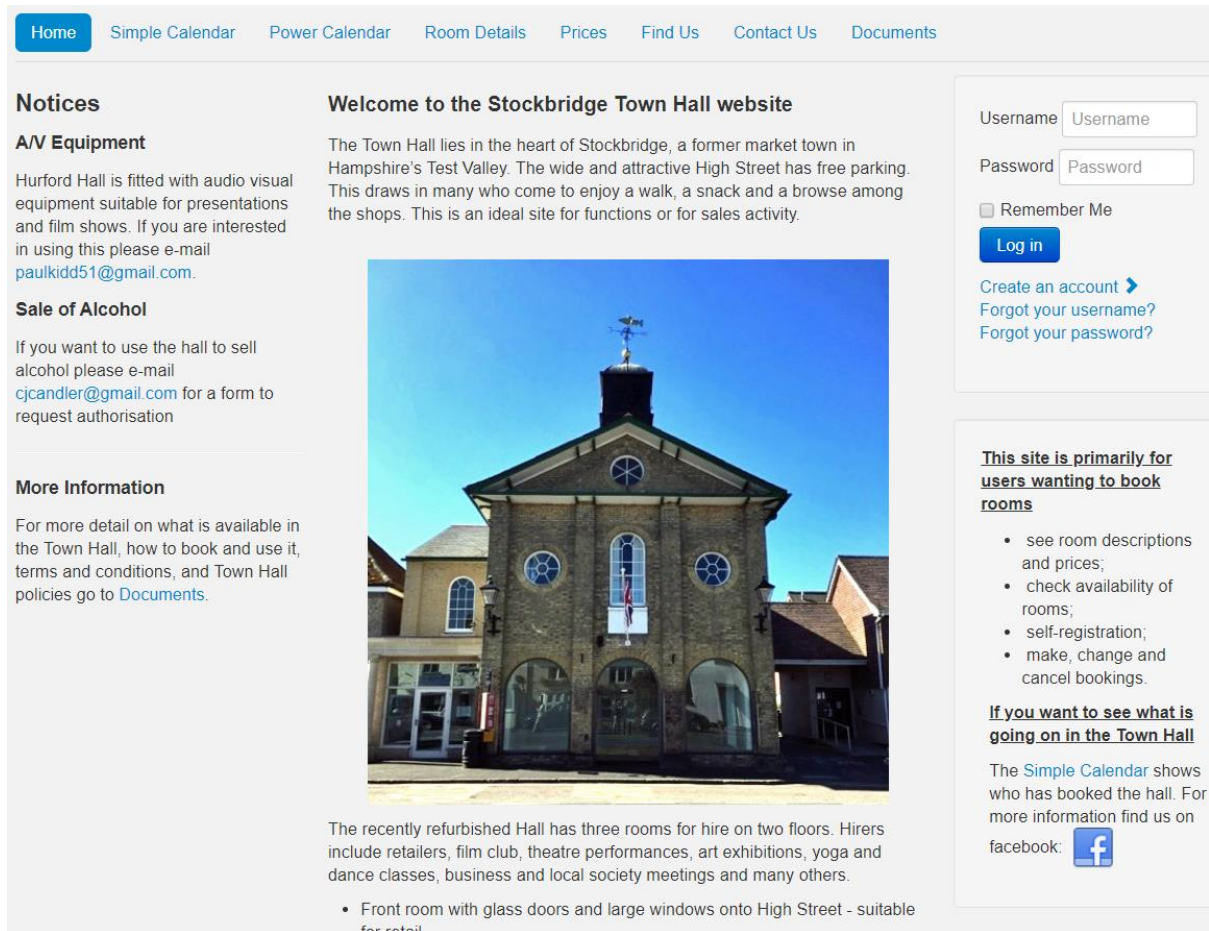


# WEB SITE – USER GUIDE

## 1. Accessing the website

The website address is [www.stockbridgetownhall.co.uk](http://www.stockbridgetownhall.co.uk)



The screenshot shows the homepage of the Stockbridge Town Hall website. At the top is a navigation menu with links: Home, Simple Calendar, Power Calendar, Room Details, Prices, Find Us, Contact Us, and Documents. The main content area is divided into three columns. The left column contains 'Notices' with sections for 'A/V Equipment' (mentioning Hurford Hall and email paulkidd51@gmail.com) and 'Sale of Alcohol' (mentioning alcohol sales and email cjcandler@gmail.com). Below this is 'More Information' with a link to 'Documents'. The middle column features a 'Welcome to the Stockbridge Town Hall website' message, a photograph of the town hall building, and a list of hire rooms including a front room suitable for retail. The right column has a login form with fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Log in' button. Below the login form are links for 'Create an account', 'Forgot your username?', and 'Forgot your password?'. At the bottom right, there is a section titled 'This site is primarily for users wanting to book rooms' with a bulleted list of features: room descriptions and prices, availability checking, self-registration, and booking management. It also includes a link to 'see what is going on in the Town Hall' and a Facebook link.

