



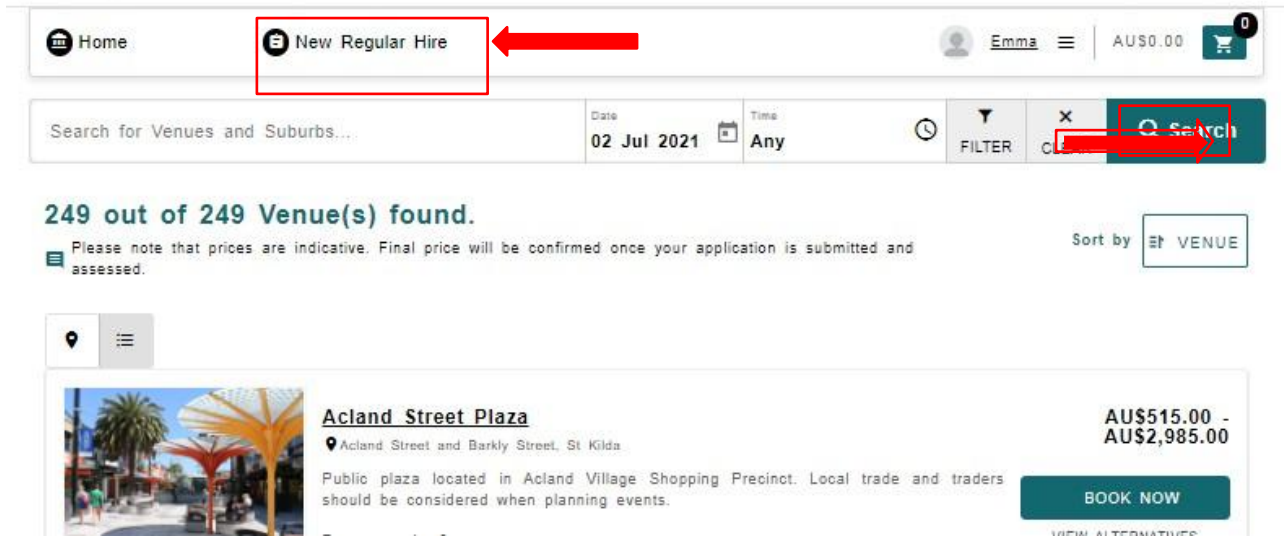
City of Port Phillip Booking Portal

Making a Regular Hire Booking

City of Port Phillip Booking Portal	
Making a regular booking.....	2

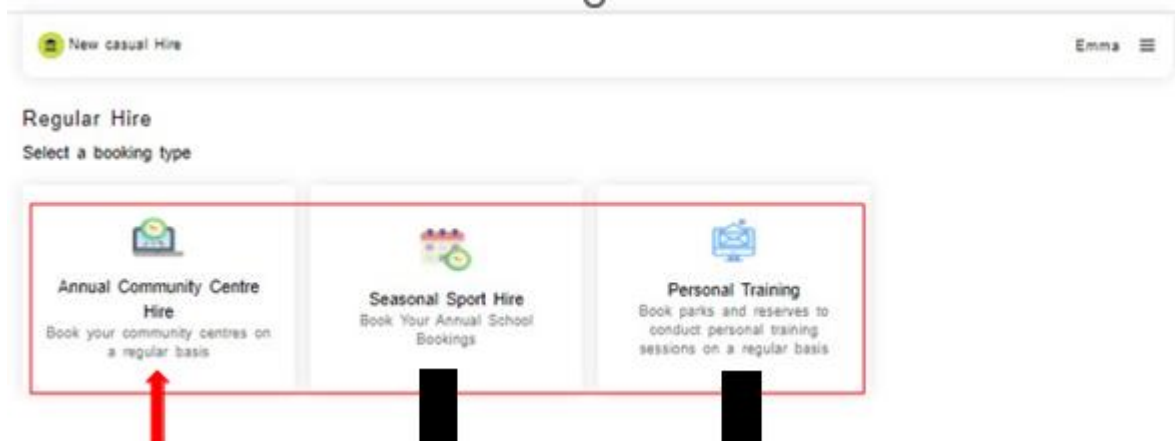
Logging into the Regular Hire Portal

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



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

Select a booking type to proceed with the booking. For venue hire – select **Annual Community Centre Hire**.



