



# City of Port Phillip Booking Portal

## Making a Regular Hire Booking

## Access to the Regular Hire Portal

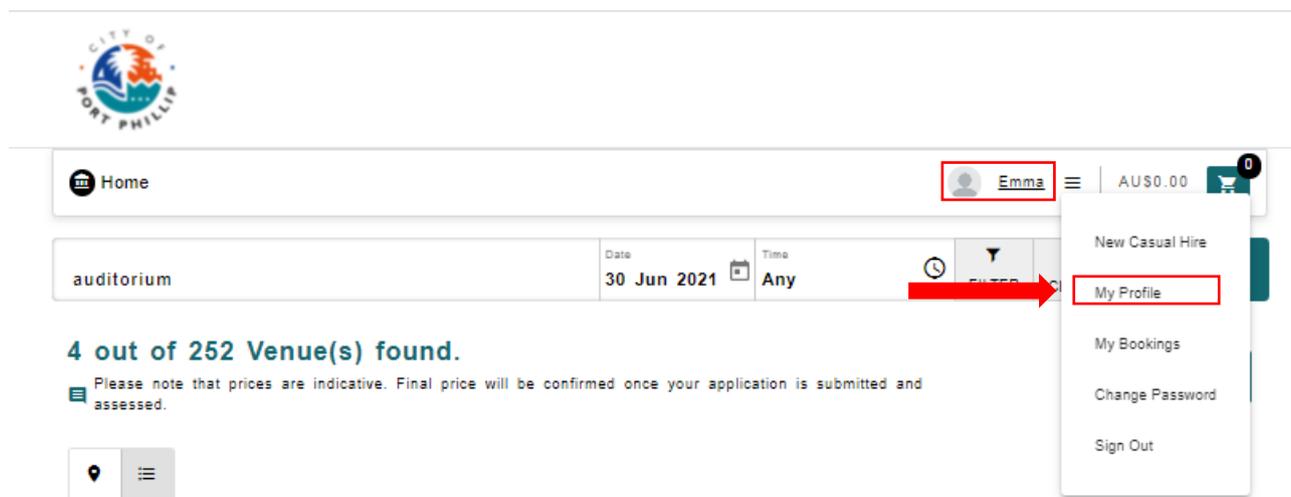
The Regular Hire portal allows you to submit requests for reoccurring bookings. Regular Hire is available for:

- **Personal Training Permits**
- **Seasonal Sport Terms**
- **Community Centre Activities**

Registered users can request to access the Regular Hire portal when signing up, or by updating your details through the **My Profile** screen.

## Requesting access to the Regular Hire Portal

You can request access to the Regular Hire portal at any time by clicking on your name and selecting the **My Profile** option in the drop down box.



The **My Profile** screen will load with all the information you used to register your account. At the bottom of the page, you will find the Regular Booking Access section.

**Regular Booking Access**

**Request access to create regular booking online**

Provide more details on the activities you wish to conduct along with your preferred venue

I would like to be able to make regular bookings at Community Centres, particularly Betty Day Community Centre to run art classes

**Request**

Upload your company logo (maximum file size 3MB, resolution 2\*2)

Drag your files here or [select a file from your device](#)

CANCEL SAVE

In this section, you will need to provide details of the type of activities and venues you would like to book. This helps us to provide you with the right access.

If this information is not provided, we may not be able to process your request. Please note that photos are not mandatory.

**Regular Booking Access**

**Request access to create regular booking online**

Provide more details on the activities you wish to conduct along with your preferred venue

I would like to be able to make regular bookings at Community Centres, particularly Betty Day Community Centre to run art classes

**Request**

Upload your company logo (maximum file size 3MB, resolution 2\*2)

Drag your files here or [select a file from your device](#)

CANCEL SAVE

Once you have provided all relevant details, click on the **Request** button and a City of Port Phillip team member will contact you as soon as possible.

Regular Booking Access

Request access to create regular booking online

Provide more details on the activities you wish to conduct along with your preferred venue

I would like to be able to make regular bookings at Community Centres, particularly Betty Day Community Centre to run art classes

Request

Upload your company logo (maximum file size 3MB, resolution 2\*2)

Drag your files here or [select a file from your device](#)

CANCEL SAVE

Once you are approved, a new Regular Hire option will be available in the menu bar when you log into the bookings portal.

Home New Regular Hire Emma AU\$0.00

Search for Venues and Suburbs... Date 02 Jul 2021 Time Any FILTER CLEAR Search

249 out of 249 Venue(s) found. Sort by VENUE

Please note that prices are indicative. Final price will be confirmed once your application is submitted and assessed.

**Acland Street Plaza**  
Acland Street and Barkly Street, St Kilda  
Public plaza located in Acland Village Shopping Precinct. Local trade and traders should be considered when planning events.  
AU\$515.00 - AU\$2,985.00  
BOOK NOW

## Logging into the Regular Hire Portal

Log into the City of Port Phillip Booking Portal using your usual credentials and select **New Regular Hire** from the menu bar

Home **New Regular Hire** Emma AU\$0.00

Search for Venues and Suburbs... Date: 02 Jul 2021 Time: Any FILTER CLEAR Search

249 out of 249 Venue(s) found. Sort by VENUE

Please note that prices are indicative. Final price will be confirmed once your application is submitted and assessed.

**Acland Street Plaza**  
Acland Street and Barkly Street, St Kilda  
Public plaza located in Acland Village Shopping Precinct. Local trade and traders should be considered when planning events.  
AU\$515.00 - AU\$2,985.00  
BOOK NOW

This will take you to the Regular Hire Portal. Your portal view will only show you the booking types that you have approved access to.

Select a booking type to proceed with the booking.

New casual Hire Emma

Regular Hire  
Select a booking type

**Annual Community Centre Hire**  
Book your community centres on a regular basis

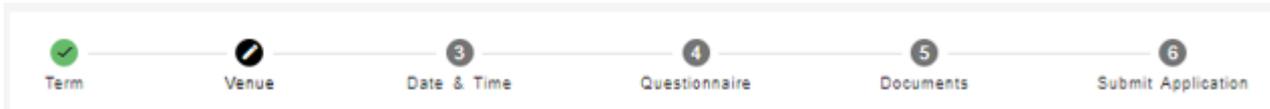
**Seasonal Sport Hire**  
Book Your Annual School Bookings

**Personal Training**  
Book parks and reserves to conduct personal training sessions on a regular basis

Once a booking type has been selected, you will move into the application process.

## Making a regular hire application

There are 6 steps to submitting a booking through the regular hire portal. A progress bar will be visible along the top of your booking screen to show you how you are progressing.



Once you have passed the first step, you may close your booking and come back to it later by locating the draft booking from your **My Bookings** Screen and selecting **Manage**.

