

## Booking an event

**\*Notice: You need to be registered/have an account before booking an event\***

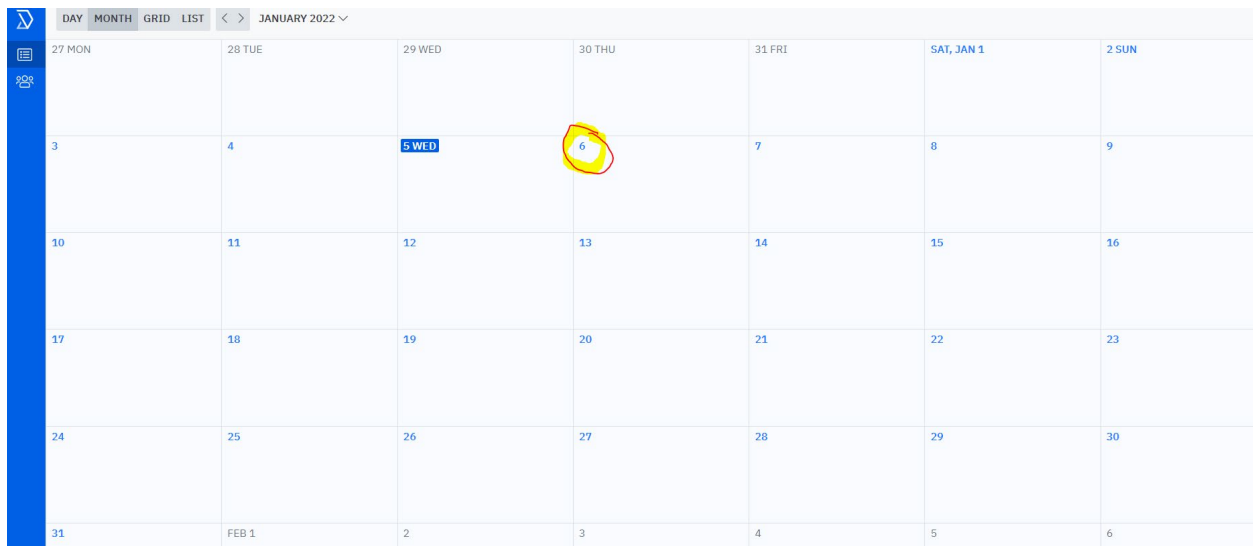
Step 1: Once you log in, your home page should look like this.

DAY	MONTH	GRID	LIST	<	>	WEDNESDAY, JANUARY 5, 2022	Clubhouse + Patio
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							

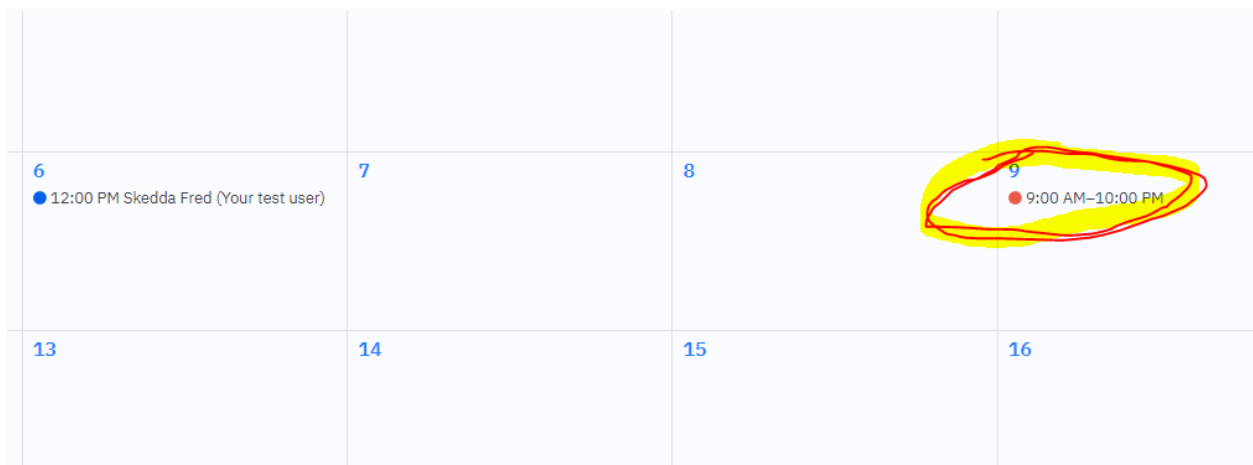
Step 2: Click “Month” at the top left corner as shown in the highlighted area to view available dates.

