Getting started.

Please note that there is a comprehensive help file attached to the booking system. This document is designed to get you registered and show you how to make a basic booking.

1. **Link for booking system**

On the room rental pages of the Hauraki Kayak Group website you will find a button that sends you to the booking system. Click on the button shown in figure 1.
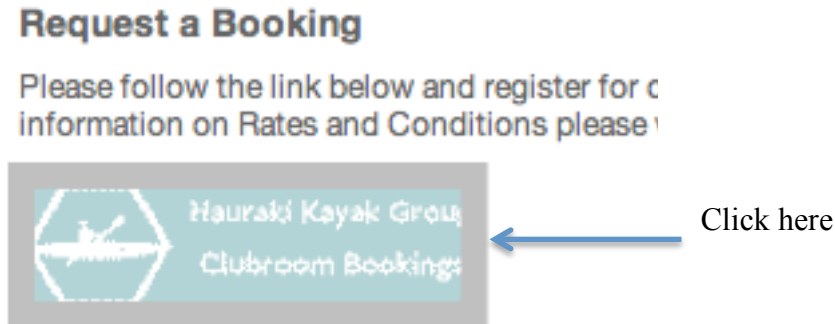

Click here

Figure 1 link to booking system

2. **Register on the booking system**

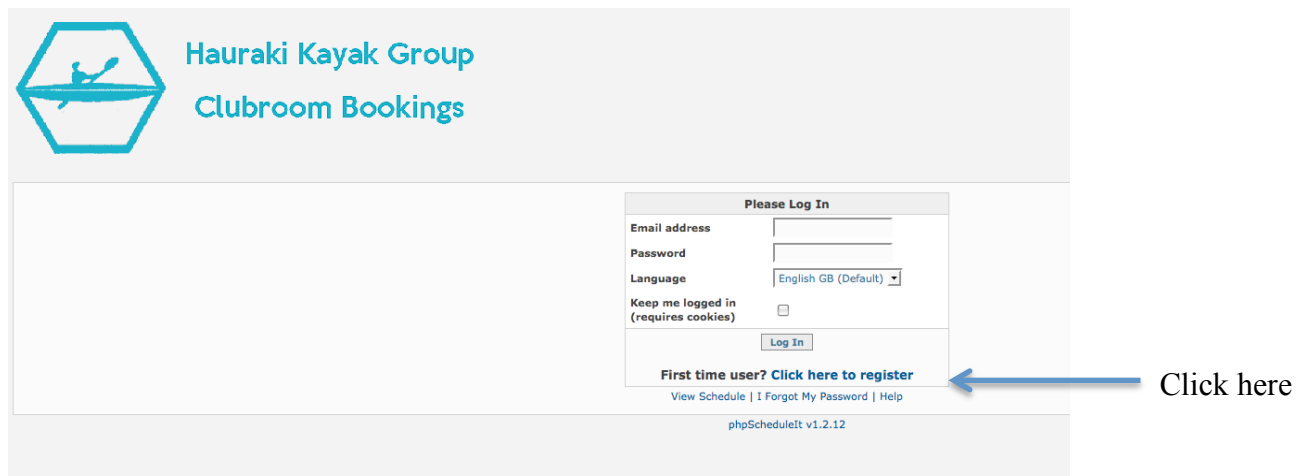Click on the "click here to register" link shown in Figure 2.

Click here

Figure 2 booking login screen

3. **Enter your details**

Please note that HKG requires full information about you or your organisation to confirm registration. Failure to provide this information will result in your registration application being refused.
Once all details are recorded please click register as shown in figure 3.
An email will be sent to your email address indicating your registration progress.

Figure 3 Registration form

4. Making a booking request

This stage of the process allows you to make a booking request. This will be confirmed or declined as appropriate by the bookings manager.

From your control panel, shown in figure 4, select the bookings option.

Figure 4 Control panel

Enter your details (figure 5) and save your booking request.
Please choose information only from the basic screen.

HKG Kayak Clubroom

| Basic | Participants | Accessories |

Location	
Phone	
Notes	

Please select the starting and ending times: (Pending Approval)

Start	End
16/11/2011	16/11/2011
6:00am	7:00am

Will be reserved for:

Name	
Phone	
Email	

Summary

Repeat every:

1 | -- Never --

Repeat until date:
Choose Date [...]

This reservation must be approved by the administrator.

Reminder | -- Never --
before reservation

Save | Cancel | Check Availability

phpScheduleIt v1.2.12

Figure 5 Reservation form