

How to Start a Booking at the WCA



There are 3 ways to make a booking:

1. Through the WCA website

<http://www.winscombeca.org.uk/room-hire.html>

[Click Here for help with this](#)

2. Through an invite from the WCA Hallmaster Admin team

[Click Here for help with this](#)

3. Through the login page of Hallmaster (if you have an account already)

<https://v2.hallmaster.co.uk/Account/Login>

- Note with the 1st and 2nd options you don't need to have an account set up
- [Click here](#) if you just want to see the Invoicing section

Making a booking from WCA website



<http://www.winscombeca.org.uk/room-hire.html>

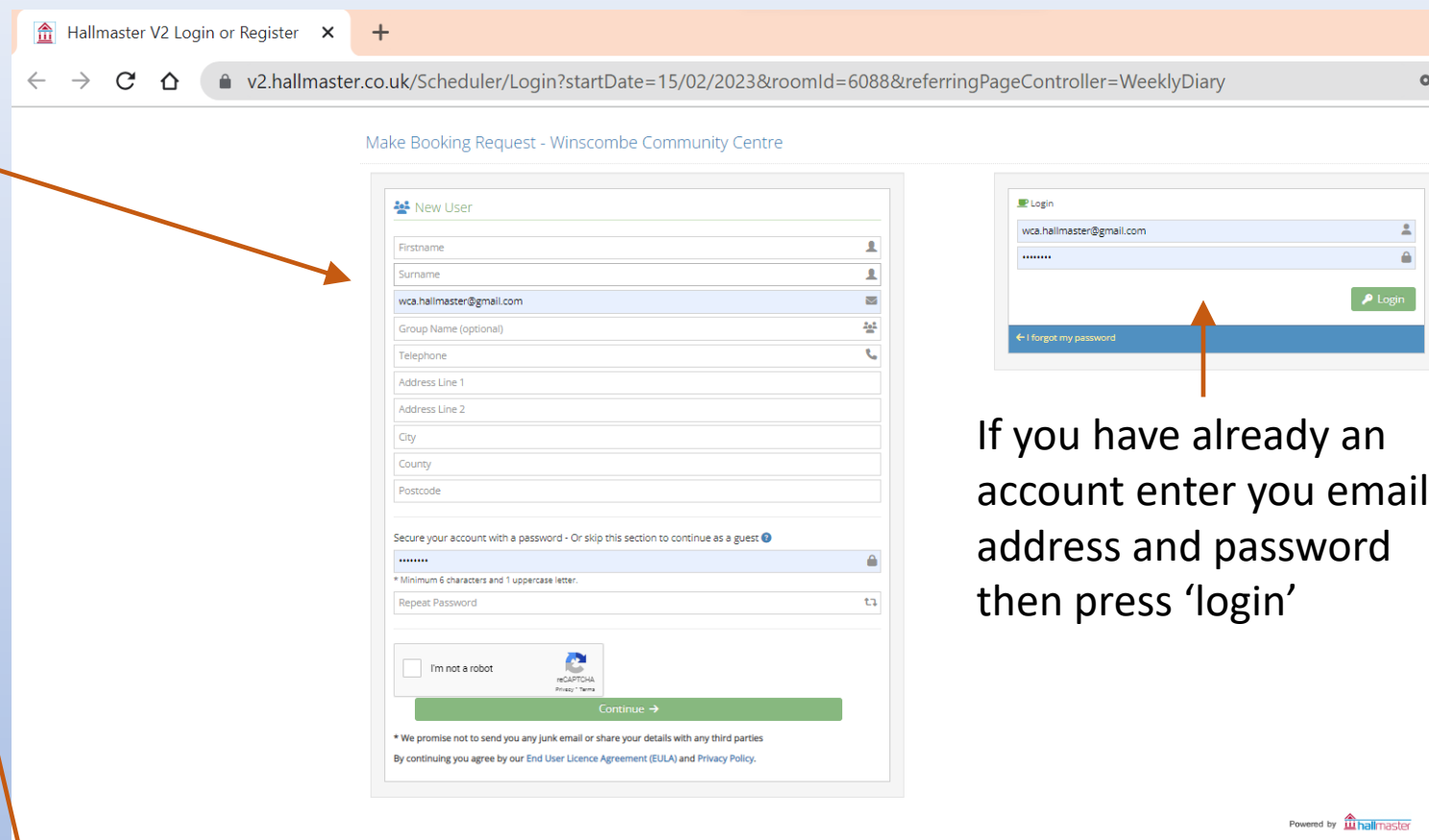
- Go to the WCA room booking website using the link above
- Click on the view room availability
- Use the diary to select the day you want to book
- Make sure you are looking at the right room
- Click on the '+' to request a booking