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

IB1052 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
BP1050 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
BP1049 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
IB1048 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
BP1045 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

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: Seasonal Sports - Winter Season
Activity Name: Add your Team, Group or Activity Name
Participants: [Redacted]

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 <input checked="" type="radio"/>	Booking term Summer 2022-2023 <input type="radio"/>	Booking term School Booking <input type="radio"/>
From: 01 Apr 2022 To: 31 Aug 2022	From: 01 Oct 2022 To: 28 Feb 2023	From: 01 Jan 2021 To: 31 Dec 2021
Book before 31 Mar 2022	Book before 30 Sep 2022	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	Add your Team, Group or Activity Name	

Next

Regular Booking Definition - Hirer who has a Booking that repeats on a specific day, time/s and Space with a minimum of a quarterly basis.

If you have booking that are more than once a week across different times, spaces or venues, these will now be classified as separate.

You will need to complete a separate request for each time, day, or venue.

Example 1: Yoga class taking place on Mondays, Thursdays and Sundays.




Submit 1 application for Monday, 1 application for Thursday, 1 application for Sunday yoga. Note all booking numbers for future reference.

Example 2: Yoga class taking place on Mondays and Thursday at South Melbourne Community Centre, and on Sunday at Sol Green Community Centre.

Submit 1 application for Monday at South Melbourne Community Centre, 1 application for Thursday at SMCC, 1 application for Sunday at Sol Green Community Centre. Note all booking numbers for future reference.

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

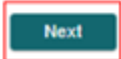
Activity Type	Activity Name	Participants	
Seasonal Sports - Winter Season ▾	Junior Football	1	
Seasonal Sports - Winter Season ▾	Women's Senior Football	1	
Seasonal Sports - Winter Season ▾	Veterans Football	1	

Next

Once your activity has 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	





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	▲
<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			