Without registering or logging on you can view:

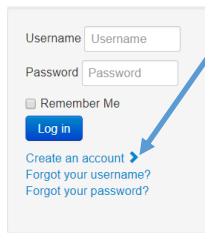
- A description of the facilities available on the **Home** and **Room Details** pages.
- Booking charges on the **Prices** page
- Check when rooms are available using either the **Simple Calendar** page or the **Power Calendar** page. The Simple Calendar is easier to use and works on lower resolution devices such as mobile phones. The Power Calendar allows for sophisticated searches e.g. show the availability of the Porter and Barham rooms on Fridays and Saturdays between the 1<sup>st</sup> March and the 31<sup>st</sup> May. Note that the Simple Calendar allows you to show bookings for all users or for just a selected user (sometimes useful when you are looking to see when a specific user is using the hall).

You can also download documents such as user guides (including this one) and Town Hall policies by selecting the **Documents** page.

To *book* a slot however you must first be a registered user (see para 2) and then log on to the system.

## 2. Registration

Click on the **Create an Account** menu option on the **Home Screen** to go to the registration screen.



Username



Password

Remember Me

[Create an account](#)

[Forgot your username?](#)

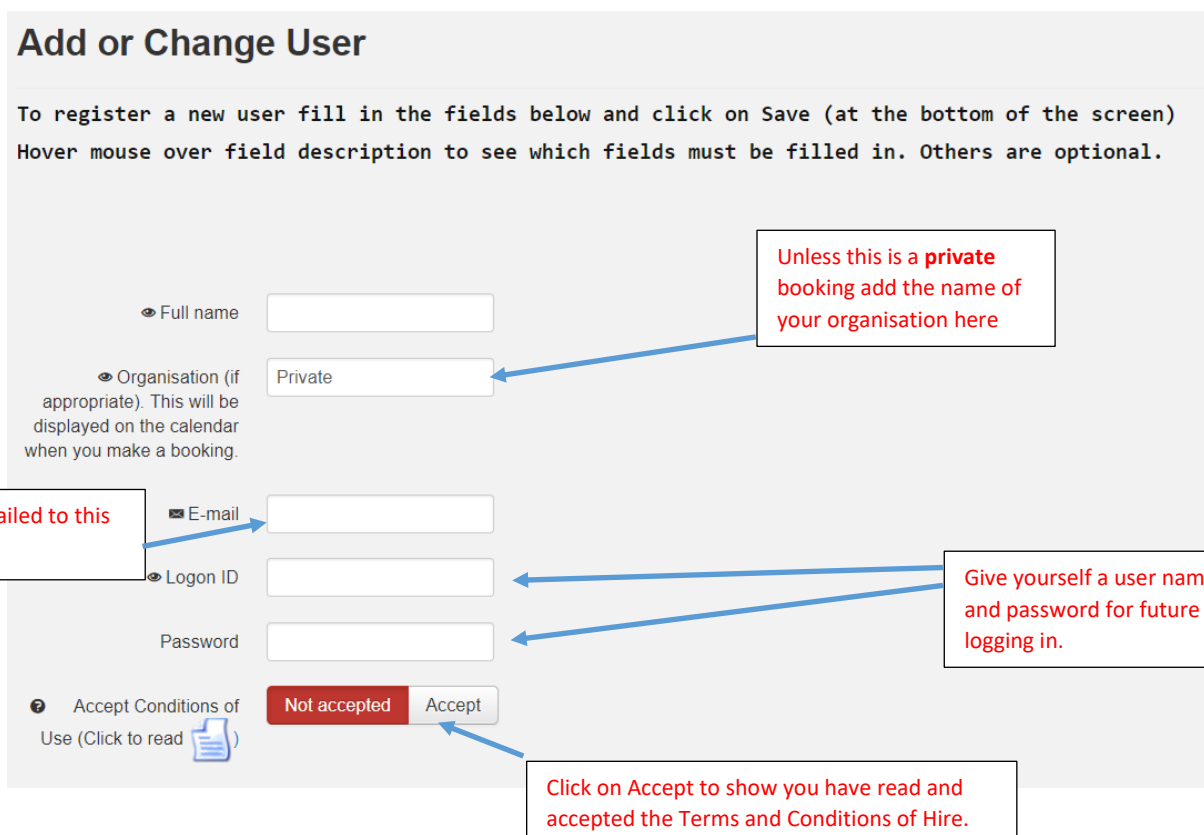
[Forgot your password?](#)

Enter your contact details and other information. Note there are several fields and you may have to scroll down to see all of them. However, most of them are optional. Items preceded with either  or  are required all others are optional. The Save button to finish the registration process is at the bottom of the screen.