The screenshot shows the WCA room booking website. The top part displays the 'Room Hire - WINSCOMBE' page with contact information for Rachel Hayward. Below this is a photo of the Winscombe Community Centre and a 'View Hall Availability' link. The bottom part shows the 'Winscombe Community Centre Weekly Diary' for August 2019. The diary is a grid with rooms listed on the left and dates on the top. Rooms include Haydon Hall, Amesbury Room, Mawson Room, and Kitchen. Activities are listed in the cells, such as 'Winscombe Community Singers' on Tuesday and 'Ladies Table Tennis' on Wednesday. A '+' sign in the top right corner of each cell indicates a booking option.

	Monday 05/08/2019	Tuesday 06/08/2019	Wednesday 07/08/2019	Thursday 08/08/2019	Friday 09/08/2019	Saturday 10/08/2019	Sunday 11/08/2019
Haydon Hall		Winscombe Community Singers (19:15 - 21:15)	Ladies Table Tennis (10:30 - 12:30) Infirnie Heart Yoga (19:45 - 21:00)	Thursday market (10:30 - 12:00) Bridge Club (Thursday) (13:30 - 16:00) Weight watchers (17:30 - 19:30)	Bridge (Friday) (18:30 - 22:30)		Private Event (10:00 - 13:00)
Amesbury Room	Parish Council (22:00 - 22:15)	JUST8 (09:30 - 10:30) JUST8 Weight loss & Management (18:00 - 19:00)			Quilting (Friday) (09:30 - 14:00)		Private Event (10:00 - 13:00)
Mawson Room				Thursday Market Meeting Space (07:30 - 12:00)			
Kitchen				Thursday Market Coffee (07:30 - 12:00)	Bridge (Friday) (18:30 - 22:30)		Private Event (10:00 - 13:00)

Login or creating an account

- If you are a new user please fill in the form including a password then press the 'continue'
- You will then be taken to the booking form
- At the top of the page there is a reminder to verify your email address.
- Look at your email inbox (or possibly Spam folder). It comes from 'noreply@hallmaster.co.uk'
- Click on the link in the email to verify email address



If you have already an account enter you email address and password then press 'login'

