



CAMPBELLTOWN

# **Sports Grounds**

STEP-BY-STEP USER ONLINE BOOKING GUIDE

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## Use Bookable to hire our facilities and recreational spaces.

This guide will show you how to register as a customer and complete a booking.

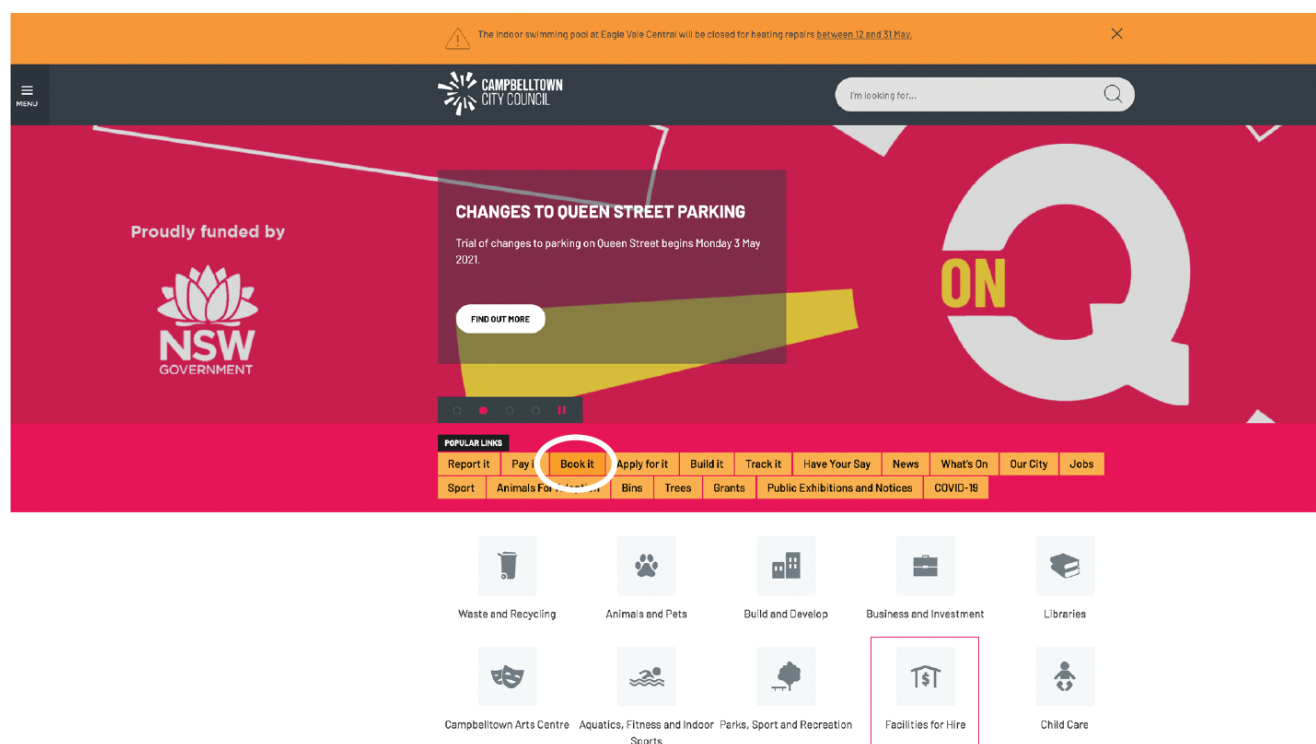
### WHERE TO START

Visit our website

[www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au)

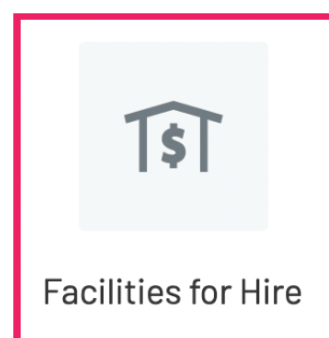
### BOOK IT

Select the **Book It** button from the popular links menu to view a list of the services and facilities available and select **Sports grounds (Casual, Seasonal and School)** to view a list of sports fields available for hire.



### FACILITIES FOR HIRE

Selecting the **Facilities for Hire** icon will present a listing of all the facilities that you can hire. You can refine this list to sports fields only by selecting **Sports Grounds** from the **Facility Type** drop down.



