



## 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.

Reserves Manager Login

A user account is required to access the IMS Casual Booking System

Create Account

Username:

Password:

Login

Forgot your password?

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 imscopy as a safe sender).

Registration form

\* denotes required field  
\*\* a landline or mobile phone number is required

Name of Club/School/Organisation * (enter surname if none of the above apply)	<input type="text" value="My organisation"/>
First name *	<input type="text" value="Ronald"/>
Last name *	<input type="text" value="Reaghan"/>
Email *	<input type="text" value="ronr@gmail.com.au"/>
Landline number **	<input type="text" value="07 5450 2365"/> Preferred format is xx xxxx xxxx
Mobile number **	<input type="text" value="0451 236 598"/> x Preferred format is xxxx xxx xxx

Register

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.



Username: ronr@gmail.com.au

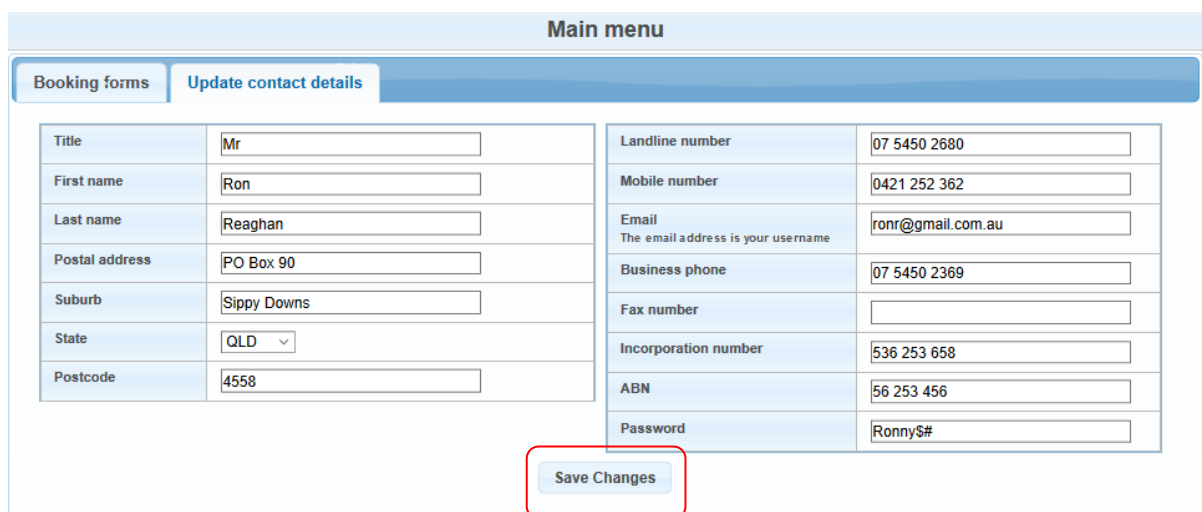
Password: ●●●●●●●●

 Login

[Forgot your password?](#)

**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.



Main menu

Booking forms | Update contact details

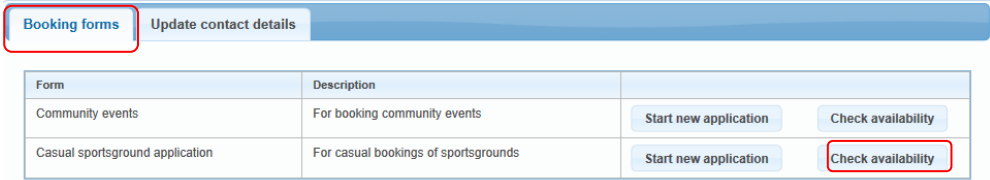
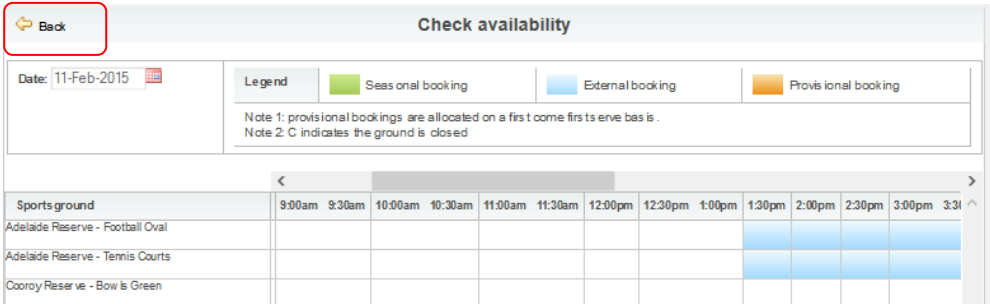
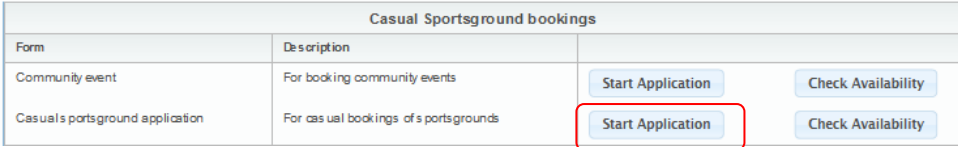
Title	Mr	Landline number	07 5450 2680
First name	Ron	Mobile number	0421 252 362
Last name	Reaghan	Email	ronr@gmail.com.au
Postal address	PO Box 90	<small>The email address is your username</small>	
Suburb	Sippy Downs	Business phone	07 5450 2369
State	QLD	Fax number	
Postcode	4558	Incorporation number	536 253 658
		ABN	56 253 456
		Password	Ronny\$#

**Save Changes**

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).