### My Bookings

UPCOMING BOOKINGS

PAST BOOKINGS

Sort

Booking Date



Search By Booking Ref



<b>IB1052</b> Pending Approval City of Port Phillip Football Lovers Created 19 Jul 2021	EVENT DATE 04 Apr 2022 - 29 Aug 2022	OUTSTANDING AUS\$0.00	TOTAL AUS\$0.00	INVOICES	MANAGE
<b>BP1050</b> Approved Community Centre - Regular Hire Created 19 Jul 2021	EVENT DATE 22 Jul 2021 12:00 PM - 19 Aug 2021 4:00 PM	OUTSTANDING AUS\$100.00	TOTAL AUS\$1,401.00	INVOICES	VIEW
<b>BP1049</b> Approved Community Centre - Casual Hire Created 19 Jul 2021	EVENT DATE 21 Jul 2021 4:00 AM - 8:00 AM	OUTSTANDING AUS\$0.00	TOTAL AUS\$254.00	INVOICES	VIEW
<b>IB1048</b> Draft Booking test Created 19 Jul 2021	EVENT DATE 19 Jul 2021 - 30 Jun 2022	OUTSTANDING AUS\$0.00	TOTAL AUS\$0.00	INVOICES	MANAGE
<b>BP1045</b> Approved Community Centre - Regular Hire Created 19 Jul 2021	EVENT DATE 22 Jul 2021 4:00 PM - 12 Aug 2021 8:00 PM	OUTSTANDING AUS\$508.00	TOTAL AUS\$1,778.00	INVOICES	VIEW

Items per page: 5

1 - 5 of 14



## Step 1: Select a Booking Term

The first step is to select the Booking Term you would like to make your application within. Take note of the “book before” date as you will be unable to submit an enquiry after this date.

Seasonal Sport Hire  
Last save:

1 Term 2 Venue 3 Date & Time 4 Questionnaire 5 Documents 6 Submit Application

Select an appropriate term for your booking

<input checked="" type="radio"/> Booking term Winter 2022-2023 From 01 Apr 2022 To 31 Aug 2022 Book before 31 Mar 2022	<input type="radio"/> Booking term Summer 2022-2023 From 01 Oct 2022 To 28 Feb 2023 Book before 30 Sep 2022	<input type="radio"/> Booking term School Booking From 01 Jan 2021 To 31 Dec 2021 Book before 05 Oct 2021
---	--	--

Request your bookings  
Request your desired activity type, name and participants

Activity Type	Activity Name	Participants
Seasonal Sports - Winter Season	<input type="text" value="Add your Team, Group or Activity Name"/>	<input type="text"/>
+ Add Another Request		

Next

Next, enter your Activity Details including:

- **Activity Type (to be selected from a predefined list)**
- **Activity Name**
- **Number of Participants**

Seasonal Sport Hire  
Last save:

1 Term      2 Venue      3 Date & Time      4 Questionnaire      5 Documents      6 Submit Application

Select an appropriate term for your booking

Booking term

Winter 2022-2023

From: 01 Apr 2022 To: 31 Aug 2022

Book before 31 Mar 2022

Booking term

Summer 2022-2023

From: 01 Oct 2022 To: 28 Feb 2023

Book before 30 Sep 2022

Booking term

School Booking

From: 01 Jan 2021 To: 31 Dec 2021

Book before 05 Oct 2021

Request your bookings  
Request your desired activity type, name and participants

Activity Type	Activity Name	Participants
Seasonal Sports - Winter Season	<input type="text" value="Add your Team, Group or Activity Name"/>	<input type="text"/>

+ Add Another Request

Next

You may include a number of different activities in the one booking by selecting **+ Add Another Request**.

Please note that all activities will be treated as one booking within the booking portal. If you would like to be able to manage each reoccurring activity as a separate booking, we recommend submitting separate Regular Hire requests for each activity.

You may delete an entered activity by selecting the trash can next to the activity

Request your bookings  
Request your desired activity type, name and participants

Activity Type	Activity Name	Participants	
Seasonal Sports - Winter Season ▾	Junior Football	1	
Seasonal Sports - Winter Season ▾	Women's Senior Football	1	
Seasonal Sports - Winter Season ▾	Veterans Football	1	

+ Add Another Request

Next

Once all your activities have been defined, click **Next** to proceed with your application.

Request your bookings  
Request your desired activity type, name and participants

Activity Type	Activity Name	Participants	
Seasonal Sports - Winter Season ▾	Junior Football	1	
Seasonal Sports - Winter Season ▾	Women's Senior Football	1	
Seasonal Sports - Winter Season ▾	Veterans Football	1	

+ Add Another Request

Next

## Step 2: Select a Venue

In this screen you will be presented with a list of applicable venues. You can find your preferred venue by scrolling through the list and clicking on the expand arrow to reveal the spaces available for hire at each location.

The screenshot shows a web interface for booking seasonal sport hire. At the top, there is a green checkmark icon and a message: "You can come back later and open your booking from My Bookings to continue to edit." Below this, the booking details are shown: "Seasonal Sport Hire IB1052" with a "Draft Booking" button and "Last save: 19 Jul 2021". A progress bar indicates the current step is "Venue" (Step 2), with other steps being "Term", "Date & Time", "Questionnaire", "Documents", and "Submit Application".

The main section is titled "Select all applicable venues for Winter 2022-2023" and shows "11 Venues found, 0 Facilities selected". A search icon is present in the top right of this section. The venues are listed in a table:

Venue Name	Selection Status
Alma Park East	0/5 Selected
Buckingham Reserve	0/1 Selected
Elwood Park Reserve	0/6 Selected
Elwood School Reserve	0/1 Selected
J.L. Murphy Reserve	0/6 Selected

The "J.L. Murphy Reserve" row is expanded, showing a list of facilities with checkboxes and icons:

- J.L. Murphy Reserve - Aanenson (Sports Ground, Maximum 1)
- J.L. Murphy Reserve - Soccer Pitch 1 (Sports Ground, Maximum 1)
- J.L. Murphy Reserve - Soccer Pitch 2 (Sports Ground, Maximum 1)
- J.L. Murphy Reserve - Soccer Pitch 3 Community (Sports Ground, Maximum 1)
- J.L. Murphy Reserve - Williams Oval (Sports Ground, Maximum 1)

At the bottom of the list, there is a pagination control: "Items per page: 5" and "1 - 5 of 8". A red arrow points to the expand arrow icon on the right side of the "J.L. Murphy Reserve" row.

Select any of the spaces for hire to open a new tab with further details about the venue.

If you have a particular venue in mind, you can search for available venues using the Search functionality.

You can search for venues using the following criteria:

- **Keyword**
- **Venue**
- **Facility Type**
- **Capacity**

 You can come back later and open your booking from My Bookings to continue to edit.

