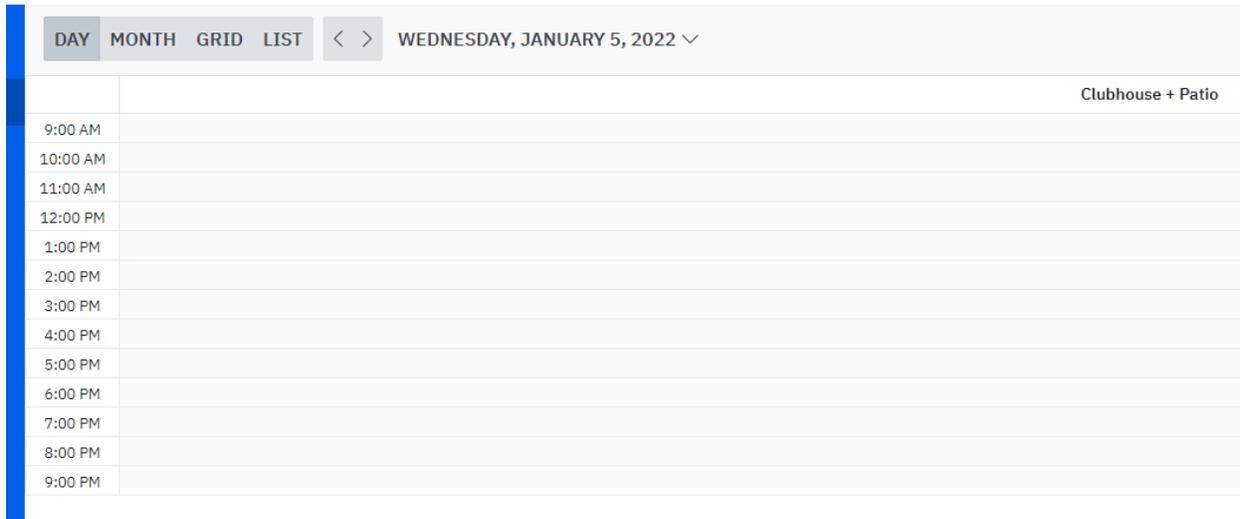


Booking an event

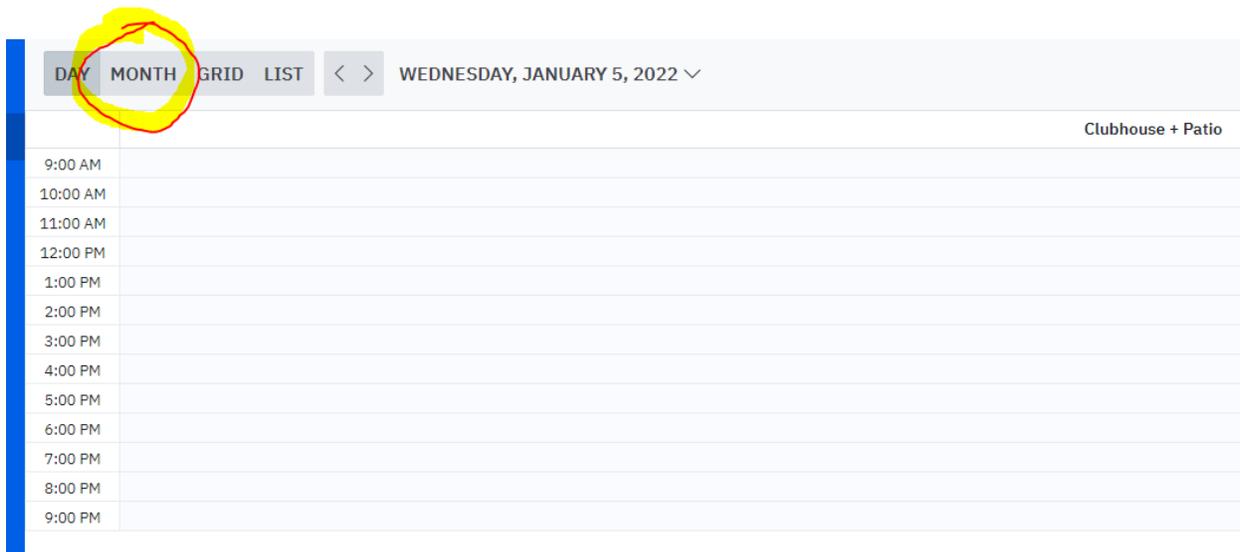
Notice: You need to be registered/have an account before booking an event