The organisation name is set to the default of 'Private' but should be changed to the name of your organisation if you are a not a private hirer. This name is what will appear on our publicised bookings listings in the Town Hall window and Facebook page.

The description of the screen is split into three parts below.

### Registration Screen (top)



**Add or Change User**

To register a new user fill in the fields below and click on Save (at the bottom of the screen) Hover mouse over field description to see which fields must be filled in. Others are optional.


Full name

Organisation (if appropriate). This will be displayed on the calendar when you make a booking.

E-mail

Logon ID

Password

Accept Conditions of Use (Click to read )

Unless this is a **private** booking add the name of your organisation here

Invoices are emailed to this address

Give yourself a user name and password for future logging in.

Click on Accept to show you have read and accepted the Terms and Conditions of Hire.

## Registration Screen (middle)

Registration form fields:

- First Line of Invoice Address
- Second Line of Invoice Address
- Town/City
- Post Code
- Telephone
- Mobile phone
- Web Site. If you supply a valid web site address, Town Hall users inspecting the calendar will be able to click on your booking to go to that address.
- Purpose of booking
- Enter the characters you see to prove you are not a computer. (CAPTCHA: q8ht2j)

Callouts:

- Postal address and telephone details. These are important in case there is difficulty contacting you by e-mail.
- Describe the purpose of your hire of the premises
- Required to prevent computer generated SPAM entries.

If enter a web address and subsequently book a room in the hall, then users browsing the Town Hall calendar will see the name of your organisation highlighted and be able to click on it to go to the web address you supply. Commercial customers may find this useful.

## Registration Screen (bottom)

Licensing of Music

In some circumstances the law requires commercial users to have a license (e.g. PPL) to use recorded music in a public place.

Non-commercial users and private bookings can ignore this section.

Do you play recorded music requiring a license during your booking?

Save

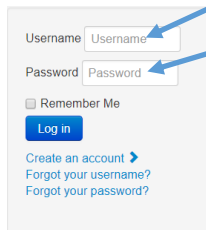
Callouts:

- Commercial users who use recorded music must have an appropriate license. This field is used to track conformance. Non-commercial users or commercial users who do not use recorded music can ignore this field.
- Once you have entered all the relevant information click here to register yourself.

Once you have successfully registered you will be able to log in and make bookings.

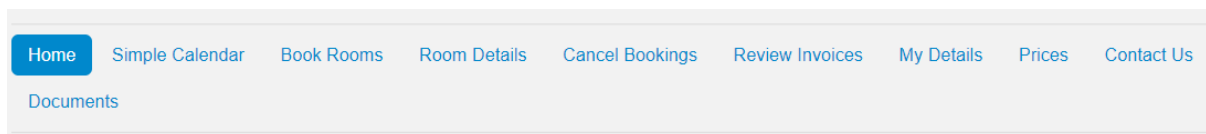
### 3. Logging In

Login by by enter the **Username** and the **password** you created at the **Registration** stage in the box top right.



A login form with two input fields: 'Username' and 'Password'. Below the fields is a checkbox labeled 'Remember Me' and a blue 'Log in' button. At the bottom, there are three links: 'Create an account >', 'Forgot your username?', and 'Forgot your password?'.

Once you have logged on you should see these menu options:



Home, Simple Calendar, Room Details, Prices, Contact Us and Documents are the same as when you are not logged on.

Click on

**Book Rooms** to make a booking.

**Cancel Bookings** to cancel bookings you have made.

**Review Invoices** to inspect past and future invoices.

**My Details** to inspect and change your details including changing your password

## 4. Booking a Room

After logging on click on the **Book Rooms** option on the main menu you will see a screen similar to the one below. Initially it shows all bookings slots for the next 7 days. You can change this to see slots over any period of up to six months and filter the view to specific rooms or days of the week. To see a different period either click on the scroll back or forward buttons or change the **start** and **end** dates to look at then click on **Change Dates**.

