

ACT Sport and Recreation Facilities Hiring Process

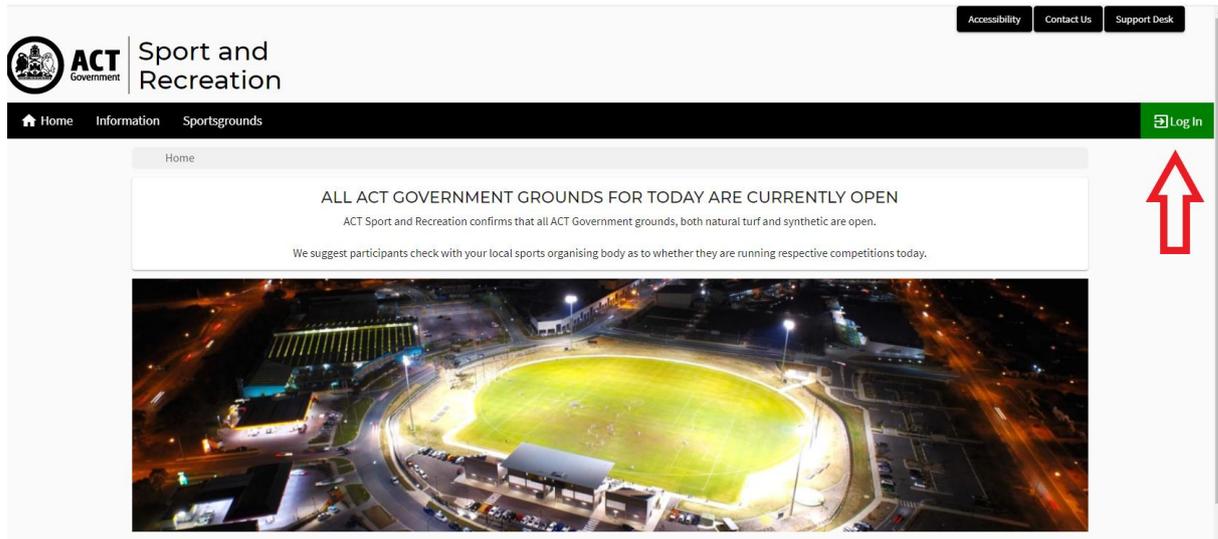
Account Registration

In order to request the hire of any sportsground in the ACT an account is required.

This account allows you to request, view, modify and pay for bookings made.

Please see below a guide on how to register for an account.

1. Visit <https://actsportsgrounds.act.gov.au/home>
2. Select the green 'login' tab at the top right-hand side of the homepage



3. Select the blue 'register' tab to begin creating an account if you do not already have one

Login

ACT Bookings Account

Email Address

Password

Remember My Login

© 2011 ACT Bookings Identity Server 2.50.2.0

4. Complete the steps outlined on the page titled 'register' ensuring you use a mobile number when prompted. The system is unable to recognise landlines and will be unable to send you reset password verification codes if a landline is used
5. Select the blue 'register' tab once complete to finalise the process

Register

Account Registration	Privacy Statement
<p>Email Address:</p> <input type="text" value="name@domain.com"/>	<p>Any personal information that you provide on this form is collected to enable processing of your application to hire ACT Government facilities and for the delivery of associated services.</p> <p>By clicking "Register" you acknowledge and accept the terms of the TCCS Privacy Policy Statement available here.</p>
<p>Password:</p> <input type="password" value="Password"/> <p>Password must have:</p> <ul style="list-style-type: none">• 10 or more characters• at least 1 UPPERCASE letter• at least 1 lowercase letter• at least 1 symbol (# \$ ^ * etc)• at least 1 number	
<p>Confirm Password:</p> <input type="password" value="ConfirmPassword"/>	
<p>Title:</p> <input type="text" value="(leave blank)"/>	
<p>First Name:</p> <input type="text" value="Firstname"/>	
<p>Last Name:</p> <input type="text" value="Lastname"/>	
<p>Mobile Number:</p> <input type="text" value="0400 123 456"/>	
<p><input type="button" value="Register"/> <input type="button" value="Cancel"/></p>	

