

# Reserves Manager

## Guide for Clubs

**This guide outlines the process and functionality of the Reserves Manager program for seasonal clubs.**



Version 4.0

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## About this program

From time to time, council's need to check the reserves under their control for any maintenance issues to buildings or grounds.

Some issues found may be the council's responsibility - some may be the responsibility a club using that facility.

The IMS Reserves Manager program allows the council to easily check and capture anything that requires attention, delegate responsibility to either a club representative or council, and set a deadline to ensure the work is done in a timely manner.

The program is also used to manage sportsground bookings, collating all the required paperwork and data to allow council to manage clashes and approve bookings.



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## Logging on

This program is cloud based and can be accessed from any computer or device with internet connection. Your key contact will be provided login details in any email notification received, including the URL of the program, your unique username and password.

**Tip:** Save [www.imscomply.com.au](http://www.imscomply.com.au) in your email system as “not junk” to ensure you receive these notifications.

<b>Step 1</b>  Cut and paste the program URL supplied into your preferred internet browser.	
<b>Step 2</b>  Enter your username and password provided by your program administrator, then click on <b>sign in</b> .	

Once logged in, you will see the following page broken into several tabs:

Richmond Runners

Applications/licence forms

Report letters

Outstanding issues

Maintenance

Update contact details

Upload documents

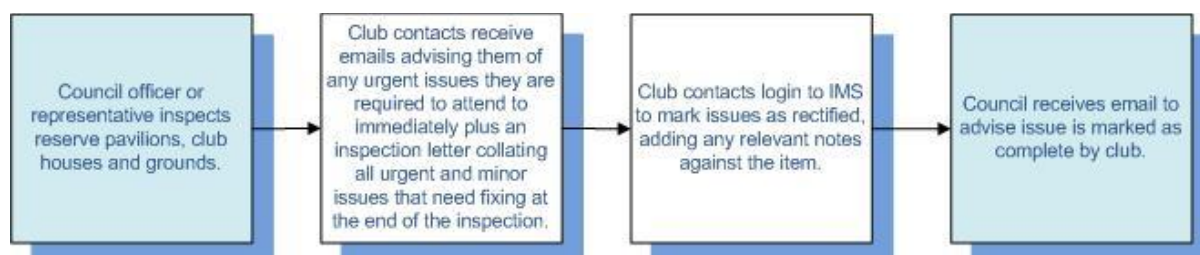
Sportsground allocation applications

Lease type	Season open date	Applications open	Applications close	Status	Action
Summer Season	22 Aug 2017 - 31 Mar 2018	20 Jun 2017	15 Aug 2017	<div>Continue application</div>	

## Update your contact details

About	How to																																				
<p><b>Update contact details</b></p> <p>You can keep your key contact's details up to date in this area including:</p> <ul style="list-style-type: none"> <li>– Name of key club contact for the program</li> <li>– Club details</li> <li>– Password and email</li> </ul>	<p>Always ensure there is a valid email address entered, so email alerts can be received and attended to. If you change your email address, your username will change to reflect this.</p> <div> <div> Applications/licence forms Report letters Outstanding issues Maintenance <b>Update contact details</b> Upload documents </div> <table> <tr> <td>Organisation</td> <td>Richmond Runners</td> <td>Landline number</td> <td>07 5425 3265</td> </tr> <tr> <td>Title</td> <td>Mr</td> <td>Mobile number</td> <td>0421 236 326</td> </tr> <tr> <td>First name</td> <td>Hugh</td> <td>Business phone</td> <td>07 5450 2362</td> </tr> <tr> <td>Last name</td> <td>Jackman</td> <td>Fax number</td> <td></td> </tr> <tr> <td>Postal address</td> <td>PO Box 45</td> <td>Incorporation number</td> <td>563 256 396</td> </tr> <tr> <td>Suburb</td> <td>Cotton Tree</td> <td>ABN</td> <td>56 236 365</td> </tr> <tr> <td>State</td> <td>QLD</td> <td>Email</td> <td>test4@imscomply.com.au</td> </tr> <tr> <td>Postcode</td> <td>4558</td> <td>The email address is your username</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Password</td> <td>test4password</td> </tr> </table> <div>Save changes</div> </div> <p>Click on <b>save changes</b> if any edits are made.</p>	Organisation	Richmond Runners	Landline number	07 5425 3265	Title	Mr	Mobile number	0421 236 326	First name	Hugh	Business phone	07 5450 2362	Last name	Jackman	Fax number		Postal address	PO Box 45	Incorporation number	563 256 396	Suburb	Cotton Tree	ABN	56 236 365	State	QLD	Email	test4@imscomply.com.au	Postcode	4558	The email address is your username				Password	test4password
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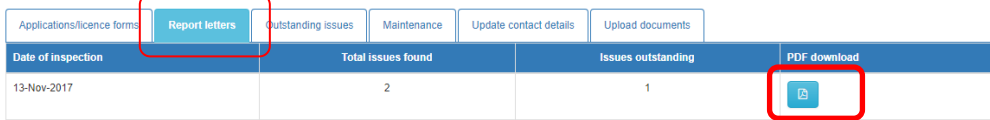

