



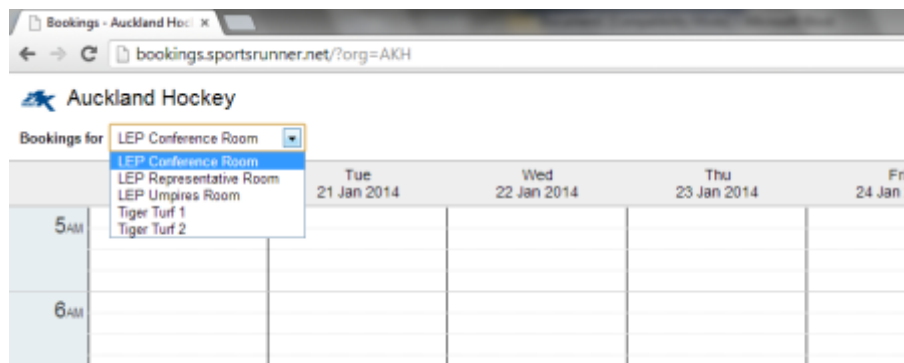
AUCKLAND HOCKEY

Venue Booking Guide

1. Select the venue you wish to book from the drop down menu on the top left of the screen.

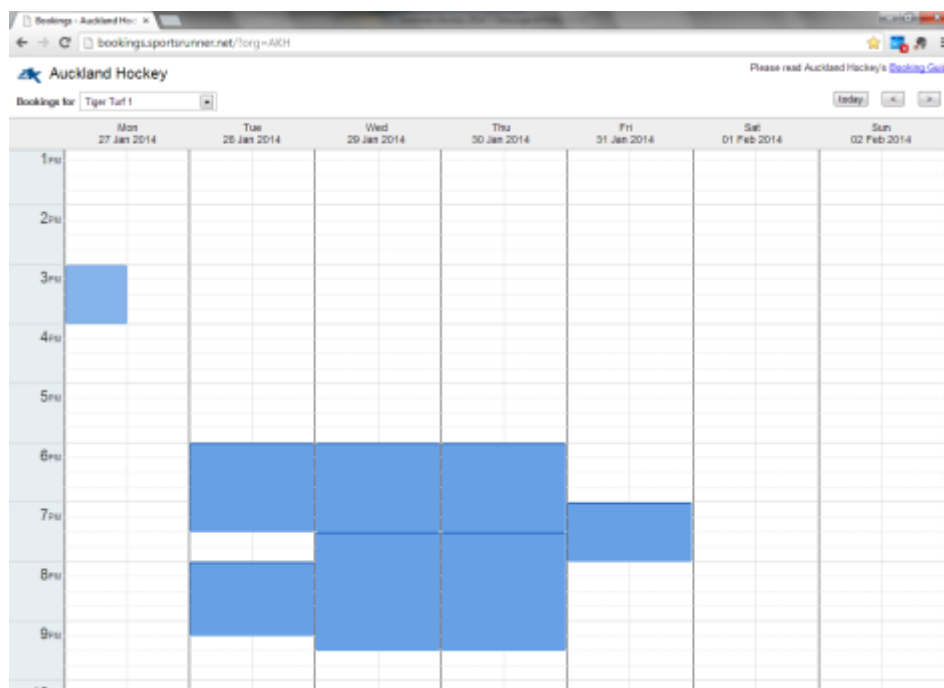
Venues available for booking are:

- LEP Conference Room
- LEP Representative Room
- LEP Umpires Room
- Lloyd Elsmore Park 1
- Lloyd Elsmore Park 2



2. To select the starting date for your booking use the forward and back buttons on the right hand side of the screen.

3. To make your booking find the correct day and time that you want the booking for (the areas marked in blue are not available to be booked). Then click and drag to highlight the time required for your booking.



Half turf bookings can be selected by only highlighting one column. (See example on previous page – Monday 27 Jan 3pm-4pm only half a turf has been selected)

Full turf bookings can be selected by highlighting two columns.

4. Once you have highlighted your required booking release the mouse button and a pop up box will appear.

Request Booking - Tiger Turf 1

Monday 27 Jan 2014
Half Turf (TT1 - H1)

Details Add times Facilities

Start 03:00 pm Finish 04:00 pm

Event name*

Event description

Organisation* -- please select --

Contact name*

Email*

Phone*

cancel submit

5. Edit the start and finish times if required, then enter the Event Name e.g. HPHC Junior Training, and the Event Description (if your booking is more complex than trainings e.g. Zone school days)

6. Select the organisation you are booking for - if it is not on the list select 'Other' and then enter the organisation name. Then enter your contact name, email and phone number

7. If you want to add additional bookings for other times/dates click on the 'Add Times' tab. If you would like your booking to repeat select the desired number of weeks in the Repeating box and click 'Add'

Request Booking - Tiger Turf 1

Monday 27 Jan 2014
Half Turf (TT1 - H1)

Details Add times Facilities

Repeating

For the following 1 Mondays Add >>

Start 03:00 pm Finish 04:00 pm Add >>

Additional

Date

Start 03:00 pm Finish 04:00 pm Add >>

Day	Start	End
Mon 27 Jan 2014	03:00 pm	04:00 pm

cancel submit

8. If you have additional bookings that aren't repeats of your first you can add them in using the Additional box.

9. All the bookings you have added will be shown below the two boxes and all of them can be modified as necessary with the exception of your first booking.

Request Booking - Tiger Turf 1

Monday 27 Jan 2014
Half Turf (TT1 - H1)

Details Add times Facilities

Repeating
For the following 3 Mondays
Start 03:00 pm Finish 04:00 pm Add >>

Additional
Date Thu 06 Feb 2014
Start 03:00 pm Finish 04:00 pm Add >>

Day	Start	End
Mon 27 Jan 2014	03:00 pm	04:00 pm
✗ Mon 03 Feb 2014	03:00 pm	04:00 pm
✗ Mon 10 Feb 2014	03:00 pm	04:00 pm
✗ Mon 17 Feb 2014	03:00 pm	04:00 pm
✗ Thu 06 Feb 2014	03:00 pm	04:00 pm

cancel submit

10. Once you are happy with the bookings click on the 'Facilities' tab and select the facilities you require and add any additional notes if required particularly the opening times for the café if different from your turf booking.

Request Booking - Tiger Turf 1

Monday 27 Jan 2014
Half Turf (TT1 - H1)

Details Add times Facilities

Café/Bar Open
 Lights Required
 Sound System Required

Notes

cancel submit

11. Click on 'Submit' - a box will pop up telling you that your request has been submitted. Please note that your booking is not confirmed until you receive a 'Booking Confirmation' email from Auckland Hockey.

Thank you for using our online booking calendar. If you have any questions or encounter any problems please email info@akhockey.org.nz