

Naphill Village Hall Online Booking System

What You Can Do

- Check the real-time availability of the hall instantly, online
- Get the contact details for public classes and events
- Request your booking(s)
- View, download and print your booking invoices, and check your payment history
- Promote your event through Facebook and Twitter

Viewing the Booking Schedule

- When you select Check Availability you are taken as a "guest" to the booking schedule which shows everything that it going on in both the halls.
- At the top of the screen, select Main Hall or Small Hall.

	Fraser Morgan (15:30 - 17:30)	Pilates (19:30 - 20:30)		-	Private (16	30 - 19:30)					
Fraser Morgan (16:30 - 18:30)	Yoga <i>(13:30 - 14:30)</i>	Pilates (18:15 - 19:15)	Bridge Club (19.00 - 22.0	00)	Yoga (11:15	i- 12:15)					
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• You can use the buttons at the top to view by Day, Week, Month, Agenda (this gives you a list rather than a timetable layout) and Today.

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There is also a button on the left Export to PDF/Print. This enables you to take a • print out of all the details.

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If you click on a particular booking you will see the booking details including the • contact details for the organiser.

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	Fraser Morgan (15:30 - 17:30)	Pilates (19:30 - 20:30)			Private (16:	30 - 19:30)					
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View Booking

Requesting a Booking

To request a booking you have to register so that we have all your details.

• Click on the plus sign + next to the date that you wish to book.



• You must either register as a new user, or if you are already set up then login using your existing details.



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- If you register as a new user you will be sent a password which will then enable you to log on and make your booking request.
- Complete the online form; there is guidance at the right hand side of the screen if you get stuck.
- If you want to use the kitchen please add it as a General request.
- Under Privacy, if you do not want other people to see your contact details because it is a private event then select Private. If you select Public then everyone who views the schedule will be able to see your contact details.

Booking Confirmation

- Once you submit your booking request you will get confirmation of receipt by email.
- Your booking is not confirmed until our Lettings Secretary has checked and confirmed your details.
- Once they have been confirmed you will get another email which confirms your booking.
- Another email containing your Invoice and payment information will follow.