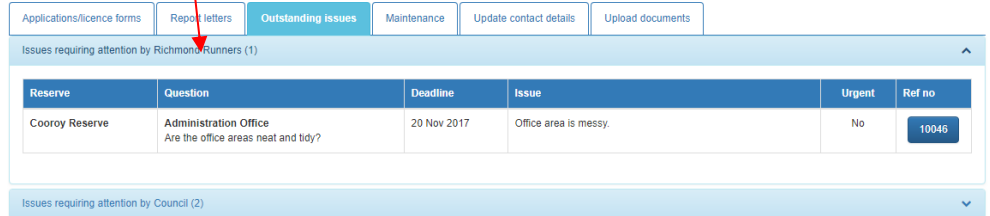
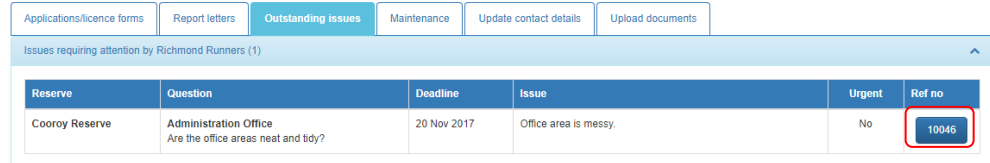
## Reserve inspections



## Notifications

During a routine inspection, if an issue is found that requires the attention of your club, you will be notified in one of two ways:

1. **For urgent issues:** An email will be sent immediately, outlining the location, issue, actions required and deadline.
2. **For non-urgent issues:** At the end of the inspection, a letter will be emailed to the key contact at your organisation highlighting any issues, urgent or not urgent, that require attention.

