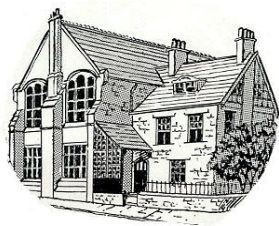


# Wylam Institute Community Association

## Online booking process using the booking calendar

### How to successfully book your event using the online Booking Calendar



#### 1. Select a Room

At the top of the Bookings Calendar Go to 'Select Room'. You can choose one or multiple rooms by ticking the boxes next to the room names.

#### 2. Make a Booking Request

Click on the + symbol on the date you wish to book. A New User Make Booking Request form will appear. Note: If you don't see the + symbol on a date that you would like to make a booking, then online booking has been disabled for that facility. Contact the Institute by email at [wylaminstitute2@gmail.com](mailto:wylaminstitute2@gmail.com) to check if the date is available.

#### 3. New User - Make Booking Request Form

If you are making a booking request for the first time, you will be asked to enter your contact details and a password so that you can track your booking status, any changes that are made, plus view any invoices and payments linked to that booking. Make a note of the email address used and password as this will enable you to login to the Booking System.

#### 4. Complete the Make Booking Request Form

The form will ask you to verify your email address by clicking the link sent to you in an email to (the email address you registered as a New User). If you can't see this email, please check your spam/junk folders in case the message has ended up there.

Rooms: Tick the room(s) that you want to include for this booking. If booking the whole Venue, make sure all the boxes are ticked.

Event Name: This is the name of the event you are booking.

Start Date/Time: The start date and time of the event. If this is a recurring booking, this is the start date and time of the first event in the series.

When completed, this section may flash up red, but that is likely to be because the end time hasn't yet been entered. It may, however, be because of a clash with another event.

End Date/Time: The end date and time of the event. If this is a recurring booking, this is the end date and time of the first event in the series.

Recurring Booking: Check the box if your event recurs regularly with the same start and end time and complete the fields for

- Recurring: daily, weekly, bi-weekly, monthly, annually and more.
- Additional dates: select the number of recurring weeks, months etc.

- Additional dates will be listed as you select the number required. You can edit or delete these individual dates if not required, e.g. school holidays etc.

These recurring dates will be the ‘child’ bookings to your ‘parent’ booking, which is the main dates and times you added earlier. If you make changes to the ‘parent booking’, this will affect all of the ‘child’ bookings. You can change individual ‘child’ bookings without the series being affected.

Booking Type: Select one of those from the drop-down Menu as listed below:

- Class
- Meeting
- One-off event, e.g. party
- Group activity
- Other activity

Description: You can put as much or as little information about the event itself, including prices, what to bring, tickets, links to websites etc and inform us as to whether you would like us to market your event on our Facebook Page which is free. Please enquire if you wish to promote via our newsletter or social media post.

Privacy: There are 3 privacy settings for bookings:

1. Public
2. Public - contact details hidden
3. Private: Select if you do not wish to share or invite others to the Event. The booking will display as a ‘Private Event’ and not show your Event Name or a link to the description and your contact details.

Special Requirements: Provide clear details if applicable.

STANDARD CONDITIONS OF HIRE: Please read by the link and agree by ticking the box. HEALTH AND SAFETY policy is linked and should be read and agreed before proceeding.

## 5. **Save Booking:**

Once completed press Save, and the request will automatically be sent to the Institute Secretary for processing. You will also receive an automated email confirming that the request has been acknowledged – this is not confirmation of your booking. You will be taken to your account dashboard to view your bookings and invoices.

## 6. **Confirmation email:**

The Institute Secretary will review your request and confirm the booking, or contact you to seek further information. Once the booking is confirmed you will receive a confirmation email with a link to your account dashboard.

If you have any questions or are unable to make a booking on the system, please contact the Institute Secretary at [wylaminstitute2@gmail.com](mailto:wylaminstitute2@gmail.com) or telephone 01661 852498 on Fridays between 10am and noon. You can also send an enquiry using the Contact page on our website or via Facebook Messenger.