

Sturminster Marshall Hall Booking Guide

Go to the Online Bookings page on website

Find the date in the diary that you need - green means completely free, orange means there are some bookings already – click the + sign to start requesting the booking for that date:

Instructions
Click on the date to view availability or booking title for more information or the + to make a booking.

Day is fully booked
Day is partially booked
Day is fully available

Sturminster Marshall Memorial Hall Weekly Diary

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	Monday 29/06/2015	Tuesday 30/06/2015	Wednesday 01/07/2015	Thursday 02/07/2015	Friday 03/07/2015	Saturday 04/07/2015	Sunday 05/07/2015
Main Hall	Short Tennis (10:00 - 11:00) Short Mat Bowls (14:00 - 18:00) Jean's Fitness (19:30 - 20:30)	Yoga (10:00 - 11:30) Brownies (17:30 - 19:15) Ladies Kickboxing (20:30 - 21:30)	Badminton Morning (10:00 - 12:00) School Badminton (12:00 - 13:00)	Short Mat Bowls (14:00 - 18:00) Short Mat Bowls (18:15 - 19:15)	Private Event (08:00 - 16:30) Badminton Evening (18:30 - 20:00)	Starlight Dance Academy	Wendy's Beaders (08:30 - 10:00)
Second Hall	Quilters (14:00 - 16:00)	Bridge (09:30 - 12:30) Rainbows (17:00 - 18:00)	Action for Children (Play and Learning) (10:00 - 11:00)	Starlight Dance (20:00 - 21:30)	Moo-Music (10:00 - 11:00) Junior Football Tournament		New Life Bible Church (10:30 - 11:30)

Then you will see this screen – where it says “Please login or register here”, please click the word “here”.

Create booking

In order to make a booking with this Hall, you must Register for a Hallmaster account. Please login or register [here](#). You will be returned to this page once logged in.

To make a booking request you must be registered as a Hall User – the next window is where you Register or Login.

Registering or Logging In:

You will then see this form

If you are requesting a booking for the first time:

1. enter your email address and
2. make up a password (please note this somewhere)
3. Then click the green Register button

If you have already registered as a Hall User,

1. Please click the green Back to Login button at the foot of the form
2. You will then see the HallMaster Login screen as below *where you can tick to remember the password if you are confident your computer is secure.*

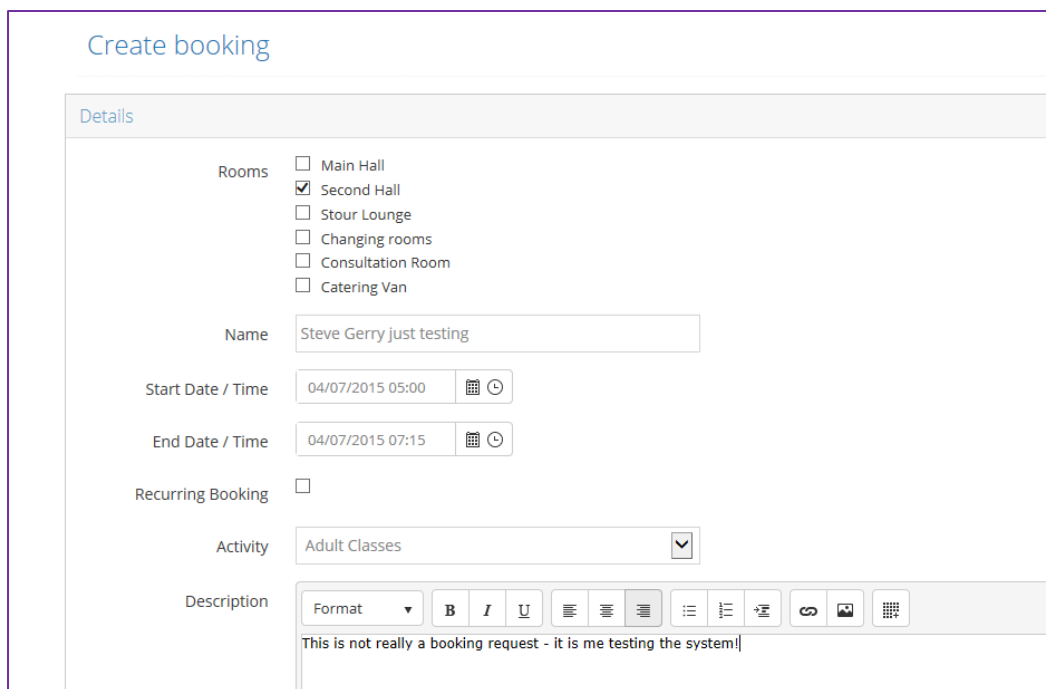
The screenshot shows the 'New User Registration' form. At the top is the HallMaster logo. Below it, the form has fields for 'Forename', 'Surname', 'Email', 'Password', and 'Repeat Password'. The 'Password' field has a note: '* Minimum 6 letters and 1 uppercase letter.' Below the fields are two buttons: 'Reset' and 'Register'. At the bottom of the form, there is a green bar with a 'Back to login' button. A blue arrow points from the 'Register' button in this form to the 'I want to register' button in the login form below.

