

YPRL Bookings Portal – Customer User Guide

Account Registration & Management

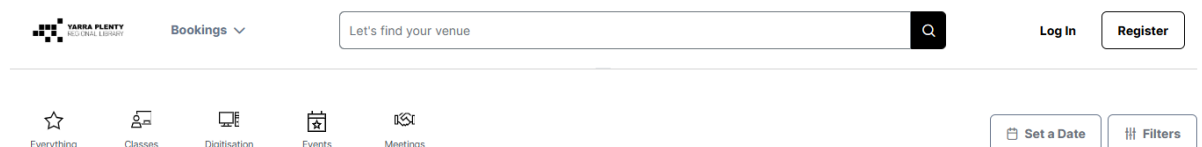
Contents

Registering a new account	1
Managing an account.....	4
Updating your contact details	4
Updating your organisation details.....	7

Registering a new account

Visit our Customer Bookings Portal at yprl.bookable.net.au

1. Click the “Register” Button in the top right-hand corner of the portal



2. Click “Register With Your Email”

Register to Continue



Sign up to our venue bookings site to book your next venue.

Already have an account? [Log In](#)

Register With Your Email

 [Staff Login](#)

By creating an account or continuing to use this website, you acknowledge and agree that you have accepted the [Terms of Use](#) and [Privacy Policy](#).

- Select the appropriate account type. Please note that as per our Terms & Conditions, some incorporated customer types are required to provide documentation such as certificate of incorporation and public liability insurance.

Account type

I am an individual

 **Private Individual**

I represent a company or organisation

 **BK_Sporting Club or Association**

 **Community Group Incorporated**

 **Government Departments**

 **Non-Profit Organisation and/or Registered Charities**

 **Other Organisation**

 **Private Business / Sole Trader**

 **Senior Citizens Group - Council Recognised**

 **YPRL Member Council**

- In the “Your account” section, enter the email and password you wish to use for managing your bookings

Your account

Email

Confirm email

Password

Confirm password

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- In the “Organisation Details” section, please complete the main contact details for your organisation. (This section will only appear if a relevant customer type is chosen in step 3 above)

Organisation details

Trading name	ABN
 61 0412 345 678	Email
Phone number	
Address	
Select a country ✕ ▼	
Suburb/City	State/Region/Province
Postcode	

6. In the “Your Details” section, please complete your contact details. Please note you can use the “copy from your organisation details” button if you are the main contact for your organisation.

Your Details

[Copy from organisation details](#)

As you are signing up for an organisation account, make these details the primary contact for your organisation.

Your position at your organisation	
Title (optional) ✕ ▼	
First name	Last name
 61 0412 345 678	 61 0412 345 678
Phone number	Landline (Optional)
Street address	
Select a country ✕ ▼	
Suburb/City	State/Region/Province
Postcode	

7. In the “Required Documentation” section, please upload all necessary documents by clicking the “Choose File” button

Required documentation

*Make sure each document you upload is no larger than 30MB.
 Registrations that do not include the required documents may be delayed or rejected.*

Public Liability Insurance (\$20mil), Certificate of Incorporation

No documents uploaded.

 **Choose a File**

8. Click Create Account

Our terms of use

By creating an account, you agree to our [Terms](#) and have read and acknowledge our [platform privacy policy](#) and [council privacy policy](#).

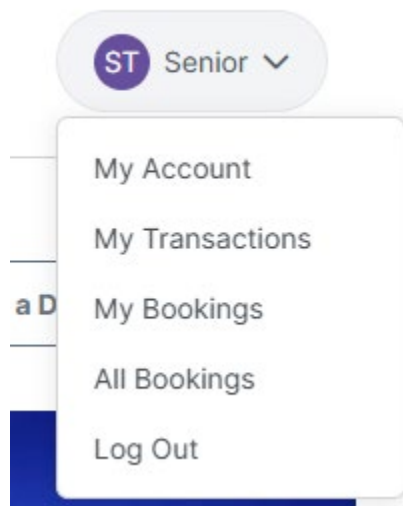
Create account

9. A pop-up will appear advising if your registration is successful or requires verification by our team. If your registration is successful, you can log in and start making bookings.

