



## 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.

The screenshot shows a login/register interface. At the top is an input field for 'Email address'. Below it is a password field with a yellow background and masked characters. To the right of the password field is a link that says 'Forgot your password?'. Below these fields are two blue buttons: 'Sign in' and 'Create account'. The 'Create account' button is highlighted with a red rectangular box.

#### 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).

The screenshot shows a registration form with the following fields: 'Name of Club/School/Organisation \*' (with a note to enter surname if none apply), 'First name \*', 'Last name \*', 'Email \*', 'Landline number \*\*' (with a note on preferred format), and 'Mobile number \*\*' (with a note on preferred format). A 'Register' button is located at the bottom of the form and is highlighted with a red rectangular box.

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.

test11@imscomply.com.au
.....
<a href="#">Forgot your password?</a>
<a href="#">Sign in</a>
<a href="#">Create account</a>

**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.

Applications/licence forms	<b>Update contact details</b>	Upload documents	
Organisation	Patsy's Personal Training	Landline number	07 5450 2636
Title	Miss	Mobile number	0421 526 359
First name	Patsy	Business phone	
Last name	Trainer	Fax number	
Postal address	PO Box 43	Incorporation number	563 263 569
Suburb	Cotton Tree	ABN	56 236 253
State	QLD	Email	test11@imscomply.com.au
Postcode	4558	<small>The email address is your username</small>	
		Password	test11password
			<a href="#">Save changes</a>

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**.

The screenshot shows the 'Applications/license forms' tab selected. Below it are two sections: 'Casual sportsground bookings' and 'Submitted bookings'.

Booking type	Description	Start application	Check availability
Community events	For booking community events	[button]	[button]
Casual sportsground application	For casual bookings of sportsgrounds	[button]	[button]

Application ID	Booking start date	Booking type	Status	Action
10011	10 Jan 2018	Community events	Awaiting council decision	

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.

The screenshot shows the 'Check availability' page. It includes a 'Back' button, a date selector set to '11-Feb-2015', and a legend with three categories: 'Seasonal booking' (green), 'External booking' (blue), and 'Provisional booking' (orange). Below the legend are two notes: 'Note 1: provisional bookings are allocated on a first come first serve basis.' and 'Note 2: C indicates the ground is closed.' The main part of the page is a grid showing availability for three sportsgrounds: Adelaide Reserve - Football Oval, Adelaide Reserve - Tennis Courts, and Cooroy Reserve - Bow Is Green. The grid columns represent times from 9:00am to 3:30pm. The Adelaide Reserve - Tennis Courts row shows blue blocks from 1:30pm to 3:30pm.

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.

The screenshot shows the 'Casual sportsground bookings' section. It has the same table structure as the previous screenshot. The 'Start application' button for the 'Casual sportsground application' row is highlighted with a red box.

## Contact details

Check your contact details are correct or amend accordingly.

### Section A - Contact Details

Name of Organisation / Group:	Cooroy Football Club		
First name:	Allan	Phone (home):	07 5450 2680
Last name:	Murnane	Phone (bus):	
Address:	90 Sippy Downs Drive	Phone (mob):	0412 563 265
Suburb:	Sippy Downs	Fax:	
Postcode:	4558		
Login Details			
Username / email:	cl2@imscomply.com.au		
Password:	QHKNZV		

## 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.

### Booking Information - #10072

Reserve/sportsground required	Adelaide Reserve
Number of sportsgrounds required	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Number attending	50
Activity to be conducted on reserve/sportsground	<input checked="" type="checkbox"/> Athletics <input type="checkbox"/> Football <input type="checkbox"/> Soccer <input type="checkbox"/> Baseball <input type="checkbox"/> Hockey <input type="checkbox"/> Softball <input type="checkbox"/> Cricket <input type="checkbox"/> Netball <input type="checkbox"/> Tennis <input type="checkbox"/> Other (please state)
Please tick the box relating to your activity	<input checked="" type="checkbox"/> PE Class <input type="checkbox"/> Regional Competition <input type="checkbox"/> Interschool Competition <input type="checkbox"/> State Competition <input type="checkbox"/> Intraschool Competition <input type="checkbox"/> Social
What items will be taken onto reserve/sportsground	Chairs
Do you need access to public toilets?	<input checked="" type="radio"/> Yes* <input type="radio"/> No

\* subject to reserve/sportsground amenities

Choose the date and times you need these grounds for:

Dates of proposed event:

Booking number: 1	
Date of booking:	03-Aug-2016
Times required:	From: 7:00am To: 9:30am
Tick box if a recurring event:	<input checked="" type="checkbox"/>
Repeat pattern:	Same TIME each WEEKDAY Only
Repeat quantity:	4 OR Repeat until:

[Add another booking](#)

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.

#### Public Liability Certificate

Please attach a current Public Liability Insurance Policy Certificate to the value of at least \$10 million that covers the activities that will be undertaken during the proposed booking.



Expiry date:  
13 Dec 2017

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 and submit the application.

#### Privacy statement

The personal information requested on this form is being collected by Council for reference and identification purposes. To ensure confidentiality of information requested we will only use personal information provided by you for the purpose of providing a range of access to facilities and equipment. In accord with our Privacy Policy, we will not disclose your personal information without consent to a third party, institution or authority except where required by law or other regulation.

#### Terms and Conditions

Terms and Conditions PDF



I, on behalf of the organisation / group, agree to all terms and conditions.\*

\* Checkbox becomes enabled once the Terms and Conditions PDF is downloaded

Save incomplete application

Submit application

Please note: changes cannot be made after submitting this form.

### 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.

#### Submitted bookings

Application ID	Booking start date	Booking type	Status	Action
10011	10 Jan 2018	Community events	Awaiting council decision	
10072		Casual sportsground application	<a href="#">Continue application</a>	

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

Delete the existing PDF to replace and remember to update the expiry date.

Applications/licence forms    Update contact details    **Upload documents**

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Compliance documentation

Document	Documentation	Additional details
Certificate of Public Liability Insurance (a minimum cover of \$10 million is required)	  To replace document, delete the existing document first	Expiry date: <input type="text" value="13 Dec 2017"/>

## 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.