Items per page: 5 1 - 5 of 8 < >

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

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

Select all applicable venues for Winter 2022-2023

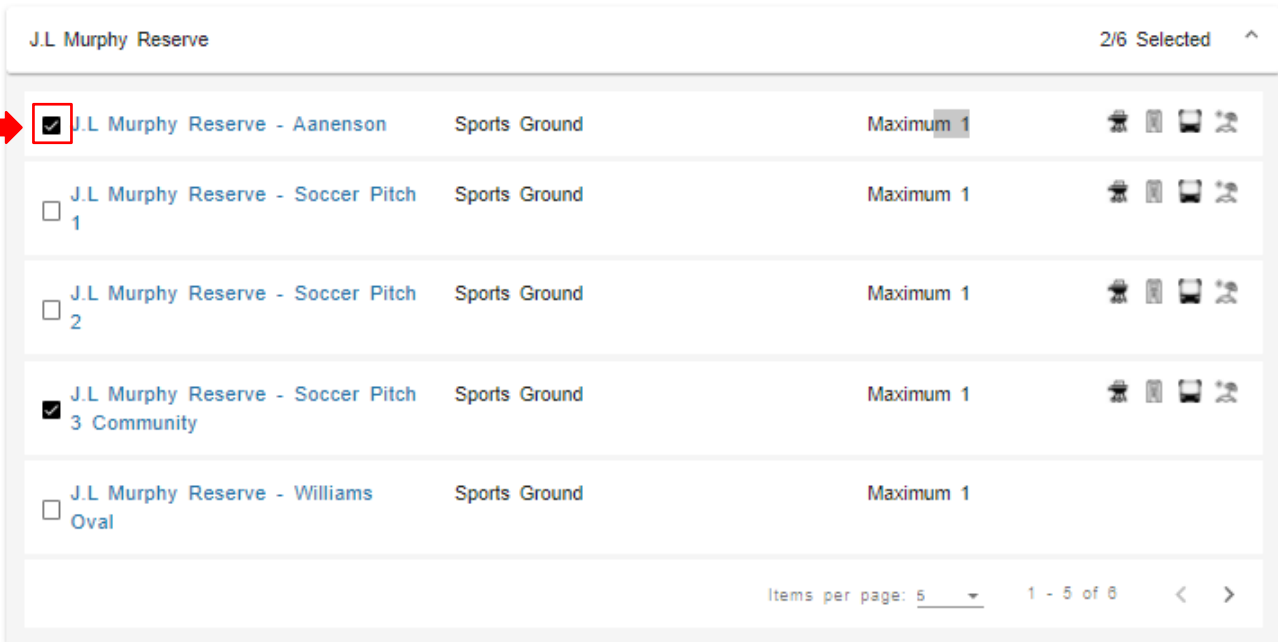
11 Venues found, 0 Facilities selected

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 checkbox and click **Next** to move to the next step.



J.L. Murphy Reserve		2/6 Selected ^	
<input checked="" 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 checked="" 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

Items per page: 5 1 - 5 of 6

Please note that you may 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.

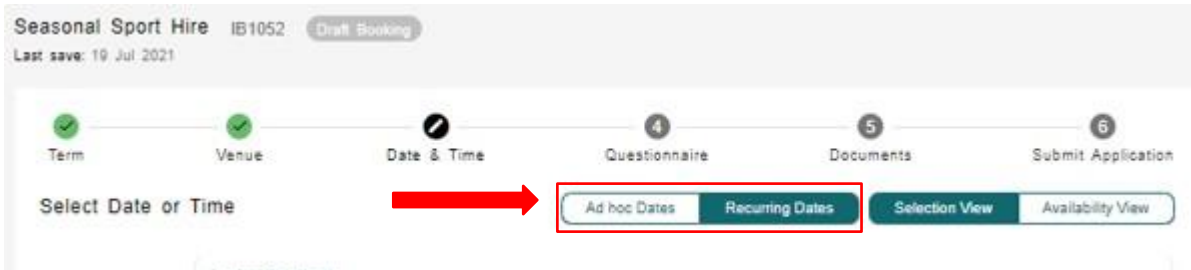
1. Select your activity

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

You can toggle between these views using the view selector at the top of the screen. This document will provide guidance on how to select your date and time using the Selection View.

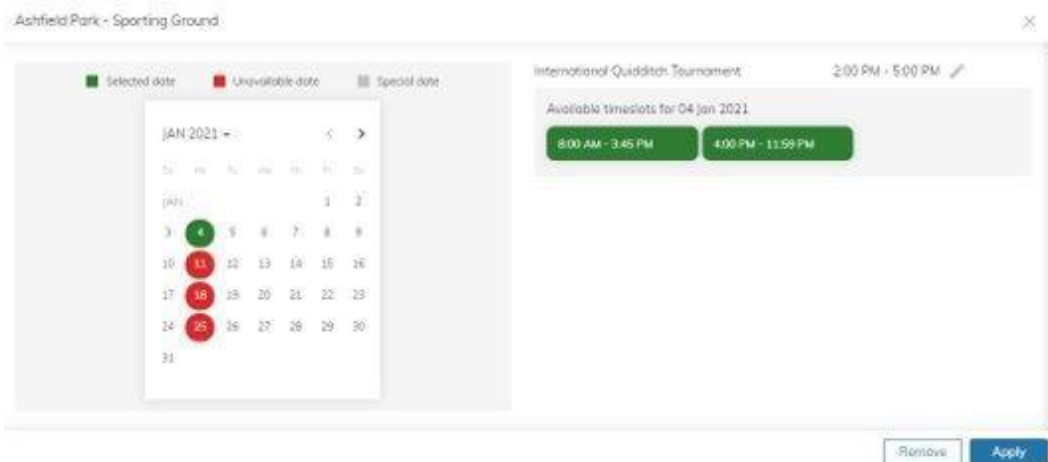
3. Select the reoccurring pattern

Select the pattern of your regular occurrence using the pattern toggles at the top of the screen. You can select between Adhoc or Recurring Dates



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, and the unavailable dates for the selected timeslot will be 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 select the days to match the pattern by selecting the days from the **Select Days** bar

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 the cell and **drag to your right** in order to select a timeslot