Managing an account

Updating your contact details

1. Visit our Customer Bookings Portal at yprl.bookable.net.au
2. Click the Account icon in the top right corner, and click “My Account”



- To edit your contact details, click the edit icon next to your contact record, under Actions

[My Bookings](#)
[My Details](#)
[My Organisation](#)
[My Transactions](#)

My Personal Information

Personal Details
 

Title: Mr

Given Name(s): Senior

Surname: Test

Login Email:
 seniorstest@gmail.com

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Contact Details
 

[+ Add Contact](#)

Name	Address	Position	Mobile	Documents	Main	Actions
Senior Test	123 Eagle St Brisbane City Queensland 4000	President	+610411111111		true	

[Change Password](#)
[Deactivate Account](#)

- To add a new contact, click the add contact button and complete the necessary details

[My Bookings](#)
[My Details](#)
[My Organisation](#)
[My Transactions](#)

My Personal Information

Personal Details 

Title: Mr **Given Name(s):** Senior **Surname:** Test

Login Email:

seniorstest@gmail.com

☐ Sign up to news and other helpful information from Yarra Plenty Regional Library TEST

Contact Details 

[+ Add Contact](#)

Name	Address	Position	Mobile	Documents	Main	Actions
Senior Test	123 Eagle St Brisbane City Queensland 4000	President	+610411111111		true	

[Change Password](#)

[Deactivate Account](#)

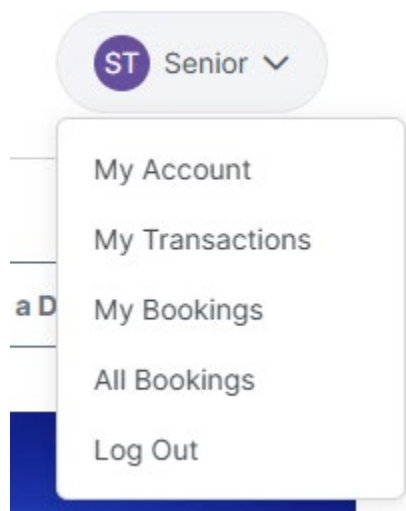
5. To add a document, click the upload document button

Upload Document (Note: * documents added after account verification cannot be deleted.)

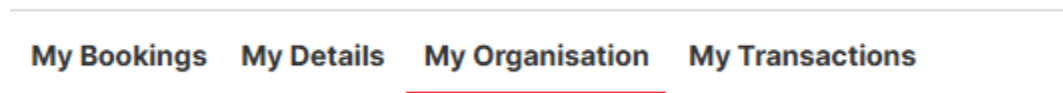
[Upload Document](#)

Updating your organisation details

1. Visit our Customer Bookings Portal at yprl.bookable.net.au
2. Click the Account icon in the top right corner, and click “My Account”



3. Click on the “My Organisation” menu



4. To update any business details, click the “Modify” button

My Organisation Details

Organisation Details



Organisation/Trading Name:

Seniors Group Test

ABN:

111111111

Phone:

+610411111111

Email:

seniorstest@gmail.com

Address:

123 Eagle St Brisbane City QLD 4000 Australia

Customer Type:

Senior Citizens Group - Council Recognised

Verified:

Yes

Debtor ID:

Debtor ID

Modify

- To invite a new user to your organisation, who will be able to view and make bookings for your organisation using their own login, click the “Add User” or “Invite User” button. The “Add user” option allows you to enter all details for them, the “Invite user” option will issue an invite email for them to set up their own details.

Organisation Users



+ Add User

+ Invite user



Allow users to see bookings for whole organisation

Name	Email	Address	Mobile	Phone	Main	Status
Senior Test	seniorstest@gmail.com	123 Eagle St Brisbane City QLD 4000 Australia	+610411111111		true	Verified

(Add User)

Please input customer details

Create Account

Email: *

Password: *

☐ Show Password

Our password policy requires a strong password.
 Your password should contain at least 8 characters.
 It should contain a combination of upper and lower
 case letters, numbers and special characters. The
 more characters, the stronger the password.

Personal Details

Title: *

-- Select --

Given Names: *

Family Name: *

Mobile: * (inc Region and Country codes)

Phone: (inc Region and Country codes)

Address 1: *

Address 2:

Suburb: *

State: *

Select State

Country:

Australia

Postcode: *

* MANDATORY FIELDS

Save

Cancel

(Invite User)

User Invitation

Seniors Group Test

Please enter the email of the person that you would like to invite.

Email :

Submit

Cancel