



CAMPBELLTOWN

Library Meeting Rooms

STEP-BY-STEP USER ONLINE BOOKING GUIDE

Contents

Where to Start?	3
Account Registration	3
Adding a user to your existing account	4
Booking a Library Meeting Room	5
Booking Refinement	6
Single Day Bookings	6
Multiple Day Bookings	6
Submitting your request	7
Reset your Password	7
Manage your account and bookings	7

Use Bookable to hire our library meeting rooms.

This guide will show you how to register as a customer and complete a booking.

WHERE TO START Visit our website
www.campbelltown.nsw.gov.au

FACILITIES FOR HIRE Selecting the **Facilities for Hire** icon will present a listing of all the facilities that you can hire. You can refine this list by typing **Libraries** in the **Search Venues** box.



Facilities for Hire

From here, you can select the facility that you wish to hire.

Click on the **Book now or find out more button**. You will be directed to bookable and can commence the booking process.

Bookings

Book now or find out more >

Account Registration

In order to use the system to request and amend bookings, you need to first create an account. You can do this by selecting **register** in the top right hand corner of the home screen.

The screenshot shows the top navigation bar with the Campbelltown City Council logo, a 'Bookings' dropdown menu, a search bar containing 'HJ Daley Library', and 'Log In' and 'Register' buttons. The 'Register' button is circled in red. Below the search bar, there are buttons for 'Set a Date' and 'Filters 1'. The main content area shows '1 venue is available matching "HJ Daley Library" and your filters' and a card for 'HJ Daley Library' with a photo of a meeting room.

Select **Register**, then select **Register with your email**.

× Register to Continue

Sign up to our venue bookings site to book your next venue.

Already have an account? [Log In](#)

Register With Your Email

Continue with Microsoft Entra ID (Organisation employees)

By creating an account or continuing to use this website, you acknowledge and agree that you have accepted the [Terms of Use](#) and [Privacy Policy](#).

Select the **Registration Type** that is most relevant to you. E.g. Commercial Business / Private Hirer.

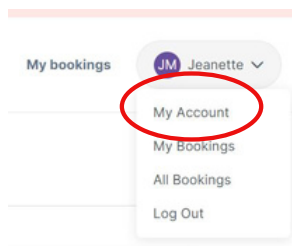
Here you will enter the organisation's details as well as assign a primary user for your organisation. You can also upload proof of your current public liability insurance cover and it will be added to all future bookings.

NOTE: Your password should contain a combination of at least 7 uppercase and lowercase letters, numbers and special characters. The more characters, the stronger the password. Your password will be accepted once the strength indicator turns green.

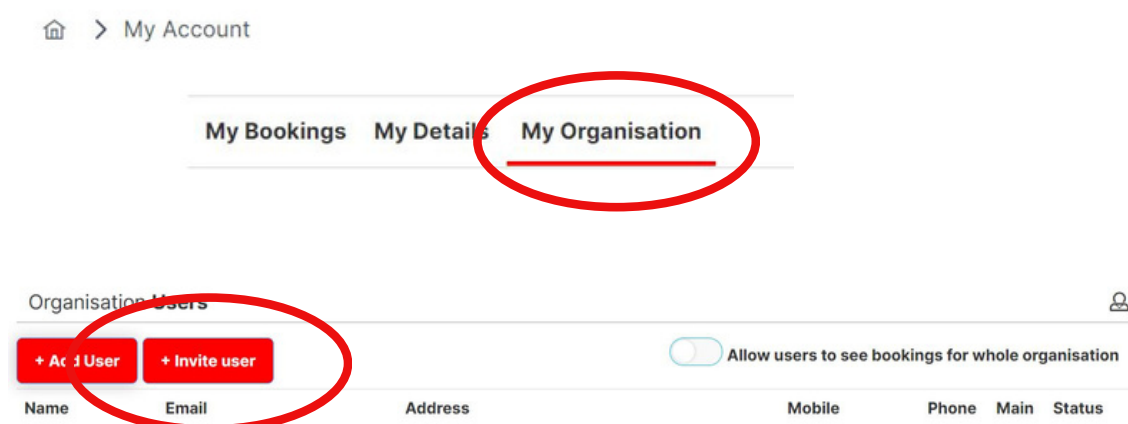
Once all details have been entered you can select **Create Account**, your details will be provided to the bookings team who will verify your account. You will be notified via email once your account is verified, you can then log in and begin to request bookings.

Adding a user to your Existing Account

To add another user to your organisation's account, the main user should log in and navigate to **My Account** by clicking on their name.



Then select **My Organisation** and **+ Invite User**. Enter an email address for the person you want to invite, they'll receive an email prompting them to set up their own account.



