



# City of Port Phillip Booking Portal

## Making a Regular Hire Booking

## Access to the Regular Hire Portal

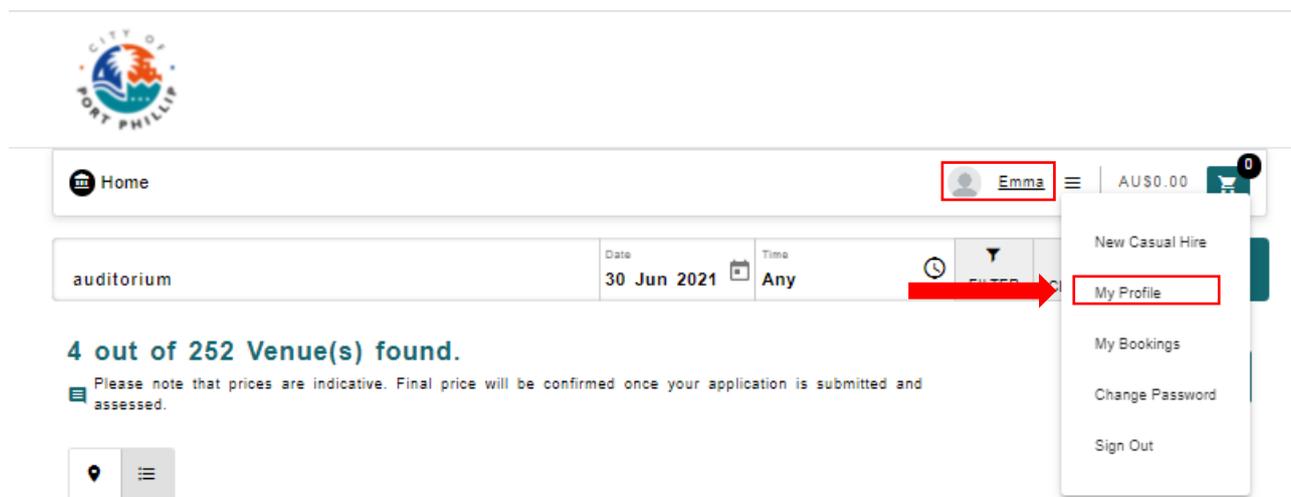
The Regular Hire portal allows you to submit requests for reoccurring bookings. Regular Hire is available for:

- **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

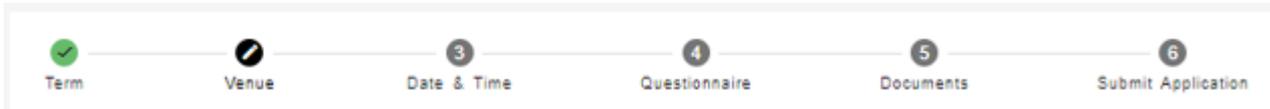
**Seasonal Sport Hire**  
Book Your Annual School Bookings

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

| 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 | Add your Team, Group or Activity Name |              |
| + 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"/> |
| <input type="button" value="+ Add Another Request"/> |  |                      |

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     |

Below the venue list, there is a detailed view of the "J.L. Murphy Reserve" with a red box around the expand arrow icon and a red arrow pointing to it. This view shows a list of specific spaces for hire:

| Space Name  | Facility Type | Capacity  | Icons   |
|---|---------------|-----------|---------|
| <input type="checkbox"/> J.L. Murphy Reserve - Aanenson                 | Sports Ground | Maximum 1 | 🔊 📄 📱 🧑 |
| <input type="checkbox"/> J.L. Murphy Reserve - Soccer Pitch 1           | Sports Ground | Maximum 1 | 🔊 📄 📱 🧑 |
| <input type="checkbox"/> J.L. Murphy Reserve - Soccer Pitch 2           | Sports Ground | Maximum 1 | 🔊 📄 📱 🧑 |
| <input type="checkbox"/> J.L. Murphy Reserve - Soccer Pitch 3 Community | Sports Ground | Maximum 1 | 🔊 📄 📱 🧑 |
| <input type="checkbox"/> J.L. Murphy Reserve - Williams Oval            | Sports Ground | Maximum 1 | 🔊 📄 📱 🧑 |

At the bottom of the interface, there is a pagination control showing "Items per page: 5" and "1 - 5 of 8".

