

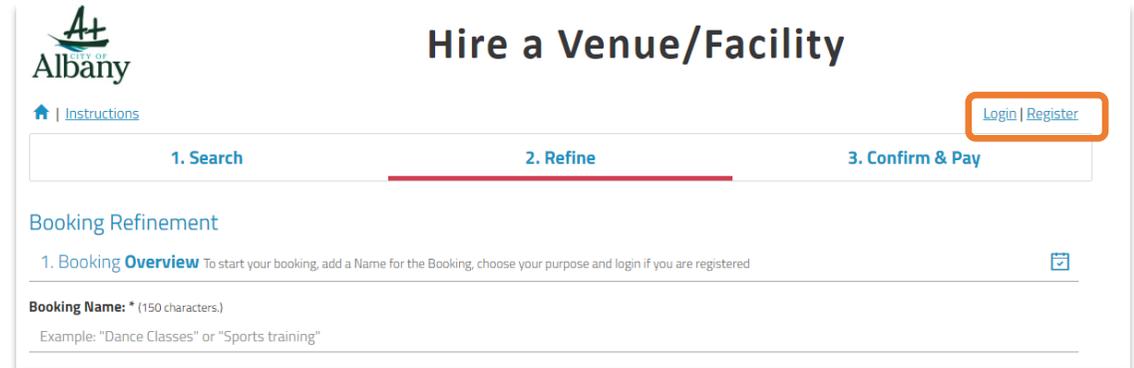
# Brochure Racking for Albany Visitor Centre and Albany Regional Airport

Go to:

<https://albany.bookable.net.au/#!/booking-refinement?venueId=12>

Before you begin filling in the form, **Login**.

If you haven't created a login please select **Register** and create your login.



The screenshot shows the 'Hire a Venue/Facility' page for Albany. The page has a navigation bar with 'Home | Instructions' and 'Login | Register' (highlighted with an orange box). Below the navigation bar are three steps: '1. Search', '2. Refine' (underlined in red), and '3. Confirm & Pay'. The 'Booking Refinement' section is visible, with a sub-section '1. Booking Overview' containing a text input field for 'Booking Name' with a character limit of 150 and an example: 'Dance Classes' or 'Sports training'.

Login with your Credentials and you will be directed back to the Racking Booking page.

If not directed back click the link above again.



The screenshot shows the 'Hire a Venue/Facility' page for Albany. The page has a navigation bar with 'Home | Instructions' and 'Login | Register'. Below the navigation bar is a 'Login' section with a 'Customer Login' label and a lock icon. There are two input fields: one for the email address 'stay@amazingalbany.com.au' and one for the password, which is masked with dots. A 'Show Password' checkbox is located below the password field. A red 'Login' button is at the bottom left, and links for 'Forgot password?' and 'Active Directory Login' are at the bottom right.

Enter your details

## Booking Name:

Please add your Business Name

**Purpose:** Advertising/Display

**Customer:** If you have logged in this will load your name. If you are not logged in this will say **Guest**.\*

*\*Please login or register before you continue, otherwise you will not be able to reserve your spot.*



# Hire a Venue/Facility

[Home](#) | [Instructions](#)

Fletcher, Cassandra(stay@amazingalbany.com.au) [My Account](#) | [Logout](#)

1. Search

2. Refine

3. Confirm & Pay

## Booking Refinement

1. Booking **Overview** To start your booking, add a Name for the Booking, choose your purpose and login if you are registered

Booking Name: \* (21/150 characters.)

Albany Visitor Centre

Purpose: \*

Advertising / Display

Customer:

Cassandra Fletcher

[+ Additional Information](#)

2. Booking **Items** Add the items you wish to book, then choose the duration of your booking.

Bookable Items *	From Date	To Date	Units
Please select an item	31/07/2024	31/07/2024	1

[Add Booking Item](#)

Advertising with the Albany Visitor Centre

1. Visitor Centre Brochure Racking

Jul 2024 < >

Available  Unavailable  Closure

01/07	02/07	03/07	04/07	05/07	06/07	07/07	08/07	09/07	10/07	11/07	12/07	13/07	14/07	15/07	16/07	17/07	18/07	19/07	20/07	21/07	22/07	23/07	24/07	25/07	26/07	27/07	28/07	29/07	30/07	31/07
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## Booking Items

Each Location is a separate item. If you are booking the Albany Visitor Centre select this from the list, don't change the start date\*, but put the end date as the 30/06/2025.

If you are placing multiple brochures you can adjust the units.

To add the Airport select Add Booking item and adjust the end date to 30/06/2025.