About	How to								
<h3>Inspection report letters</h3> <p>Letters emailed following an inspection will be available to download.</p>	<p>Click on the PDF to download the letter or click on the issues outstanding hyperlink for a quick look at the issue.</p>  <p>YOUR LOGO HERE</p> <p>13 November 2017</p> <p><b>Attention:</b> Hugh Jackman Richmond Runners President PO Box 45 Cotton Tree QLD 4558</p> <p>Shire of Paradise 40 Main Road Maroochydore QLD 4558 PH: 07 5322 5394 FAX: 075 322 5395 www.lmscomply.com.au</p> <p>Dear Hugh,</p> <p>Shire of Paradise undertakes regular inspections of all council's facilities to ensure they are safe and accessible for user groups and the community. Inspections help inform council of major and minor improvements, programmed maintenance requirements and projects for inclusion in any facility upgrade programs.</p> <p>The most recent inspection at Cooroy Reserve was carried out on 23 Oct 2017 with issues identified below requiring attention by your club, as per the licence agreement.</p> <p>It is important that once all issues are completed that the club informs council using the Shire of Paradise login details provided.</p> <table border="1"> <tr> <td><b>Kitchen/Cafe/Canteen</b> Is the kitchen and storage area free from evidence of pests?</td><td><b>Ref no:</b> 10037 <b>Status:</b> Important</td></tr> <tr> <td><b>Issue:</b> Pests visible.</td><td><b>Inspector:</b> Natalie Firth</td></tr> <tr> <td><b>Action:</b> Clean kitchen and arrange fumigation.</td><td><b>Complete by:</b> 27 Nov 2017</td></tr> <tr> <td><b>Photos:</b></td><td></td></tr> </table> 	<b>Kitchen/Cafe/Canteen</b> Is the kitchen and storage area free from evidence of pests?	<b>Ref no:</b> 10037 <b>Status:</b> Important	<b>Issue:</b> Pests visible.	<b>Inspector:</b> Natalie Firth	<b>Action:</b> Clean kitchen and arrange fumigation.	<b>Complete by:</b> 27 Nov 2017	<b>Photos:</b>	
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<h3>Outstanding issues</h3> <p>This tab displays any issues found during an inspection.</p> <p>Issues outstanding that are both the responsibility of the club and council are listed here.</p>	<p>Click on the blue header to open and view the issues.</p>  <p><b>Tip:</b> Only review and complete the issues assigned to your organisation. Issues at your reserve that are the responsibility of council can be viewed by only closed by them.</p>								
<h3>View issue details</h3> <p>Issues can be opened further to view photos, inspection dates and inspectors.</p>	<p>To review the issues and action, click on the reference number hyperlink.</p> 								

### Mark issues as complete

If your club has been assigned responsible to fix any issue, once rectified, you can add some notes, photos (if required) and close the issue.

Once this issue has been attended to, write some notes in the completion notes text box and tick mark as completed to notify Council and remove from your outstanding items list. Council issues will also disappear once council have attended to them.

## Maintenance issue reporting

Maintenance issues that arise at the reserve can be reported to council via the Maintenance reporting area. Council will assign responsibility to either a club or council to attend to the issue.

### Log an issue

Go to the **maintenance** tab.

Click on **Log new issue** from the maintenance tab.

Describe the issue, date of incident and load any photos if required.

Complete details then click **Save & Exit**. Council will receive an email and assign issue to relevant party to address.

## Close a maintenance issue

Go to **Maintenance Tab**

Click on the issue to be closed.


The program records who closed the issue.

Open the issue you wish to close, add completion notes and date and click on **Save & Complete**.

Reserve	Cooroy Reserve
Issue identified by	Trevor Trainer - (Castle Cricket Club)
Date identified	02 Nov 2017
Describe the issue	Bins not collected for 2 days.
Urgent	Yes
Responsibility	Council
Due date	14 Nov 2017
Completion notes	<input type="text"/>
Completion date	<input type="text"/>
Completed by	Natalie Firth

Photos

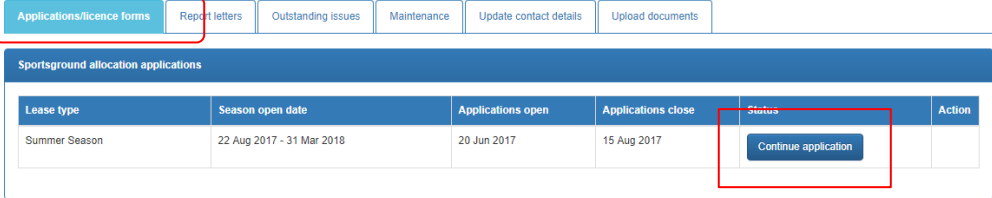
Files supported: jpg, jpeg, png



## Seasonal Sportsground Applications

Previously you may have completed a lot of paperwork to apply for use of grounds, pavilions, club houses etc at reserves in the sporting seasons. The program now allows you to apply online, capturing your information for next season, saving you significant time.

When a season is “open” you will receive an email asking you to log onto IMS and complete your application where you will be required to supply any details and documentation required by council to process your application and approve your booking.