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 - Anenson								
J.L. Murphy Reserve - Soccer Pitch 3 Community								

04 Apr 2...

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

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

[View Dates](#)

Apply this to all future selections **Apply**



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

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

[View Dates](#)

22 Dates selected

04 Apr 2022	Mon	<input type="checkbox"/>
11 Apr 2022	Mon	<input checked="" type="checkbox"/>
18 Apr 2022	Mon	<input type="checkbox"/>
25 Apr 2022	Mon	<input type="checkbox"/>
02 May 2022	Mon	<input type="checkbox"/>

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

Range

Start by 01 Apr 2022

End after 1 occurrences

End by 31 Aug 2022

25 Apr 2022 Mon

02 May 2022 Mon

Items per page: 5 1 - 5 of 22

Apply this to all future selections

Apply

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.

2 Date(s) Unavailable

Remove dates or select alternate options to proceed with the booking

Resolve Conflict

Seasonal Sport Hire

WSSS

Total: AU\$4671.34

Terms

Venue

Date & Time

Questionnaire

Documents

Submit Application

Select Date or Time

All Not Dates

Recurring Dates

Selection View

Availability View

All the selected dates will be listed where the conflicting Date/ Time slots will be highlighted in Red. 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

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								

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

CITY OF PORT PHILLIP

New casual Hire

Seasonal Sport Hire IB1052 **Draft Booking**

Last save: 19 Jul 2021

Term Venue Date & Time Questionnaire

Select Date or Time Ad hoc Dates Recurring

Select Activity Name: Junior Football

Select Day(s): Sunday Monday Tuesday Wednesday

	04 PM	05 PM	06 PM	07 PM	08 PM
J.L. Murphy Reserve					
J.L. Murphy Reserve - Aanenson	04 Apr 2022				
J.L. Murphy Reserve - Soccer Pitch 3 Community					

[Cancel Application](#)

Selecting timeslots for Junior Football

Winter 2022-2023 01 Apr 2022 [Edit](#)

J.L. Murphy Reserve

J.L. Murphy Reserve - Aanenson (Permit) 4:00 PM - 5:00 PM

04 Apr 2022 - 29 Aug 2022

[Weekly](#)

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	▣ ▴
---	---------------------	--------	-------------------	-------------------------------

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 on **Next** to proceed with the booking.

New casual Hire Alma ☰

Seasonal Sport Hire IB1052 Draft Booking 📄

Last save: 19 Jul 2021

Term ✔Venue ✔Date & Time 🕒Questionnaire 4Documents 5Submit Application 6

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 ApplicationPrevious Next ➔

Step 4: Completing the questionnaires

Questionnaires take the place of separate application forms for many of our venues to make it easier for you to provide us with the information we need to process your booking.

One questionnaire will need to be completed for one activity under one booking number.

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 first three steps are marked with green checkmarks, while the Questionnaire step is marked with a black circle containing a white checkmark. Below the progress bar, the 'Questionnaire' section is highlighted with a red border. It contains two dropdown menus: 'Activity Name' with 'Any' selected and 'Location' with 'Any' selected. 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 enquiry.

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, select the **Document Type** that reflects the document you are uploading from the dropdown box.

The screenshot shows a progress bar at the top with six steps: Term, Venue, Date & Time, Questionnaire, Documents, and Submit Application. The first four steps are marked with green checkmarks, while the Documents step is marked with a black circle containing a white checkmark. Below the progress bar, the 'Documents' section is highlighted with a red border. It contains a dropdown menu labeled 'Select document type' with 'Public Liability Insurance' selected. A red arrow points to the dropdown menu. Below the dropdown menu is a file upload area with a dashed border and a button that says 'Drop file here, or Select a file from your device (Maximum file size: 10MB)'. Below the file upload area, it says 'Uploaded Documents'.