**Step 1: Choose a range of dates (up to 6 months apart) and click on **Change Dates****

Start: 07-04-2018 End: 13-04-2018

Click to scroll 7 days back or forward

Enter dates in dd-mm-yyyy format or click the calendar to select

**Step 2: Select the slots you want to book and click on **Submit Bookings****

Month	Day	Room	8-10	10-12	12-2	2-4	4-6	6-8	8-10
April	7	Sat	Porter	Antique Fair				<input type="checkbox"/>	<input type="checkbox"/>
			Barham	Antique Fair				<input type="checkbox"/>	<input type="checkbox"/>
			Hurford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
April	8	Sun	Porter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Barham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Hurford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
April	9	Mon	Porter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Barham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Hurford	<input type="checkbox"/>	Plates Unlimited	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
April	10	Tue	Porter	<input type="checkbox"/>	Alpaca Peru		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Barham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Hurford	Landscape Painters			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
April	11	Wed	Porter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Barham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Hurford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
April	12	Thu	Porter	Stockbridge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Barham	Stockbridge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Hurford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Joga
April	13	Fri	Porter	Alpaca Peru			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Barham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Key**

- Available for booking - click to select.
- Available - contact committee to book.
- Booked (if the name of the organisation is truncated, hover mouse over slot to see full name).
- Reserved - not available for booking.
- Unused past periods - no longer available.

**Filters**

**Rooms**

Porter  Barham  Hurford

**Days of the Week**

All  Monday  Tuesday  Wednesday  Thursday  Friday  Sa  Su

Filter the day(s) of the week and room(s) you want to look at here

If the room is available for booking it is coloured green.

Bookings can only be made in two hour slots from 8 am to 10pm and each room must be booked separately. Click on all the available time slots that you want to book (up to a maximum of 6 months in advance. Uncheck to remove a previously selected slot. Change the period to add further slots (previous selections will be retained)

When you are sure you have clicked on all the days, rooms and slots click on **Submit Bookings** which will take you to the next screen shown below.

## You have chosen to book the following time slots

Please check the dates and times, then click the 'Book' button. You can remove any booking by clicking on the box under 'Remove' (you can reinstate it by clicking again). Alternatively, use the back button on your browser to return.

### Non-commercial rates.

Remove

<input type="checkbox"/>	7/Apr/18. Hurford, 6:00pm-8:00pm	9.00	2	Cost of slot	£18.00
<input type="checkbox"/>	8/Apr/18. Barham, 4:00pm-6:00pm	6.50	2	Cost of slot	£13.00
<input checked="" type="checkbox"/>	10/Apr/18. Barham, 6:00pm-8:00pm	5.50	2	Cost of slot	£11.00

Displays your user status.

If you are not a commercial customer contact us to have the correct rate applied

Check boxes to remove any room slots **not** required

Changing this to "yes" allows you to repeat the booking at weekly or monthly intervals

Do you wish to make these repeat bookings?

No

Enter optional comment to apply to all bookings.

Optional comment that will appear on your booking confirmation. This comment is not necessarily seen by the administrator. If you have an important comment e-mail [admin@stockbridgetownhall.co.uk](mailto:admin@stockbridgetownhall.co.uk)

Optional purchase order number to apply to all bookings.

book

If you have PO number enter it here.

Click on **book** once you have entered all the correct details. You will be asked to confirm that you want to proceed to the final booking screen below.

## Final booking summary / confirmation screen

### Please Confirm

Please confirm you agree to the terms and conditions of booking, then click 'Confirm' button to make the booking. Alternatively, click on one of the main menu options to abandon the booking.

If you wish to use the audio visual equipment with your booking please email [paulkidd51@gmail.com](mailto:paulkidd51@gmail.com) to make arrangements.

If you intend to sell alcohol during your booking please email [cjcandler@gmail.com](mailto:cjcandler@gmail.com) for a form to request authorisation

#### Summary:

Sample comment

PO number: Sample PO number

#### Bookings

7/Apr/18. Hurford, 6:00pm-8:00pm

8/Apr/18. Barham, 4:00pm-6:00pm

10/Apr/18. Barham, 6:00pm-8:00pm

#### Invoicing:

Your next invoice will be sent at the start of May

#### Terms & Conditions:

I agree to the [Terms and Conditions](#) of booking.

Confirm

If you use the Back button at this stage you will have to re-select the booking slots from scratch. To make the booking check the box to indicate you agree to the terms and conditions and then click on **Confirm**. Once you click on **Confirm** your booking has been made and you will be sent a confirmation email to your registered address. Note that the hire rates used in the calculation and in the confirmation reflect your user status. If you are a *non-commercial* customer and you are being shown at the *commercial* hire rate please contact us by email at [admin@stockbridgetownhall.co.uk](mailto:admin@stockbridgetownhall.co.uk) or phone **01264 513299** and we will adjust this for you.