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



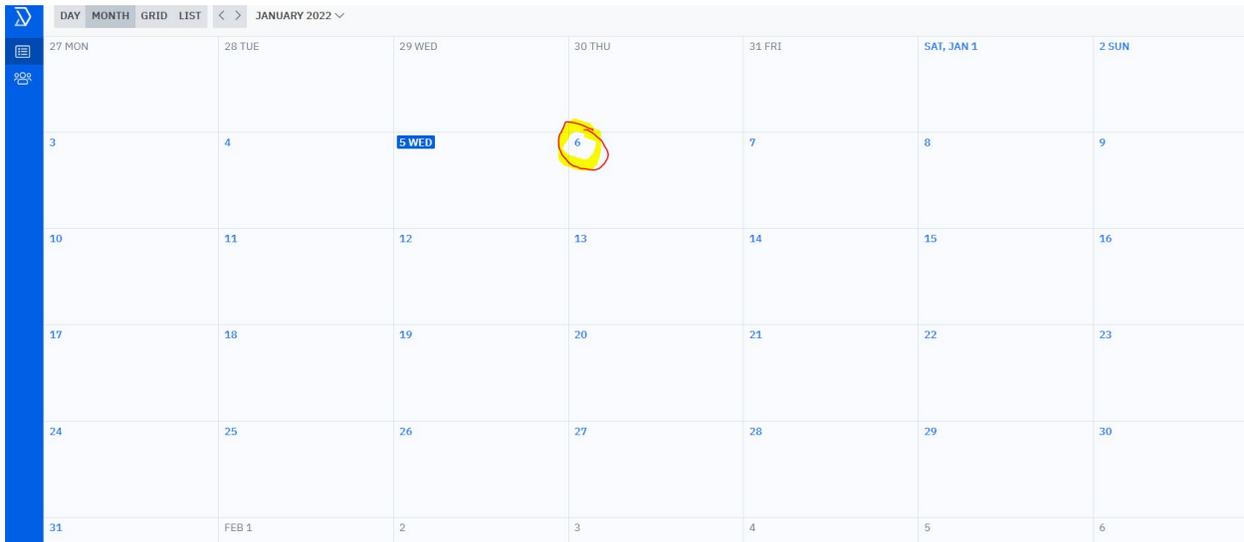
DAY	MONTH	GRID	LIST	<	>	WEDNESDAY, JANUARY 5, 2022	Clubhouse + Patio
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							

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

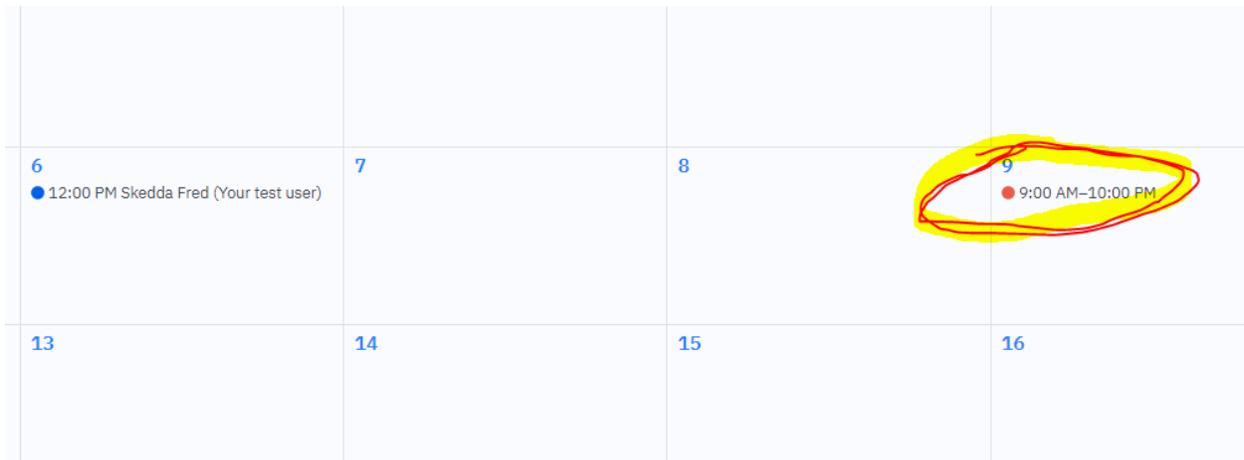


DAY	MONTH	GRID	LIST	<	>	WEDNESDAY, JANUARY 5, 2022	Clubhouse + Patio
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							