Organisation Linking

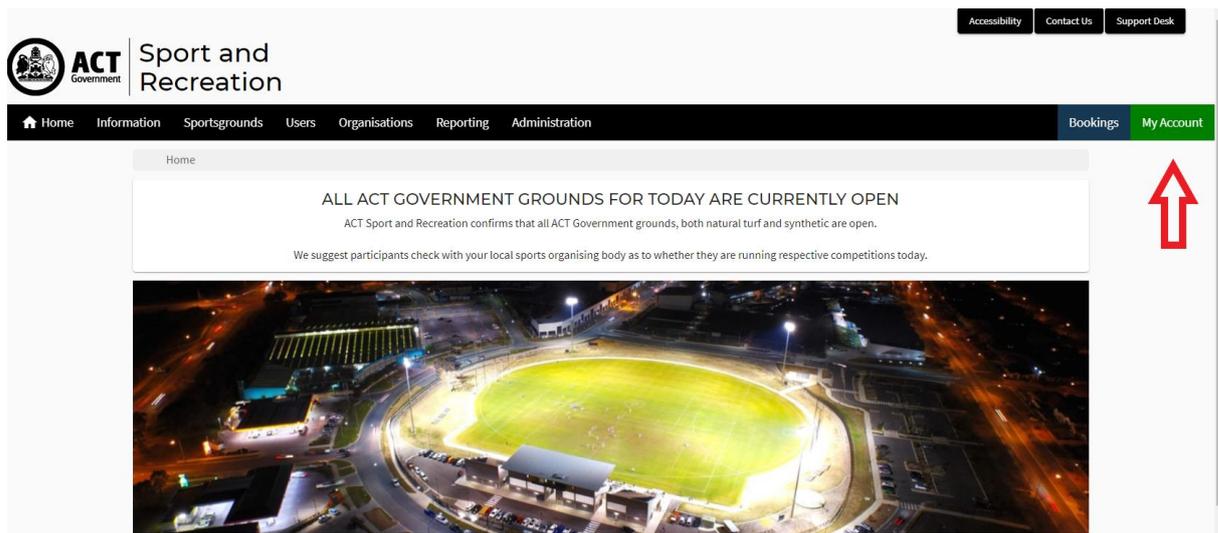
If you are booking on behalf of a club or organisation you will be required to link your account to this for billing purposes.

If your bookings are affiliated with an organisation your invoicing will be processed at 'end of month'.

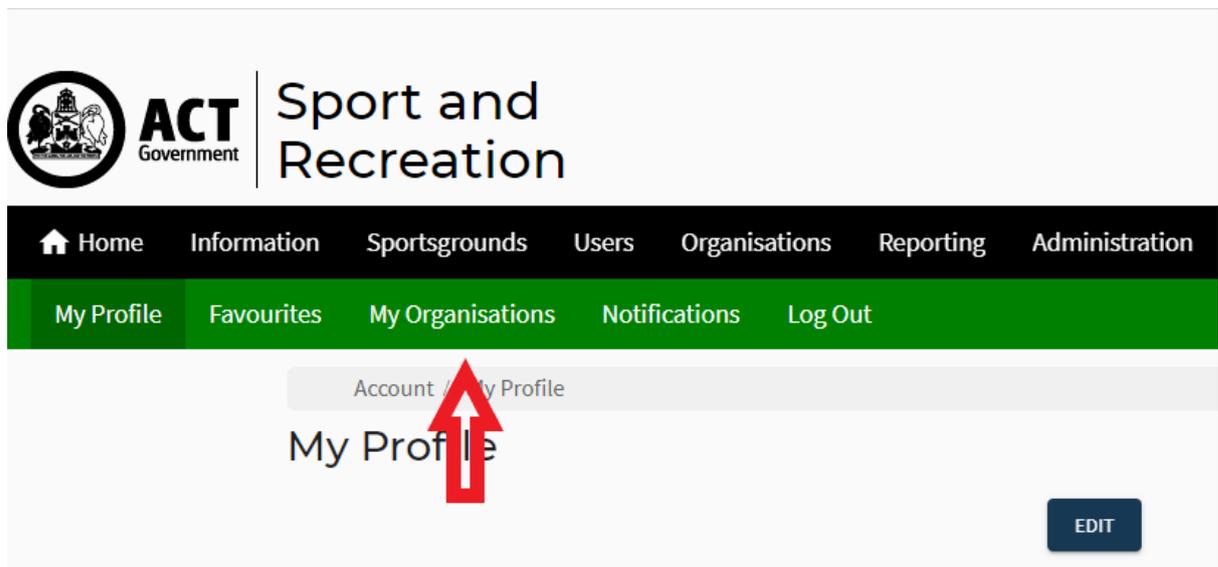
If your bookings are not affiliated with an organisation they will not be confirmed until payment has been received on the booking.

Please see below a guide on how to link your account to your organisation.