21

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

The screenshot shows a web interface for a 'New casual Hire' application. At the top, it says 'Seasonal Sport Hire IB1052' and 'Draft Booking'. A progress bar indicates the following steps: Term, Venue, Date & Time, Questionnaire, Documents (current step), and Submit Application. Below the progress bar, the 'Documents' section contains the instruction: 'To complete the application the below document(s) should be submitted along with the application.' A list item 'Public Liability Insurance' is shown. Below this is a form with a 'Document Type' dropdown menu set to 'Public Liability Insurance'. A large dashed-line box is provided for file upload, containing the text 'Drop file here, or [Select a file from your device](#) (Maximum file size: 10MB)'. A red arrow points to the right side of this box. At the bottom of the form are buttons for 'Cancel Application', 'Previous', and 'Next'.

This screenshot shows the same 'Documents' step as above, but with a document uploaded. The 'Public Liability Insurance' document is now listed in the 'Uploaded Documents' section. A red box highlights the document entry, and a red arrow points to the right side of this box. The 'Drop file here' box is still visible above. The 'Cancel Application', 'Previous', and 'Next' buttons are also present at the bottom.

Once all mandatory documents have been completed select **Next** to proceed to the final step.



New casual Hire Alma ☰

Seasonal Sport Hire IB1052 Draft Booking 📄

Last save: 19 Jul 2021

✓ Term✓ Venue✓ Date & Time✓ Questionnaire5 Documents6 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 InsurancePublic Liability Insurance🗑️

Cancel ApplicationPrevious**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 amend your booking once 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 you have all green ticks across the progress bar you are ready to submit.

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

C

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**

UPCOMING BOOKINGS PAST BOOKINGS

Booking Date

Search By Booking Ref

ID	Status	Event Name	Event Date	Outstanding	Total	Actions
IB1052	Ready to approve	City of Port Phillip Football Lovers	04 Apr 2022 - 29 Aug 2022	AUS0.00	AUS0.00	INVOICES MANAGE
BP1050	Approved	Community Centre - Regular Hire	22 Jul 2021 12:00 PM - 19 Aug 2021 4:00 PM	AUS100.00	AUS1,401.00	INVOICES VIEW
BP1049	Approved	Community Centre - Casual Hire	21 Jul 2021 4:00 AM - 8:00 AM	AUS0.00	AUS254.00	INVOICES VIEW
IB1048	Outstanding	test	19 Jul 2021 - 30 Jun 2022	AUS0.00	AUS0.00	INVOICES MANAGE
BP1045	Approved	Community Centre - Regular Hire	22 Jul 2021 4:00 PM - 12 Aug 2021 8:00 PM	AUS508.00	AUS1,776.00	INVOICES VIEW

Items per page: 5 1 - 5 of 14

Please note that the councils booking team will review your submission in line with all required Council Policies and Processes. Your booking dates are not confirmed until you receive confirmation and your booking becomes “approved” status. **If you do not receive a confirmation email – your application was not submitted.** Please refer to the relevant policies for further information on the approval process and approval time frames.

Rolling 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

The screenshot shows the 'My Bookings' page with two tabs: 'UPCOMING BOOKINGS' and 'PAST BOOKINGS'. The 'PAST BOOKINGS' tab is active. Below the tabs, there is a 'Sort' dropdown menu set to 'Booking Date' and a search box labeled 'Search By Booking Ref'. The main content is a table of bookings with columns for booking ID, description, event date, outstanding amount, total amount, and action buttons. The 'VIEW' button for booking BP1045 is highlighted with a red box and a red arrow.

Booking ID	Description	Event Date	Outstanding	Total	Actions
IB1052	City of Port Phillip Football Lovers	04 Apr 2022 - 29 Aug 2022	AUS\$0.00	AUS\$0.00	INVOICES, MANAGE
BP1050	Community Centre - Regular Hire	22 Jul 2021 12:00 PM - 19 Aug 2021 4:00 PM	AUS\$100.00	AUS\$1,401.00	INVOICES, VIEW
BP1049	Community Centre - Casual Hire	21 Jul 2021 4:00 AM - 8:00 AM	AUS\$0.00	AUS\$254.00	INVOICES, VIEW
IB1048	test	19 Jul 2021 - 30 Jun 2022	AUS\$0.00	AUS\$0.00	INVOICES, MANAGE
BP1045	Community Centre - Regular Hire	22 Jul 2021 4:00 PM - 12 Aug 2021 8:00 PM	AUS\$508.00	AUS\$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 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

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
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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

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If