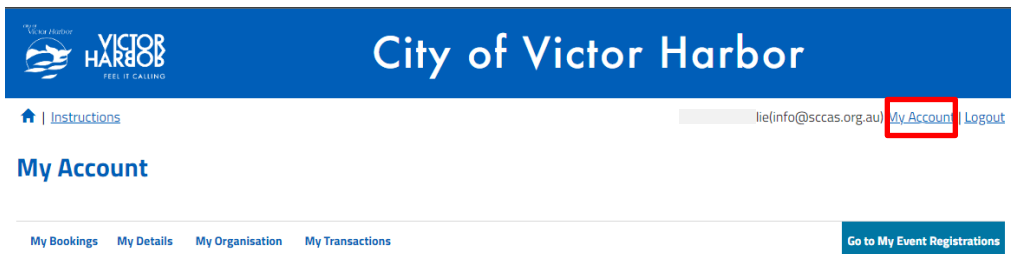
Manage your Bookings

Once your account has been registered and verified if required log into the City of Victor Harbor's online booking Customer Portal victorharbor.bookable.net.au

1. Click **'Login'** using the registered email address and password



2. Click **'My Account'**








3. You can then navigate through the tabs to complete the following:

My Bookings	My Details	My Organisations	My Transactions
<ul style="list-style-type: none"> • View bookings and status • Download invoices • Make payments • Duplicate bookings • Alter your bookings 	<ul style="list-style-type: none"> • Edit your personal details • Change your password 	<ul style="list-style-type: none"> • Edit your organisations details • Add or invite other members of your organisation to be an approved user 	<ul style="list-style-type: none"> • View historical bookings transactions



4. You can also use the 'Go to My Event Registrations' button to list your event on Council's Event module. If this button does not appear, contact the City of Victor Harbor Bookings Team at mybookings@victor.sa.gov.au to be verified as an events user.
5. Click '**My Bookings**' - All past and current bookings will be displayed
6. By clicking on the three dots next to the status the following options are given:
 - Send invoice
 - Download invoice
 - Download confirmation
 - Calendar URL or
 - Duplicate booking

My Account

My Bookings							Go to My Event Registrations	
My Bookings							Outstanding: \$3,601.26 Add Payment	
Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status	
318	Gypsy Musical	Temporary Event Sign - Hindmarsh Road Sign Board	Hindmarsh Road Sign Board				Confirmed 	
164	Midsummer Night's Dream	Temporary Event Sign - Hindmarsh Road Sign Board	Hindmarsh Road Sign Board				Confirmed 	
154	SCCAS GYPSY rehearsals...	Town Hall	Town Hall				Confirmed 	
149	SCCAS event	Town Hall	Town Hall				Confirmed 	
14	Midsomer Dream product...	Town Hall	Town Hall				Tentative 	