About	How to
<p><b>Start application</b></p> <p>Once you are advised to complete your seasonal application, the Start application button will display.</p> <p>Once your application is submitted, you will not be able to access it again unless council resets it for you to make a change.</p>	<p>From the <b>Applications/license forms tab</b>, you begin your seasonal applications to book sportsgrounds and pavilions.</p> <p>Click on start application to begin or continue application to finalise an application partially completed.</p>  <p><b>Club details</b></p> <p>This section will automatically populate your contact details from the <i>Contact Details</i> tab.</p> <p>You can make changes by overtyping the text showing.</p> <p>Any fields with an asterisk are compulsory to complete before you can submit the application.</p>

Cooroy Football Club

Annual / seasonal sportsground and pavilion tenancy application

Notes:

- The form has been prepopulated for you. Please DO NOT resubmit the form until you have checked and made any necessary changes.
- Changes to this form are saved automatically.
- You can save and exit the form as many times as you need to.
- Once submitted the form is no longer accessible unless reopened by council.

Winter season: 2 April 2015 to 30 September 2015

Club details  
*Fields marked with a \* are mandatory*

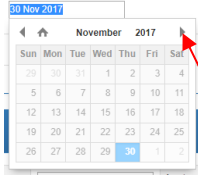
Name of club	Cooroy Football Club		
Postal address *	90 Sippy Downs Drive	Suburb *	Sippy Downs
Incorporation number	56 365 698	What is the date of your next AGM?	
ABN *	56 365 965	Sport played	Football

Club council liaison  
*(All details must be entered)*

Title (Mr/Mrs/Miss)	Mr	First name	Allan	Last name	Murphy
Phone (home)	07 5450 2680	Email	d2@macomply.com.au		
Phone (business)		Phone (mobile) *	0412 563 265	Fax	

To enter the date of your AGM, click on the calendar symbol and select the date.

What is the date of your next AGM?



**Tip:** Use the arrows to move through the months.



About	How to																																																				
<p><b>Office bearers</b></p> <p>This where you enter your office bearers.</p> <p>Select <b>Yes</b> under club council liaison if you also hold one of these positions to auto populate your details from above.</p>	<p>This section must be completed.</p> <table border="1"> <thead> <tr> <th colspan="6">Office bearers (Office bearers marked with a * are mandatory except email field)</th> </tr> <tr> <th>Role</th> <th>Club council liaison (if same as above)</th> <th>First name</th> <th>Last name</th> <th>Phone</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>President *</td> <td>No ▾</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Treasurer *</td> <td>No ▾</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Secretary *</td> <td>No ▾</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Office bearers (Office bearers marked with a * are mandatory except email field)						Role	Club council liaison (if same as above)	First name	Last name	Phone	Email	President *	No ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Treasurer *	No ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Secretary *	No ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																						
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## About

### Book your reserve

This is where you choose the grounds you wish to use and the days and times.

## How to

Select the reserve and type of ground or pavilion you require from the dropdown box.

You will see all grounds available to you. If your usual ground is not displaying, contact council.

Ground and pavilion usage information  
(At least one reserve must be selected)

Name of reserve 1	Shared usage	Usage times required (At least one start and end time must be selected)	Team (e.g. Snrs, Jhrs, Auskick)
select reserve			
Monday		from select to select	
Tues day		from select to select	
Wednesday		from select to select	
Thurs day		from select to select	
Friday	<input type="checkbox"/>	from select to select	
Saturday	<input type="checkbox"/>	from select to select	
Sunday	<input type="checkbox"/>	from select to select	

Note: Finishing times for 'pavilion use' must not exceed liquor licence hours if a liquor licence is applicable for the facility

Add Reserve

Complete the timeframes the booking is required for next to the relevant day and enter the team that will be using this ground/pavilion at this time.

(Select only the times you plan to be there and whether am or pm).

For shared bookings on weekends, tick the shared usage column.






Click on **Add Reserve** as many times as required.