From here, you can select the facility that you wish to hire, you will be directed to bookable and can commence the booking process.

# Account Registration

In order to use the system to request and amend bookings, you need to first create an account. You can do this by selecting **register** in the top right hand corner of the home screen.

Regular ☒ Seasonal

Login | Register

1. Search

2. Refine

3. Confirm & Pay

Filters

Venue Type

- Select Venue Type -

Activity Type

- Select Activity Type -

Search for a Venue or Suburb

Date

13/04/2022

Search

Clear All

More Options

Welcome to Campbelltown City Council TEST's venue booking website.

Here you are able to search for venues and make reservations for the venue of your choice.

Please feel free to search our available facilities here. Once you have made your search, you can click on the venues to find out more details, images and the terms and conditions of hire.

You must be registered to make a booking through this portal.

If you are not already registered, please click the 'Register' button on the top right corner of the screen and enter your details. Once your registration is verified you will be able to log in, create new bookings and manage any existing bookings.

Refer to our [User Guide](#) for instructions on using the online booking system.

Prior to making a booking, please review Campbelltown City Council's response for [COVID-19](#).

If you require assistance with Community Centre bookings please contact our Booking Administration team on [\(02\) 4645 4000](#).

If you require assistance with Sports Ground bookings please contact our Sport and Recreation team on [\(02\) 4645 4615](#).

What would you like to do first: [Browse Venues](#), [Register](#), or [Login](#)?

Select the **Registration Type** that is most relevant to you. E.g. Organisation and Sporting Clubs/Associations or Organisation and School (Educational Institution) – Inside LGA.

Here you will enter the organisation's details as well as assign a primary user for your organisation. Here you can also upload proof of your current public liability cover and it will be added to all future bookings.

**NOTE:** Your password should contain a combination of at least 7 uppercase and lowercase letters, numbers and special characters. The more characters, the stronger the password. Your password will be accepted once the strength indicator turns green.

## Complete the New Customer form below and start booking all your favourite venues ...once your registration is verified!

### Registration Type



Organisation



Sporting Clubs/Associations



### Organisation Details



Organisation/Trading Name\*

ABN\*

\*Organisation Phone Number (inc Region and Cour

Organisation Email\*

Address Line 1\*

Address Line 2 (Optional)

Suburb\*

Select State\*



Australia



Postcode\*

### Create Account



Copy Organisation Email Address

Email\*

Confirm Email\*

Password\*

Confirm Password\*

☐ Show Password

☐ Show Password

Our password policy requires a strong password. Your password should contain a combination of at least 7 uppercase and lowercase letters, numbers and special characters. The more characters, the stronger the password. Your password will be accepted once the strength indicator turns green.

## Primary User Personal Details



Copy Organisation Contact Details

Title*	▼	Given Name(s)*	Family Name*
Mobile Number (inc Region and Country codes)*		Phone Number (Optional) (inc Region and Country	
Address Line 1*		Address Line 2 (Optional)	
Suburb*	Select State*	▼	Australia ▼
Postcode*	Position in Organisation*		

## Upload Document



Any documents specified below must be uploaded as part of your registration. Registrations that do not include the required documents may be delayed or rejected.

Public Liability Insurance \$20 million

Select Files

☐ By registering, you agree you have read and you accept our [Privacy Policy](#) and [Terms of Use](#).

Create Account

Once all details have been entered you can select **Create Account**, your details will be provided to the bookings team who will verify your account. You will be notified via email once your account is verified, you can then log in and begin to request bookings.

## Adding a user to your Existing Account

To add another user to your organisation's account, the main user should log in and navigate to **My Account** from the home screen.

Regular ☒ Seasonal

Doe, Jane(campbelltownsportsassociation@campbelltown.com.au) [My Account](#) | [Logout](#)

1. Search

2. Refine

3. Confirm & Pay

Filters

Venue Type

- Select Venue Type -

Activity Type

- Select Activity Type -

Search for a Venue or Suburb

Date

09/05/2022

Search

Clear All

More Options

Welcome to Campbelltown City Council TEST's venue booking website.

Here you are able to search for venues and make reservations for the venue of your choice.

