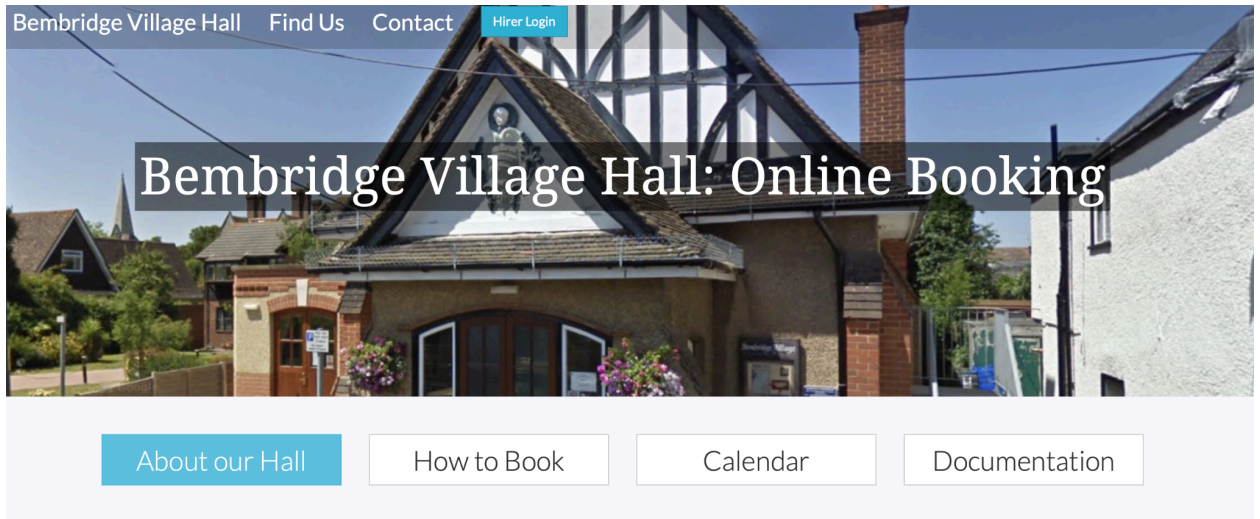
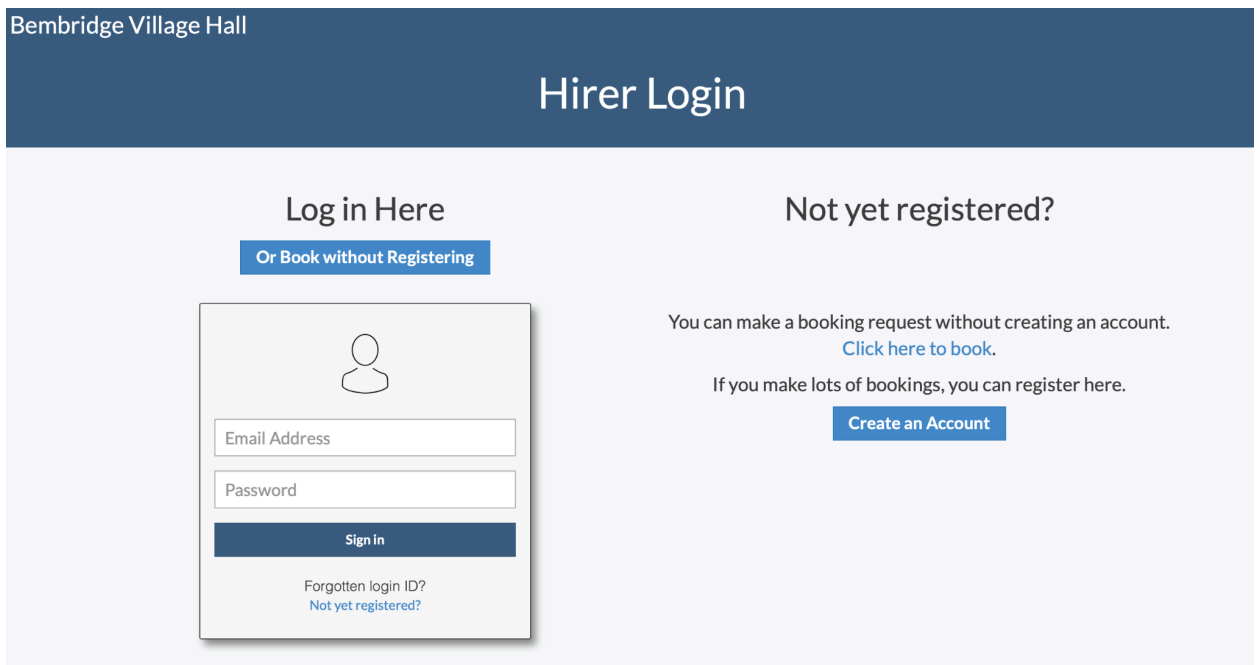


1. Go to <https://hallbookingonline.com/bembridge/>
2. Click on **Hirer Login** at the top of the page.



3. Either Create a new account by registering, Book without creating an account or Login to your account.



- Using your Group's email, create an account.

