



# Brent Knoll Parish Hall

## Brent Street

## Brent Knoll

## TA9 4EH

Dear Parish Hall user

The Brent Knoll Parish Hall will reopen on the 1<sup>st</sup> July 2021. People wishing to make a booking for the hall after this date will be able to make them now using our new online booking system. To access our hall booking service please go to the Brent Knoll website and click on the link to Parish Hall bookings or type in the following address into either your computer, telephone, or tablet:

<https://v2.hallmaster.co.uk/Diary/MainPanel/10215>.

On the main panel page click on View Hall availability to get to the following screen:

Brent Knoll Parish Hall Weekly Diary

23 Feb 2021 GO Today customer login Print

« Prev Year Prev Month Prev Week Next Week Next Month Next Year »

	Monday 22/02/2021	Tuesday 23/02/2021	Wednesday 24/02/2021	Thursday 25/02/2021	Friday 26/02/2021	Saturday 27/02/2021	Sunday 28/02/2021
Main Hall (Harris room)		+	+	+	+	+	+
Nuttall Room		+	+	+	+	+	+
Jubilee Room		+	+	+	+	+	+
Kitchen (Bobbie John)		+	+	+	+	+	+

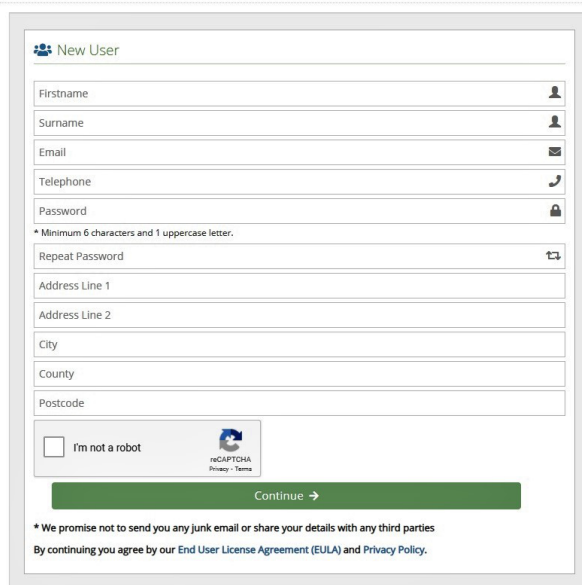
Instructions: Hover over or Click on an Event to see more details. Click on the + to make a booking request.  
Day is Fully Available - Partially Booked - Fully Booked

Powered by hallmaster

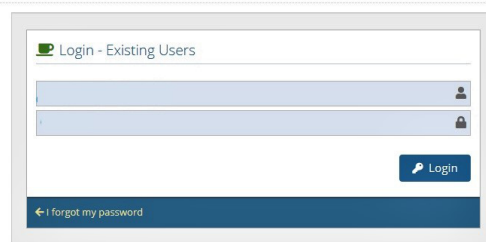
Navigate using next week, next month etc, to the date you wish to book the hall, when you get to your date click on the + sign for the room you wish to hire, don't worry at the moment if you want more than one room you can do this later.

This will take you to the following screen:

Make Booking Request - Brent Knoll Parish Hall



The 'New User' form contains the following fields: Firstname, Surname, Email, Telephone, Password (with a note: \* Minimum 6 characters and 1 uppercase letter.), Repeat Password, Address Line 1, Address Line 2, City, County, and Postcode. It also includes a reCAPTCHA 'I'm not a robot' checkbox and a 'Continue' button. At the bottom, there is a privacy notice: '\* We promise not to send you any junk email or share your details with any third parties. By continuing you agree by our End User License Agreement (EULA) and Privacy Policy.'