Please feel free to search our available facilities here. Once you have made your search, you can click on the venues to find out more details, images and the terms and conditions of hire.

You must be registered to make a booking through this portal.

If you are not already registered, please click the '[Register](#)' button on the top right corner of the screen and enter your details. Once your registration is verified you will be able to log in, create new bookings and manage any existing bookings.

Refer to our [User Guide](#) for instructions on using the online booking system.

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If you require assistance with Sports Ground bookings please contact our Sport and Recreation team on [\(02\) 4645 4615](#).

Then select **My Organisation** and **+ Invite User**. Enter an email address for the person you want to invite, they'll receive an email prompting them to set up their own account.

## My Account

My Bookings   My Details   **My Organisation**

### My Organisation Details

#### Organisation Details



**Organisation/Trading Name:**

Campbelltown Sports Association

**ABN:**

11111111111

**Phone:**

0411 111 111

**Email:**

campbelltownsportsassociation@campbelltown.c

**Address:**

1 Sports Street Campbelltown NSW 2560 Australia

**Customer Type:**

Sporting Clubs/Associations

**Verified:**

Yes

**Debtor ID:**

Debtor ID

Modify

#### Organisation Users



+ Add User   + Invite user



Allow users to see bookings for whole organisation

Name	Email	Address	Mobile	Phone	Main	Status
Jane Doe	campbelltownsportsassociation@campbelltown.com.au	1 Sports Street Campbelltown NSW 2560 Australia	0411 111 111		true	Verified



## Booking a Sports Ground

From your selected field you can click on **Explore Venue** to see more detail and find information about your selected venue by selecting **Venue Details**. This will provide information on what's available at the facility as well as opening hours and other useful information.

**Regular** ☒ Seasonal

Doe, Jane(campbelltownsportsassociation@campbelltown.com.au) [My Account](#) | [Logout](#)

---

**1. Search**
**2. Refine**
**3. Confirm & Pay**

---

### Filters

Venue Type

Sports Grounds ▾

Activity Type

- Select Activity Type - ▾

Search for a Venue or Suburb

ambar

Date

09/05/2022

[Clear All](#)

Search


More Options ▾

[Tile View](#)   [Map View](#)

---

Showing results - 1 record(s)



## Ambarvale Sports Complex

Located in Ambarvale, Ambarvale Sports Complex caters to both cricket and soccer.

Cricket, Fitness and Wellbeing activities, Soccer, Training

♿ ♻ 🚶 🏠 ⛳ P 📄 👤

Available

EXPLORE VENUE

See availability & More ▾

1. Search

2. Refine

3. Confirm & Pay

Filters

Venue Type

Sports Grounds

Activity Type

- Select Activity Type -

Search for a Venue or Suburb

ambar

Date

09/05/2022

Search


Clear All

More Options

Showing results - 1 record(s)

Tile View

Map View



Ambarvale Sports Complex

Available

Located in Ambarvale, Ambarvale Sports Complex caters to both cricket and soccer.

Cricket, Fitness and Wellbeing activities, Soccer, Training

BOOK VENUE

Close

Bookable Items

Venue Details

Images

Documents

Daily View

Weekly view

Monthly view

Cricket (Synthetic)

Find out more

Turf cricket field with synthetic wicket.

Mon May 09, 2022

My booking

Booked

Buffer

Available

Closed

Closure

6AM

7AM

8AM

9AM

10AM

11AM

12PM

1PM

2PM

3PM

4PM

5PM

6PM

7PM

8PM

9PM

10PM

11PM

0AM

1AM

2AM

3AM

4AM

5AM

Activities

Cricket, Fitness and Wellbeing activities, Training

Book this item

Soccer Fields

Find out more

Turf soccer fields with posts.

Mon May 09, 2022

My booking

Booked

Buffer

Available

Closed

Closure

6AM

7AM

8AM

9AM

10AM

11AM

12PM

1PM

2PM

3PM

4PM

5PM

6PM

7PM

8PM

9PM

10PM

11PM

0AM

1AM

2AM

3AM

4AM

5AM

Activities

Fitness and Wellbeing activities, Soccer, Training

Book this item

Make use of the venue filters on the left hand side to explore other venues or view the full list of venues on offer.

To make an enquiry select the space you want to book and select **Book this Item**.