DAY	MONTH	GRID	LIST	<	>	WEDNESDAY, JANUARY 5, 2022	Clubhouse + Patio
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							

Step 3: Once you click on “Month” it should look like this. I highlighted the 6<sup>th</sup> because I am going to be booking that date as an example.



When a date is unavailable it will look like the highlighted area depicted in the picture below. There will be a red dot next to the time.

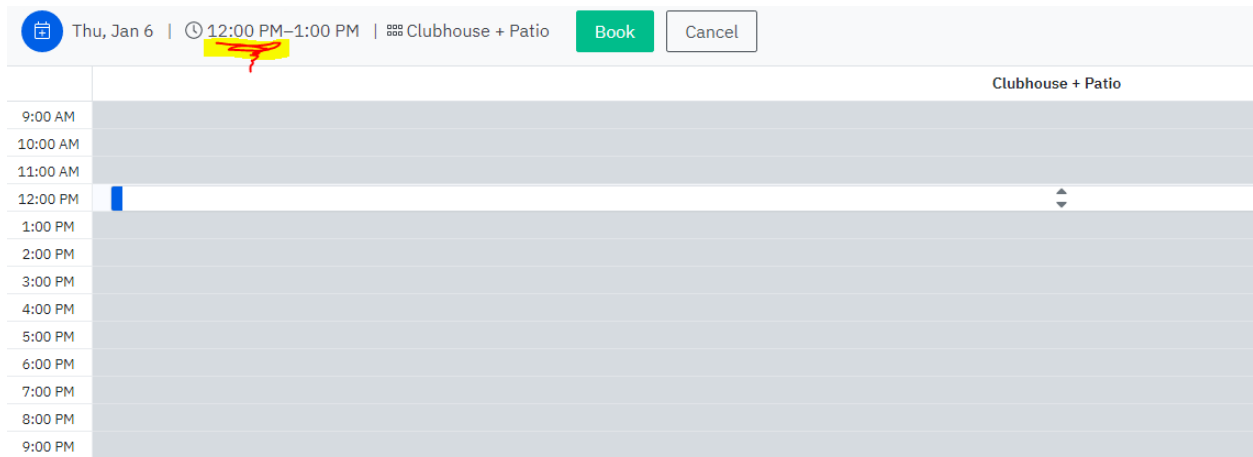


	Clubhouse + Patio
9:00 AM	
10:00 AM	
11:00 AM	
12:00 PM	☉ 12:00 PM
1:00 PM	
2:00 PM	
3:00 PM	
4:00 PM	
5:00 PM	
6:00 PM	
7:00 PM	
8:00 PM	
9:00 PM	

Clubhouse + Patio

12:00 PM

Step 6: After clicking on the plus sign (+), your screen should look like this. In the highlighted area you can see that the 12pm sign indicates the time I will be setting up.



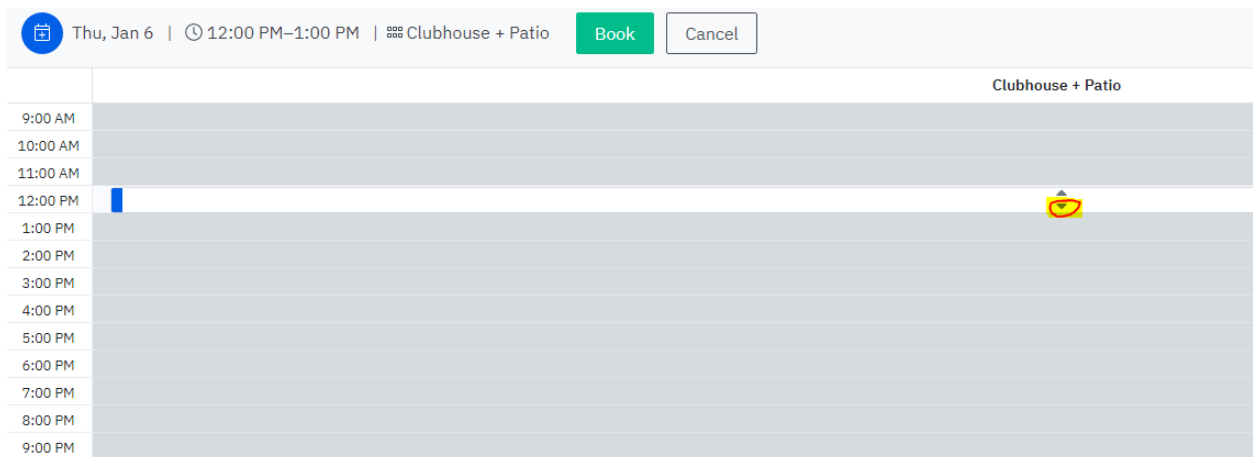
Thu, Jan 6 | 12:00 PM–1:00 PM | Clubhouse + Patio