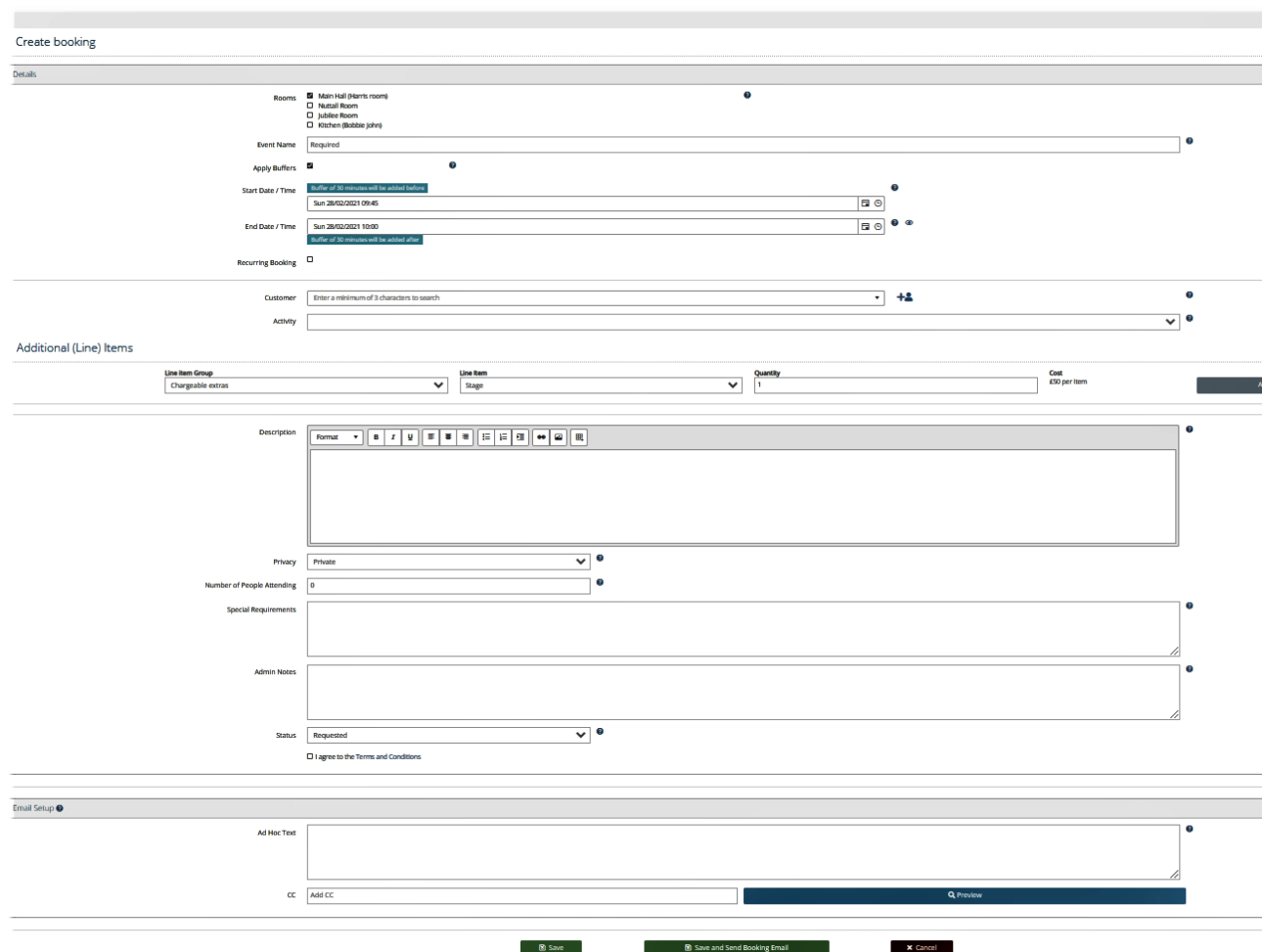
The 'Login - Existing Users' form has two input fields for username and password, a 'Login' button, and a link for 'I forgot my password'.

Powered by 

Complete the New User form, you only have to do this for the first time of using, after that you just Login for further bookings you may wish to make. You will be asked to enter your contact details and a password so that you can track your booking status, any changes that are made, plus view any invoices and payments linked to that booking, much in the same way you would with an online shopping website.

Once you have filled in the form press Continue to get to the booking form, please note, the first time you complete the New User form a verification email will be sent to the email address you provided to verify that the email address is valid.

Fill in the booking form:



The 'Create booking' form is divided into several sections: 'Details' (Rooms, Event Name, Apply Buffers, Start Date / Time, End Date / Time, Recurring Booking), 'Additional (Line) Items' (Line Item Group, Line Item, Quantity, Cost), 'Description' (with a rich text editor), 'Privacy' (Private), 'Number of People Attending', 'Special Requirements', 'Admin Notes', 'Status' (Requested), and 'Email Setup' (Ad Hoc Text, CC). At the bottom are buttons for 'Save', 'Save and Send Booking Email', and 'Cancel'.

Click on the rooms you wish to hire, then give the event a name (Party, yoga, film Show, etc.).

Click or uncheck the apply buffers box to either add or remove a 30-minute buffer to the booking to allow for setup and clear away.