<p><b>Start application</b></p> <p>Once logged on, before you complete an application, check if the reserve you are wanting to book is currently available.</p> <p><b>NB:</b> Submitting an application does not guarantee those grounds will be allocated. Council will forward an application approval once finalised.</p>	<p>From the <b>Bookings forms tab</b> click on <b>Check availability</b>.</p>  <p>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.</p>  <p>Once you have confirmed the grounds are free, click on the <b>back key</b> to return to start your application.</p>
<p>Choose the application you wish to apply for.</p> <p><b>Note:</b> Not all programs offer a community event form.</p>	<p>Click on <i>start application</i> to begin. NB: This icon will change to continue application once you have opened the form.</p> 

### Section A – Contact details

Check your contact details are correct or amend accordingly.

#### Section A - Contact Details

Name of Organisation / Group:

First name:  Phone (home):

Last name:  Phone (bus):

Address:  Phone (mob):

Suburb:  Fax:

Postcode:

Login Details  
Username / email:

Password:

### Section B – 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.

#### Section B - Booking Information

Reserve / Sportsground required:

Number of Sportsgrounds required:  1  2  3  4  5

Number attending:

Activity to be conducted on reserve/sportsground:  
 Football  Birthday party  Other (please state)  
 Soccer  Social  
 Cricket  Clinics

Please tick the box relating to your activity:  
 PE Class  Regional Competition  
 Interschool Competition  State Competition  
 Intrасchool Competition  Social

What items will be taken onto sportsground/reserve:

Do you need access to public toilets?  Yes\*  No  
\* subject to reserve amenities.

Choose the date and times you need these grounds for:

Date/s of proposed event:

Booking number: 1

Date of booking:

Times required: From:  To:

Tick box if a recurring event:

Repeat pattern:

Repeat quantity:  OR Repeat until:

If the booking is needed on a regular basis, click on the Recurring event checkbox and select the frequency of the booking.

### Section C – Public Liability Certificate

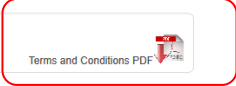
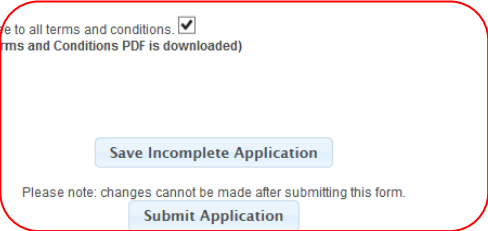
You will be required to upload this document.

Click on **browse**, locate your PLI in **PDF format**, and click on **Upload**.

#### Section C - 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.

Upload Certificate  
 No file selected.

	<p>The expiry date will be recorded so future uploads are not required until a new PLI is due.</p>																								
<p><b>Sections D</b></p> <p>These sections outline the fees for the booking and the Terms.</p>	<p>Click on the T&amp;C PDF to read. You <b>MUST</b> do this before you can submit the application.</p> <p><b>Section D - Terms and Conditions</b></p> <p>Please read the Terms and Conditions before ticking the checkbox to accept these Terms and Conditions.</p>  <p><b>Privacy statement</b></p> <p>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.</p> <p>I, on behalf of the organisation / group, agree to all terms and conditions. <input type="checkbox"/></p> <p>(Checkbox becomes enabled once the Terms and Conditions PDF is downloaded)</p>																								
<p><b>Submit application</b></p> <p>Once you have read the Terms and Conditions, you will be able to tick the checkbox to agree to them. This will allow you to submit your application.</p>	<p><b>Privacy statement</b></p> <p>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.</p> <p>I, on behalf of the organisation / group, agree to all terms and conditions. <input checked="" type="checkbox"/></p> <p>(Checkbox becomes enabled once the Terms and Conditions PDF is downloaded)</p>  <p>Please note: changes cannot be made after submitting this form.</p>																								
<p><b>Incomplete applications</b></p> <p>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 <b>bookings tab</b>.</p>	<p>Click on <b>continue application</b> to resume.</p> <table border="1" data-bbox="528 1137 1520 1350"> <thead> <tr> <th colspan="4">Submitted bookings</th> </tr> <tr> <th>Application ID</th> <th>Booking start date</th> <th>Booking form</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>10466</td> <td>02 Aug 2016</td> <td>Community events</td> <td>Approved</td> </tr> <tr> <td>10467</td> <td>02 Aug 2016</td> <td>Casual sportsground application</td> <td>Approved</td> </tr> <tr> <td>10468</td> <td>03 Aug 2016</td> <td>Casual sportsground application</td> <td>Awaiting council decision</td> </tr> <tr> <td>10469</td> <td>03 Aug 2016</td> <td>Casual sportsground application</td> <td> <input type="button" value="Continue application"/> <input type="button" value="Delete application"/> </td> </tr> </tbody> </table> <p>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.</p>	Submitted bookings				Application ID	Booking start date	Booking form	Status	10466	02 Aug 2016	Community events	Approved	10467	02 Aug 2016	Casual sportsground application	Approved	10468	03 Aug 2016	Casual sportsground application	Awaiting council decision	10469	03 Aug 2016	Casual sportsground application	<input type="button" value="Continue application"/> <input type="button" value="Delete application"/>
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## 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.