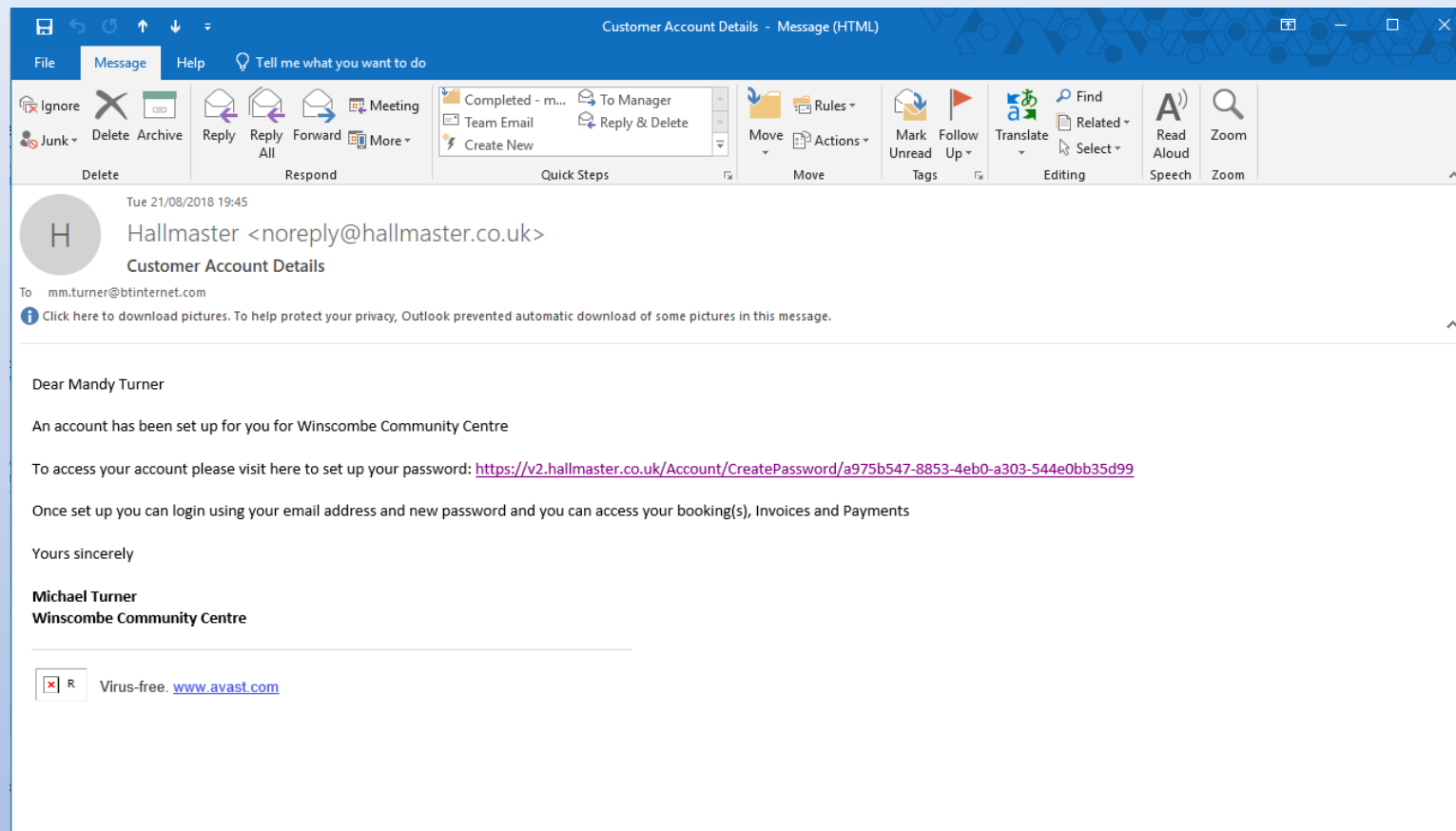
Make Booking Request - Winscombe Community Centre

Thanks for registering. Please verify your email address by clicking the link we just sent to you in an email to 'mikemandy.1985@outlook.com'. If you can't see this email, please check your spam/junk folders in case the message has ended up there.

Your Invite Email

- Please contact the Booking Secretary or Hallmaster Admin team so they can help
- The first thing that happens is you receive an email from:
noreply@hallmaster.co.uk
- Click on the link which will take you to the initial login page in your web browsing software or App
- Note the software works on all the platforms (eg PC tablet & phone)