Select Review and Finalise

Check your booking details on the next page before scrolling to the bottom and select Complete.

*\*the new system we are using won't allow users to enter dates prior to today's date, but your brochure has been displayed since the start of this financial year.*

2. Booking Items Add the items you wish to book, then choose the duration of your booking.

Bookable Items *	From Date	To Date	Units
1. Visitor Centre Brochure Racking	30/07/2024	30/06/2025	1

Add Booking Item

Advertising with the Albany Visitor Centre

1. Visitor Centre Brochure Racking

2. Albany Airport Brochure Racking

Jul 2024 <>

Available Unavailable Closure

< New Search

Review and Finalise >

2. Booking Items Add the items you wish to book, then choose the duration of your booking.

Bookable Items *	From Date	To Date	Units
1. Visitor Centre Brochure Racking	30/07/2024	30/06/2025	1
2. Albany Airport Brochure Racking	30/07/2024	30/06/2025	1

Add Booking Item

Advertising with the Albany Visitor Centre

1. Visitor Centre Brochure Racking

2. Albany Airport Brochure Racking

Jul 2024 <>

Available Unavailable Closure

< New Search

Review and Finalise >

Booking Breakdown

30 July 2024 Tuesday

Bookable Item	From Date	To Date	Units	Unit	# of Units	Unit Price	Total	GST *
1. Visitor Centre Brochure Racking	30/07/2024 09:00	30/06/2025 08:00	1	Units	1	\$90.00	\$90.00	\$8.18
2. Albany Airport Brochure Racking	30/07/2024 09:00	30/06/2025 08:00	1	Units	1	\$90.00	\$90.00	\$8.18

Add contacts for booking notifications

If you would like others to be notified about certain updates to this booking, please add those contacts here.

Add Existing Contact Add Manual Contact

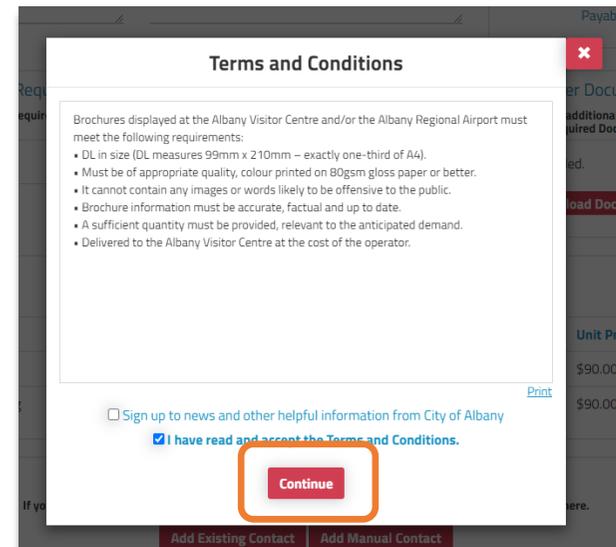
< Modify

Delete Print Quote

Complete >

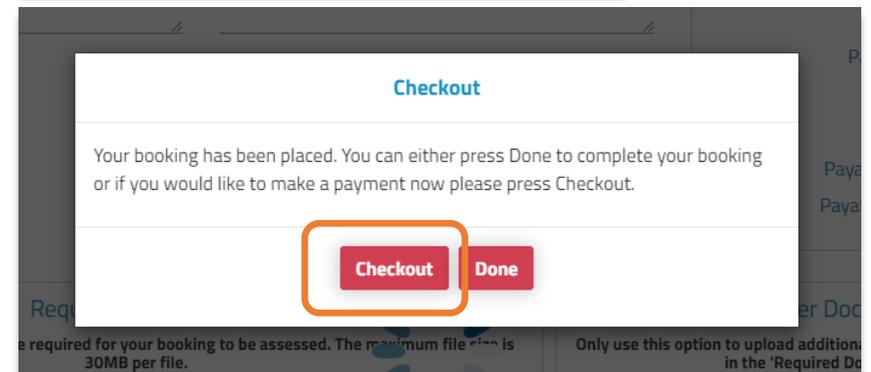
Read and accept the Terms and Conditions before selecting **Continue**.

There are the following options for payment.



## Credit Card Payment

For credit card select **Checkout**, and follow the payment instructions. If you wish to pay later with credit card click **Done** then you can click on the link in the email you will automatically receive.



## BPay

To Pay with BPay select **Done**. The email is automatically sent and will have an invoice attached with the payment details. OR you can download the invoice here.

Once payment is made the booking for racking is complete for this Financial Year.