### Compliance documentation

You will be asked about documentation here and where you have it, you will be required to upload it or explain why it is not available.


Compliance documentation

Please submit current copies of the following with your application. Please note that Allocation requests will not be processed if documents are not current to the season being applied for.


Document	Required	Documentation	Additional details
Certificate of Public Liability Insurance (a minimum cover of \$10 million is required)	Required	  To replace document, delete the existing document first	Expiry date: 01 Feb 2018
Registration of Incorporation Certificate	Is your club incorporated? Yes	 Upload The club agrees to forward its Registration of Incorporation Certificate as soon as it becomes available	<input checked="" type="checkbox"/>
Liquor Licence	Are you required to have a Liquor Licence? Yes	 Upload The club agrees to forward its Liquor Licence as soon as it becomes available	<input checked="" type="checkbox"/>
Food Registration Certificate	Are you required to have a Food Registration Certificate? Yes	 Upload The club agrees to forward its Food Registration Certificate as soon as it becomes available	<input checked="" type="checkbox"/>

If you select yes to any questions you will be given the ability to attach the required document to the booking.

Click on **upload** to load the document.

Registration of Incorporation Certificate	Is your club incorporated?	Yes	 Upload
---	----------------------------	-----	--

If you do not have documentation, you may be asked to agree to supply later this by ticking a checkbox. You can load documentation via the *Upload documents* tab.

Registration of Incorporation Certificate	Is your club incorporated?	Yes	 Upload The club agrees to forward its Registration of Incorporation Certificate as soon as it becomes available <input checked="" type="checkbox"/>
---	----------------------------	-----	--

## About

### Submitting your application

Finally, you will be asked to read the privacy statement, declaration and license agreement and agree to terms and conditions by ticking the checkboxes. When all required data is entered, and these are ticked, you will be able to submit the application to council.

## How to

### Privacy statement

The personal information requested on this form is being collected by Council for reference and identification purposes. To ensure confidentiality of information requested we will only use personal information provided by you for the purpose of providing a range of access to facilities and equipment. In accordance with our Privacy Policy, we will not disclose your personal information without consent to a third party, institution or authority except where required by law or other regulation.

### Declaration

The Club agrees that by signing this annual "Facility Allocation Form" that they understand and will comply with all terms contained in Council's standard "Seasonal Licence Agreement".

### On behalf of the club

I/We state that I/We are authorised to make application to Council for use of community facilities and open space and confirm that I/We have read and understood the club's obligations as out lined in the "Seasonal Licence Agreement". I/We agree that by signing we bind the club contractually and upon approval & Council's acceptance of this application the club accepts and agrees to use the facilities named on this form abiding by all terms and conditions contained in Council's standard "Seasonal Licence Agreement".

☐ Tick this checkbox when you are sure the application details are complete and correct

 Summer seasonal licence agreement

This agreement must be read before indicating your agreement to terms and conditions.

☐ I, on behalf of the club, agree to all terms and conditions set out in the seasonal licence agreement

Save and complete later

Submit only if fully completed

### Upload supporting documentation

If you were not able to add your supporting documentation at the time you submitted your application, this can be done from the **Upload documents** tab.

Applications/licence forms

Report letters






Outstanding issues

Maintenance

Update contact details

Upload documents

### Compliance documentation

Document	Documentation	Additional details
Certificate of Public Liability Insurance (a minimum cover of \$10 million is required)	  To replace document, delete the existing document first	Expiry date: 01 Feb 2018
Registration of Incorporation Certificate	 Upload	
Liquor Licence	 Upload	
Food Registration Certificate	 Upload	

## Update participation data

As your team and player numbers may not be finalised before submitting your application to council, you will be able to update these numbers after submitting the application from the **Application/license forms tab**.

Click on **Update participation**.

