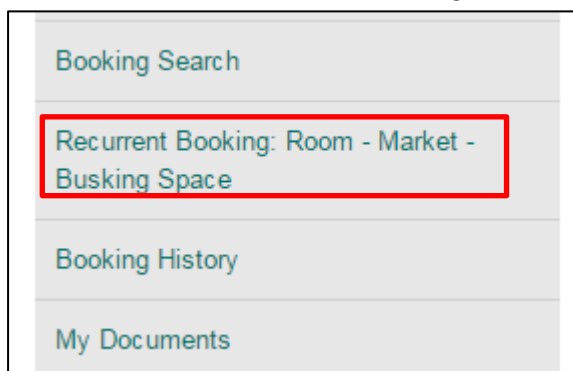


How to book a banner display – maximum 2 weeks per booking

1. Logon or register at Willoughby's ebooking system:
<http://willoughby.zipporah.com.au/resourcebooking/>
2. Under Menu, select *Recurrent Booking: Room – Market – Busking Space*



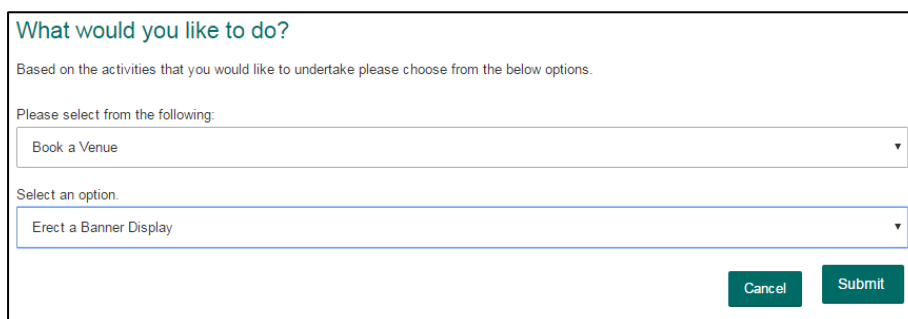
Booking Search

Recurrent Booking: Room - Market - Busking Space

Booking History

My Documents

3. Select the User or Organisation that you want to book this banner for.
4. Confirm your contact details
5. Select *Book a Venue* and then *Erect a Banner Display* from the pulldown menus and select *Submit*.



What would you like to do?

Based on the activities that you would like to undertake please choose from the below options.

Please select from the following:

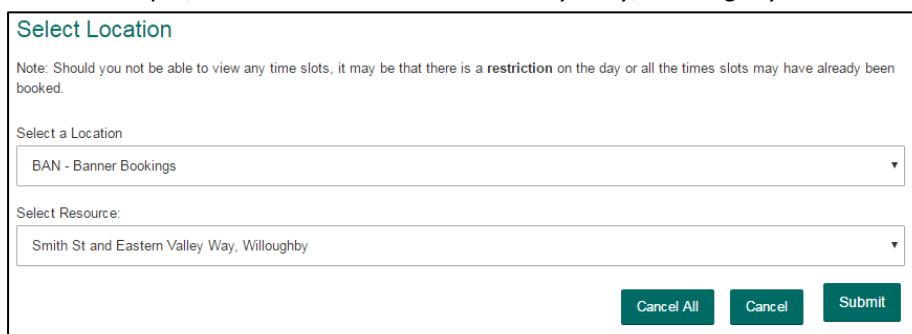
Book a Venue

Select an option.

Erect a Banner Display

Cancel Submit

6. Select *BAN – Banner Bookings* and then the location you want and select submit.
In this example, it is *Smith St and Eastern Valley Way, Willoughby*.



Select Location

Note: Should you not be able to view any time slots, it may be that there is a restriction on the day or all the times slots may have already been booked.

Select a Location

BAN - Banner Bookings

Select Resource:

Smith St and Eastern Valley Way, Willoughby

Cancel All Cancel Submit

7. Banners can be displayed for up to two weeks only. The following shows you what to select for a two week period.
 - a. Tick *Book All Day?*
 - b. Select *Daily* recurrence pattern
 - c. Leave the occurrence to *1* Period
 - d. Choose your start date with the pop up calendar or type in *dd/mm/yyyy*
 - e. Select *End By Date*
 - f. Choose your end date with the pop up calendar or type in *dd/mm/yyyy*
 - g. Select *Submit*

Enter Details

Choose time or Select all day

Book All Day?

Recurrence Pattern

Daily Recurrence Pattern*

Weekly

Monthly

SelectedDatesOnly

Occurs Every X Periods. This is used to set the frequency of the occurrence. For example if you had 'daily' selected and '2' in this box, then the booking will be made at an interval of every 2 days until the end date is reached.*

1

Every X Period

Range Of Recurrence

Start Date*

28/03/2017

End After How Many?:

End By Date:

9/04/2017

Apr 2017

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Submit Cancel Cancel All

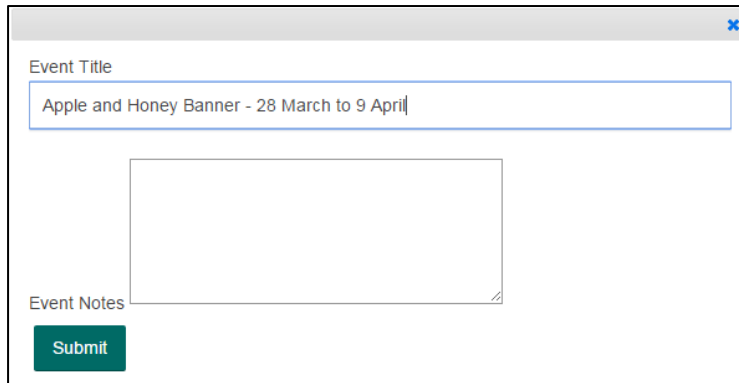
8. A list of the available dates will be displayed. If you want to remove any dates, select *Remove* on the right. If you want to book these dates, select *Submit*.

7/04/2017	Available	Remove
8/04/2017	Available	Remove
9/04/2017	Available	Remove

[Submit](#)

[Back](#)

9. A pop up will appear asking for an Event Title. We recommend placing your name or organisation name, name of the banner and date or month in this section. You may also provide some notes if you wish.



The screenshot shows a pop-up window titled 'Event Title' with a close button in the top right corner. It contains a text input field with the text 'Apple and Honey Banner - 28 March to 9 April'. Below the input field is a larger text area labeled 'Event Notes' with a diagonal slash icon in the bottom right corner. At the bottom left of the form is a green 'Submit' button.

10. Read the Terms and Conditions, then tick the box if you accept and select *Submit*.
11. Fill in the questionnaire.
12. Upload Public Liability Insurance and/or images. If you have already uploaded these to your account profile, you can skip this section by selecting *Submit*.
13. A summary of your booking will be displayed. If all dates and information are correct, scroll to the bottom and select *Submit*.
14. You will receive an email notifying you that your request has been submitted. If approved by Council, you will receive a confirmation email.
15. Auto emails will be generated and sent to you during the booking process. They will be:
 - Email 1** - Your booking request has been received
 - Email 2** - A confirmation of your booking with conditions and additional information.
 - Email 3** - You will receive a Cancelled email for dates that are not approved in your multiple day booking request.