Seasonal Sport Hire IB1052 Draft Booking  
Last save: 19 Jul 2021

Term Venue Date & Time Questionnaire Documents Submit Application

Select all applicable venues for Winter 2022-2023  

11 Venues found, 0 Facilities selected

Alma Park East	0/5 Selected
Buckingham Reserve	0/1 Selected
Elwood Park Reserve	0/6 Selected
Elwood School Reserve	0/1 Selected
J.L Murphy Reserve	0/6 Selected

Items per page: 5 1 - 5 of 11

Cancel Application Previous Next

Once a suitable Venue has been identified, select the tick box and click **Next** to move to the next step.

The screenshot shows a list of venues under the heading 'J.L. Murphy Reserve'. The interface includes a search bar, a '2/6 Selected' indicator, and a list of five venue options. Each option has a checkbox, a name, a category, a maximum selection limit, and a set of icons. A red arrow points to the first option, which is selected. The second and fourth options are also selected. The third and fifth options are not selected.

Selection	Venue Name	Category	Maximum	Icons
<input checked="" type="checkbox"/>	J.L. Murphy Reserve - Aanenson	Sports Ground	Maximum 1	[Icons]
<input type="checkbox"/>	J.L. Murphy Reserve - Soccer Pitch 1	Sports Ground	Maximum 1	[Icons]
<input type="checkbox"/>	J.L. Murphy Reserve - Soccer Pitch 2	Sports Ground	Maximum 1	[Icons]
<input checked="" type="checkbox"/>	J.L. Murphy Reserve - Soccer Pitch 3 Community	Sports Ground	Maximum 1	[Icons]
<input type="checkbox"/>	J.L. Murphy Reserve - Williams Oval	Sports Ground	Maximum 1	[Icons]

Items per page: 5 | 1 - 5 of 6

You can select one or more venues for your activity.

### Step 3: Select a Date and Time

Next, you will be asked to select the dates and times of your bookings for each activity that you listed in step 1. The following steps can be used for all activities.

#### 1. Select your activity

Start this process by selecting the Activity from the Activity Drop down list.

Seasonal Sport Hire IB1052 Draft Booking  
Last save: 19 Jul 2021

Term Venue **Date & Time** Questionnaire Documents Submit Application

Select Date or Time Ad hoc Dates Recurring Dates Selection View Availability View

Select Activity Name Junior Football

Select Day(s) Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Click any cell and drag to your right in order to select a time slot

	AM	03 AM	04 AM	05 AM	06 AM	07 AM	08 AM	09 AM	10 AM
J.L. Murphy Reserve									
J.L. Murphy Reserve - Anenson									
J.L. Murphy Reserve - Soccer Pitch 3 Community									

Cancel Application Previous Next

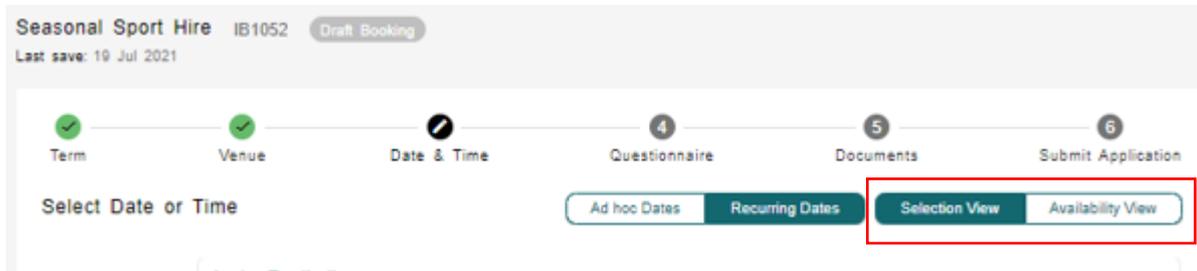
#### 2. Select your view

Please note that this screen can be viewed in:

- Selection View - allows you to select the date and times that you want (Recommended)
- Availability View – allows you to select blocks based on venue availability

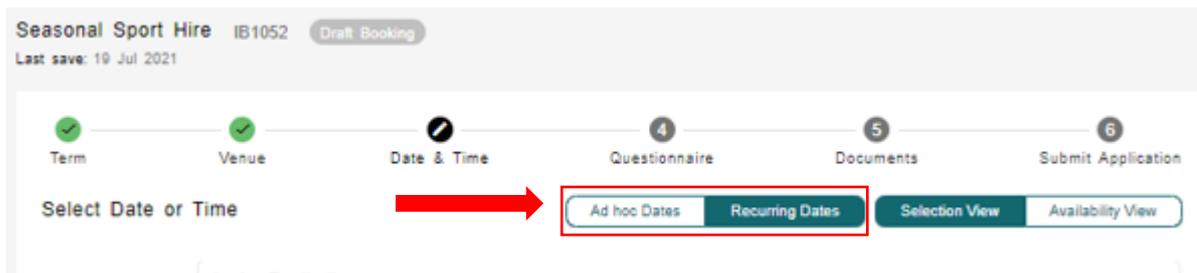
You can move between these views using the Selection View/Availability View selector at the top of the screen.

We will use the Selection View in this example to choose our date and time.



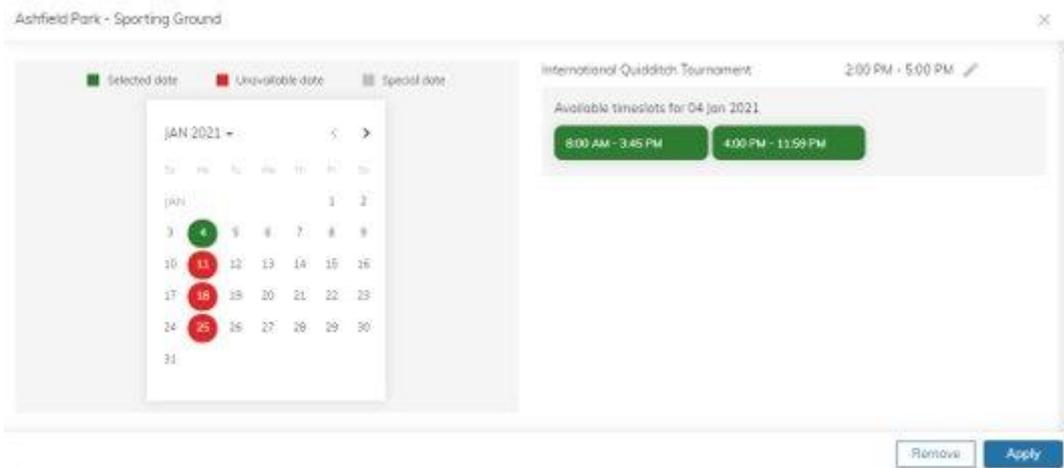
### 3. Select the reoccurring pattern

Choose the pattern of your regular occurrence using the Ad hoc Dates/Recurring Dates buttons at the top of the screen.