[Applications/license forms](#) [Report letters](#) [Outstanding issues](#) [Maintenance](#) [Update contact details](#) [Upload documents](#)

**Sportsground allocation applications**

Lease type	Season open date	Applications open	Applications close	Status	Action
Winter Season	01 Apr 2018 - 30 Sep 2018	02 Nov 2017	31 Mar 2018	Application has been submitted. Ground requests cannot be changed.	<a href="#">Update participation</a>

Changes will be saved automatically and feed into council reporting.

**Club membership information**  
(Data for all teams must be entered)

	Male		Female	
	No. players	No. teams	No. players	No. teams
Sub-junior (U6 - U11)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Juniors (U12 - U18)	45	2	<input type="text"/>	<input type="text"/>
Seniors (19+ years)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Masters (35+ years)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	45	2	0	0

**Special interest groups**  
(Numbers entered here should be included in the club membership information above)

	No. of male players	No. of female players
Players with a disability	1	<input type="text"/>
Indigenous players	1	<input type="text"/>

Close

## Once your application is submitted

When your application is approved, you will receive a letter by email, outlining your booking details and advising of any periods you will not be able to use the grounds due to community events. Your approval letter will be accessible from the Applications/License forms tab.

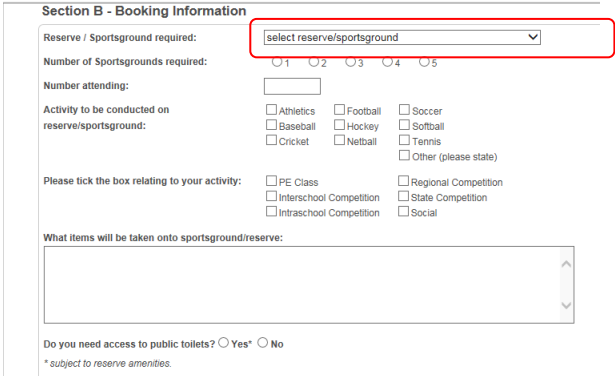
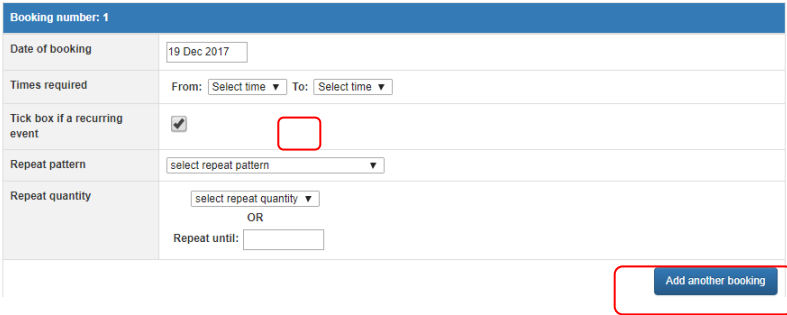
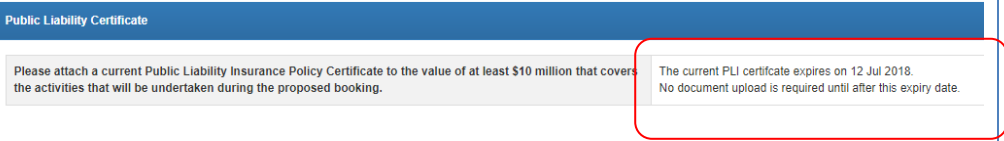
Some of the data captured in your application will populate next year, saving you preparation time.

## Casual bookings

### Completing an application for casual use

Outside of your seasonal sportsground bookings, you may wish to make a one-off casual booking for a sportsground or book a community event (if available).