Remember to check SPAM Folder



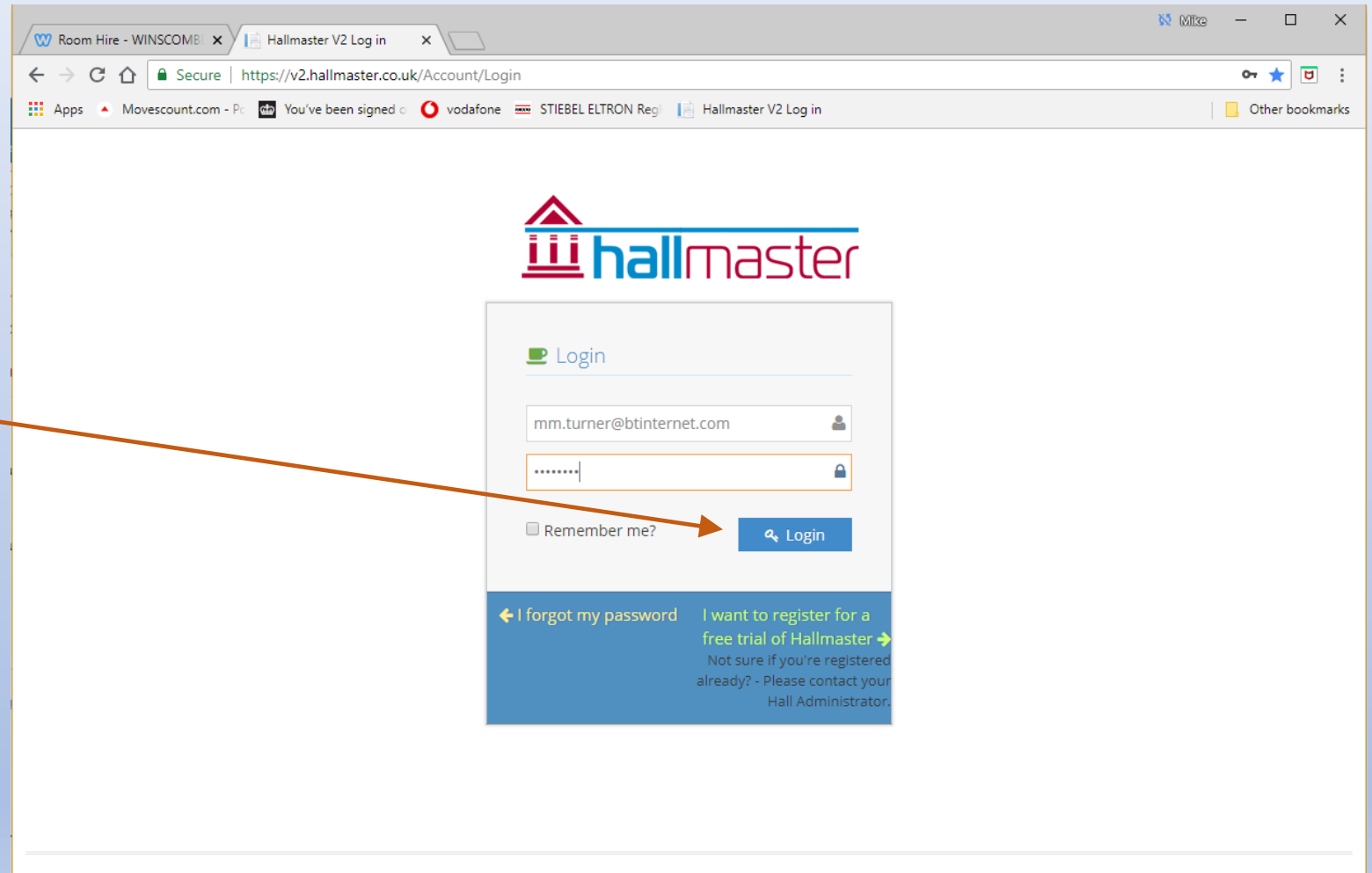
Login on and Setting your Password

- Use your email address for your user name
- Enter a password
- Re-enter the password
- **Press Save**

The screenshot shows a web browser window with the URL <https://v2.hallmaster.co.uk/Account/CreatePassword/a975b547-8853-4eb0-a303-544e0bb35d99>. The page features the Hallmaster logo and a 'Create Password' form. The form contains three input fields: the first is for the email address (mm.turner@btinternet.com), the second is for the password (masked with dots), and the third is for re-entering the password (also masked with dots). A blue 'Save' button is located at the bottom right of the form. An orange arrow points from the 'Press Save' instruction in the list to the 'Save' button.