Book Cancel

Clubhouse + Patio

Time	Event
9:00 AM	
10:00 AM	
11:00 AM	
12:00 PM	
1:00 PM	
2:00 PM	
3:00 PM	
4:00 PM	
5:00 PM	
6:00 PM	
7:00 PM	
8:00 PM	
9:00 PM	

Step 7: Click the arrow pointing down and drag it down to the desired time you want your event to end. It is depicted in the highlighted area in the pictures below



Thu, Jan 6 | 12:00 PM–1:00 PM | Clubhouse + Patio

Book Cancel

Clubhouse + Patio

Time	Event
9:00 AM	
10:00 AM	
11:00 AM	
12:00 PM	
1:00 PM	
2:00 PM	
3:00 PM	
4:00 PM	
5:00 PM	
6:00 PM	
7:00 PM	
8:00 PM	
9:00 PM	

Step 8: Your screen should look something like this and afterwards ensure that your desired start and end times are correct.

Thu, Jan 6 | 12:00 PM–7:00 PM | Clubhouse + Patio **Book** Cancel

Clubhouse + Patio

9:00 AM  
10:00 AM  
11:00 AM  
12:00 PM  
1:00 PM  
2:00 PM  
3:00 PM  
4:00 PM  
5:00 PM  
6:00 PM  
7:00 PM  
8:00 PM  
9:00 PM

Step 9: Click “Book” as depicted in the highlighted area of the picture

12:00 PM–7:00 PM | Clubhouse + Patio **Book** Cancel

**NEW BOOKING**

① The clubhouse is limited to one (1) event per day. Please check the calendar before booking to ensure the date is available to reserve. The system will not permit two (2) events in one day.

**BOOKING DETAILS**

**DATE & TIME \***  
Thursday, January 6, 2022 From 12:00 ... to 7:00 PM

**SPACES \***  
Clubhouse + Patio

**BOOKING TITLE**  
An optional booking summary

**TYPE OF EVENT \***  
Birthday Party, Banquet, Baby Shower

**RESIDENT'S ADDRESS \***  
7400 Circulo Sequoia

**SETUP TIME \***


**START OF EVENT \***  
5:00 PM

**END TIME (INCLUDING CLEANUP) \***  
10:00 PM

**NUMBER OF ADULTS**

Step 11: As stated in the picture below, You will need to enter your real credit card information in order to book an event. To book your first event, Simply enter the card information provide in the blue box. After entering the card information, click the green box on the bottom left to “Confirm Booking”.

**FIRST NAME\*** Skedda **LAST NAME\*** Fred


**TELEPHONE\***  (US)  **ORGANIZATION**

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**PAYMENT AND CANCELLATION/CHANGES**

**BOOKING PRICE**  
**\$0.00**  
There is no charge for this booking, however we still need a valid credit card in order to secure it and prevent abuse. Rest assured that your credit card will not be charged.

**CANCELLATION/CHANGE OPTIONS**  
You will not be able to self-service cancel or change this booking once you confirm it below.

 **Payments test mode!** To simulate a valid card, use the **number 4242 4242 4242 4242**, the **expiry 12/23**, the **CVC 323** and the **ZIP 90000**. Real cards will not be accepted. Live payments can be enabled in your Skedda settings.