7. To alter a booking [click the link](#) under '**Booking Name**' of the booking you'd like to alter.

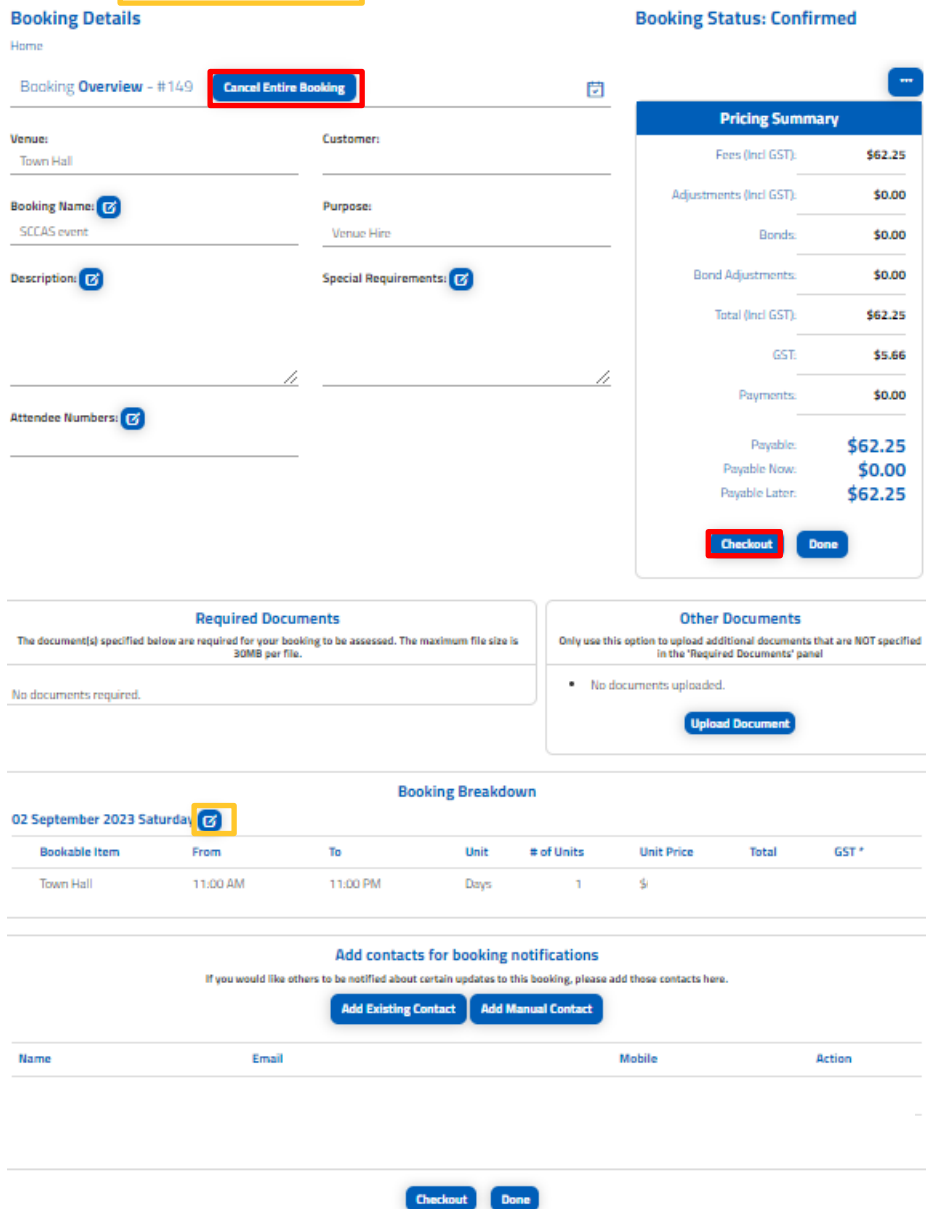


8. Click 'Cancel Entire Booking' if you wish to cancel the booking

Note: by clicking this you may be charged a cancellation fee. Please refer to the 'Terms and Conditions'

9. Click 'Checkout' to make a credit card payment

10. Click the editing icon  next to the date of the booking to alter your booking.



The screenshot displays a booking management interface with the following sections:

- Booking Details:** Includes fields for Venue (Town Hall), Booking Name (SCCAS event), Description, Attendee Numbers, Customer, Purpose (Venue Hire), and Special Requirements. A red box highlights the "Cancel Entire Booking" button.
- Booking Status:** Confirmed.
- Pricing Summary:** A table showing Fees (Incl GST) at \$62.25, Adjustments (Incl GST) at \$0.00, Bonds at \$0.00, Bond Adjustments at \$0.00, Total (Incl GST) at \$62.25, GST at \$5.66, and Payments at \$0.00. Payable amounts are listed as Payable: \$62.25, Payable Now: \$0.00, and Payable Later: \$62.25. Buttons for "Checkout" and "Done" are present.
- Required Documents:** A section stating "No documents required."
- Other Documents:** A section with "No documents uploaded" and an "Upload Document" button.
- Booking Breakdown:** A table for the date "02 September 2023 Saturday" with an editing icon. The table has columns: Bookable Item, From, To, Unit, # of Units, Unit Price, Total, and GST*. The row shows "Town Hall" from "11:00 AM" to "11:00 PM" with 1 unit at a price of \$.
- Add contacts for booking notifications:** A section with instructions and buttons for "Add Existing Contact" and "Add Manual Contact". Below is a table with columns: Name, Email, Mobile, and Action.

At the bottom of the interface, there are "Checkout" and "Done" buttons.

11. From this page you can alter date, times, add another booking space within the booked facility and/or alter the number of attendees. (based on availability).

12. Click 'Save' once completed.