

# Monk Sherborne Village Hall – Quick guide to online booking

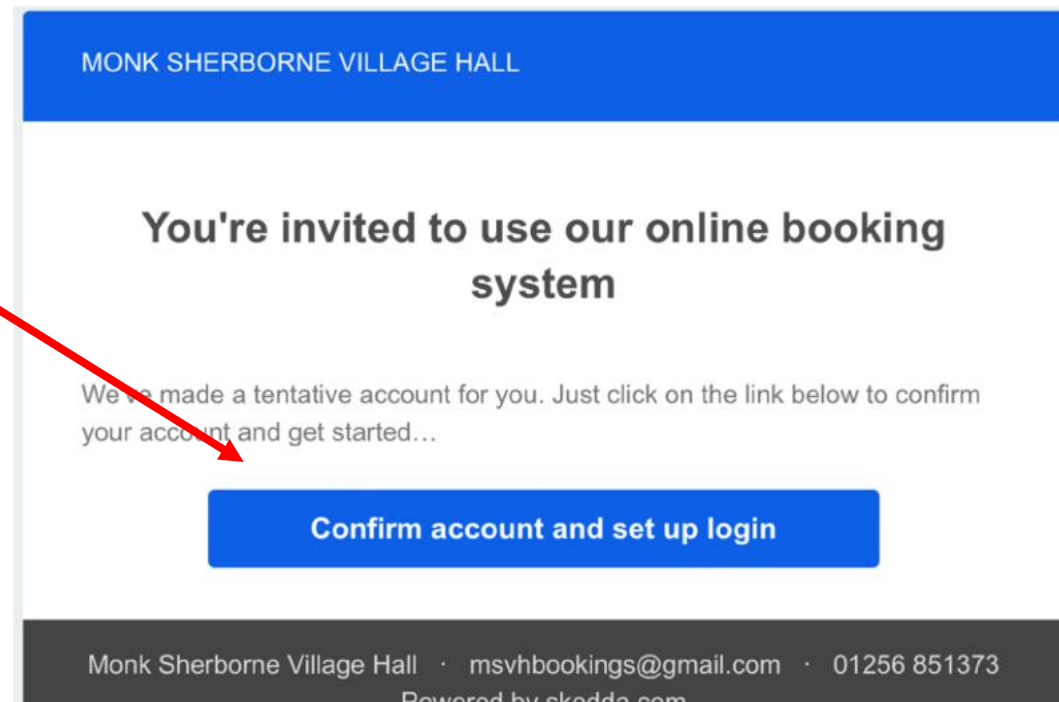
**Step 1** – Register an online booking account. There are 2 methods;

1. If you are a regular user or a CIO Member\*, email [msvhbookings@gmail.com](mailto:msvhbookings@gmail.com) and request a regular user account, providing your name and phone number. Within a day or so, you will be sent the email shown below
2. If not a regular user, [click on the booking link](#), make a booking and register online with your first booking – go to Step 3

★ Your invitation to Monk Sherborne Village Hall


New email!

Open email  
and click link



\* If you are a currently resident in the parish of Monk Sherborne you can become a CIO Member by completing the form on the Village Hall website (under More > Documents)


**Step 2** – Link will open the page shown here. Create a password.


 Your new password

- ⚠ Includes lowercase character
- ⚠ Includes uppercase character
- ⚠ Includes a digit (0-9)
- ⚠ Minimum length of 8

### Choose your new login

Monk Sherborne Village Hall

 Your new password

 Confirm password





I have read and agree to the [venue terms](#), [software terms](#) and [privacy policy](#)

Remember me

[Set password and log in](#)

[Go to the regular login page](#)

OR

-  Log in with Facebook
-  Log in with Google
-  Log in with Twitter
-  Log in with Microsoft

**Step 3** – Login (or Register) and choose a date to make a booking

Click on date to open calendar

The screenshot shows a booking interface with a blue sidebar on the left containing navigation icons. The main area has a header with tabs for 'DAY', 'MONTH', 'GRID', and 'LIST', and a date selector showing 'THURSDAY, 25 NOVEMBER 2021'. Below the header is a table with time slots from 10:00 to 16:00. A calendar pop-up is open, displaying 'December 2021' with days of the week and dates. A red arrow points to the calendar pop-up.

DAY	MONTH	GRID	LIST	<	>	THURSDAY, 25 NOVEMBER 2021				
10:00				<	>	December 2021				
11:00				Mon	Tue	Wed	Thu	Fri	Sat	Sun
12:00				29	30	1	2	3	4	5
13:00				6	7	8	9	10	11	12
14:00				13	14	15	16	17	18	19
15:00				20	21	22	23	24	25	26
16:00				27	28	29	30	31	1	2
				3	4	5	6	7	8	9
							Today			

## Step 4 – Complete your booking details

(and register if it's your first time)

**NEW BOOKING**

To start, please enter your email address.  
You'll be the holder of this new booking.

EMAIL  
your@email.address **Next**

## NEW BOOKING

Payment will be collected 2 weeks before your booking. You will be charged if you cancel after this, except in exceptional circumstances.

### BOOKING DETAILS

#### DATE & TIME \*

Friday, 31 December 2021

From 09:00

to 10:00

#### REPEAT\*

None

#### SPACES\*

Monk Sherborne Village Hall

#### BOOKING TITLE

An optional booking summary

#### PLEASE SELECT WHAT YOU EXPECT TO USE

- Kitchen
- Outside patio
- WiFi
- Projector & Screen
- Sound system
- None of the above

Only regular users can set up repeat bookings

Please complete Title and Facilities you expect to use

## Step 5 – Receive your confirmation email...

MONK SHERBORNE VILLAGE HALL

SCHEDULE · MY BOOKINGS

### Your booking



for Friday, 31 December 2021 at 09:00


Start	Friday, 31 December 2021 at 09:00
Duration	1 hour
Spaces	Monk Sherborne Village Hall
Title	Test booking


... you can edit or cancel your booking - at least 2 weeks beforehand.


DAY ▾ < > 31/12 ▾

Monk Sherborne Village Hall

09:00	  Joe Bloggs Test booking	▾
10:00		
11:00		

 Edit booking

 Cancel booking

 Duplicate booking

Click this arrow