### 4. Select your dates - Ad-hoc Dates

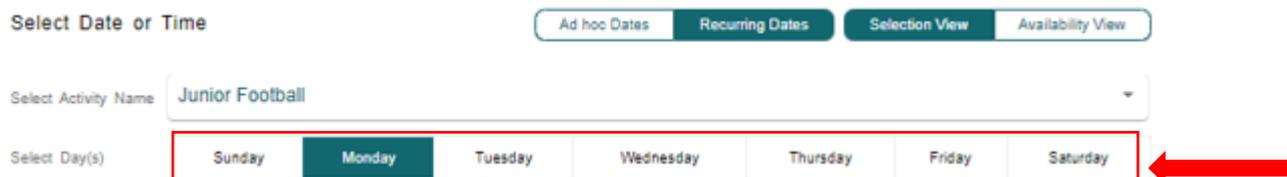
The Ad-hoc date selection can be used for bookings that don't follow a defined pattern. This option will allow you to select preferred date(s) from the calendar. Unavailable dates for the selected timeslot are marked in Red.



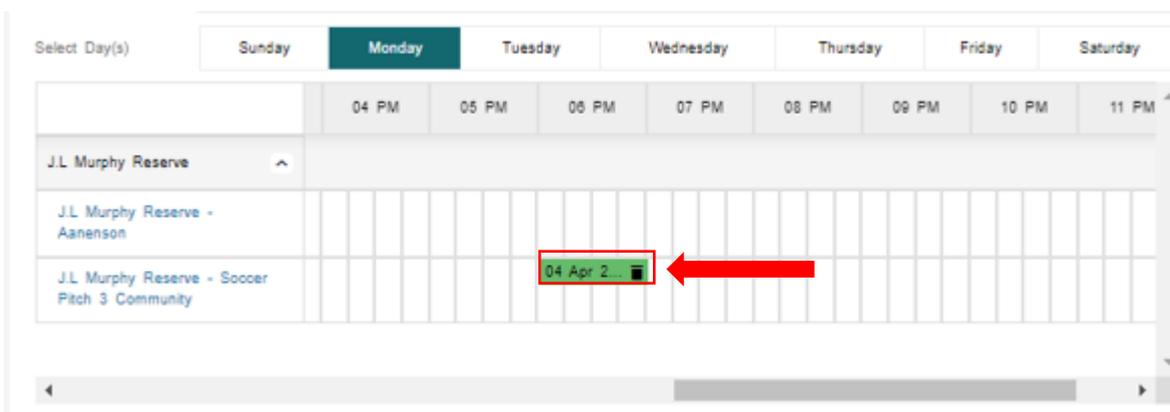
## 5. Select your dates - Recurring dates

The recurring date selection can be used when adding bookings that follow a defined pattern.

When selecting this option you will need to choose the days to match the pattern by selecting the days from the **Select Days** bar



Click inside the cell and drag to your right to select a timeslot



The pattern selection screen will pop up to allow you to refine your reoccurrence pattern. From here you can review and amend your reoccurrence details.

Select **View Dates** to manage each individual booking in the reoccurrence.

Pattern selection IB1052

Venue: Sports Ground      Team/Group: Junior Football  
 Location/ Resource: J.L Murphy Reserve - Aanenson      Allocation Time: 4:00 PM To 5:00 PM

Ad hoc date selection      **Recurring Dates**

Recurrence Pattern

Daily       Weekly       Monthly

Recur every 1 week(s) on

Sunday       Monday       Tuesday       Wednesday  
 Thursday       Friday       Saturday

Range

Start by 01 Apr 2022       End after 1 occurrences  
 End by 31 Aug 2022

Apply this to all future selections      **Apply**

Click on the 'View Dates' button to view the available dates for the applied range      **View Dates**

Once **View Dates** has been selected, you can easily delete dates from your pattern by selecting the trash can icon.

Pattern selection IB1052

Venue: Sports Ground      Team/Group: Junior Football  
 Location/ Resource: J.L Murphy Reserve - Aanenson      Allocation Time: 4:00 PM To 5:00 PM

Ad hoc date selection      **Recurring Dates**

Recurrence Pattern

Daily       Weekly       Monthly

Recur every 1 week(s) on

Sunday       Monday       Tuesday       Wednesday  
 Thursday       Friday       Saturday

Range

Start by 01 Apr 2022       End after 1 occurrences  
 End by 31 Aug 2022

22 Dates selected

04 Apr 2022	Mon	
11 Apr 2022	Mon	
18 Apr 2022	Mon	
25 Apr 2022	Mon	
02 May 2022	Mon	

Items per page: 5      1 - 5 of 22      < >

Apply this to all future selections      **Apply**

Once you are happy with your selection, click **Apply** to proceed.

## 6. Manage any date conflicts

You will not be able to submit your enquiry until all conflicts have been resolved. If there are any conflicts on a selected Date or Time, an error message will be displayed at the top of the screen with an option to Resolve Conflicts.

Click on **Resolve Conflicts** to delete or change the conflicting occurrences.



All of the selected dates that have conflicting Date/ Time slots will be highlighted in Red.

The screenshot shows a table titled 'Booking Details of WBBs'. The table has columns for Date, Day, Time, Quantity, Price, and Total. The first row is for 'Wheathurst Oval - Basketball Tournament' from 01 Jan 2021 to 31 Jan 2021. The second row is for 'Aspley Park - Sporting Ground' from 01 Jan 2021 to 31 Jan 2021. The table lists 15 dates from 01 Jan 2021 to 31 Jan 2021. The rows for 04 Jan 2021 (Wed) and 31 Jan 2021 (Mon) are highlighted in red. The total price for the 15 days is AU\$4,671.34.

Date	Day	Time	Quantity	Price	Total
01 Jan 2021	Fri	2:00 PM - 5:00 PM	1	AU\$471.30 x 1 hr(s)	AU\$471.30
02 Jan 2021	Sat	2:00 PM - 5:00 PM	1	AU\$100.00 x 3 hr(s)	AU\$300.00
03 Jan 2021	Sun	2:00 PM - 5:00 PM	1	AU\$100.00 x 3 hr(s)	AU\$300.00
04 Jan 2021	Mon	2:00 PM - 5:00 PM	1	AU\$100.00 x 3 hr(s)	AU\$300.00
05 Jan 2021	Tue	2:00 PM - 5:00 PM	1	AU\$100.00 x 3 hr(s)	AU\$300.00
06 Jan 2021	Wed	2:00 PM - 5:00 PM	1	AU\$100.00 x 3 hr(s)	AU\$300.00
07 Jan 2021	Thu	2:00 PM - 5:00 PM	1	AU\$100.00 x 3 hr(s)	AU\$300.00
08 Jan 2021	Fri	2:00 PM - 5:00 PM	1	AU\$100.00 x 3 hr(s)	AU\$300.00
09 Jan 2021	Sat	2:00 PM - 5:00 PM	1	AU\$100.00 x 3 hr(s)	AU\$300.00
10 Jan 2021	Sun	2:00 PM - 5:00 PM	1	AU\$100.00 x 3 hr(s)	AU\$300.00
11 Jan 2021	Mon	2:00 PM - 5:00 PM	1	AU\$100.00 x 3 hr(s)	AU\$300.00

Click on the **trash can icon** for the conflicted selection to remove the selection **OR** click on the **pencil icon** to change the date or time.