Booking a Library Meeting Room

From the home screen, search for the library meeting room you wish to book. Click on the the venue name to see more information about the meeting room.

This will provide information on what's available at the venue as well as opening hours and other useful information.

You can check the availability of the meeting room by selecting the date from the calendar.

When you are ready to book, select the **Book It** button.

Home > Glenquarie Library

Glenquarie Library

Located conveniently near Glenquarie Town Centre, Glenquarie Library Gamarada Ngura Meeting Room is the perfect location for workshops, conferences and training sessions and has a maximum capacity of 30.

[Read more](#)

Book It

Find Availability: 28/08/2024 [Calendar Icon] [Day] [Week] [Month]

Gamarada Ngura

Up to 30 people | Accessible access | Accessible Toilet | Air Conditioning | [View all 10 facilities](#)

Located conveniently near Glenquarie Town Centre, Glenquarie Library Gamarada Ngura Meeting Room is the perfect location for works... [Read more about the space](#)

6am 7am 8am 9am 10am 11am 12pm (midday) 1pm 2pm 3pm 4pm 5pm 6pm 7pm

Book It

Complete the Booking Information

1 Find 2 Refine 3 Confirm & Checkout

Booking Information

Name of Booking (150 characters)
Give it a name such as "Dance classes" or "Sports training"

Purpose of Booking: Activity - Meeting Number of People Attending: [Dropdown]

Your Booking Account
Proceed as: Jeanette at My company (Commercial Business) [Not you? Log out](#)

New Booking

Starting Wednesday 28th August 2024
Glenquarie Library

Notes from the Booking Team

If you require any assistance making a booking please contact our Booking Administration team on **(02) 4645 4000**.

Booking Refinement

Single Day Bookings

Enter the date and time of your booking. Then select Continue to Pricing & Confirmation.

Booking Items

Wednesday 28/08/2024 + Add a Date ↻ Create a Series

Booking summary for Wednesday 28/08/2024

On

You are booking

from : to :

Availability calendar for Wednesday 28th August 2024 Day Week Month

The availability calendar shows a horizontal timeline from 6am to 4pm. A green bar indicates a booking slot from 1:30 PM to 3:00 PM. The rest of the day is shaded grey.

Continue to Pricing & Confirmation >

Multiple Day Bookings

To book a multiple day event, enter all information as above then select Create a Series.

Here you can Create Repeat bookings on a daily, weekly or monthly schedule. Use the Individual dates option to create different start and finish times for different days.

Add new date or repeat

Repeating series Individual dates

Booking date to copy

Start repeating on

Repeat every

weeks

Repeat on

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Repeat times

The same time on each day

Varying times on different days

End series

after time/s

On

Save

Your selected dates will be added to your booking request. You can amend or delete individual dates in your booking request by clicking on the rubbish bin below the date.

Any clashes will be shown at this stage. Requests cannot be submitted with a clash. Please choose an alternate date or remove the affected date from your booking request before submitting.

Submitting your request

Once you have completed your chosen your bookings dates, select **Continue to Pricing & Confirmation**.

You will be taken to the next screen where you should review your booking details.

Upload any mandatory documentation on this page. This is required to proceed with your booking.

Select **Complete Booking** at the bottom of the screen and you will then be prompted to read and agree to the terms and conditions of hire. Tick the box to agree and click **Continue**

Once you have done this, your request is submitted for review by the Community Learning & Libraries Team and you will be contacted within 7 business days with the outcome of your request.

Reset your Password

To reset your password, from the home screen, click the **Login** on the top right hand corner of your screen. Enter your email address and select Log in with Email.

Then select **Forgot Your Password?** Enter your email address and select **OK**.

An email will be sent to your email address, click the link within the email to be redirected to the booking site and follow instructions to reset your password.

Manage your Account and Bookings

You can modify existing bookings, request additional dates and download relevant documentation as well as process your own payments through **My Account**.

The **My Bookings** tab allows you to view current and historic bookings. Select a specific booking to make changes, upload documents such as public liability or cancel the booking entirely.

You can make payment by credit card by selecting **Add a Payment** or download your invoice by clicking the three dots next to a booking and selecting **Download Invoice**. Payments can also be made using BPAY, details are contained within the invoice.

To update your details, visit the **My Details** tab and amend details as required.

To update your organisation's details or perform actions such as inviting another user to your organisation's account, visit the **My Organisation** page and perform any relevant actions.

Additional Support

If you have any questions or require additional support with your booking, please contact the Community Learning & Libraries Team on 02 4645 4444 or email libbook@campbelltown.nsw.gov.au.

www.campbelltown.nsw.gov.au