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 

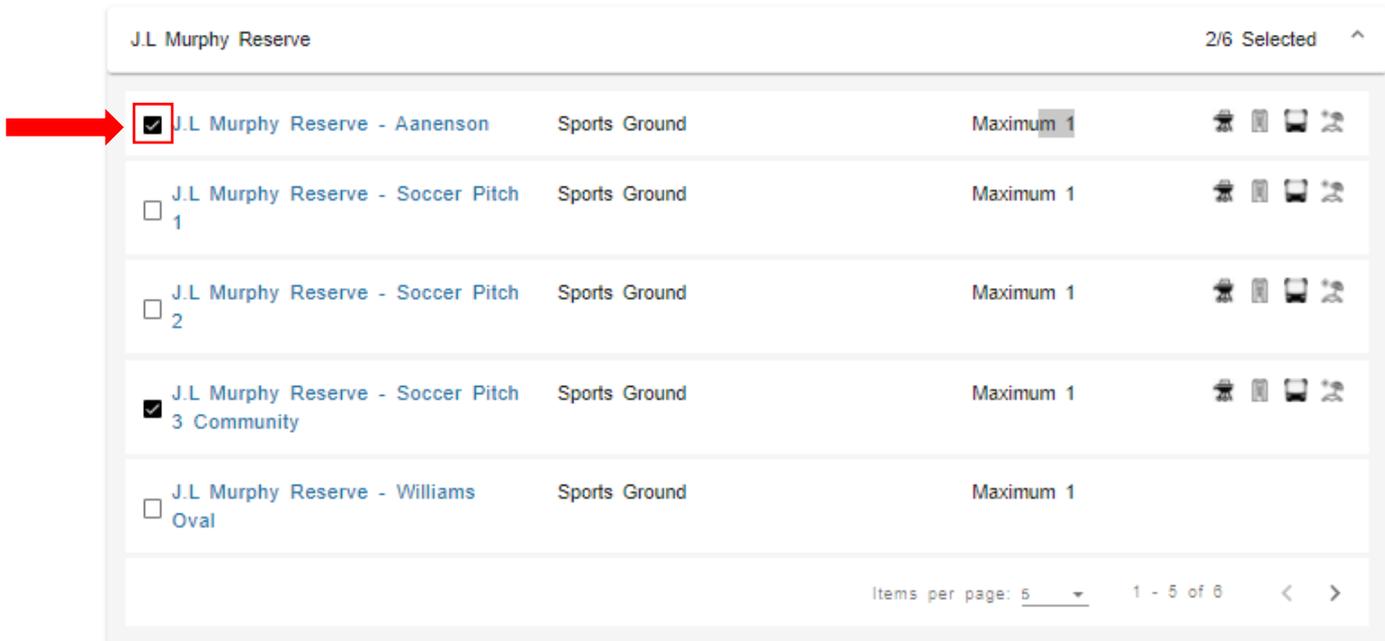
11 Venues found, 0 Facilities selected

|                       |              |
|-----------------------|--------------|
| 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