## 7. Review your selections

Once you have completed your date and time selections, you can review and edit these selections by clicking the expandable side panel available on the Date & Time screen

New casual Hire Alma

Seasonal Sport Hire IB1052 Draft Booking

Last save: 19 Jul 2021

Term  Venue  Date & Time  Questionnaire  Documents  Submit Application

Select Date or Time Ad hoc Dates Recurring Dates Selection View Availability View

Select Activity Name: Women's Senior Football

Select Day(s): Sunday Monday Tuesday Wednesday Thursday Friday Saturday

	04 PM	05 PM	06 PM	07 PM	08 PM	09 PM	10 PM	11 PM
J.L. Murphy Reserve								
J.L. Murphy Reserve - Aanenson								
J.L. Murphy Reserve - Soccer Pitch 3 Community				04 Apr 2...				

Cancel Application Previous Next

Veterans Football | 01 Apr 2022 To 31 Aug 2022 Weekly

This screen will open up a summary page of your date and time selections for your activities.

Select **Edit** to review and edit the booking details

The screenshot displays the City of Port Phillip booking interface. At the top left is the City of Port Phillip logo. The main header shows 'New casual Hire' and 'Seasonal Sport Hire IB1052 Draft Booking'. Below this, a progress bar indicates the booking stages: Term (checked), Venue (checked), Date & Time (active), and Questionnaire (4). The 'Select Date or Time' section is active, showing 'Junior Football' as the activity name and 'Monday' as the selected day. A table lists available venues: 'J.L. Murphy Reserve', 'J.L. Murphy Reserve - Aanenson', and 'J.L. Murphy Reserve - Soccer Pitch 3 Community'. The 'J.L. Murphy Reserve' venue is selected, and a date of '04 Apr 2022' is highlighted. A red arrow points to an 'Edit' button in the top right corner of the booking details panel. A 'Cancel Application' button is visible at the bottom left.

From the **Booking Details** screen you will have the ability to edit or delete timeslots from each of your activities or add a new activity request to your selections.

Booking Details of IB1052 ×

Filter by date Add Another Request

Women's Senior Football 01 Apr 2022 - 31 Aug 2022	0 Date(s) selected	Location(s)	▼
Veterans Football 01 Apr 2022 - 31 Aug 2022	0 Date(s) selected	Location(s)	▼
Junior Football 04 Apr 2022 - 29 Aug 2022	21 Date(s) selected	Weekly 1 Location(s)	▣ ▲

**J.L. Murphy Reserve**

J.L. Murphy Reserve - Aanenson 04 Apr 2022 - 29 Aug 2022	21 Date(s) selected	Weekly	4:00 PM - 5:00 PM	▣ ▲
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1. 04 Apr 2022	Mon	4:00 PM - 5:00 PM	👤 1	✎ ▣
2. 11 Apr 2022	Mon	4:00 PM - 5:00 PM	👤 1	✎ ▣
3. 18 Apr 2022	Mon	4:00 PM - 5:00 PM	👤 1	✎ ▣
4. 25 Apr 2022	Mon	4:00 PM - 5:00 PM	👤 1	✎ ▣
5. 09 May 2022	Mon	4:00 PM - 5:00 PM	👤 1	✎ ▣

Items per page: 5 1 - 5 of 21 < >

## 8. Finalise Date and Time

Once the Date/ Time selections are completed and all conflicts have been resolved, click **Next** to proceed with the booking.

New casual Hire Alma ☰

Seasonal Sport Hire IB1052 Draft Booking ✕

Last save: 19 Jul 2021

Progress: 1 Term 2 Venue 3 **Date & Time** 4 Questionnaire 5 Documents 6 Submit Application

Select Date or Time Ad hoc Dates **Recurring Dates** Selection View Availability View

Select Activity Name: Women's Senior Football

Select Day(s): Sunday **Monday** Tuesday Wednesday Thursday Friday Saturday

	04 PM	05 PM	06 PM	07 PM	08 PM	09 PM	10 PM	11 PM
J.L. Murphy Reserve								
J.L. Murphy Reserve - Aanenson								
J.L. Murphy Reserve - Soccer Pitch 3 Community				04 Apr 2...				

Cancel Application Previous **Next** ←

## Step 4: Complete the questionnaires

For many of our venues we will ask an extra series of questions so that we have all of the information we need to process your booking.

A questionnaire will need to be completed for each activity you are booking.

Seasonal Sport Hire IB1052 Draft Booking

Last save: 19 Jul 2021

Term  Venue  Date & Time  Questionnaire  Documents  Submit Application

### Questionnaire

Activity Name: Any Location: Any

0 out of 75 answered Show mandatory

#### Booking Questions

##### Junior Football

Q1. Please note that your request must be approved prior to any use of the facility taking place, and the City of Port Phillip reserves the right to restrict access to sportsgrounds and associated facilities? \*

Q2. Please provide the name and contact information (Name, Position, Postal Address, Email and Phone Number) for one committee member who will be the contact for Council. Council will only contact one person to avoid confusion and miscommunication between Council and the Club. It is the Club's responsibility to inform Council of any changes, and it is preferable that a designated email address be established that does not change when the club contact changes (eg. contact@sportsclub.com.au)? \*

Q3. Please provide contact information for the league with which your club is affiliated including Association Details, Postal Address and Email Address? \*

Q4. Please provide contact information for the City of Port Phillip to make accessible to the community through its website and customer services department including: - Club name - Website - Contact Name - Contact Phone - Contact Email? \*

Q5. Details of the type of sport played? \*

Q6. Please provide a breakdown of male and female club membership in the following categories: Junior (16 and Under), Senior, Vetrans and Social? \*

Q7. Please provide a breakdown of Teams including the number of teams and their grades: Junior Girls, Junior Boys, Junior Mixed, Senior Women, Senior Men and Vetrans? \*

Q8. Does your club offer programs for people with disabilities? \*

Q9. If yes, please specify the program and number of participants?

