

Casual bookings in Reserves Manager for external organisations

Creating an account

Once you have been provided a URL for the casual bookings program, paste this into any browser to go to the main login screen.

Create an account

If you have not previously used this program you will need to **Create Account.**

Once this process is complete you will have a unique username and password for future use.



Complete your organisational details then click **Register.**

You will be emailed a verification link. Click on this link to forward your application to council.

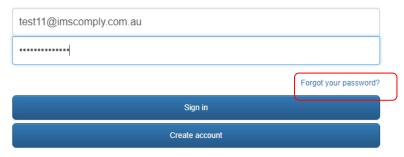
(Check your junk mail if it does not arrive in your inbox. Save imscomply.com.au as a safe sender).



Once council has approved your registration you will be emailed login details to begin your application.

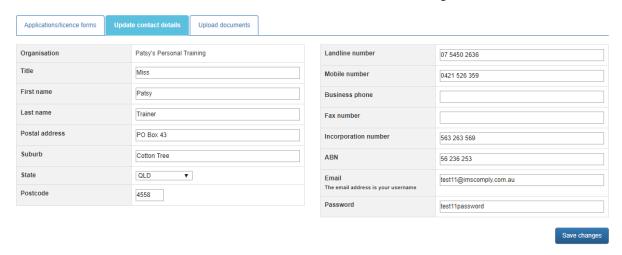
Updating your contact details

First log on using your unique username and password.



Tip: Forgot your password? Click on the above link and enter your username (email address).

From the **Update Contact Details** tab, complete all the fields with the key contact who should receive email notifications from council about these bookings.



Don't forget to Save your changes.

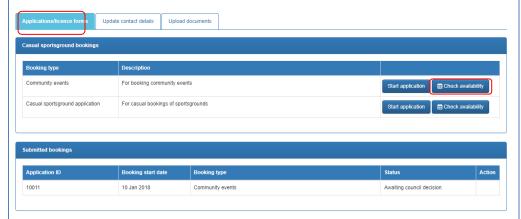
Completing an application

This application allows you to make a one-off casual booking for a sportsground or book a larger community event (if available).

Start application

Once logged on, before you complete an application, check if the reserve you are wanting to book is currently available.

NB: Applying does not guarantee those grounds will be allocated. Council will forward an application approval once finalised. From the Applications/license forms tab click on Check availability.



Choose the date you wish to book then use the scroll bar to find the times.

As indicated in the legend, if the time you require is coloured out or displays PB or C, then it is unlikely you will be able to book the grounds. Contact council for further details.



Once you have confirmed the grounds are free, click on the **back key** to return to start your application.

Choose the application you wish to apply for.

Note: Not all programs offer a community event form.

Click on **start application** to begin. NB: This icon will change to *continue* application once you have opened the form.



Contact details

Check your contact details are correct or amend accordingly.



Booking information

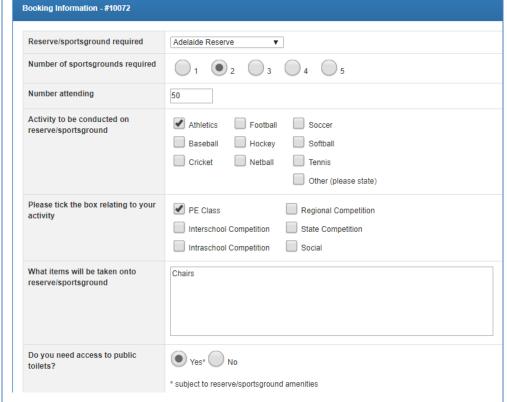
Select the reserve you wish to book and give the council some details about your event.

Council will assess your requirements and advise which grounds you are allocated based on this information.

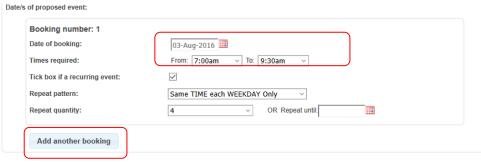
Add another booking

if you need to book again for a different day and/or frequency for the same ground.

NB: You can only book for one location in each application.



Choose the date date and times you need these grounds for:



If the booking is needed on a regular basis, click on the *Recurring event* checkbox and select the frequency of the booking.

Public Liability Certificate

You will be required to upload this document.

If you have previously loaded a PLI the document will display here. Delete it then upload a new copy, remembering to update the expiry date.

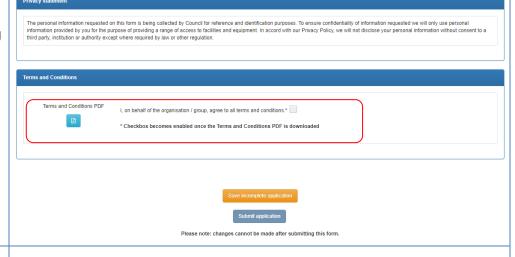


The expiry date will be recorded so future uploads are not required until a new PLI is due.

Privacy statement and Terms and Conditions

These sections outline the fees for the booking and the Terms.

Click on the T&C PDF to read. You **MUST** do this before you can tick the agreement nd submit the application.



Incomplete applications

If you do not immediately want to submit your application while you gather some information, your application details will be saved and ready to be continued later from the

Applications/License forms tab.

Click on continue application to resume.



Once submitted, you cannot make further changes but can keep track of the application status from the status column. Council can reopen your application if you request it directly to them. Once approved you will be able to view the approved form here.

Upload PLI

If you PLI is updated you can replace it from the Upload documents tab any time.



Once your application is submitted

Council will receive your application and either allocate you a booking, reset your application to make changes, or reject your booking. You will be notified by email.

Questions? Contact your council program administrator using the **Enquiries** link from the login screen footer.

