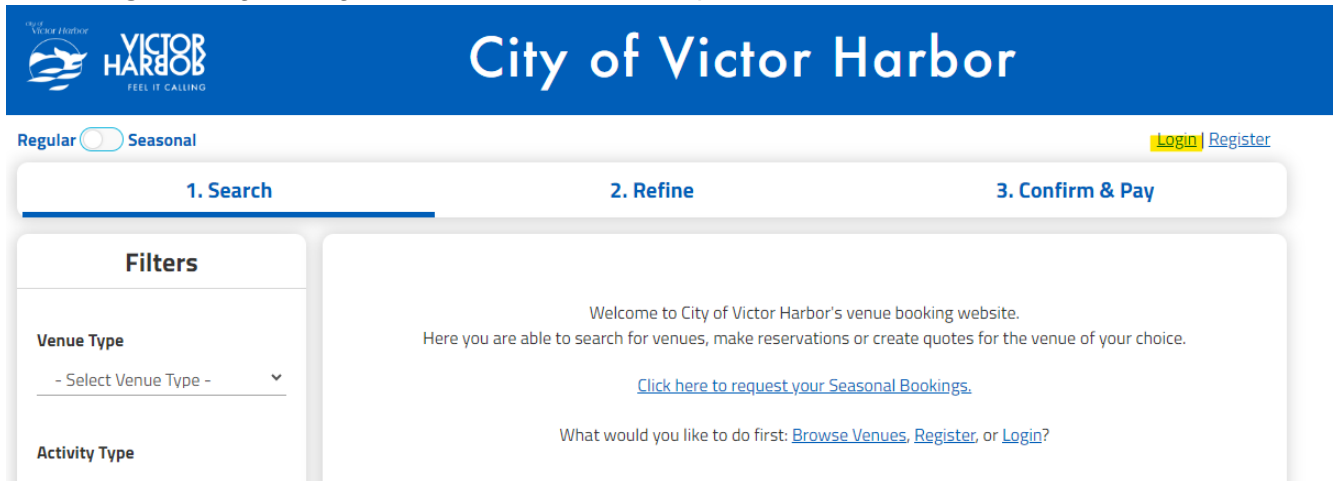




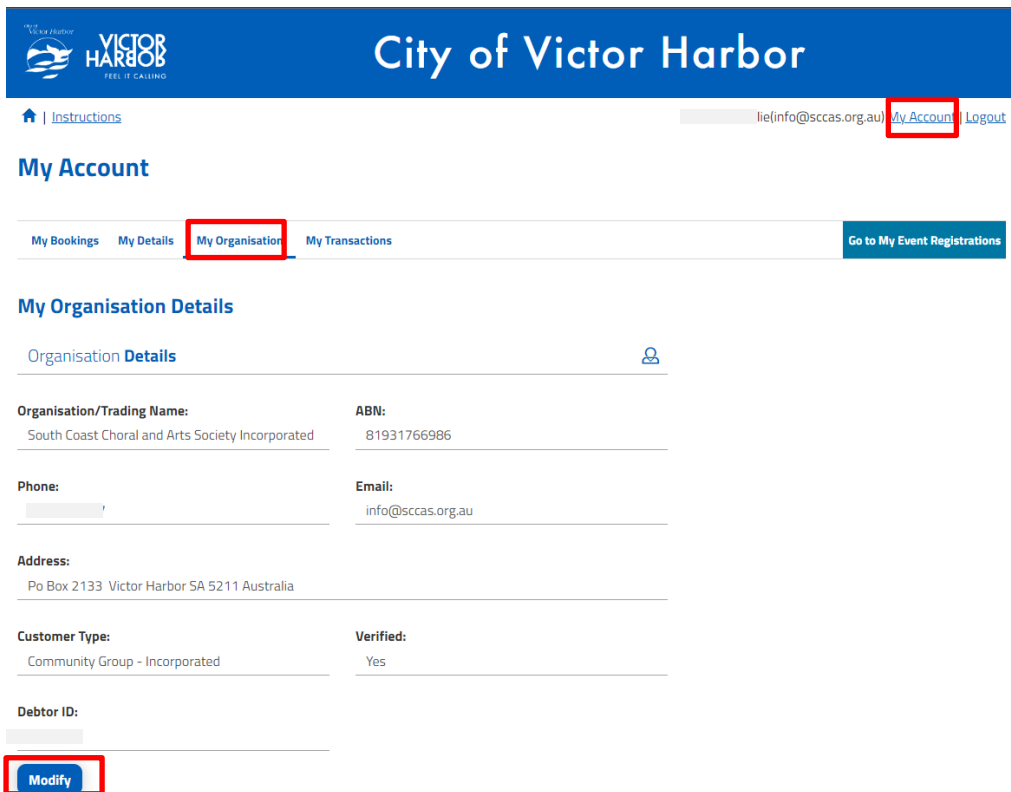
Manage your Organisation

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'**, **'My Organisation'** and then **'Modify'**



3. Input changes then click **'Save'**



4. Click **'+ Add User'** to manually add a user to the organisation. This will involve creating them account with email, password and other personal details.



5. Alternatively, you can invite a user by pressing **'+ Invite User'**. Then you can enter the users email address and they will receive an email with a link that prompts them to create an account.
6. You can also use this screen to delete users if necessary.

Contact the City of Victor Harbor's Booking team at mybookings@victor.sa.gov.au if you need any assistance with managing your organisations Bookable account.