The screenshot shows the 'Login' form. At the top is the HallMaster logo. Below it, the form has fields for 'Email' and 'Password'. There is a 'Remember me?' checkbox and a 'Login' button. Below the login fields, there is a section for 'Or Login Using' with a 'Google' button. At the bottom of the form, there is a blue bar with two buttons: 'I forgot my password' and 'I want to register'. A blue arrow points from the 'I want to register' button in this form to the 'Register' button in the registration form above.

(Click here if you see this form but you are not yet registered)

Filling in a booking request:

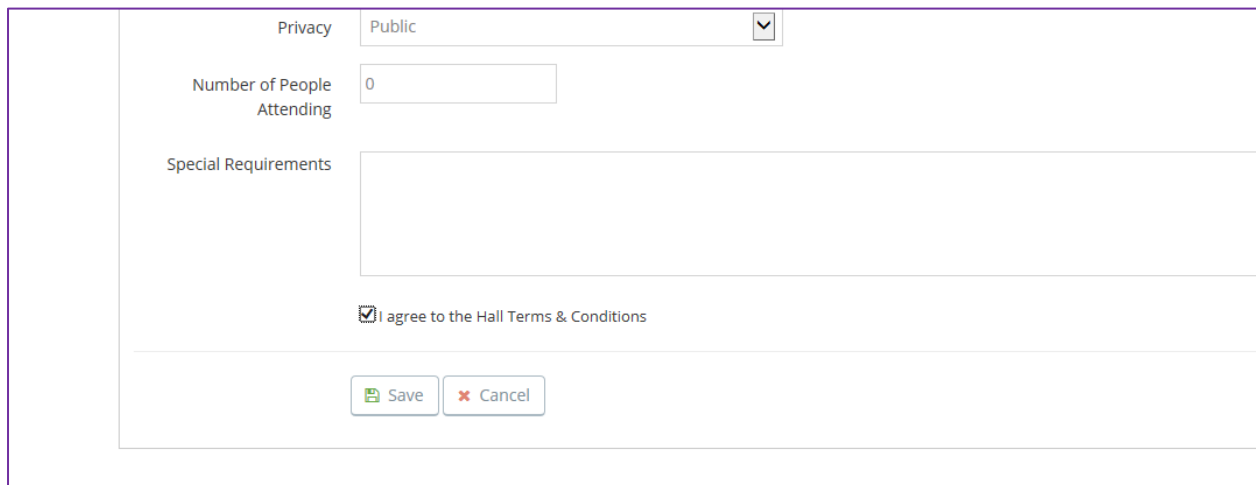
When you have logged in or registered you will see the Details form to complete details about the event:



The screenshot shows a web form titled "Create booking" with a "Details" section. The form includes the following fields and options:

- Rooms:** A list of checkboxes for room selection: Main Hall (unchecked), Second Hall (checked), Stour Lounge (unchecked), Changing rooms (unchecked), Consultation Room (unchecked), and Catering Van (unchecked).
- Name:** A text input field containing "Steve Gerry just testing".
- Start Date / Time:** A date and time picker set to "04/07/2015 05:00".
- End Date / Time:** A date and time picker set to "04/07/2015 07:15".
- Recurring Booking:** A checkbox that is currently unchecked.
- Activity:** A dropdown menu with "Adult Classes" selected.
- Description:** A rich text editor with a toolbar (bold, italic, underline, list, link, etc.) and the text "This is not really a booking request - it is me testing the system!".

Make sure you scroll all the way down the screen, that you fill in all the fields / boxes and tick to agree with our terms and conditions and then click Save. There is a link to the Terms and Conditions on the form and you can also see them at <http://www.sturminstermarshallmemorialhall.co.uk/policies/ConditionsofHire2015DR.pdf>



The screenshot shows the bottom section of the booking form, including:

- Privacy:** A dropdown menu set to "Public".
- Number of People Attending:** A text input field containing "0".
- Special Requirements:** A large empty text area for additional notes.
- Terms & Conditions:** A checkbox labeled "I agree to the Hall Terms & Conditions" which is checked.
- Buttons:** "Save" and "Cancel" buttons at the bottom.

You should then find an email acknowledgement is sent to your email inbox very quickly, like this:

From: Hallmaster [mailto:noreply@hallmaster.co.uk]
Sent: 29 June 2015 20:48
To: [REDACTED]
Subject: Booking request received for [REDACTED] on 04/07/2015

Dear Guest

Your BOOKING REQUEST [REDACTED] at Sturminster Marshall Memorial Hall has been sent.

Please note that this will need to be checked for availability before confirmation by the Venue Administrators in order to complete your booking.

You can view your booking details here: <http://v2.hallmaster.co.uk/Scheduler/ViewBooking/92330>

Powered by Hallmaster - <http://www.hallmaster.co.uk>