10 | HOW TO BOOK A FACILITY

## Booking Refinement

Here you will enter specific details about your booking including:

**Booking Name:** a description of the booking. E.g. School Gala Day or End of Season Presentation

**Attendee Numbers:** the approximate number of people attending

**Purpose:** use the drop down arrow to select from a pre-defined list of purposes

**Customer:** this will autofill from your customer account

More details can be entered by selecting the + **Additional Information** section

## School and Casual Bookings

## Single Day Bookings

Enter the date and time of your booking as well as selecting the item you wish to book, if multiple spaces are available you can add these by selecting **Add Booking** Item.

To delete an item, click the bin icon next to the item that is not required.

2. Booking Items

Add the items you wish to book, then choose the duration of your booking.

12/05/2022

Create Repeat/Add Date

Bookable Items \*

From

To

Cricket (Synthetic)

09

00

13

30

Add Booking Item

Ambarvale Sports Complex

Daily View | Weekly view | Monthly view

Thu May 12, 2022

Clash

My booking

Current

Reserved

Booked

Buffer

Available

Closed

Closure

Cricket (Synthetic)

6AM

7AM

8AM

9AM

10AM

11AM

12PM

1PM

2PM

3PM

4PM

5PM

6PM

7PM

8PM

9PM

10PM

11PM

0AM

1AM

2AM

3AM

4AM

5AM

Soccer Fields

6AM

7AM

8AM

9AM

10AM

11AM

12PM

1PM

2PM

3PM

4PM

5PM

6PM

7PM

8PM

9PM

10PM

11PM

0AM

1AM

2AM

3AM

4AM

5AM

New Search

Checkout

## Multiple Day Bookings

To book a multiple day event, enter all information as above, select **Create Repeat/Add Date** and select **OK**.

Here you can **Create Repeat** bookings on a daily, weekly or monthly schedule. Use the **Advanced Timing** option to create different start and/or finish times for different days.

Create Repeat/Add Date

Create Repeat

or

Add Date(s)

Repeat:

Weekly

Repeat every: 1 week(s)

Repeat on: ☐ Advanced Timing  
☐ Sun ☐ Mon ☐ Tue ☐ Wed ☒ Thr ☐ Fri ☐ Sat

End:  
☒ After 2 occurrence(s)  
☐ On

OK

Cancel

Create Repeat/Add Date

×

Create Repeat

or

Add Date(s)

Repeat:

Weekly

▼

Repeat every: 1 week(s)

Repeat on: ☒ Advanced Timing

Day	From	To
<input type="checkbox"/> Sunday	09 : 00	13 : 30
<input checked="" type="checkbox"/> Monday	12 : 30	15 : 30
<input type="checkbox"/> Tuesday	09 : 00	13 : 30
<input checked="" type="checkbox"/> Wednesday	10 : 00	13 : 30
<input checked="" type="checkbox"/> Thursday	11 : 00	13 : 30
<input type="checkbox"/> Friday	09 : 00	13 : 30
<input type="checkbox"/> Saturday	09 : 00	13 : 30

End:

☐ After
 

occurrence(s)

☒ On
 

20/05/2022

📅

OK

Cancel

Your selected dates will be added to your booking request and will appear in the right hand corner of your booking screen. You can amend or delete individual dates in your booking request by selecting the date from the top right hand corner.

Any clashes will be shown at this stage, requests cannot be submitted with a clash. Please choose an alternate date or remove the affected date from your booking request before submitting.

## Booking Refinement

1. **Booking Overview** To start your booking, add a Name for the Booking, choose your purpose and login if you are registered



Booking Name: \* (46/150 characters.)

Campbelltown Example School Cross Country 2022

Attendee Numbers: \*

350

Purpose: \*

Sports - School Hire

Customer:

John Doe

Included Dates (4 Clashes Exist)

Monday 04/07/2022  
Thursday 07/07/2022  
Monday 11/07/2022  
Thursday 14/07/2022  
Monday 18/07/2022  
Thursday 21/07/2022

[+ Additional Information](#)

2. **Booking Items** Add the items you wish to book, then choose the duration of your booking.