Q10. What percentage of your membership is from a CALD community? CALD refers to participants from a culturally and linguistically diverse background? \*

Q11. Are all your club players amateurs (ie. players that do not receive payments or derive benefit from the club or its sponsors for their participation)? \*

You can filter questionnaires by activity or location by selecting the criteria from the drop down boxes at the top of the screen.

The screenshot shows a progress bar at the top with six steps: Term, Venue, Date & Time, Questionnaire, Documents, and Submit Application. The 'Questionnaire' step is currently active, indicated by a black circle with a white diagonal line. Below the progress bar, the 'Questionnaire' section is displayed. It features two dropdown menus: 'Activity Name' and 'Location', both currently set to 'Any'. A red rectangular box highlights these two dropdown menus. Below the dropdowns, it says '0 out of 75 answered' and 'Show mandatory' with a toggle switch.

Once you have completed all mandatory questions, select **Next** to proceed with your booking.

## Step 5: Upload required documents

Some events require you to include documents within your application. You will need to add all mandatory documents before you are able to submit your application.

To load new documents to your booking, click on the dropdown box to select the **Document Type** that reflects the document you are uploading.

The screenshot shows the 'Documents' step in the booking process. The progress bar at the top shows 'Documents' as the active step, marked with a black circle and the number 5. Below the progress bar, the 'Documents' section is displayed. It starts with the text 'To complete the application the below document(s) should be submitted along with the application.' followed by a list item 'Public Liability Insurance'. Below this, there is a dropdown menu labeled 'Select document type:' with 'Public Liability Insurance' selected. A red arrow points to this dropdown menu. Below the dropdown menu is a large dashed box containing a file upload icon and the text 'Drop file here, or [Select a file from your device](#)(Maximum file size: 10MB)'. At the bottom of the section, there is a heading 'Uploaded Documents'.

Then either drag and drop or upload your files into the upload box provided

New casual Hire Alma ☰

Seasonal Sport Hire IB1052 Draft Booking 📄

Last save: 19 Jul 2021

Term Venue Date & Time Questionnaire 5 6

Documents

To complete the application the below document(s) should be submitted along with the application.

- Public Liability Insurance

Document Type  
Select document type: Public Liability Insurance

📄 Drop file here, or [Select a file from your device](#) (Maximum file size: 10MB)

Uploaded Documents

Cancel Application Previous Next

Once you have successfully uploaded your documents, they will be visible at the bottom of the screen.

Public Liability Insurance

Document Type  
Select document type: Public Liability Insurance

📄 Drop file here, or [Select a file from your device](#) (Maximum file size: 10MB)

Uploaded Documents

Public Liability Insurance 🗑

Cancel Application Previous Next

When you have uploaded all mandatory documents, select **Next** to move to the final step.



New casual Hire Alma ☰

Seasonal Sport Hire IB1052 Draft Booking 🗨

Last save: 19 Jul 2021

Progress: Term ✓ Venue ✓ Date & Time ✓ Questionnaire ✓ Documents 5 Submit Application 6

**Documents**

To complete the application the below document(s) should be submitted along with the application.

- Public Liability Insurance

Document Type  
Select document type: Public Liability Insurance

Drop file here, or [Select a file from your device](#) (Maximum file size: 10MB)

Uploaded Documents

Public Liability Insurance                      Public Liability Insurance 🗨

Cancel Application                      Previous Next ←

## Step 6: Submit your application

This is the final stage where you can review your booking details before submitting. It is important that you review the details as you will be unable to change your booking once it is submitted.

New casual Hire Alma ☰

Seasonal Sport Hire IB1052 Draft Booking ■

Last save: 19 Jul 2021

Progress: ✓ Term ✓ Venue ✓ Date & Time ✓ Questionnaire ✓ Documents 6 Submit Application

### Submit Application

Type in your personal name/reference  
Booking application for: Junior Football

Filter by date ▾

Junior Football 04 Apr 2022 - 29 Aug 2022	21 Date(s) selected	Weekly 1 Location(s) ▾
Veterans Football 04 Apr 2022 - 29 Aug 2022	22 Date(s) selected	Weekly 1 Location(s) ▾
Women's Senior Football 04 Apr 2022 - 29 Aug 2022	22 Date(s) selected	Weekly 1 Location(s) ▾

Documents

Public Liability Insurance

Additional Notes

Type your notes here... ⌵

By submitting this application I accept to all venue hire [Terms and Conditions](#) of the council.  
I understand this is a request only and will be assessed. This is not a confirmed booking.  
I have checked my request and confirm it is accurate.\*

Cancel Application Previous Submit

Once you are happy with your booking details and can see green ticks all the way across the progress bar, you are ready to submit.

Add any additional notes and make sure that you agree to our terms and conditions before selecting **Submit**

Documents

Public Liability Insurance

Additional Notes

Type your notes here...

Please consider us for booking as we have been hiring this facility for the last 20 years

By submitting this application I accept to all venue hire Terms and Conditions of the council.  
I understand this is a request only and will be assessed. This is not a confirmed booking.  
I have checked my request and confirm it is accurate.\*

[Cancel Application](#) [Previous](#) [Submit](#)

Once submitted, your booking will appear in your booking portal as Pending Approval.

