## 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 <u>victorharbor.bookable.net.au</u>

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

	City of Victor Harbor	
egular 🕖 Seasonal		Login   Registe
1. Search	2. Refine	3. Confirm & Pay
Filters		
Venue Type	Welcome to City of Victor Harbor's venue booking website. Here you are able to search for venues, make reservations or create quotes for the venue of your choice.	
Activity Type	<u>Lick here to request your Seasonal Bookings.</u> What would you like to do first: <u>Browse Venues</u> , <u>Register</u> , or <u>Login</u> ?	

2. Click 'My Account', 'My Organisation' and then 'Modify'

	City of Victor	Harbor
♠   Instructions		lie(info@sccas.org.au) <u>My Account   Logout</u>
My Account		
My Bookings My Details My Organisation My Tr	ansactions	Go to My Event Registrations
My Organisation Details		
Organisation <b>Details</b>	٨	-
Organisation/Trading Name:	ABN:	
South Coast Choral and Arts Society Incorporated	81931766986	
Phone:	Email: info@sccas.org.au	
Address: Po Box 2133 Victor Harbor SA 5211 Australia		
Customer Type:	Verified:	
Community Group - Incorporated	Yes	
Debtor ID:		
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.

Modify	
Organisation <b>Users</b>	٨
+ Add User + Invite user	Allow users to see bookings for whole organisation

- 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 <u>mybookings@victor.sa.gov.au</u> if you need any assistance with managing your organisations Bookable account.