

# Spearwood Room Booking Calendar

The room booking calendars can be found at:

Training Room (Large): <http://spearwoodtrainingroom.azelialemuseum.com.au/training-room-large/>

Meeting Room (Small): <http://spearwoodmeetingroom.azelialemuseum.com.au/training-room-large/>


Or on our links section of the intranet.

## To make a booking

1. Select the date on the mini-calendar.
2. Select a time-slot.
3. Fill in the required details.
4. Click SEND.

**NOTE:** A booking of 2 hours will need to be made with 2 separate bookings. Eg. 9am-11am would require a booking of 9am-10am and a booking of 10am-11am.

To see the times that are available to book:


1. Hover over the little clock icon  on the day in question; OR
2. Select the day on the mini-calendar and click the time-slot dropdown.

## Booking Form

August 2018							>>
MO	TU	WE	TH	FR	SA	SU	
		1	2	3	4	5	
6					11	12	
13				17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

Times:  
09:00 am - 10:00 am  
10:00 am - 11:00 am  
11:00 am - 12:00 pm

Time Slot\*: 12:00 PM (Noon) - 1:00 PM

Email\*: 

Name\*: 12:00 PM (Noon) - 1:00 PM

Phone\*:

Recurring?\*: 1:00 PM - 2:00 PM  
2:00 PM - 3:00 PM  
3:00 PM - 4:00 PM  
4:00 PM - 5:00 PM  
5:00 PM - 6:00 PM  
6:00 PM - 7:00 PM  
7:00 PM - 8:00 PM

End Date?\*:

**B G F B**

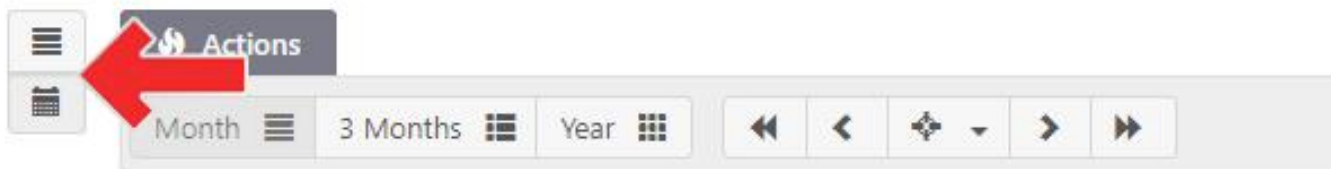
**SEND**

Once a booking has been made, the booking and its details can be viewed on the Calendar Overview:



The Calendar Overview allows you to choose between a calendar view or a list view.

## Calendar Overview

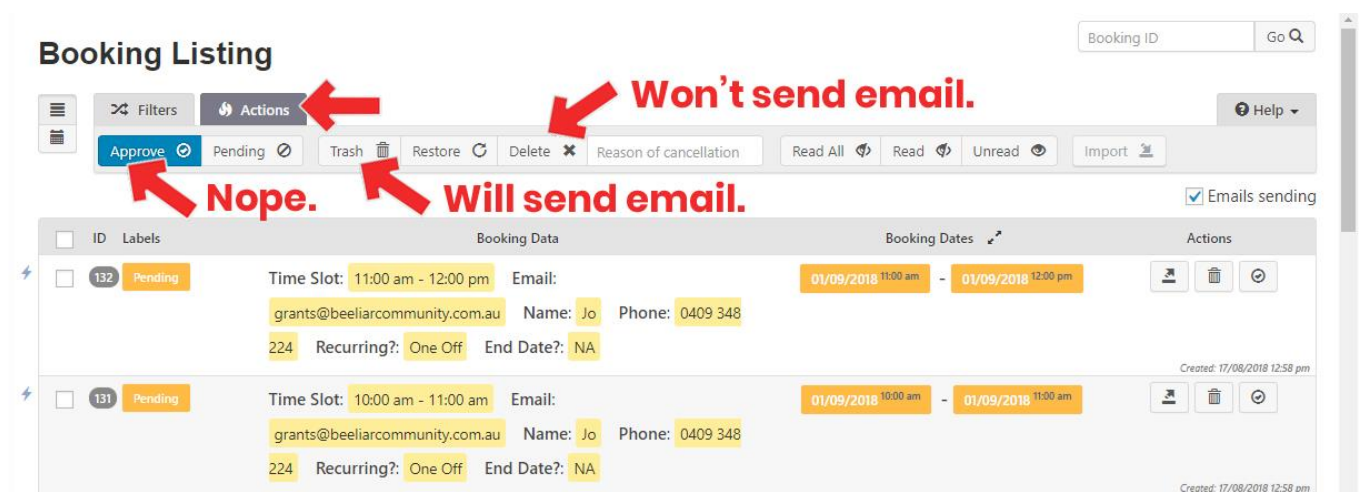


## The List View

The list view will allow you to see a list of bookings and filter them to suit your needs. There will also be a number of actions you can take. The only actions we need to consider are Trash and Delete.

**NOTE: Trashing** a booking will send a **cancellation email** to the client and keep the booking on the calendar in the *Trashed* category (it can then be fully deleted). **Deleting** a booking will totally remove the booking and **no email** will be sent.

**NOTE:** We do not need to approve bookings. The *Pending* category is acceptable for our purposes.



## The Calendar View

The calendar view will allow you to see bookings in blocks of 1 month, 3 month or 1 year. You can also select a specific date to view from.

By clicking on the text of a booking you can see more detail about the booking. Bookings can also be trashed and deleted from this view, but they have to be trashed first before they can be deleted. See **NOTE** about trashing a deleting above.

Tue, 28/08/2018				
Wed, 29/08/2018	30:Spearwood Knitti 31:Spearwood Knitti 32:Spearwood Knitting Circle			
Thu, 30/08/2018				
Fri, 31/08/2018				
Sat, 01/09/2018	131:Jo	132:Jo		
Sun, 02/09/2018				
Mon, 03/09/2018				
Tue, 04/09/2018				
Wed, 05/09/2018				Knitting Circle
Thu, 06/09/2018				
Fri, 07/09/2018				
Sat, 08/09/2018				
Sun, 09/09/2018				
Mon, 10/09/2018				
Tue, 11/09/2018	125:Georgia Efford	126:Georgia Efford	127:Cherie	128:Cherie
Wed, 12/09/2018	36:Spearwood Knitti 37:Spearwood Knitti 38:Spearwood Knitting Circle			
Thu, 13/09/2018				

ID: 131 ✕

**131**

**Time Slot:** 10:00 am - 11:00 am    **Email:** grants@beeliarcommunity.com.au

**Name:** Jo    **Phone:** 0409 348 224

**Recurring?:** One Off    **End Date?:** NA

01/09/2018 10:00 am - 01/09/2018 11:00 am