About	How to																																																																																	
<p><b>Start casual sportsground application</b></p> <p>Start your application from the <b>Applications/License form</b> tab.</p>	<div><div>Applications/licence forms</div><div>Report letters</div><div>Outstanding issues</div><div>Maintenance</div><div>Update contact details</div><div>Upload documents</div></div> <div><p>Sportsground allocation applications</p><table border="1"><thead><tr><th>Lease type</th><th>Season open date</th><th>Applications open</th><th>Applications close</th><th>Status</th><th>Action</th></tr></thead><tbody><tr><td>Winter Season</td><td>01 Apr 2018 - 30 Sep 2018</td><td>02 Nov 2017</td><td>31 Mar 2018</td><td>Application has been submitted. Ground requests cannot be changed.</td><td><div>Update participation</div></td></tr></tbody></table></div> <div><p>Casual sportsground bookings</p><table border="1"><thead><tr><th>Booking type</th><th>Description</th><th></th></tr></thead><tbody><tr><td>Community events</td><td>For booking community events</td><td><div>Start application</div><div>Check availability</div></td></tr><tr><td>Casual sportsground application</td><td>For casual bookings of sportsgrounds</td><td><div>Start application</div><div>Check availability</div></td></tr></tbody></table></div> <p>First click on <b>check availability</b> to see if the grounds you are after are booked for the date and time you need them.</p> <div><div>Back</div><div><p>Check availability</p><p>Date: 11-Feb-2015</p><p>Legend: <span>Seasonal booking</span> <span>External booking</span> <span>Provisional booking</span></p><p>Note 1: provisional bookings are allocated on a first come first serve basis. Note 2: C indicates the ground is closed</p><table border="1"><thead><tr><th>Sports ground</th><th>9:00am</th><th>9:30am</th><th>10:00am</th><th>10:30am</th><th>11:00am</th><th>11:30am</th><th>12:00pm</th><th>12:30pm</th><th>1:00pm</th><th>1:30pm</th><th>2:00pm</th><th>2:30pm</th><th>3:00pm</th><th>3:30pm</th></tr></thead><tbody><tr><td>Adelaide Reserve - Football Oval</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Adelaide Reserve - Tennis Courts</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Cooroy Reserve - Bowls Green</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table></div><p>Once you have confirmed the grounds are free, click on the <b>back key</b> to return to start your application.</p></div>	Lease type	Season open date	Applications open	Applications close	Status	Action	Winter Season	01 Apr 2018 - 30 Sep 2018	02 Nov 2017	31 Mar 2018	Application has been submitted. Ground requests cannot be changed.	<div>Update participation</div>	Booking type	Description		Community events	For booking community events	<div>Start application</div> <div>Check availability</div>	Casual sportsground application	For casual bookings of sportsgrounds	<div>Start application</div> <div>Check availability</div>	Sports ground	9:00am	9:30am	10:00am	10:30am	11:00am	11:30am	12:00pm	12:30pm	1:00pm	1:30pm	2:00pm	2:30pm	3:00pm	3:30pm	Adelaide Reserve - Football Oval															Adelaide Reserve - Tennis Courts															Cooroy Reserve - Bowls Green														
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<p><b>Contact details</b></p> <p>These will populate from your contact details tab.</p>	<p>Check your contact details are correct.</p> <div><p>APPLICATION FOR CASUAL USE OF RESERVE/SPORTSGROUND</p><p>Section A - Contact Details</p><p>Name of Organisation / Group: Cooroy Football Club</p><p>First name: Allan Phone (home): 07 5450 2680</p><p>Last name: Murnane Phone (bus):</p><p>Address: 90 Sippy Downs Drive Phone (mob): 0412 563 265</p><p>Suburb: Sippy Downs Fax:</p><p>Postcode: 4558</p><p>Login Details</p><p>Username / email: c12@mscomply.com.au</p><p>Password: QHXNZV</p></div>																																																																																	

