

KOLMAR GUIDE TO ONLINE CLUB BOOKINGS

Welcome! To the new look online booking system allowing our clubs to tentatively books your own meeting, functions and event bookings with us.

At this trial stage we request all full seasonal training booking on the surfaces come directly to Kolmar staff via email for approval first.

Below is a step by step guide to help with the booking request process any issues or if you need help please contact Nikki - nikki@kolmar.org.nz directly.

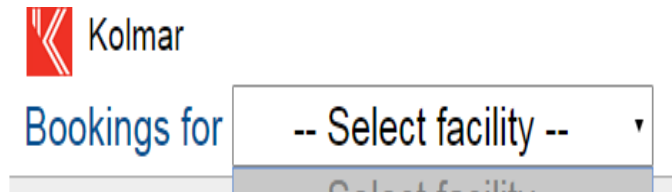
Venue bookings at this stage are available for:

- Admin Room
- Boardroom
- Strength and Conditioning (Gym)
- Soft Courts (Tennis Courts).
- Full Hockey Turf or Half Turf.
- Full Indoor Centre or single lane option.
- Hard Courts (Netball / Hard Tennis Courts) or single court option.
- Kolmar Van
- Kolmar BBQ
- Function room 1 (Smaller Room)*
- Full Function room 2 (Bigger Room)*
 - Also option of divided area only.

**Please remember when booking Saturdays these spaces are nonexclusive for events until 7pm during summer and winter sport season unless approved previously by Kolmar's Function Manager.*

PLEASE! All field booking requests will still need to come via email to Kolmar staff first as approval is required with Auckland Council parks team.

1. Select the venue from the above list you wish to book from the 'Bookings For' drop down menu on the top left of screen.



2. Select the starting date for your booking use the 'Forward' and 'Back' buttons on the top right hand side of the screen.



3. To make your booking find the correct day and time that you wish to book for then click and drag to highlight the time required for your booking.

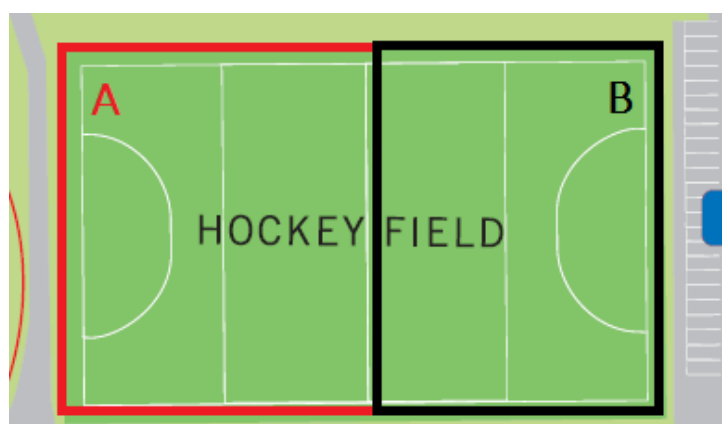
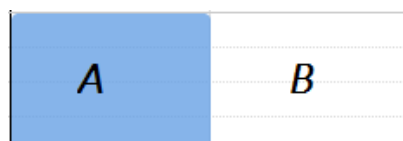
(Please note - Any areas already marked Blue are already unavailable.)

Important Booking information:

Hockey Turf bookings

The Turf is split in to two halves 'A' and 'B'.

- If you wish to book the Full Hockey Turf please select **both 'A and B'** parts.
- If you wish to book only Half the Hockey Turf please select either **'A' or 'B'** as per below picture.

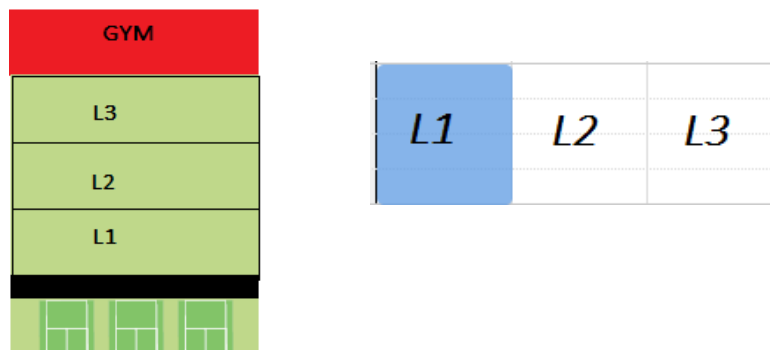


Indoor Centre / Lane bookings

The indoor Centre is split in to three lanes 'L1, L2, and L3'

- If you wish to book the full indoor Centre please select all **three lanes**.
- If you wish to book a Single Lane please select from L1, L2 or L3 as per below Picture.