## My Bookings

UPCOMING BOOKINGS PAST BOOKINGS

Sort Booking Date

Search By Booking Ref

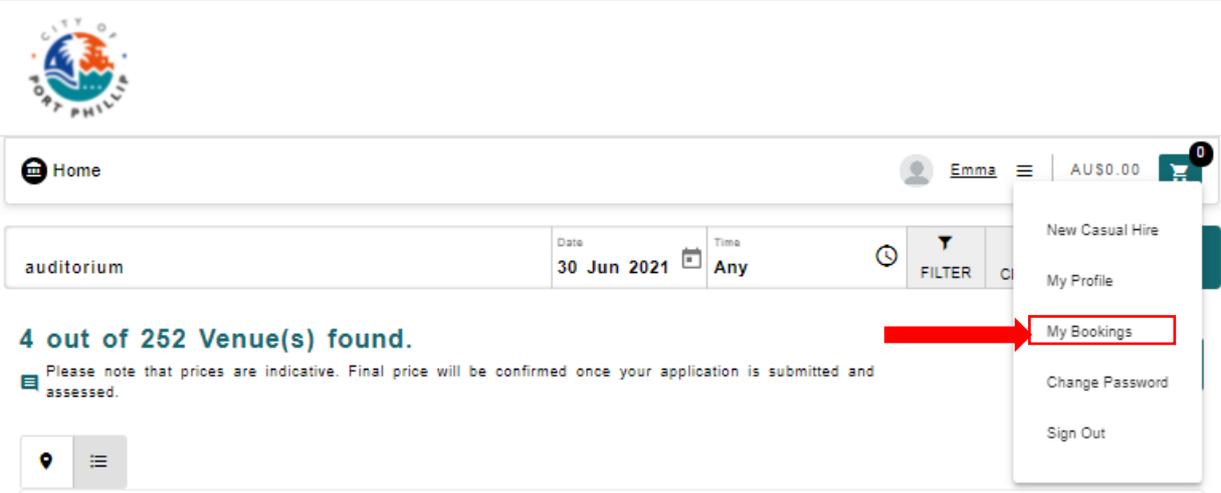
<b>IB1052</b> Pending Approval City of Port Phillip Football Lovers Created 19 Jul 2021	EVENT DATE 04 Apr 2022 - 29 Aug 2022	OUTSTANDING AUS0.00	TOTAL AUS0.00	INVOICES	MANAGE
<b>BP1050</b> Approved Community Centre - Regular Hire Created 19 Jul 2021	EVENT DATE 22 Jul 2021 12:00 PM - 19 Aug 2021 4:00 PM	OUTSTANDING AUS100.00	TOTAL AUS1,461.00	INVOICES	VIEW
<b>BP1049</b> Approved Community Centre - Casual Hire Created 19 Jul 2021	EVENT DATE 21 Jul 2021 4:00 AM - 8:00 AM	OUTSTANDING AUS0.00	TOTAL AUS254.00	INVOICES	VIEW
<b>IB1048</b> Draft Booking test Created 19 Jul 2021	EVENT DATE 19 Jul 2021 - 30 Jun 2022	OUTSTANDING AUS0.00	TOTAL AUS0.00	INVOICES	MANAGE
<b>BP1045</b> Approved Community Centre - Regular Hire Created 19 Jul 2021	EVENT DATE 22 Jul 2021 4:00 PM - 12 Aug 2021 8:00 PM	OUTSTANDING AUS508.00	TOTAL AUS1,778.00	INVOICES	VIEW

Items per page: 5 1 - 5 of 14

Council's booking team will review your submission in line with all required Council policies and processes. Your booking dates are not finalised until you receive confirmation and your booking changes from 'Pending Approval' to 'Approved'. Please refer to the relevant policies on our website for information on the approval process and approval time frames.

# How to roll over a past regular booking

Log into the City of Port Phillip Booking Portal using your usual credentials and select **My Bookings** from the menu bar.



Find the booking that you want to rollover and select **View**.

## My Bookings

UPCOMING BOOKINGS PAST BOOKINGS

Sort: Booking Date

Search By Booking Ref

<b>IB1052</b> Pending Approval City of Port Phillip Football Lovers Created 19 Jul 2021	EVENT DATE 04 Apr 2022 - 29 Aug 2022	OUTSTANDING AU\$0.00	TOTAL AU\$0.00	INVOICES	MANAGE
<b>BP1050</b> Approved Community Centre - Regular Hire Created 19 Jul 2021	EVENT DATE 22 Jul 2021 12:00 PM - 19 Aug 2021 4:00 PM	OUTSTANDING AU\$100.00	TOTAL AU\$1,401.00	INVOICES	VIEW
<b>BP1049</b> Approved Community Centre - Casual Hire Created 19 Jul 2021	EVENT DATE 21 Jul 2021 4:00 AM - 8:00 AM	OUTSTANDING AU\$0.00	TOTAL AU\$254.00	INVOICES	VIEW
<b>IB1048</b> Draft Booking test Created 19 Jul 2021	EVENT DATE 19 Jul 2021 - 30 Jun 2022	OUTSTANDING AU\$0.00	TOTAL AU\$0.00	INVOICES	MANAGE
<b>BP1045</b> Approved Community Centre - Regular Hire Created 19 Jul 2021	EVENT DATE 22 Jul 2021 4:00 PM - 12 Aug 2021 8:00 PM	OUTSTANDING AU\$508.00	TOTAL AU\$1,778.00	INVOICES	VIEW

Items per page: 5 1 - 5 of 14

Select **Rollover Booking** to open the rollover application screen

Home
New Casual Hire
New Regular Hire
Alma
AU\$31.75

Upcoming Bookings > IB1052

← BACK
ROLLOVER BOOKING
UPLOAD FILE
REQUEST CANCELLATION
UPDATE BOOKING

Please click "Update Booking" to save your booking changes.

**IB1052**  
City of Port Phillip Football Lovers  
Sports and Recreation | 04 Apr 2022

Pending Approval  
TOTAL AU\$0.00

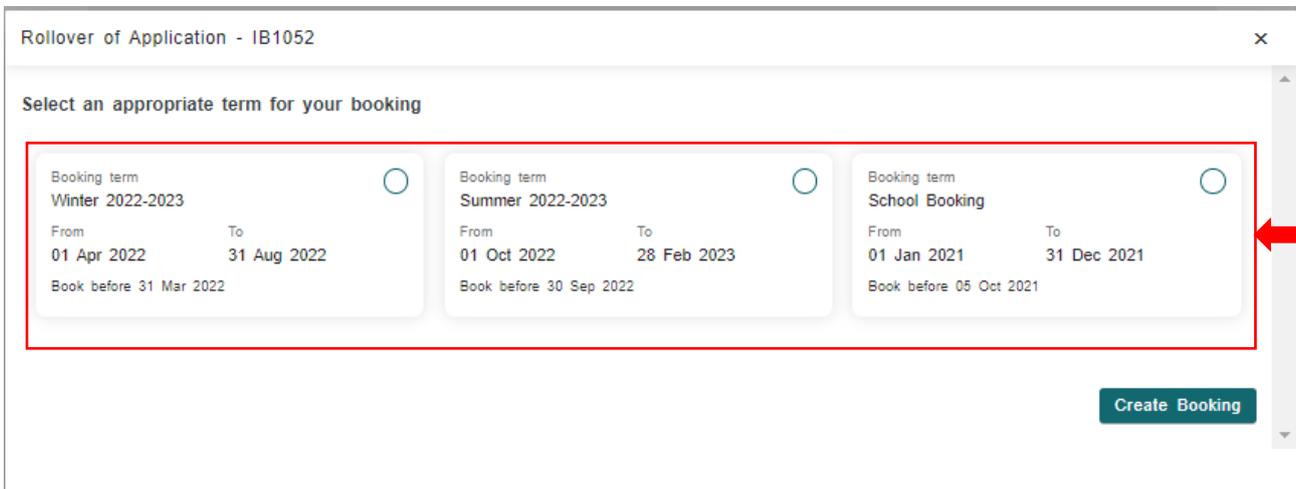
To add items to your booking such as AV Equipment and/or to specify the floor layout for seating please use the 'Add Extras/ Questions' buttons below. Please note that items vary based on venue selected. For all other changes such as changing your booking date or time, please contact us directly.