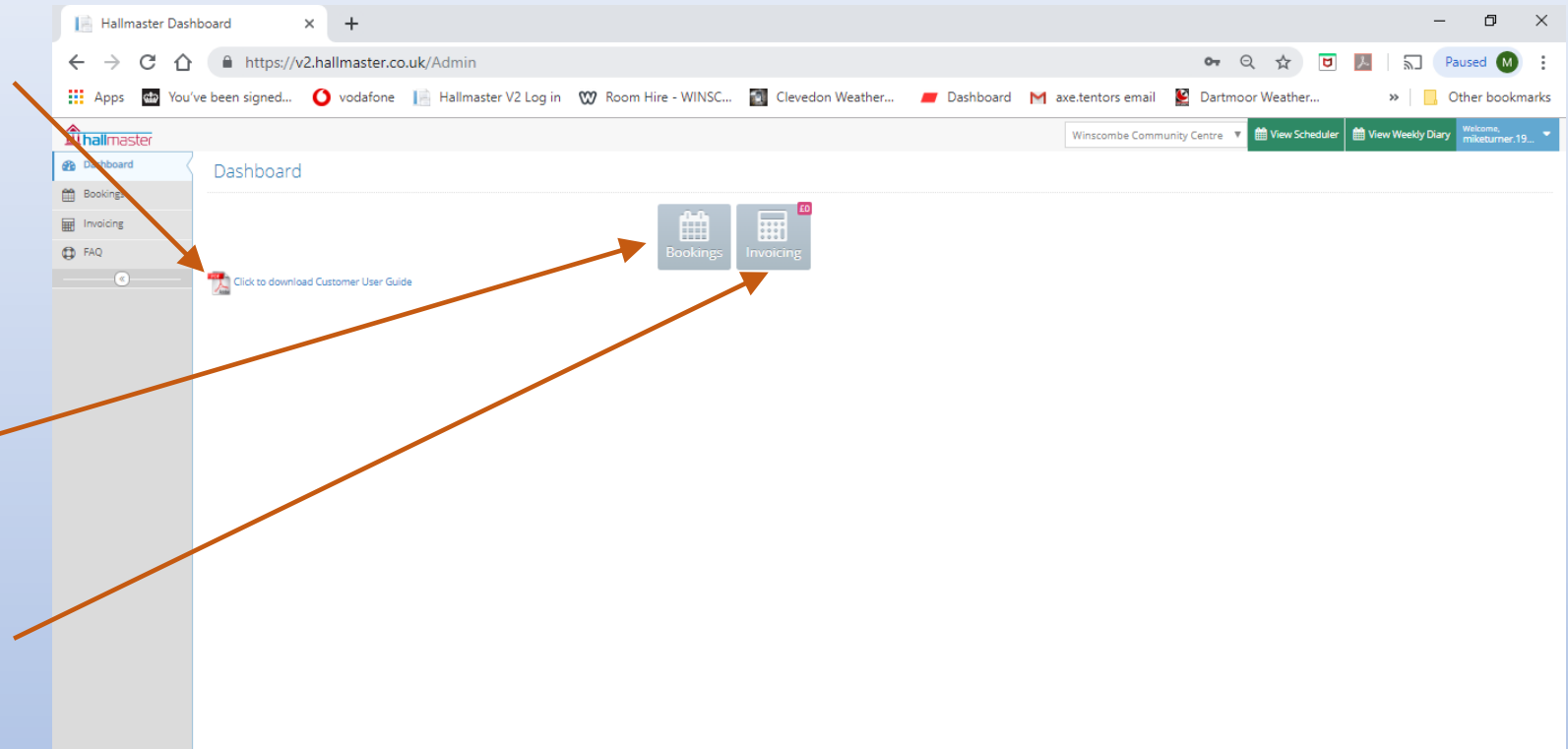
Your First Login

- After setting the password you are sent to the Hallmaster login page
- Enter your email address (user name)
- Enter your password you have just created
- Press the login button



First Page / Dashboard

- If you want to have a read of the customer user guide click on the icon
- If you want to look at past current or create future bookings click on the booking tab or button
- If you want to look at your past and current invoices click on the invoice tab or button (note the amount currently owed)