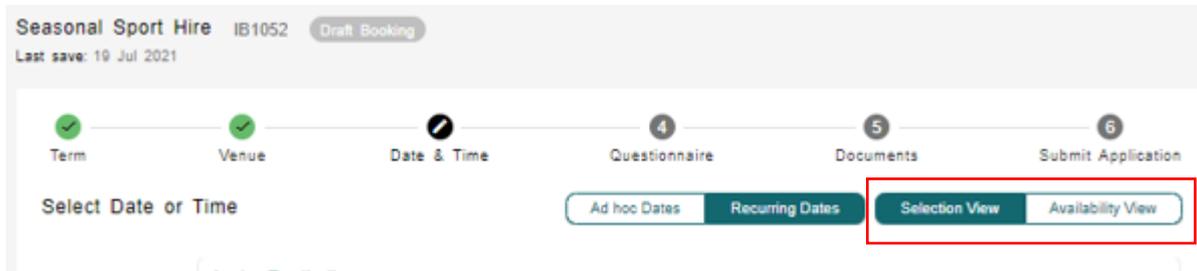
#### 2. Select your view

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

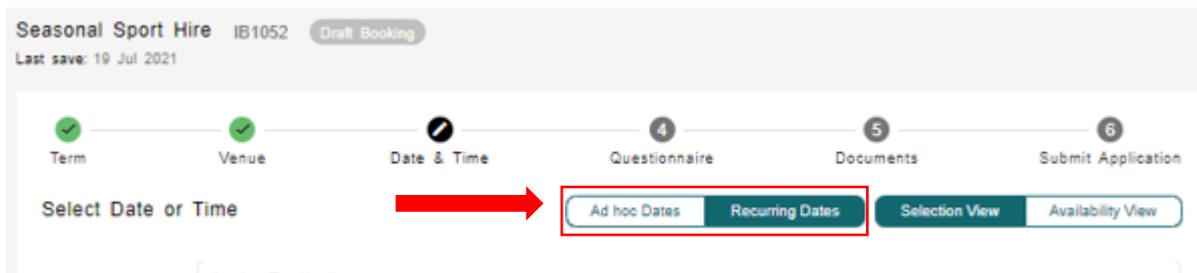
You can move between these views using the Selection View/Availability View selector at the top of the screen.

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



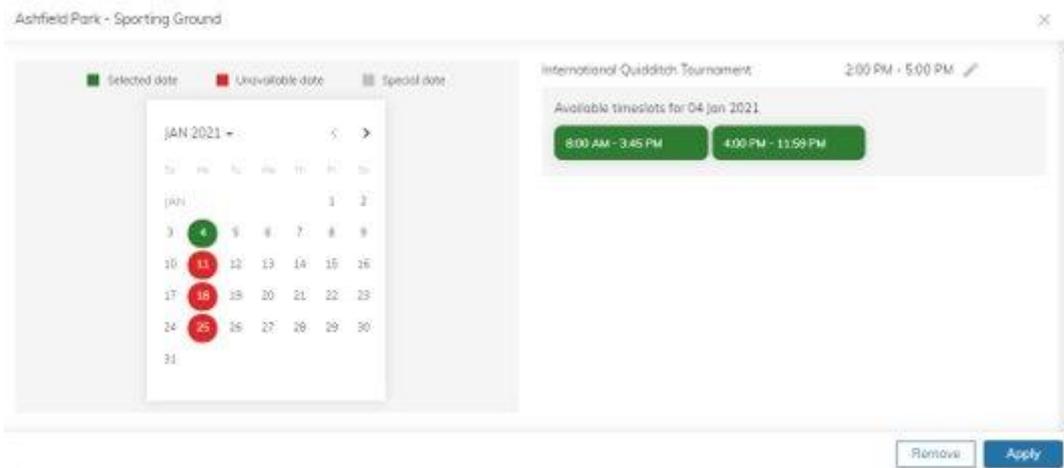
### 3. Select the reoccurring pattern

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

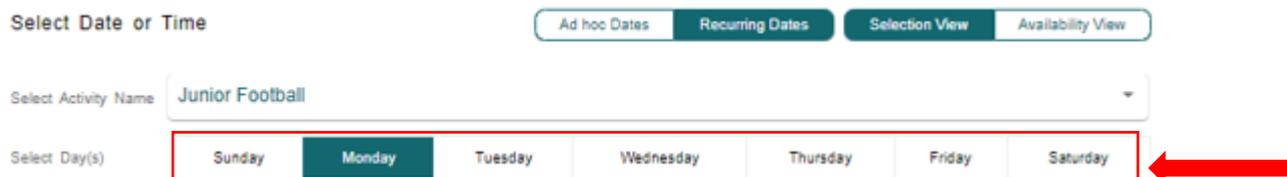
The Ad-hoc date selection can be used for bookings that don't follow a defined pattern. This option will allow you to select preferred date(s) from the calendar. Unavailable dates for the selected timeslot are marked in Red.