1. Visit <https://actsportsgrounds.act.gov.au/home> and log into your account
2. Select the green 'my account' tab at the top right-hand side of the homepage



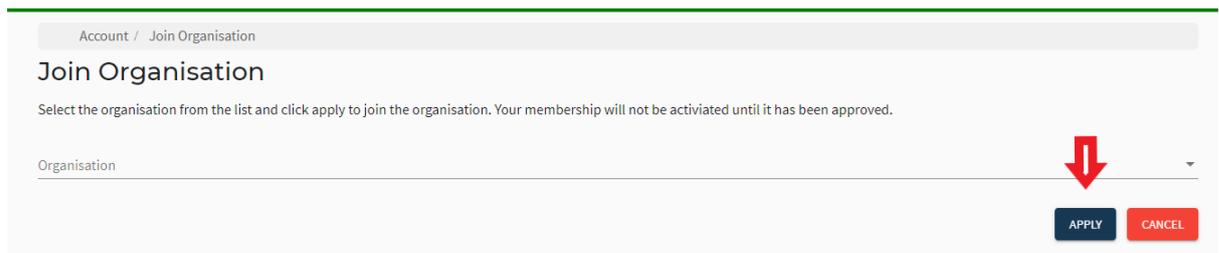
3. From here you will need to select the 'my organisation tab' located in the green banner at the top of your accounts page



4. You will then need to select 'join and organisation' to the bottom right hand side of the screen



5. You will then be prompted to use the drop-down tab to select the organisation/s you would like to be affiliated with; once this has been added select 'apply' to save the changes



6. Once you have finalised this please email sportsgrounds@act.gov.au to advise of this affiliation request so that the request can be confirmed

Create Organisation

This process is to be used where the organisation you are wanting to join is not already available in our system.

Please see below a guide on how to add your organisation to our database.

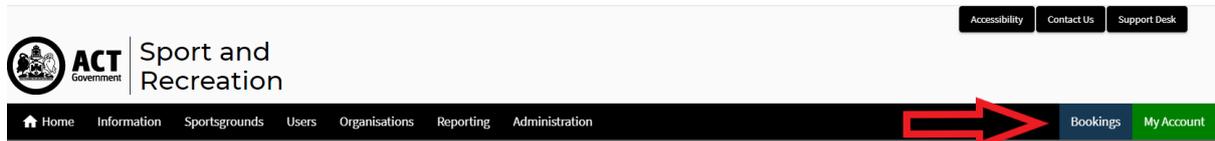
1. Ensure all information is emailed to sportsgrounds@act.gov.au
2. Provide the Legal Entity Name and Organisation Name (if these items differ)
3. Provide an ABN, ACN or Incorporation Number – noting we cannot set your organisation up as an account customer if this is not provided
4. Provide an address or PO Box for billing purposes
5. Provide a copy of your organisations insurance policy which must include the policy provider details, policy number and policy expiry date

Create Bookings

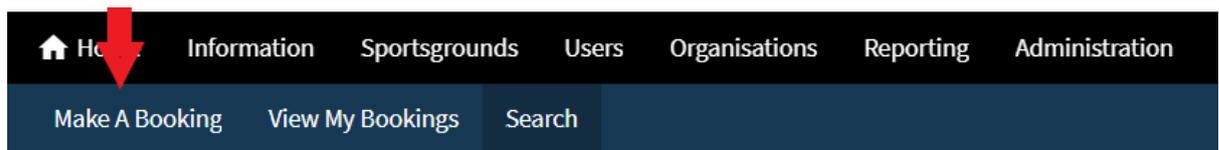
To create bookings through the website you will need to follow the steps provided below, ensuring these are followed to avoid any issues with your bookings and / or billing.

Please see below a guide on how to link your account to your organisation.

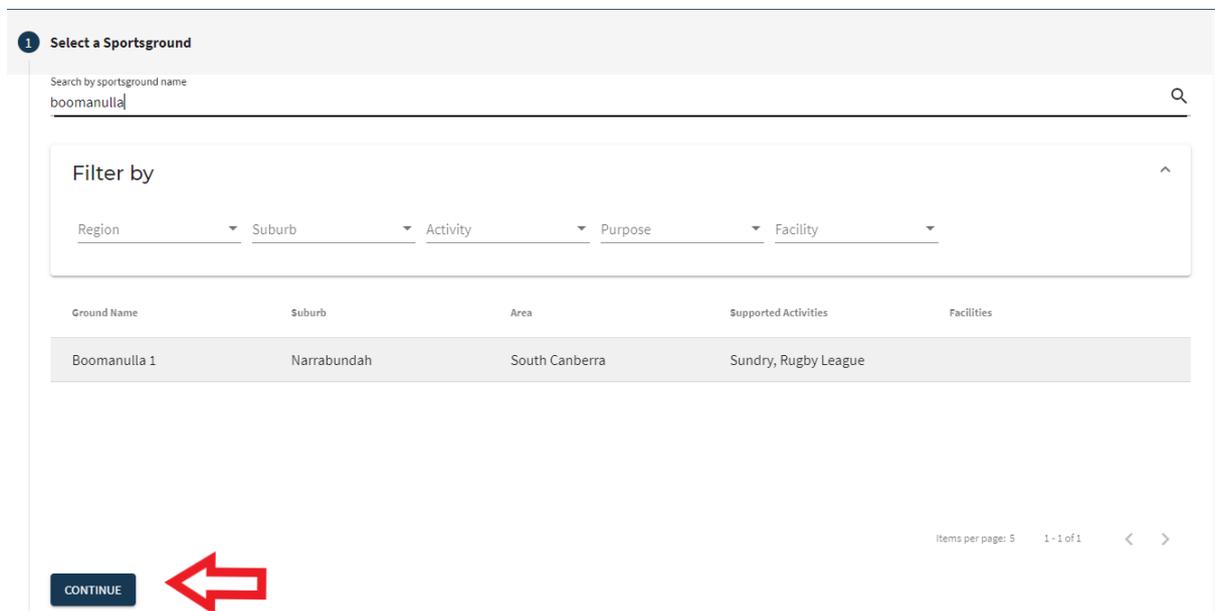
1. Visit <https://actsportsgrounds.act.gov.au/home> and log into your account
2. Select the dark blue 'bookings' tab at the top right-hand corner of the account page