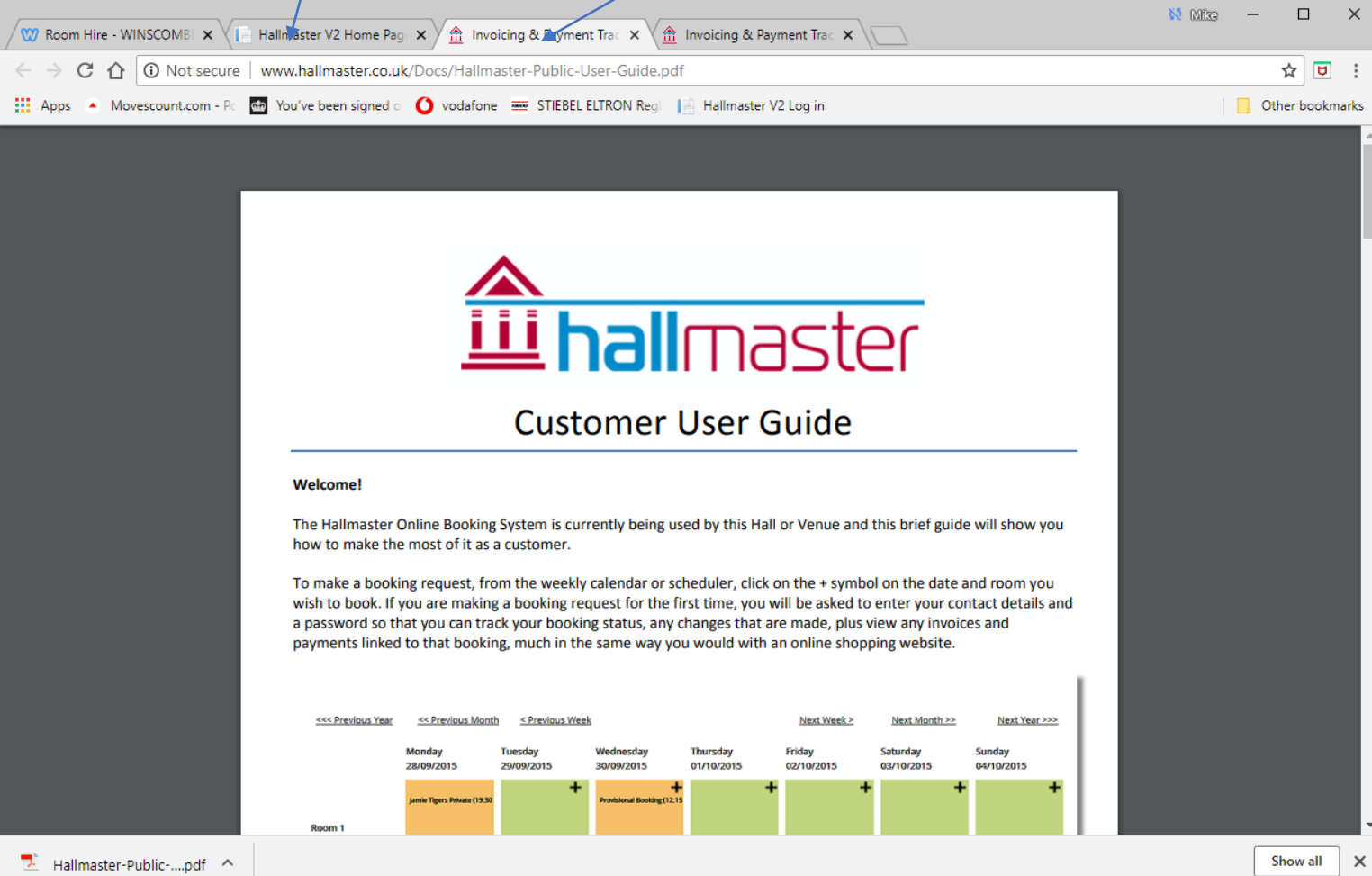


The User Guide

- After clicking the user guide icon the customer user guide will open in an 'explorer' tab
- Click on the Hallmaster tab to return to the front page

Hallmaster tab


New explorer tab



Room Hire - WINSCOMB x Hallmaster V2 Home Page x Invoicing & Payment Trac x Invoicing & Payment Trac x

Not secure | www.hallmaster.co.uk/Docs/Hallmaster-Public-User-Guide.pdf

Apps Movescount.com - Po You've been signed o vodafone STIEBEL ELTRON Reg Hallmaster V2 Log in Other bookmarks



Customer User Guide

Welcome!