**CARDHOLDER NAME\***  **CARD DETAILS\***

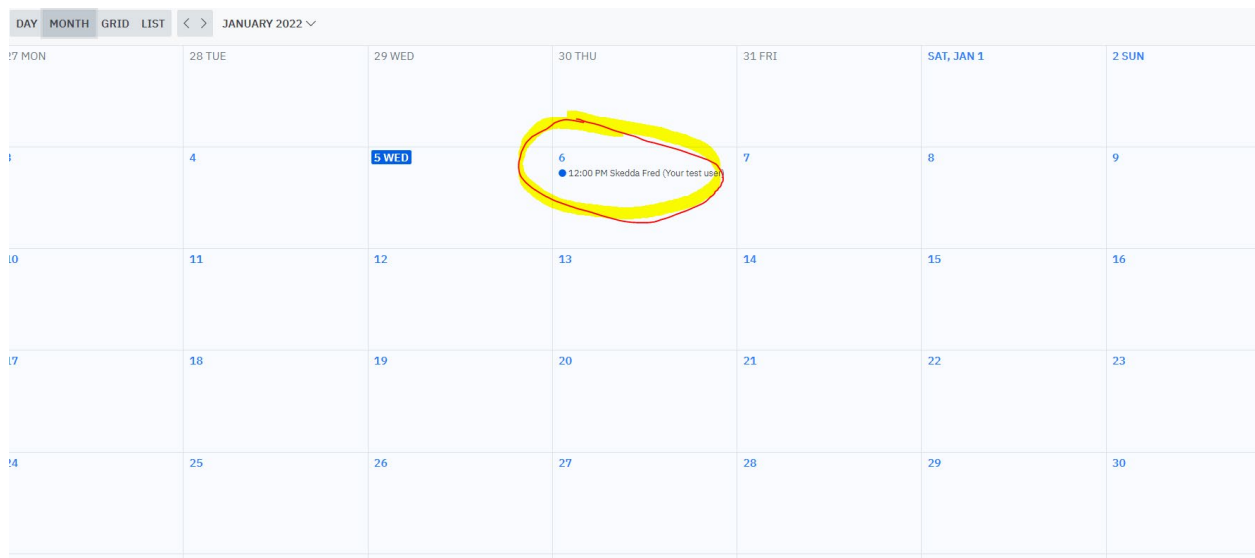
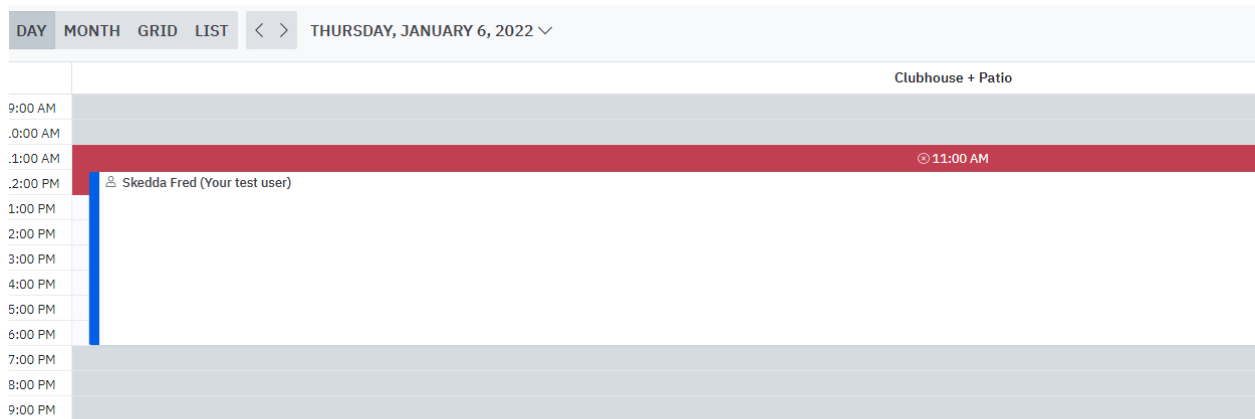
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**CHECK IN**

Mandatory check-in will open 30m beforehand.

☐ I have read and agree to the [venue terms](#), [software terms](#) and [privacy policy](#). I authorize La Costa Oaks Community Association to take payments from my card account in accordance with these terms. I understand that this particular booking cannot be self-service cancelled or changed.

Step 12: After you confirm booking for your event this is how your screen will look if you click “Day” on the top left corner. The second picture is how your screen will look like if you click “Month”. Shortly after booking you will receive a confirmation email.



**\*Notice: To make changes or cancel an event please contact [LCOMGT@KeystonePacific.com](mailto:LCOMGT@KeystonePacific.com)**