EXPAND ALL

J.L. Murphy Reserve - Aanenson (Permit)						
Start Date	End Date	Attendees	Total			
04 Apr 2022	31 Aug 2022	1	AU\$0.00			
DATE	START TIME	END TIME	ATTENDEES	RATE	TOTAL	
04 Apr 2022 Monday	4:00 PM	5:00 PM	1	AU\$0.00 X 1 Day	AU\$0.00	
11 Apr 2022 Monday	4:00 PM	5:00 PM	1	AU\$0.00 X 1 Day	AU\$0.00	
18 Apr 2022 Monday	4:00 PM	5:00 PM	1	AU\$0.00 X 1 Day	AU\$0.00	
25 Apr 2022 Monday	4:00 PM	5:00 PM	1	AU\$0.00 X 1 Day	AU\$0.00	
09 May 2022 Monday	4:00 PM	5:00 PM	1	AU\$0.00 X 1 Day	AU\$0.00	

Items per page: 5
1 - 5 of 21

From the **Rollover Application** screen, select a **Booking Term**



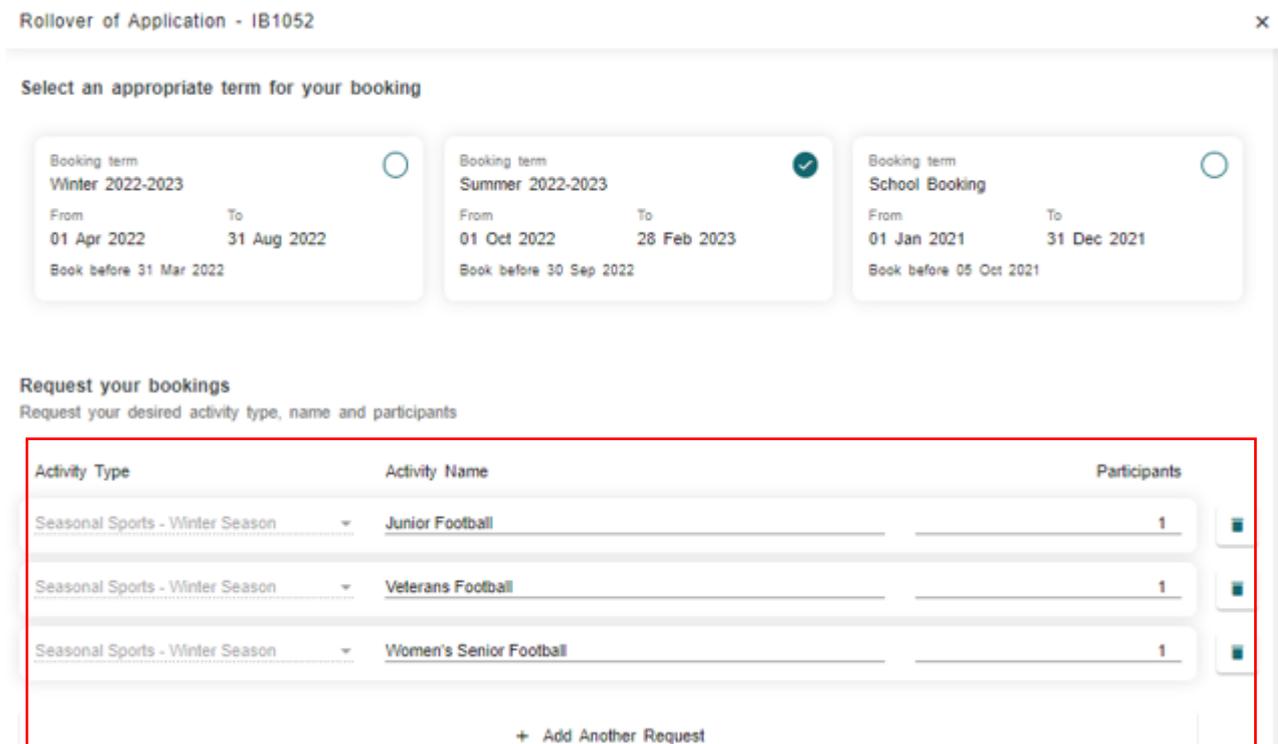
Rollover of Application - IB1052

Select an appropriate term for your booking

Booking term	From	To	Book before
Winter 2022-2023	01 Apr 2022	31 Aug 2022	31 Mar 2022
Summer 2022-2023	01 Oct 2022	28 Feb 2023	30 Sep 2022
School Booking	01 Jan 2021	31 Dec 2021	05 Oct 2021

Create Booking

You will then need to confirm the **Activity details**. You may add a new request or delete bookings at this point.



Rollover of Application - IB1052

Select an appropriate term for your booking

Booking term	From	To	Book before
Winter 2022-2023	01 Apr 2022	31 Aug 2022	31 Mar 2022
Summer 2022-2023	01 Oct 2022	28 Feb 2023	30 Sep 2022
School Booking	01 Jan 2021	31 Dec 2021	05 Oct 2021

Request your bookings

Request your desired activity type, name and participants

Activity Type	Activity Name	Participants
Seasonal Sports - Winter Season	Junior Football	1
Seasonal Sports - Winter Season	Veterans Football	1
Seasonal Sports - Winter Season	Women's Senior Football	1

+ Add Another Request

Next, choose the date you want the bookings to start and the information you want to rollover

Select the following details that you wish to roll over

Start the rollover bookings from   

Select the following details that you wish to roll over

Recurrence pattern  
0 Date(s)

Ad hoc dates  
0 Date(s)

Answers of questionnaires

Documents

Upsells  
0 Item(s)

**Create Booking**

Once you are happy with your details, select **Create Booking**

Rollover of Application - IB1052 ×

Select an appropriate term for your booking

Booking term Winter 2022-2023 From 01 Apr 2022 To 31 Aug 2022 Book before 31 Mar 2022	Booking term Summer 2022-2023  From 01 Oct 2022 To 28 Feb 2023 Book before 30 Sep 2022	Booking term School Booking From 01 Jan 2021 To 31 Dec 2021 Book before 05 Oct 2021
--	--	--

**Request your bookings**  
Request your desired activity type, name and participants

Activity Type	Activity Name	Participants	
Seasonal Sports - Winter Season	Junior Football	1	
Seasonal Sports - Winter Season	Veterans Football	1	
Seasonal Sports - Winter Season	Women's Senior Football	1	

[+ Add Another Request](#)

Select the following details that you wish to roll over

Start the rollover bookings from   

Select the following details that you wish to roll over

Recurrence pattern  
0 Date(s)

Ad hoc dates  
0 Date(s)

Answers of questionnaires

Documents

Upsells  
0 Item(s)

**Create Booking**

This will create a draft booking for you to review and submit for that period.