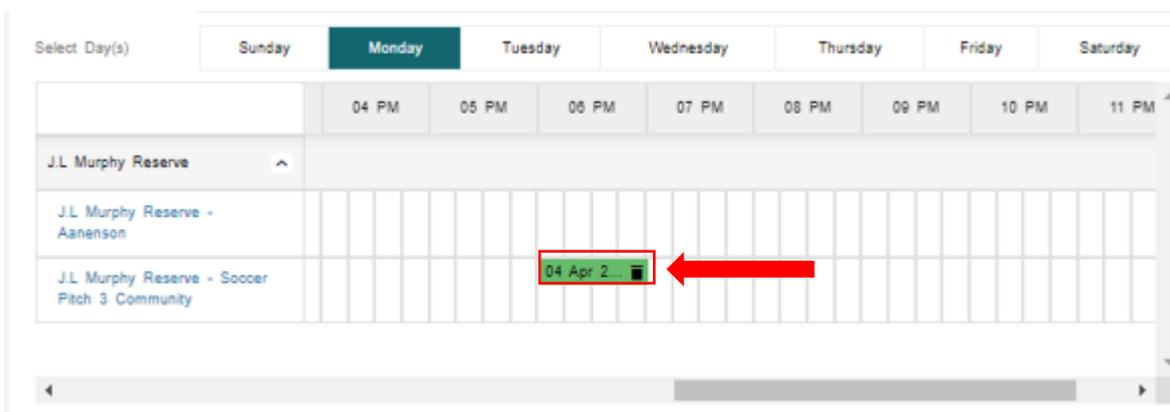
## 5. Select your dates - Recurring dates

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 tip 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.

Booking Details of W888

| Mechanical QuadsBike Tournament |     | 15 Date(s) selected   | Daily          | Total: AU\$4,671.34  |            |   |   |
|---------------------------------|-----|-----------------------|----------------|----------------------|------------|---|---|
| 01 Jan 2021 - 31 Jan 2021       |     | 2 Date(s) unavailable | 2 Available(s) |                      |            |   |   |
| Ashfield Park - Sporting Ground |     |                       |                |                      |            |   |   |
| Ashfield Park - Sporting Ground |     | 15 Date(s) selected   | Daily          | 200 Pkr - 500 Pkr    |            |   |   |
| 01 Jan 2021                     | Fri | 2:00 PM - 5:00 PM     | 1000           | AU\$471.30 x 1 hr(s) | AU\$471.30 | ✎ | ✖ |
| 02 Jan 2021                     | Sat | 2:00 PM - 5:00 PM     | 1000           | AU\$100.00 x 3 hr(s) | AU\$300.00 | ✎ | ✖ |
| 03 Jan 2021                     | Sun | 2:00 PM - 5:00 PM     | 1000           | AU\$100.00 x 3 hr(s) | AU\$300.00 | ✎ | ✖ |
| 04 Jan 2021                     | Mon | 2:00 PM - 5:00 PM     | 1000           | AU\$100.00 x 3 hr(s) | AU\$300.00 | ✎ | ✖ |
| 05 Jan 2021                     | Tue | 2:00 PM - 5:00 PM     | 1000           | AU\$100.00 x 3 hr(s) | AU\$300.00 | ✎ | ✖ |
| 06 Jan 2021                     | Wed | 2:00 PM - 5:00 PM     | 1000           | AU\$100.00 x 3 hr(s) | AU\$300.00 | ✎ | ✖ |
| 07 Jan 2021                     | Thu | 2:00 PM - 5:00 PM     | 1000           | AU\$100.00 x 3 hr(s) | AU\$300.00 | ✎ | ✖ |
| 08 Jan 2021                     | Fri | 2:00 PM - 5:00 PM     | 1000           | AU\$100.00 x 3 hr(s) | AU\$300.00 | ✎ | ✖ |
| 09 Jan 2021                     | Sat | 2:00 PM - 5:00 PM     | 1000           | AU\$100.00 x 3 hr(s) | AU\$300.00 | ✎ | ✖ |
| 10 Jan 2021                     | Sun | 2:00 PM - 5:00 PM     | 1000           | AU\$100.00 x 3 hr(s) | AU\$300.00 | ✎ | ✖ |
| 11 Jan 2021                     | Mon | 2:00 PM - 5:00 PM     | 1000           | AU\$100.00 x 3 hr(s) | AU\$300.00 | ✎ | ✖ |

Estimated total for 15 days: AU\$4,671.34

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 steps remaining). The 'Select Date or Time' section is active, showing 'Junior Football' as the activity name and 'Monday' as the selected day. A calendar grid shows the date '04 Apr 2022' selected. The venue is 'J.L. Murphy Reserve - Aanenson'. A table below shows the time slots: 04 PM, 05 PM, 06 PM, 07 PM, and 08 PM. The 04 PM slot is highlighted. A red arrow points to an 'Edit' button in the top right corner of the booking details panel. At the bottom left, there is a 'Cancel Application' button.

