

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.

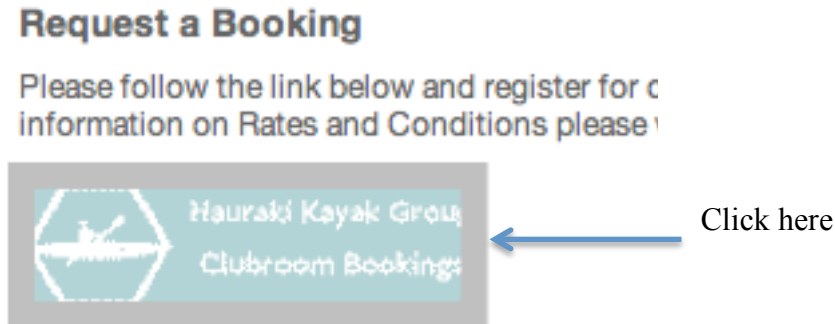


Figure 1 link to booking system

2. Register on the booking system

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

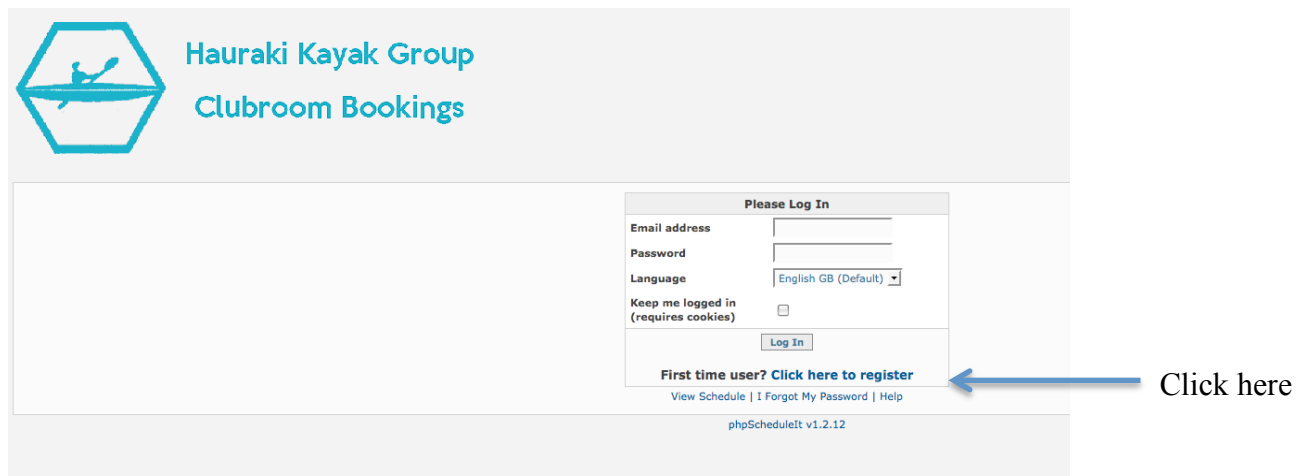


Figure 2 booking login screen

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.

Please register

* Email address (this will be your login)	<input type="text"/>
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Phone	<input type="text"/>
Institution	<input type="text"/>
Position	<input type="text"/>
* Password (6 char min)	<input type="password"/>
* Re-Enter Password	<input type="password"/>
Timezone	GMT +12 ▾
Keep me logged in (requires cookies)	<input type="checkbox"/>

phpScheduleIt v1.2.12

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.

The screenshot shows a web browser window with the URL http://www.hawke.org.nz/phpScheduleIt_1.2.12/ctrlpnl.php. The page title is "My Control Panel". The main content area features the Hauraki Kayak Group logo and the text "Clubroom Bookings". Below this, there is a navigation menu on the left with the following items: "My Quick Links", "Bookings", "My Calendar", "Schedule Calendar", "Email Preferences", "Email Administrator", "Change Profile", and "Log Out". The "Bookings" option is highlighted. The main content area is divided into four sections: "My Announcements" (showing "Announcements as of 15/11/2011" and "There are no announcements."), "My Reservations" (with a table header: Start Date, End Date, Resource, Start Time, End Time, Created, Modify, Delete), "My Invitations" (with a table header: Start Date, End Date, Resource, Start Time, End Time, Owner, Accept, Decline), and "My Reservation Participation" (with a table header: Start Date, End Date, Resource, Start Time, End Time, Owner, End Participation). All sections indicate "You do not have any reservations scheduled." The footer of the page shows "phpScheduleIt v1.2.12".

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	[Redacted]	
Phone	[Redacted]	
Email	[Redacted]	
Summary		
<div style="border: 1px solid black; height: 40px;"></div>		
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Check Availability"/>

Repeat every:

Repeat until date:
Choose Date

This reservation must be approved by the administrator.

Reminder
before reservation

phpScheduleIt v1.2.12

Figure 5 Reservation form