The Hallmaster Online Booking System is currently being used by this Hall or Venue and this brief guide will show you how to make the most of it as a customer.

To make a booking request, from the weekly calendar or scheduler, click on the + symbol on the date and room you wish to book. If you are making a booking request for the first time, you will be asked to enter your contact details and a password so that you can track your booking status, any changes that are made, plus view any invoices and payments linked to that booking, much in the same way you would with an online shopping website.

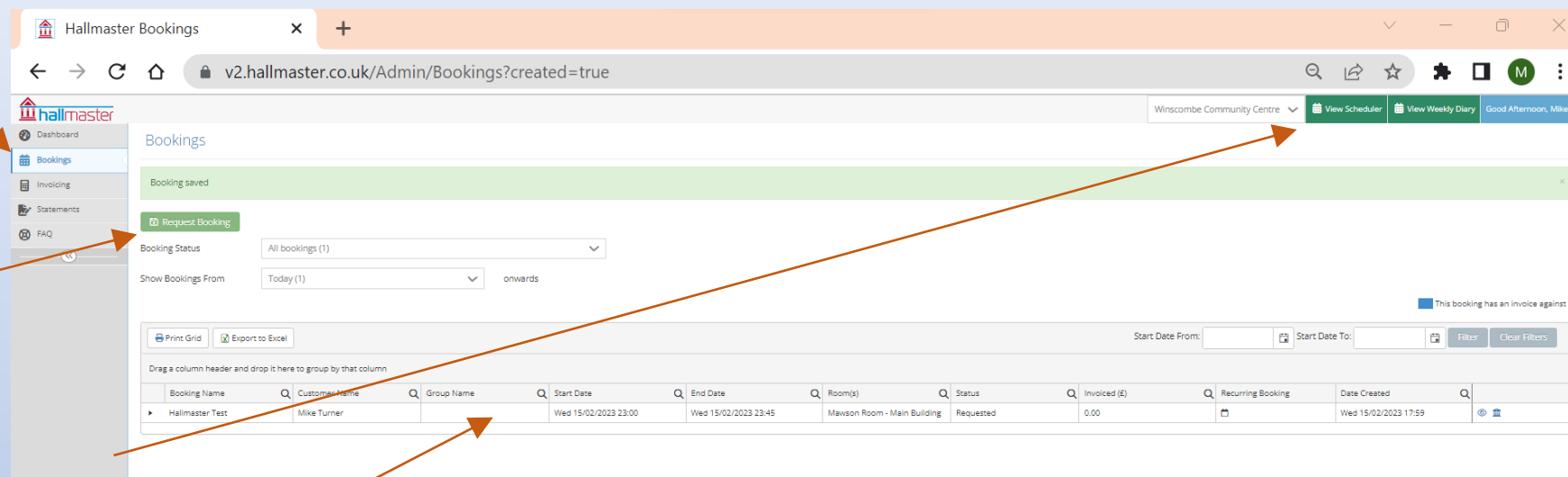
<<< Previous Year << Previous Month < Previous Week Next Week > Next Month >>> Next Year >>>

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28/09/2015	29/09/2015	30/09/2015	01/10/2015	02/10/2015	03/10/2015	04/10/2015
Room 1 Janie Tigers Private (19:30)	+	Provisional Booking (12:15)	+	+	+	+

Hallmaster-Public-....pdf Show all X

Start to make a booking

- Press the Booking tab
- A new page will open up
- This page will show all your bookings (see later)
- Press the Create New Booking button
- Alternatively you can click on the view bookings button to get to the diary page (opens in a new window)
[See Page 16](#)
- Current bookings can be view here using the drop down selections at top of page



Booking Name	Customer Name	Group Name	Start Date	End Date	Room(s)	Status	Invoiced (£)	Recurring Booking	Date Created
Hallmaster Test	Mike Turner		Wed 15/02/2023 23:00	Wed 15/02/2023 23:45	Mawson Room - Main Building	Requested	0.00		Wed 15/02/2023 17:59