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<br>01 Apr 2022 - 31 Aug 2022 | 0 Date(s) selected  | Location(s)             | ▼   |
| Veterans Football<br>01 Apr 2022 - 31 Aug 2022       | 0 Date(s) selected  | Location(s)             | ▼   |
| Junior Football<br>04 Apr 2022 - 29 Aug 2022         | 21 Date(s) selected | Weekly<br>1 Location(s) | ▣ ▲ |

**J.L. Murphy Reserve**

|   |                     |        |                   |     |
|---|---------------------|--------|-------------------|-----|
| J.L. Murphy Reserve - Aanenson<br>04 Apr 2022 - 29 Aug 2022 | 21 Date(s) selected | Weekly | 4:00 PM - 5:00 PM | ▣ ▲ |
|---|---------------------|--------|-------------------|-----|

|                |     |                   |     |     |
|----------------|-----|-------------------|-----|-----|
| 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: ✓ Term ✓ Venue 🔄 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 pencil icon. Below the progress bar, there are two dropdown menus: 'Activity Name' and 'Location', both set to 'Any'. A red box highlights these two dropdown menus. At the bottom left, it says '0 out of 75 answered', and at the bottom right, there is a 'Show mandatory' 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 a progress bar at the top with six steps: Term, Venue, Date & Time, Questionnaire, Documents, and Submit Application. The 'Documents' step is currently active, indicated by a circle with the number 5. Below the progress bar, there is a section titled 'Documents' with the text: 'To complete the application the below document(s) should be submitted along with the application.' Below this text, there is a list of document types: 'Public Liability Insurance'. A dropdown menu is open, showing 'Public Liability Insurance' selected. A red arrow points to this dropdown menu. Below the dropdown menu, there is a 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 left, there is a section titled '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 Documents 6 Submit Application

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 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 5 Documents 6 Submit Application

**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<br>04 Apr 2022 - 29 Aug 2022         | 21 Date(s) selected | Weekly<br>1 Location(s) ▾ |
| Veterans Football<br>04 Apr 2022 - 29 Aug 2022       | 22 Date(s) selected | Weekly<br>1 Location(s) ▾ |
| Women's Senior Football<br>04 Apr 2022 - 29 Aug 2022 | 22 Date(s) selected | Weekly<br>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

