

The Hallmaster Online Booking System is currently being used by this Hall or Venue and this brief guide will show you how to make the most of it as a customer

1. Click on the + symbol on the scheduler for the date and room you wish to book.
2. Enter your email address and details to create a login, or if already registered, use the User Login.

Once you have done this, you will need to complete the rest of the booking request form as follows

1. Rooms: Tick the room(s) that you want to include for this booking.
2. Name: This is the name of the event you are booking.
3. Start/End Date/Time: The start & end date and time of the event.
4. Recurring Booking: If this is a recurring booking for multiple dates, tick this box and complete the options.
5. Activity: This is the general 'type' of booking you are making.
6. Description: Description of your event.
7. Privacy: Select from Menu.
8. Special Requirements: any extra requirements you may have.
9. Terms & Conditions: View & Agree before continuing.
10. Save Booking.

Once logged in to your own account, you will be taken to a list of your bookings where you can see an overview of their dates, times and status, and any invoices that are due for payment.