Click on and adjust to your requirements the start date and time of your booking and then the finish time of your booking.

If it is a recurring booking check the recurring box and fill in the number of times you wish the booking to recur, the frequency (daily, weekly, monthly, every second Monday of the month etc.)

**Note: You cannot proceed with creating a booking request while there is a clash.**

**Chargeable items.** Would be the addition of the stage for performances or bands etc.

**Description.** In here put as little or as much information as you like about the activity, if this is a public activity then these details will be available to people viewing what's going on in the hall. You can also put links to websites to advertise your activity.

**Privacy:** There are 3 privacy settings for bookings:

**1. Private:** The Weekly Diary and Scheduler will only show the time the event is booked for and whether the booking is Requested or Confirmed. The booking will display as 'Private Event' and not show your Event Name, description or your contact details.

**2. Public – Contact Details Hidden:** The Weekly Diary and Scheduler will show the Event Name and a link to the description but will hide your contact details (eg name, email address, telephone number etc), once the booking has been confirmed by an administrator. If the event is still to be confirmed, the calendar will continue to display as 'Provisional Booking'

**3. Public:** The Weekly Diary and Scheduler will show the Event Name and a link to the description and your contact details, once the booking has been confirmed by an administrator. If the event is still to be confirmed, the calendar will continue to display as 'Provisional Booking'.

**Requested Confirmed or Cancelled.** Request is the default status, confirmed- the event is going ahead and cancelled – the event is not going ahead.

Finally add any text you may want to explain to the booking administrator or leave blank.


**Save and send booking email** This notifies the administrator that you have requested a booking.

Further information is available by hovering on the  symbol


**Additional Bookings:** You can always make other booking requests from the Hall or Venue's Calendar/Scheduler or by using the Request Booking button in the Bookings page of your Dashboard.

**View your Bookings, Invoice and Payments:** 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.

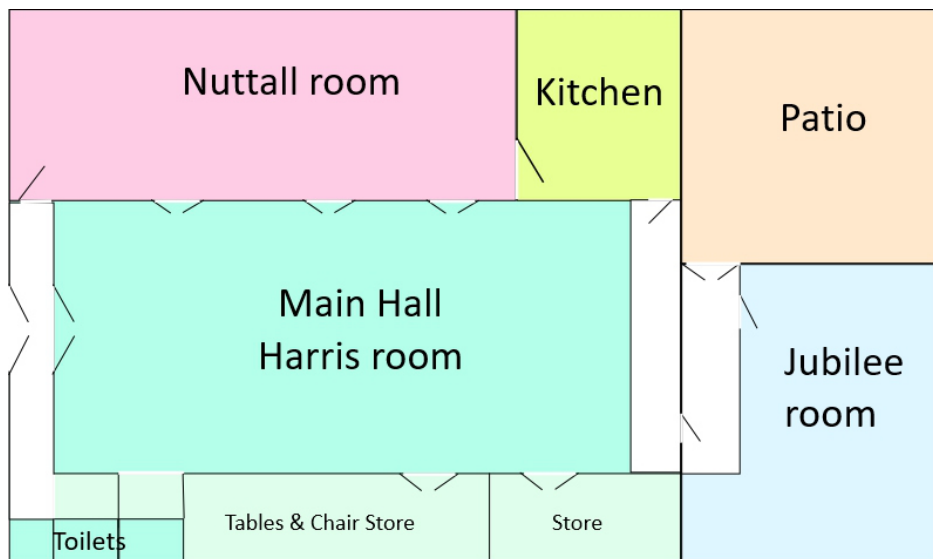
**Filtering and Searching:** You can easily sort the columns in the booking grid by clicking on the column heading. Eg Booking Name sorts your bookings in ascending/descending order etc.

You can also search for specific bookings using the search icon in each column heading. When a search is being applied, the icon will change colour to pink. 

To clear the filter and display all of your bookings, click on the Clear Filters button. To search for historical bookings, select the range you want to view from the drop-down menu. The older the items, the longer it will take to load them. If you wish to, you can print the list of your search results for your records.

**Download and Print Invoices:** To view, download and print an invoice from your control panel, go to the Invoicing page or click on the blue  Invoicing icon on the far right of the bookings in the Bookings page. You may have already received a copy of these invoices by email from the Venue.

**View Payment History:** When in either of the above Invoicing pages, click on the blue Shopping Cart icon to see a list of payments against each invoice.



For guidance only not to scale.

You can use the QR code to log on and book the Parish Hall