## 5. Cancel Bookings

Click on **Cancel Bookings** menu option to bring up a screen like the one below.

Select the month/year that relates to your booking and any slots that you have booked in that month will be displayed. Please note that you cannot amend bookings slots here, only view or cancel them.

The screenshot shows the 'Cancel Bookings' page with a navigation bar at the top containing 'Home', 'Room Details', 'Book Rooms', 'Cancel Bookings', 'Review Invoices', 'My Details', 'Prices', and 'Contact Us'. The main heading is 'Cancel items'. Below it, there is a dropdown menu for 'Month' set to 'Apr 2018' and a 'Delete Checked Items' button with a red circular icon. A table of bookings is displayed with columns for 'Date', 'Amount £', 'Description', and 'Comment'. Each row has a checkbox on the left. Three callout boxes with red text and arrows point to specific elements: '1. Select Month and Year' points to the month dropdown; '2. Check this box to select for cancellation' points to a checkbox in the table; '3. Click to delete any checked slots' points to the 'Delete Checked Items' button.

**1. Select Month and Year**

Select month to see chargeable items for that month. To cancel items: click the check boxes beside the items you wish to cancel and click "Delete Checked Items". (Items that cannot be cancelled have no check box).

Cancellations of bookings with less than 30 days notice may incur a cancellation charge.

Month: Apr 2018 Delete Checked Items

	Date	Amount £	Description	Comment
<b>Bookings</b>				
<input type="checkbox"/>	3/Apr/18. Hurford, 6:00pm-8:00pm	9	Hrs: 1 Rate: £9.00 per hour	Monthly meeting
<input type="checkbox"/>	3/Apr/18. Hurford, 8:00pm-10:00pm	9	Hrs: 1 Rate: £9.00 per hour	Monthly meeting
<input type="checkbox"/>	15/Apr/18. Hurford, 2:00pm-4:00pm	22	Hrs: 2 Rate: £11.00 per hour	Auditions for summer play
<input type="checkbox"/>	17/Apr/18. Hurford, 6:00pm-8:00pm	9	Hrs: 1 Rate: £9.00 per hour	Auditions for summer play
<input type="checkbox"/>	17/Apr/18. Hurford, 8:00pm-10:00pm	9	Hrs: 1 Rate: £9.00 per hour	Auditions for summer play

**2. Check this box to select for cancellation**

**3. Click to delete any checked slots**

To cancel one or more bookings check the slot(s) and click on the button. Note that if your booking is less than 7 days away you will still be charged a cancellation fee of 100%, If it is between 7 and 28 days away you will be charged 50% of the cost (see below).



## 6. Review Invoices


Click on **Review Invoices** menu option to bring up a screen similar to the one below.

You can also review all your invoices – past, current and expected in the future i.e. amount due, how much you have paid and when we received the payment.

**Review items**

Below are all your monthly invoices future and past. To see the items that make up any invoice click on **Show/Hide** Items. Items that you can cancel will have a check box by them. To cancel - items click the boxes by the items you wish to cancel and click **Delete Checked Items**.

Cancellations of bookings with less than 30 days notice may incur a cancellation charge.

Invoice State  [Delete Checked Items](#) 

Id	Date	Total £	Paid £	Date Paid	
n/a	May 2019	18	0		<a href="#">To send on 1st May</a> <a href="#">Show/Hide Items</a>
n/a	Apr 2019	18	0		<a href="#">To send on 1st Apr</a> <a href="#">Show/Hide Items</a>
n/a	Mar 2019	18	0		<a href="#">To send on 1st Mar</a> <a href="#">Show/Hide Items</a>
n/a	Feb 2019	18	0		<a href="#">To send on 1st Feb</a> <a href="#">Show/Hide Items</a>
n/a	Jan 2019	18	0		<a href="#">To send on 1st Jan</a> <a href="#">Show/Hide Items</a>
n/a	Dec 2018	18	0		<a href="#">To send on 1st Dec</a> <a href="#">Show/Hide Items</a>
n/a	Nov 2018	18	0		<a href="#">To send on 1st Nov</a> <a href="#">Show/Hide Items</a>
n/a	Oct 2018	18	0		<a href="#">To send on 1st Oct</a> <a href="#">Show/Hide Items</a>

**You can choose to only display invoices in a given state such as "sent but not paid"**

**Click on Show/Hide items to see the line items in the invoice such as bookings, cancellation charges and extras.**

## 7. Inspect and Change Your Details

Click on **My Details** menu option to bring up a screen that is almost identical to the initial registration screen (see section 2). You can use this to change your details such as your password. Click on **Save** at the bottom of the screen to save the changes.