04/07/2022



Create Repeat/Add Date

Bookable Items \*

From

To

Soccer Fields

09

00

10

00

Delete

Add Booking Item

Ambarvale Sports Complex

Daily View | Weekly view | Monthly view

Mon Jul 04, 2022

Clash My booking Current Reserved Booked Buffer Available Closed Closure

Cricket (Synthetic)

Soccer Fields

6AM	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM	12AM	1AM	2AM	3AM	4AM	5AM

< New Search

Checkout >

Or you can **Add Dates** individually by selecting your desired date, selecting the desired times and clicking **Add**. Multiple dates can be added using this screen.

### Create Repeat/Add Date

[Create Repeat](#) or [Add Date\(s\)](#)

Choose your Date, then From and To times, Press 'Add' to add multiple dates.

Date	From	To
14/05/2022	11 : 00	13 : 30

[Add](#)

1. 14/05/2022 11:00 - 13:30

Delete/Edit

2. 17/06/2022 15:00 - 18:30

Delete/Edit

3. 27/07/2022 09:00 - 16:30

Delete/Edit

OK

Cancel

## Submitting your request

Once you have entered all booking dates and details, you can submit your request but selecting **Checkout** at the bottom of your screen.

1. Search

2. Refine

3. Confirm & Pay

### Booking Refinement

1. Booking Overview

To start your booking, add a Name for the Booking, choose your purpose and login if you are registered

Booking Name: \* (46/150 characters.)

Campbelltown Example School Cross Country 2022

Attendee Numbers: \*

350

Included Dates

Monday 18/07/2022

Monday 25/07/2022

Monday 01/08/2022

Monday 08/08/2022

Purpose: \*

Sports - School Hire

Customer:

John Doe

+ Additional Information

2. Booking Items

Add the items you wish to book, then choose the duration of your booking.

18/07/2022

Create Repeat/Add Date

Bookable Items \*

From

To

Soccer Fields

09

:

00

10

:

00

Delete

Add Booking Item

Ambarvale Sports Complex

Daily view | Weekly view | Monthly view

Mon Jul 18, 2022

Clash

My booking

Current

Reserved

Booked

Buffer

Available

Closed

Closure

Cricket (Synthetic)

6AM

7AM

8AM

9AM

10AM

11AM

12PM

1PM

2PM

3PM

4PM

5PM

6PM

7PM

8PM

9PM

10PM

11PM

0AM

1AM

2AM

3AM

4AM

5AM

Soccer Fields

6AM

7AM

8AM

9AM

10AM

11AM

12PM

1PM

2PM

3PM

4PM

5PM

6PM

7PM

8PM

9PM

10PM

11PM

0AM

1AM

2AM

3AM

4AM

5AM

< New Search

Checkout >

You will be taken to another screen where you should review and **Complete** your request.



1. Search

2. Refine

3. Confirm & Pay

### Booking Details

Home

Booking Overview

**Venue:**  
Ambarvale Sports Complex

**Customer:**  
John Doe

**Booking Name:**  
Campbelltown Example School Cross Country 202

**Purpose:**  
Sports - School Hire

**Description:**

**Special Requirements:**

**Attendee Numbers:**  
350

### Booking Status: Temporary

Pricing Summary	
Fees (incl GST):	\$0.00
Bonds:	\$0.00
Total (incl GST):	\$0.00
GST:	\$0.00
Payable:	\$0.00
Payable Now:	\$0.00
Payable Later:	\$0.00

#### Required Documents

The document(s) specified below are required for your booking to be assessed. The maximum file size is 30MB per file.

Public Liability Insurance \$20 million \*

- No documents uploaded.

#### Other Documents

Only use this option to upload additional documents that are NOT specified in the 'Required Documents' panel

- No documents uploaded.

### Booking Breakdown

#### 18 July 2022 Monday

Bookable Item	From	To	Unit	# of Units	Unit Price	Total	GST *
Soccer Fields	09:00 AM	10:00 AM	Days	1	\$0.00	\$0.00	\$0.00

#### 25 July 2022 Monday

Bookable Item	From	To	Unit	# of Units	Unit Price	Total	GST *
Soccer Fields	09:00 AM	10:00 AM	Days	1	\$0.00	\$0.00	\$0.00

#### 01 August 2022 Monday

Bookable Item	From	To	Unit	# of Units	Unit Price	Total	GST *
Soccer Fields	09:00 AM	10:00 AM	Days	1	\$0.00	\$0.00	\$0.00

#### 08 August 2022 Monday

Bookable Item	From	To	Unit	# of Units	Unit Price	Total	GST *
Soccer Fields	09:00 AM	10:00 AM	Days	1	\$0.00	\$0.00	\$0.00

#### Add contacts for booking notifications

If you would like others to be notified about certain updates to this booking, please add those contacts here.