## Create an Account

Enter your email address and choose a password.

If you already have an account, go to this login page.

**Your Email Address**

Fill out this field

**Create a Password**

Minimum of 6 characters

**Repeat the Password**

Fill out this field  
The passwords don't match!

Submit

- Add in all of your details.

**Your Name \***

To reset your password, [click here](#).

**Your Address and Postcode**

**Telephone**

**Organisation**

**Event Title**

**Your Website URL**

**Invoice Email Address (optional) ?**

Save

6. Then go to your email and click the link, you can now book and look at the calendar.

## Your Bookings Dashboard

View Calendar

Bembridge Village Hall

Your Bookings

Bembridge Village Hall

**Your Account** Edit

The information below will automatically be entered in any bookings you make. Click on **Edit** to make changes.



### TO BOOK IN THE CALENDAR

● Large Hall     
 ● Small Hall     
 ● Multiple Facilities

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27 <a href="#">New Booking</a>	28 <a href="#">New Booking</a>	29 <a href="#">New Booking</a>	30 <a href="#">New Booking</a>	31 <a href="#">New Booking</a>	1 <a href="#">New Booking</a>	2 <a href="#">New Booking</a>
3 <a href="#">New Booking</a>	4 <a href="#">New Booking</a>	5 <a href="#">New Booking</a>	6 <a href="#">New Booking</a>	7 <a href="#">New Booking</a>	8 <a href="#">New Booking</a>	9 <a href="#">New Booking</a>
10 <a href="#">New Booking</a>	11 <a href="#">New Booking</a>	12 <a href="#">New Booking</a>	13 <a href="#">New Booking</a>	14 <a href="#">New Booking</a>	15 <a href="#">New Booking</a>	16 <a href="#">New Booking</a>
17 <a href="#">New Booking</a>	18 <a href="#">New Booking</a>	19 <a href="#">New Booking</a>	20 <a href="#">New Booking</a>	21 <a href="#">New Booking</a>	22 <a href="#">New Booking</a>	23 <a href="#">New Booking</a>
24 <a href="#">New Booking</a>	25 <a href="#">New Booking</a>	26 <a href="#">New Booking</a>	27 <a href="#">New Booking</a>	28 <a href="#">New Booking</a>	29 <a href="#">New Booking</a>	30 <a href="#">New Booking</a>
31 <a href="#">New Booking</a>	1 <a href="#">New Booking</a>	2 <a href="#">New Booking</a>	3 <a href="#">New Booking</a>	4 <a href="#">New Booking</a>	5 <a href="#">New Booking</a>	6 <a href="#">New Booking</a>

First Select the date. Click on **New Booking**

Enter all the details of your booking and review the booking to check it's all ok and wait for it to be approved by the Bookings Admin.

<b>Your Name *</b>	<input type="text"/>	<b>Telephone *</b>	<input type="text"/>
<b>Email Address *</b>	<input type="text"/>	<b>Email Address Again *</b>	<input type="text"/>
<b>Address *</b>	<input type="text" value="Address"/>		
<b>Privacy on Public Calendar* </b>			
<input checked="" type="radio"/> Show Event Information	<input type="radio"/> Private Event		
<b>Your Organisation</b>	<input type="text" value="Optional"/>	<b>Your Website</b>	<input type="text" value="URL (Optional)"/>
<b>Event Title *</b>	<input type="text" value="Name of Event"/>	<b>Number Attending* </b>	<input type="text"/>
<b>Start Date *</b>	<input type="text" value="5/1/2028"/>		
<b>Facilities Required *</b>	<input type="checkbox"/> Large Hall <input type="checkbox"/> Small Hall		
<b>Start Time (24-hour-clock) *</b>	<input type="text" value="12:30"/>	<b>Finish Time *</b>	<input type="text" value="12:30"/>
<small>Must be four-digit 24-hour clock. e.g. 0900 or 1630.</small>		<small>Must be four-digit 24-hour clock. e.g. 0900 or 1630.</small>	
<b>Event Description *</b>	<input type="text" value="Brief Description"/>		