

Make A Payment

1. Open the landing page **Bookable**

egular Seasonal		Login Regis
1. Search	2. Refine	3. Confirm & Pay
Filters		
Venue Type	Welcome to City of Whittlesea's	s facility bookings portal
- Select Venue Type - 💙	Here you are able to search for venues, make bookings o	or create quotes for the venue of your choice.
Activity Type	City of Whittlesea requires all hirers to be registered	d and logged in before making a booking.
- Select Activity Type - 🗸 🗸	<u>Need to register?</u> Please select Register in the top right-hand corne account is required to make and	r of this screen to create an account. Verification of you d manage bookings.
Search for a Venue or Suburb	<u>Already registered?</u> Please select Login on the top righ	t-hand corner of this screen to get started.
	If you require any assistance, please contact Cor <u>communityfacilities@whitt</u>	nmunity Hubs on (03) 9217 2170 or <u>lesea.vic.gov.au</u>
Date		
05/12/2022	<u>Click here to request your Se</u>	asonal Bookings.
Clear All Search	What would you like to do first: Browse	<u>Venues, Register</u> , or <u>Login</u> ?

2. Select Login at the top of the page



3. Once logged in, click My Account





4. Click Add Payment

My	Bookings My Details My O	rganisation My Transactions					
My	Bookings All Booking	şs			Outsta	nding : \$1,7	780.1(Add Payment
Id	Booking Name	Venue	ltems	Next Booking Date	Date Created	Price	Status
925	Dance Class	Barry Road Community Activity Centre	Main Hall	09/Jan/23	05/Dec/22	\$856.60	Confirmed

5. Select Visa or MasterCard

1. Please choose payment type:	
Credit Card - SecurePay	~

6. Click the invoice you wish to pay, or click Pay to pay all invoices

Booking 925	- Dance Class (Amount Due: \$856.60)					🗆 Pay
	Invoice	Outstanding	Due Date	Amount	Payment	
🗆 BD-69	[BOND] Barry Road Community Activity Centre Low Risk Bond	\$100.00	05/12/2022	\$100.00		
□ INV-647	[INVOICE] Barry Road Community Activity Centre Main Hall 09/01/2023 17:00 to 09/01/2023 20:30	\$203.70	26/12/2022	\$203.70		
□ INV-647	[INVOICE] Barry Road Community Activity Centre Main Hall 16/01/2023 17:00 to 16/01/2023 20:30	\$203.70	26/12/2022	\$203.70		
□ INV-647	[INVOICE] Barry Road Community Activity Centre Main Hall 21/02/2023 17:00 to 21/02/2023 20:30	\$203.70	26/12/2022	\$203.70		
□ INV-647	[INVOICE] Barry Road Community Activity Centre Main Hall 21/03/2023 18:00 to 21/03/2023 20:30	\$145.50	26/12/2022	\$145.50		



7. If you want to pay a portion of the invoice, edit the amount under Payment

Booking 925 - Dance Class (Amount Due: \$856.60) 🛛 📀						🗆 Pay
	Invoice	Outstanding	Due Date	Amount	Payment	
🗆 BD-69	[BOND] Barry Road Community Activity Centre Low Risk Bond	\$100.00	05/12/2022	\$100.00		
🛛 INV-647	[INVOICE] Barry Road Community Activity Centre Main Hall 09/01/2023 17:00 to 09/01/2023 20:30	\$203.70	26/12/2022	\$203.70	100	

8. Click Checkout



9. Enter the payment details, click reCAPTCHA and click submit

Pl	ease input credit card details
Total Amount:	
\$303.70	
Card Type:	
VISA	
Card Number:	
Card Number	
Cardholder Name:	
Cardholder Name	
CVV:	
CVV	
Expiry:	
MM/YY	
I'm not a robot	reCAPTCHA Privacy - Tems
	Submit Cancel