**If you wish to book the Bowling Machine also you can do so in the 'Questions Tab' further down.



Function Room 2 (LARGE ROOM)

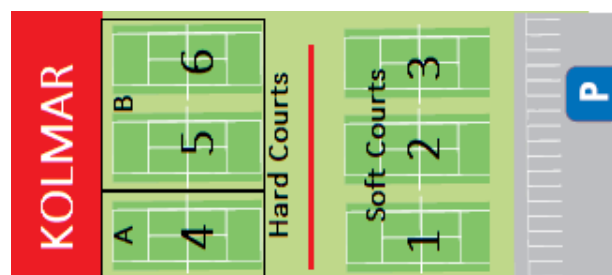
The Function Room 2 is divided in to two sections 'A' and 'B'.

- If you wish to book the Full Function room 2 please select both sections.
- If you wish to make use of the dividers and the area within it please select 'A' only.

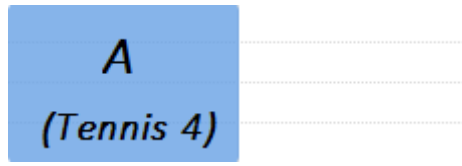


Hard Courts (Netball / Tennis)

Due to the overlap of the Hard Tennis Courts and Netball court lines this area is now split in to - Hardcourts 'A and B'



- If you wish to book the entire Netball or Tennis courts - Select both sections.
- If you wish to book only ONE (Court 4) of the Hard Tennis Courts please select Hard Court 'A' as per picture.



- If you wish to book TWO (Court 5 and 6) of the Hard Tennis Courts then please select Hard Court 'B' as per picture.



- If you wish to select only ONE of the Netball courts please select either Hard Court 'A' or 'B' (If free please book Court 'A' option first).



All other booking areas are single selection options.

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

 A screenshot of a web form titled 'Request Booking - Admin Room'. The form is for 'Tuesday 26 Mar 2019' in the 'Full Room (Admin Room)'. It has tabs for 'Details', 'Add venues', 'Add times', and 'Questions'. The 'Details' tab is active. The form contains:

- Start time: 08:00 am (dropdown)
- Finish time: 08:45 am (dropdown)
- Event name* (text input)
- Event description (text area)
- Organisation* (dropdown menu with '-- please select --')
- Contact name* (text input)
- Email* (text input)
- Phone* (text input)

 At the bottom are 'cancel' and 'submit' buttons.

- Edit the start and finish time if required, then enter the Event Name.

Example: "Kolmar Senior Prize giving"

6. Select the club you are booking for from the organisation drop down menu.
Please remember to update any contact details if different from the default.

Organisation*

--other--

-- please select --

--other--

Kolmar

Papatoetoe Contract Bridge Club

Papatoetoe Cricket Club

Papatoetoe Hunters Corner Bowling Club

Papatoetoe Olympic Weightlifting Club

Papatoetoe Rangers Netball Club

Papatoetoe Rugby Football Club

Papatoetoe Tennis Club

Papatoetoe United Football Club

Southern Districts Hockey Club

7. Add Venues:

Some spaces allow you to book together if this option is available it will be listed here if not then you will have to return and book the other venue area separately.

Details Add venues Add times Questions

Additional

-- Sorry, no similar venues can be booked --

Add >>

Currently selected venue(s)
Function Room 2

8. Add Times:

If you wish to add additional bookings for other times or dates click on the 'Add Times' tab.

- If you would like to add repeat bookings select the desired number of weeks in the repeating box and click 'Add'

Repeating

For the following 5 Fridays

Start 09:00 am Finish 10:45 am Add >>

- If you have additional bookings that aren't repeats of your first booking times you can add them in using the additional box and clicking 'Add'

All the bookings you the two boxes and all necessary with the

Additional

Date Thu 21 Mar 2019

Start 04:30 pm Finish 06:45 pm Add >>

Day	Start	End
Fri 29 Mar 2019	09:00 am	10:45 am
✗ Thu 21 Mar 2019	04:30 pm	06:45 pm

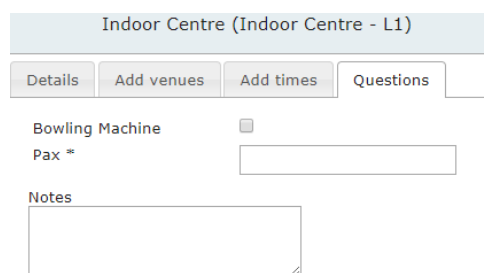
have added will be shown below of them can be modified as exception of your first booking.

9. Once you are happy with your booking click on the 'Questions Tab'.

As part of our non-financial audit we must record all our user numbers at the facility. It is vital that you fill out the Pax* section with approximate numbers for your booking.

AI If you are booking the indoor centre or a Lane the option for bowling machine can be selected in this section.

Please also use the notes tab to add any additional comments.



Indoor Centre (Indoor Centre - L1)

Details Add venues Add times Questions

Bowling Machine

Pax *

Notes

10. Once you have reviewed and are happy with your booking you can submit.

Please remember a booking request does not confirm your booking this is a tentative booking only and will be reviewed by Kolmar staff for approval and or any required changes first.

Please ensure you wait for email confirmation of approval before proceeding any further.

Any issues or further questions please contact us at 09 277 6710 or email Nikki@kolmar.org.nz