Add Existing Contact
Add Manual Contact

Delete
Modify
Print Quote
Complete

You will then be prompted to answer all checklist questions and agree to the terms and conditions of hire. Once you have done this, your request is submitted for review by the Sport and Recreation Team and you will be contacted within 7 business days with the outcome of your request.



## Sports Clubs and Associations Purposes of Hire

See below for information regarding purposes of hire and how to submit your pre-season, seasonal and single day (presentation days etc.) bookings.

### Pre-season Hire

Applications for pre-season training can be made, the below purpose should be selected.

Complete the booking refinement details outlined below:

**Booking Name:** a description of the booking. E.g. Campbelltown Sports Association Preseason Training Winter 2022

**Attendee Numbers:** the approximate number of people attending.

**Purpose:** use the drop down arrow to select **Sports - Pre-Season Training**

**Customer:** this will autofill from your customer account

More details can be entered by selecting the **+ Additional Information** section.

#### Booking Refinement

1. **Booking Overview** To start your booking, add a Name for the Booking, choose your purpose and login if you are registered



<b>Booking Name:</b> * (65/150 characters.)	<b>Attendee Numbers:</b> *	<b>Included Dates</b>
Campbelltown Sports Association Pre Season Training - Winter 2022	400	<u>Friday 13/05/2022</u>
<b>Purpose:</b> *	<b>Customer:</b>	
Sports - Pre-season Training ▼	Jane Doe	

[+ Additional Information](#)

Use the **Create Repeat/Add Date** button to create repeating booking dates or add individual dates to your request.

Once you have entered all booking dates and details, you can submit your request but selecting **Checkout** at the bottom of your screen.

## Booking Refinement

1. **Booking Overview** To start your booking, add a Name for the Booking, choose your purpose and login if you are registered

<b>Booking Name: *</b> (65/150 characters.) Campbelltown Sports Association Pre Season Training - Winter 2022	<b>Attendee Numbers: *</b> 85	<b>Included Dates</b> <a href="#">Wednesday 15/06/2022</a> <a href="#">Friday 17/06/2022</a> <a href="#">Wednesday 22/06/2022</a> <a href="#">Friday 24/06/2022</a> <a href="#">Wednesday 29/06/2022</a> <a href="#">Friday 01/07/2022</a>
<b>Purpose: *</b> Sports - Pre-season Training	<b>Customer:</b> Jane Doe	

[+ Additional Information](#)

2. **Booking Items** Add the items you wish to book, then choose the duration of your booking.

15/06/2022

**Create Repeat/Add Date**

<b>Bookable Items *</b>	<b>From</b>	<b>To</b>	<b>Delete</b>
Soccer Fields	16 : 00	18 : 00	<b>Delete</b>

**Add Booking Item**

**Ambarvale Sports Complex**

**Daily View** | **Weekly view** | **Monthly view**

Wed Jun 15, 2022

Cricket (Synthetic)

Soccer Fields

**Legend:** Clash, My booking, Current, Reserved, Booked, Buffer, Available, Closed, Closure

**Time Slots:** 6AM, 7AM, 8AM, 9AM, 10AM, 11AM, 12PM, 1PM, 2PM, 3PM, 4PM, 5PM, 6PM, 7PM, 8PM, 9PM, 10PM, 11PM, 12PM, 1AM, 2AM, 3AM, 4AM, 5AM

**Buttons:** **< New Search** **Checkout >**

You will be taken to another screen where you should review and **Complete** your request.

You will then be prompted to answer all checklist questions and agree to the terms and conditions of hire. Once you have done this, your request is submitted for review by the Sport and Recreation Team and you will be contacted within 7 business days with the outcome of your request.