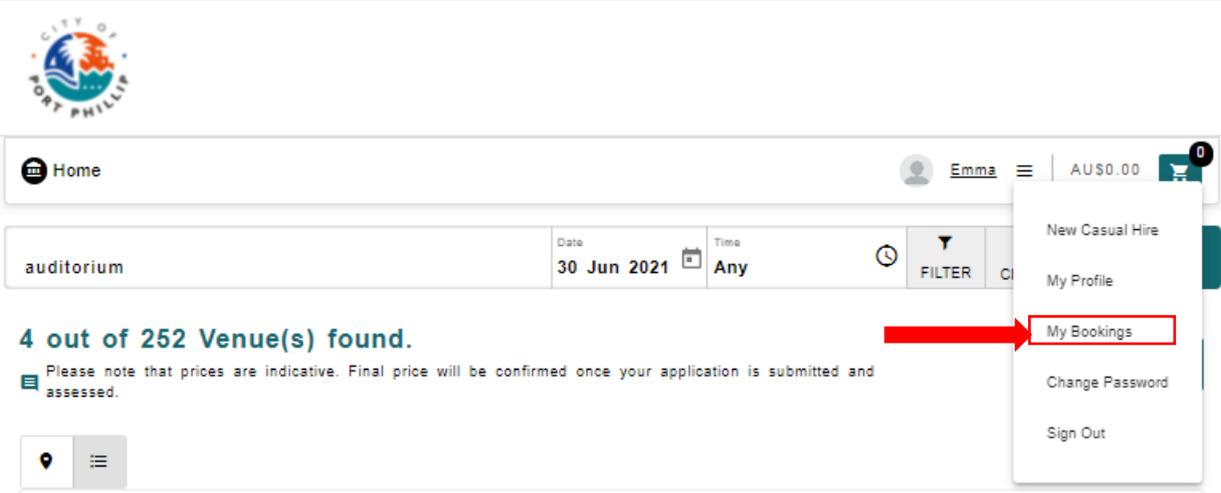
|   |  |                          |                      |          |        |
|---|--|--------------------------|----------------------|----------|--------|
| <b>IB1052</b> Pending Approval<br>City of Port Phillip Football Lovers<br>Created 19 Jul 2021 | EVENT DATE<br>04 Apr 2022 - 29 Aug 2022                  | OUTSTANDING<br>AUS0.00   | TOTAL<br>AUS0.00     | INVOICES | MANAGE |
| <b>BP1050</b> Approved<br>Community Centre - Regular Hire<br>Created 19 Jul 2021              | EVENT DATE<br>22 Jul 2021 12:00 PM - 19 Aug 2021 4:00 PM | OUTSTANDING<br>AUS100.00 | TOTAL<br>AUS1,461.00 | INVOICES | VIEW   |
| <b>BP1049</b> Approved<br>Community Centre - Casual Hire<br>Created 19 Jul 2021               | EVENT DATE<br>21 Jul 2021 4:00 AM - 8:00 AM              | OUTSTANDING<br>AUS0.00   | TOTAL<br>AUS254.00   | INVOICES | VIEW   |
| <b>IB1048</b> Draft Booking<br>test<br>Created 19 Jul 2021                                    | EVENT DATE<br>19 Jul 2021 - 30 Jun 2022                  | OUTSTANDING<br>AUS0.00   | TOTAL<br>AUS0.00     | INVOICES | MANAGE |
| <b>BP1045</b> Approved<br>Community Centre - Regular Hire<br>Created 19 Jul 2021              | EVENT DATE<br>22 Jul 2021 4:00 PM - 12 Aug 2021 8:00 PM  | OUTSTANDING<br>AUS508.00 | TOTAL<br>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> <span>Pending Approval</span><br>City of Port Phillip Football Lovers<br>Created 19 Jul 2021 | EVENT DATE<br>04 Apr 2022 - 29 Aug 2022                  | OUTSTANDING<br>AU\$0.00   | TOTAL<br>AU\$0.00     | INVOICES | MANAGE |
| <b>BP1050</b> <span>Approved</span><br>Community Centre - Regular Hire<br>Created 19 Jul 2021              | EVENT DATE<br>22 Jul 2021 12:00 PM - 19 Aug 2021 4:00 PM | OUTSTANDING<br>AU\$100.00 | TOTAL<br>AU\$1,401.00 | INVOICES | VIEW   |
| <b>BP1049</b> <span>Approved</span><br>Community Centre - Casual Hire<br>Created 19 Jul 2021               | EVENT DATE<br>21 Jul 2021 4:00 AM - 8:00 AM              | OUTSTANDING<br>AU\$0.00   | TOTAL<br>AU\$254.00   | INVOICES | VIEW   |
| <b>IB1048</b> <span>Draft Booking</span><br>test<br>Created 19 Jul 2021                                    | EVENT DATE<br>19 Jul 2021 - 30 Jun 2022                  | OUTSTANDING<br>AU\$0.00   | TOTAL<br>AU\$0.00     | INVOICES | MANAGE |
| <b>BP1045</b> <span>Approved</span><br>Community Centre - Regular Hire<br>Created 19 Jul 2021              | EVENT DATE<br>22 Jul 2021 4:00 PM - 12 Aug 2021 8:00 PM  | OUTSTANDING<br>AU\$508.00 | TOTAL<br>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<br>Winter 2022-2023<br>From 01 Apr 2022 To 31 Aug 2022<br>Book before 31 Mar 2022 | Booking term<br>Summer 2022-2023<br>From 01 Oct 2022 To 28 Feb 2023<br>Book before 30 Sep 2022 | Booking term<br>School Booking<br>From 01 Jan 2021 To 31 Dec 2021<br>Book before 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<br>Winter 2022-2023<br>From 01 Apr 2022 To 31 Aug 2022<br>Book before 31 Mar 2022 | Booking term<br>Summer 2022-2023<br>From 01 Oct 2022 To 28 Feb 2023<br>Book before 30 Sep 2022 | Booking term<br>School Booking<br>From 01 Jan 2021 To 31 Dec 2021<br>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

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