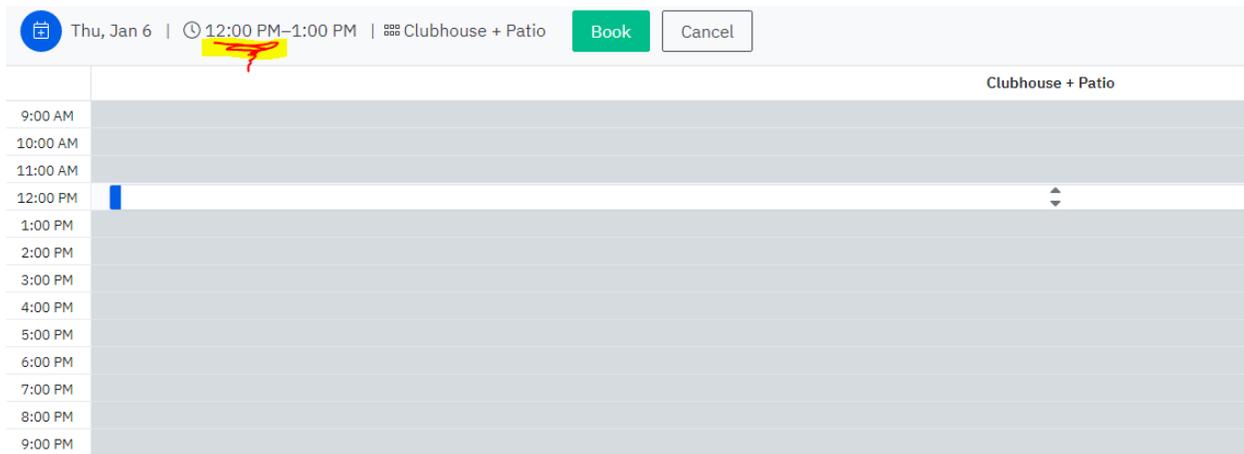
Step 3: Once you click on “Month” it should look like this. I highlighted the 6th because I am going to be booking that date as an example.



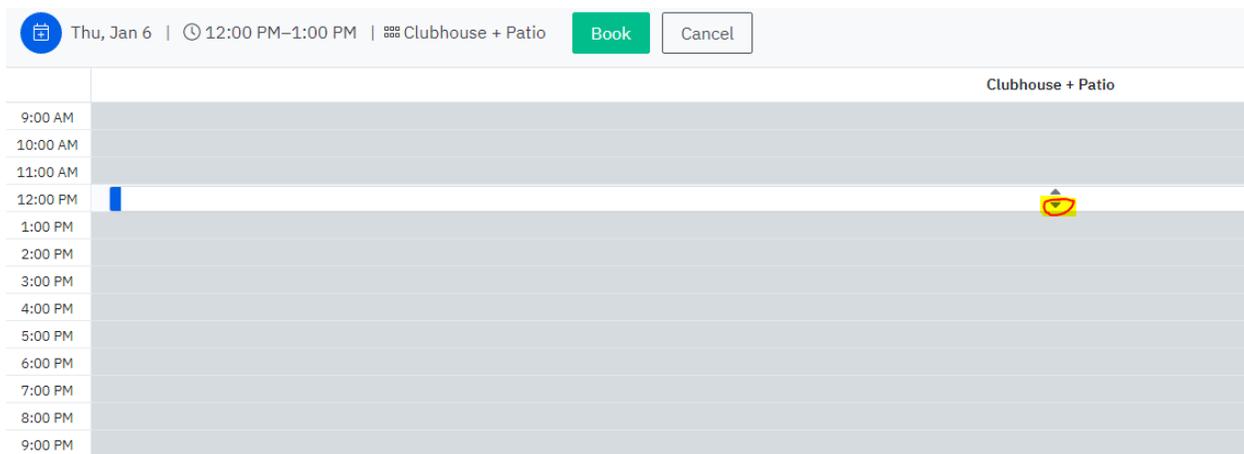
When a date is unavailable it will look like the highlighted area depicted in the picture below. There will be a red dot next to the time.