## Presentation Days

Presentation days should be submitted as separate, single day bookings using the details outlined below. Complete the booking refinement details outlined below:

**Booking Name:** a description of the booking. E.g. School Gala Day or End of Season Presentation

**Attendee Numbers:** the approximate number of people attending.

**Purpose:** use the drop down arrow to select **Sports – Other Activities**

**Customer:** this will autofill from your customer account

More details can be entered by selecting the **+ Additional Information** section.

### Booking Refinement

**1. Booking Overview** To start your booking, add a Name for the Booking, choose your purpose and login if you are registered



**Booking Name:** \* (53/150 characters.)

Campbelltown Sports Association Presentation Day 2022

**Attendee Numbers:** \*

400

**Included Dates**

Saturday 19/11/2022

**Purpose:** \*

Sports – Other Activities



**Customer:**

Jane Doe

[+ Additional Information](#)

Once you have entered all booking details, you can submit your request but selecting **Checkout** at the bottom of your screen.

You will be taken to another screen where you should review and **Complete** your request.

You will then be prompted to answer all checklist questions and agree to the terms and conditions of hire. Once you have done this, your request is submitted for review by the Sport and Recreation Team and you will be contacted within 7 business days with the outcome of your request.

## Seasonal Hire

Clubs and Associations will be notified in writing when applications open for the summer and winter seasons. Applications will be open for a specified period of time and bookings will be confirmed after the closure of seasonal applications.

Seasonal applications are accessed from the home page of bookable by clicking **Seasonal** in the top left corner of the home screen.

Regular ☐ Seasonal ☒

Doe, Jane(campbelltownsportsassociation@campbelltown.com.au) [My Account](#) | [Logout](#)

1. Search

2. Refine

3. Confirm & Pay

Filters

Venue Type

- Select Venue Type -

Activity Type

- Select Activity Type -

Search for a Venue or Suburb

Date

17/05/2022

Clear All

Search

More Options

Welcome to Campbelltown City Council TEST's venue booking website.

Here you are able to search for venues and make reservations for the venue of your choice.

Please feel free to search our available facilities here. Once you have made your search, you can click on the venues to find out more details, images and the terms and conditions of hire.

You must be registered to make a booking through this portal.

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If you require assistance with Sports Ground bookings please contact our Sport and Recreation team on [\(02\) 4645 4615](#).

Select the appropriate season from the pop up box, you may be required to enter a password. This will be sent to you when being notified of the opening of seasonal applications.

### Select Season

#### Instructions




Select the season you are requesting by clicking on the season name below.

You may need to create multiple booking requests to cover all parts of your seasonal submission. For example, if you are requesting weekdays from 4pm to 7pm and weekends from 8am to 12noon you will need to create 2 booking requests - one for the weekday times and one for the weekend times.

You will need to create booking requests with different purposes separately. For example, create one booking request for Training and another for Fixtures/Matches.

Where possible, please create booking requests at the same time and submit together.

#### Please select Season.

Name	From	To	Protected
<a href="#">2022 Summer</a>	17/09/2022	18/03/2023	
<a href="#">2022 Winter</a>	02/04/2022	11/09/2022	
<a href="#">Winter 2022 Season</a>	10/04/2022	16/09/2022	

Cancel

Select the item you wish to book from the available list.

Complete the booking refinement details outlined below:

**Booking Name:** a description of the booking. E.g. Campbelltown Sports Association – Winter 2022

**Attendee Numbers:** the approximate number of registered players for the season

**Purpose:** use the drop down arrow to select **Sports – Seasonal Hire**

**Customer:** this will autofill from your customer account

More details can be entered by selecting the **+ Additional Information** section

Select **Create Repeat/Add Date** to **Create Repeat** bookings on a daily, weekly or monthly schedule. Use the **Advanced Timing** option to create different start and/or finish times for different days. The start and finish dates will pre-fill based on that year's seasonal determination.