3. Select the 'make a booking' tab at the top left-hand corner of the bookings page



4. Search the sportsground required and select the ground once loaded then select 'continue'



5. Select the appropriate field and / or meeting room (if applicable to the ground) some grounds will also have 'Pavilion' as a hireable asset, the pavilion is utilised as a canteen and may also contain changerooms. Please note if a Pavilion is booked this will incur an additional fee unless the booking is for an enclosed oval. Select continue once fields have been nominated

2 Select a Field

Field Name	Activities
Boomanulla 101	<input type="radio"/> Sundry <input type="radio"/> Rugby League
Boomanulla Meeting Room 102	<input type="radio"/> Sundry

6. Select the activity and activity type from the drop-down tabs noting 'Sundry' can only be utilised for hire of the meeting room and cultural events, fetes etc. on the ovals. If you select Sundry for fields, please ensure you add notes to the booking to advise what the event is for
7. From here you can also add toilets and electricity if applicable
8. You will also be required to advise whether the booking is a single use hire or recurring over multiple dates and select continue

3 Select an Activity and Activity Type

Activity
Rugby League

Activity Type
Junior Matchplay Non-Admission

Ground Facilities
Boomanulla 1 - Toilets

What type of booking would you like to make?

9. Add your date/s and times from the drop-down tabs and where the booking is to be recurring ensure you select the frequency type from the drop down and select continue

4 Select a Date & Time

Start Date *
06/03/2020

End Date *
20/03/2020

Booking dates

6 Mar. 2020

Daily

Weekly

Fortnightly

Monthly

Custom

List of bookings

4 Select a Date & Time

Start Date *
06/03/2020

End Date *
20/03/2020

Frequency
Daily

Start Time *
06:00 PM

Duration (hours) *
1

Booking dates

6 Mar. 2020

7 Mar. 2020

8 Mar. 2020

9 Mar. 2020

10 Mar. 2020

11 Mar. 2020

12 Mar. 2020

13 Mar. 2020

10. Add your organisation where required and select 'ranger required' should you need the assistance of staff to unlock facilities and amenities
11. If this is a Sundry event, please ensure you add notes to this part of the booking process
12. Select continue to proceed

5 Additional Details

Is this booking on behalf of an organisation?

Organisation *

Boomanulla Raiders - Training

Do you require a ranger to unlock facilities?

Note

Cultural Event, Fete, Markets, etc.

CONTINUE

BACK

13. If available on the ground selected and if required, you can add lights to a booking and adjust the times as necessary

6 Item Details

Lyneham 222

Facilities required ▼

Note

Lighting

None

Lyneham 222 - Training lights

Reason(s) for booking

Activity
Boot Camp ▼

Activity Type
Sundry ▼

Start Time *
06:00 PM

End Time *
07:00 PM

CONTINUE **BACK**

14. Select continue once you have completed this step and then confirm the booking request if accurate via the summary page

7 Summary

Please confirm the following details are correct.

Ground	Items	Date	Start Time	Duration (hours)	Activity	Purpose
Lyneham 2	Lyneham 222	6/3/20	18:00	1	Boot Camp	Boot Camp Sundry

SUBMIT **CANCEL**

Your booking/s have now been submitted and will be in 'pending approval' status until confirmed or rejected.

If a booking is rejected it generally means the grounds are in use on the date and times you have requested.

You will receive email notifications for any status update to your booking/s.

If you have any queries regarding rejected or confirmed bookings please email sportsgrounds@act.gov.au providing the relevant booking ID so assistance can be provided.