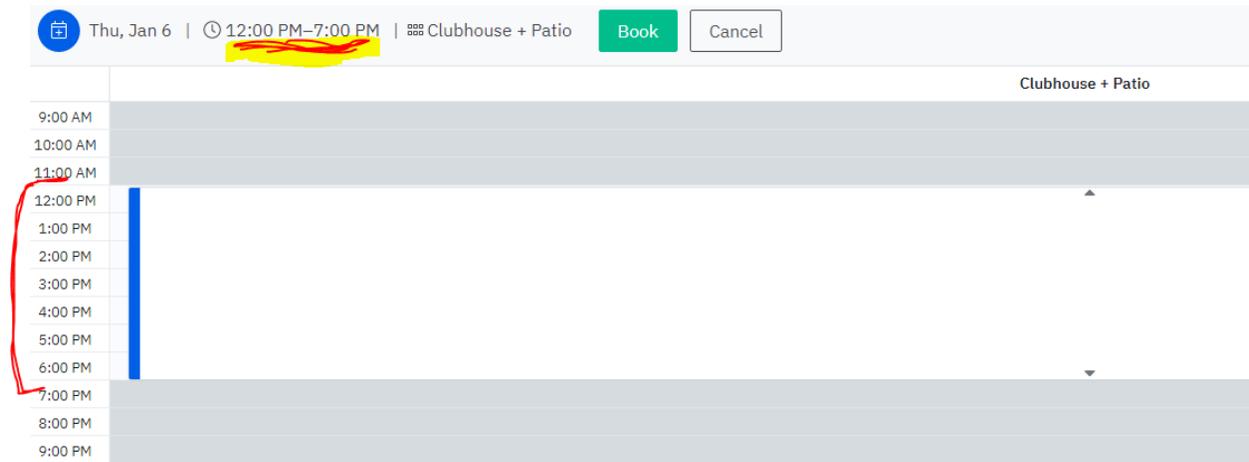
Step 6: After clicking on the plus sign (+), your screen should look like this. In the highlighted area you can see that the 12pm sign indicates the time I will be setting up.



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



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



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



The screenshot shows the 'NEW BOOKING' form. At the top, there is a blue header with a calendar icon and the text 'NEW BOOKING'. Below the header is a blue box with a warning message: 'ⓘ 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.' Below the warning is a section titled 'BOOKING DETAILS'. The form contains several fields: 'DATE & TIME *' with a dropdown for 'Thursday, January 6, 2022' and two dropdowns for 'From 12:00 ...' and 'to 7:00 PM'; 'SPACES*' with a dropdown for 'Clubhouse + Patio'; 'BOOKING TITLE' with a text input field containing 'An optional booking summary'; 'TYPE OF EVENT *' with a dropdown for 'Birthday Party, Banquet, Baby Shower'; 'RESIDENT'S ADDRESS *' with a text input field containing '7400 Circulo Sequoia'; 'SETUP TIME*' with an empty text input field; 'START OF EVENT*' with a text input field containing '5:00 PM'; 'END TIME (INCLUDING CLEANUP)*' with a text input field containing '10:00 PM'; and 'NUMBER OF ADULTS' with an empty text input field.

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) e.g. (201) 555-0123 **ORGANIZATION** Your test user

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* As shown on card **CARD DETAILS*** Card number MM / YY

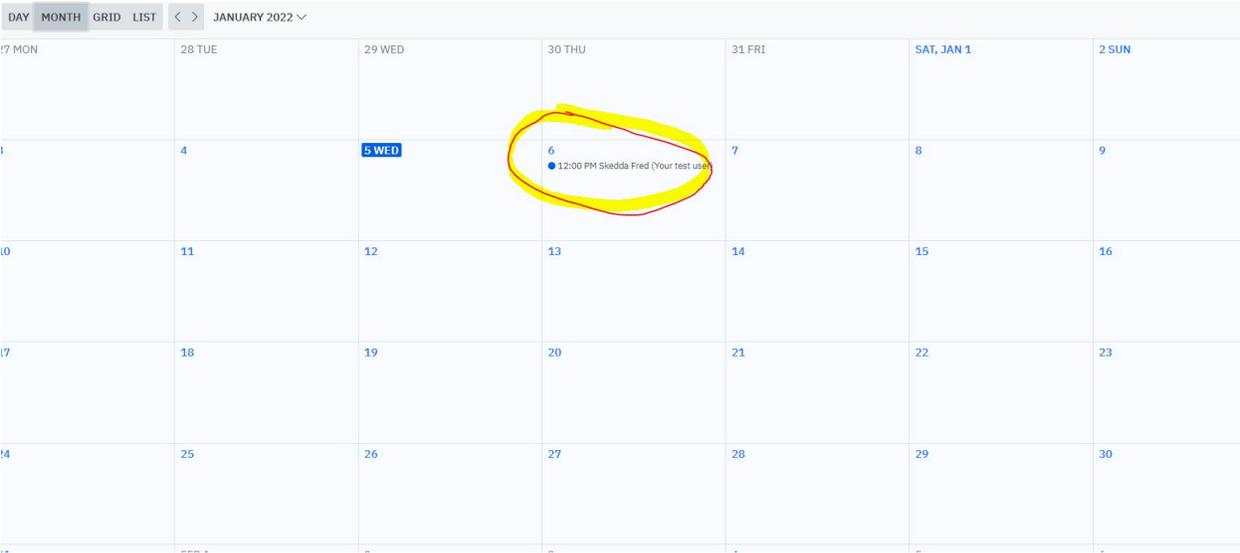
CHECK IN

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.

Confirm booking Cancel booking

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**