Create Repeat/Add Date

×

---

Create Repeat

or

Add Date(s)


---

Repeat every: 1 week(s)

Repeat on: ☐ Advanced Timing

☒ Sun ☒ Mon ☐ Tue ☒ Wed ☐ Thr ☒ Fri ☒ Sat

End:

16/09/2022 

---

OK

Cancel

Create Repeat/Add Date

×

---

Create Repeat

or

Add Date(s)


---

Repeat every: 1 week(s)

Repeat on: ☒ Advanced Timing

Day	From	To
<input checked="" type="checkbox"/> Sunday	07 : 00	19 : 00
<input checked="" type="checkbox"/> Monday	16 : 30	21 : 00
<input type="checkbox"/> Tuesday	09 : 00	10 : 00
<input checked="" type="checkbox"/> Wednesday	16 : 30	18 : 00
<input type="checkbox"/> Thursday	09 : 00	10 : 00
<input checked="" type="checkbox"/> Friday	17 : 00	19 : 00
<input checked="" type="checkbox"/> Saturday	07 : 00	15 : 00

End:

16/09/2022 

---

OK

Cancel

**Note:** please only select the days and times required for use by your club or association. E.g. Monday, Wednesday and Friday from 4pm to 10pm and Saturday and Sunday from 7am to 7pm. Blanket bookings will not be approved.

All booking dates will be shown in the top right hand corner of your booking screen, amend individual dates by selecting a date from the list. Changes can be applied to one or all dates in the request.

### You made changes to your booking

Apply these changes to:

☐ All dates

☒ Just this date

Yes

No

Once you have entered all booking details, you can submit your request but selecting **Checkout** at the bottom of your screen.

You will be taken to another screen where you should review and **Complete** your request.

You will then be prompted to answer all checklist questions and agree to the terms and conditions of hire.

### Enter Checklist

#### Name

Sports Ground - Checklist

#### Instruction

Tell us more about your booking request

- |                                                                                                                                                                     |                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 1. Do you require access to amenities? *                                                                                                                            | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 1-1. Please complete a <a href="#">Key Request form</a>                                                                                                             |                                                                     |
| 2. Will your booking include any of the following: fireworks, food stalls/food trucks, rides, stages/temporary structures or gazebos, animals or amplified sound? * | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 3. Have you attached proof of your public liability insurance? *                                                                                                    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. I understand that any sponsorship signage erected at the grounds will require written approval from Campbelltown City Council *                                  | <input checked="" type="checkbox"/> Yes                             |

Cancel

OK

## Terms and Conditions

### **SPORT, RECREATION AND LEISURE Sports Ground – Conditions of Hire**

#### **Application procedures for hire**

1. Application for the use of sports grounds will only be considered upon receipt of a completed application form via Council's website on-line application form.

[Print](#)

## Specific Booking Requirements

Any documents specified below must be uploaded as part of your booking. Bookings that do not include the required documents may be delayed or rejected.

- Public Liability Insurance \$20 million

☒ **I have read and accept the Terms and Condition.**

**Continue**

You will also be given the option to submit a second request, select yes or no. Once you have done this, your request is submitted for review by the Sport and Recreation Team and you will be contacted to advise the outcome your request.



## Reset your Password

To reset your password, from the home screen, click the **Login** hyperlink on the top right hand corner of your screen and then select **Forgot Password?** Enter your email address and select **OK**.


An email will be sent to your email address, click the link within the email to be redirected to the booking site and follow instructions to reset your password.

[Home](#) | [Instructions](#)    **Regular** ☐ **Seasonal** ☒

[Login](#) | [Register](#)

If you require any assistance making a booking please contact our Booking Administration team on [\(02\) 4645 4000](#).

### Login

Customer **Login** 

Email

Password

☐ Show Password

Login

[Forgot password?](#)  
[Active Directory Login](#)

### Forgot Password?

Please enter your email to reset password.

Cancel

OK

## Manage your Account and Bookings

You can modify existing bookings, request additional dates and download relevant documentation as well as process your own payments through **My Account**.

The **My Bookings** tab allows you to view current and historic bookings. Select a specific booking to make changes, upload documents such as public liability or cancel the booking entirely.

You can make payment by credit card by selecting **Add a Payment** or download your invoice by clicking the three dots next to a booking and selecting **Download Invoice**. Payments can also be made using BPAY, details are contained within the invoice.

To update your details, visit the **My Details** tab and amend details as required.

To update your organisation's details or perform actions such as inviting another user to your organisation's account, visit the **My Organisation** page and perform any relevant actions.

## Additional Support

If you have any questions or require additional support with your booking, please contact the Sport and Recreation Team on 02 4645 4615.