About	How to
<p><b>Booking information</b></p> <p>Select the reserve you wish to book and give the council some details about your event to allow them to assess your requirements and allocate grounds.</p>	<p>Choose a reserve and provide details on your needs.</p>  <p>Section B - Booking Information</p> <p>Reserve / Sportsground required: <span style="border: 1px solid red; padding: 2px;">select reserve/sportsground</span></p> <p>Number of Sportsgrounds required: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p> <p>Number attending: <input type="text"/></p> <p>Activity to be conducted on reserve/sportsground:</p> <div> <input type="checkbox"/> Athletics         <input type="checkbox"/> Football         <input type="checkbox"/> Soccer       </div> <div> <input type="checkbox"/> Baseball         <input type="checkbox"/> Hockey         <input type="checkbox"/> Softball       </div> <div> <input type="checkbox"/> Cricket         <input type="checkbox"/> Netball         <input type="checkbox"/> Tennis       </div> <div> <input type="checkbox"/> Other (please state)       </div> <p>Please tick the box relating to your activity:</p> <div> <input type="checkbox"/> PE Class         <input type="checkbox"/> Regional Competition       </div> <div> <input type="checkbox"/> Interschool Competition         <input type="checkbox"/> State Competition       </div> <div> <input type="checkbox"/> Intraschool Competition         <input type="checkbox"/> Social       </div> <p>What items will be taken onto sportsground/reserve:</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p>Do you need access to public toilets? <input type="radio"/> Yes* <input type="radio"/> No</p> <p><small>* subject to reserve amenities.</small></p>
<p><b>Repeat bookings</b></p> <p>One or multiple bookings can be made.</p> <p><b>Tip:</b> For recurring bookings with a holiday break in the middle it is best to make 2 separate recurring bookings, for before and after the break.</p>	<p>Choose the date and start and finish times for the booking. If this is a recurring booking, tick the checkbox and choose a repeat pattern and number of times or end time of the repeating occurrence.</p>  <p>Booking number: 1</p> <p>Date of booking: <input type="text" value="19 Dec 2017"/></p> <p>Times required: From: <input type="text" value="Select time"/> To: <input type="text" value="Select time"/></p> <p>Tick box if a recurring event: <input checked="" type="checkbox"/> <span style="border: 1px solid red; padding: 2px;"></span></p> <p>Repeat pattern: <span style="border: 1px solid #ccc; padding: 2px;">select repeat pattern</span></p> <p>Repeat quantity: <span style="border: 1px solid #ccc; padding: 2px;">select repeat quantity</span></p> <p>OR</p> <p>Repeat until: <input type="text"/></p> <p style="text-align: right;"><span style="border: 1px solid red; padding: 2px; background-color: #0056b3; color: white;">Add another booking</span></p> <p>To add another booking with different times, click on <i>Add another booking</i>.</p>
<p><b>Public Liability Certificate</b></p> <p>You will be required to upload this document.</p>	<p>Click on upload to add document to the application and enter an expiry date. You will not be asked to attached your PLI to any further casual bookings until this date has passed.</p>  <p>Public Liability Certificate</p> <p>Please attach a current Public Liability Insurance Policy Certificate to the value of at least \$10 million that covers the activities that will be undertaken during the proposed booking.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>The current PLI certificate expires on 12 Jul 2018. No document upload is required until after this expiry date.</p> </div>

About	How to																																			
<h3>Terms and conditions</h3> <p>Read terms and conditions.</p>	<p>Click on the T&amp;C PDF to read. This must be opened before the applicant can submit the application.</p> <div><div>Section D - Terms and Conditions</div><div>Please read the Terms and Conditions before ticking the checkbox to accept these Terms and Conditions.</div><div><div>Terms and Conditions PDF</div><div></div></div></div>																																			
<h3>Submit application</h3> <p>When all required fields have been entered and the <i>Terms and Conditions</i> opened and agreed to via the checkbox, the <i>Submit Application</i> icon will be available.</p>	<p>Tick the checkbox agreeing to the terms and conditions. <b>Submit application.</b></p> <div><div>Terms and Conditions</div><div><div>Terms and Conditions PDF</div><div></div><div>I, on behalf of the organisation / group, agree to all terms and conditions.* <input type="checkbox"/></div><div>* Checkbox becomes enabled once the Terms and Conditions PDF is downloaded</div></div><div><div>Save incomplete application</div><div>Submit application</div><div>Please note: changes cannot be made after submitting this form.</div></div></div>																																			
<h3>View approved applications</h3> <p>You can view approved casual bookings once they have been processed.</p>	<p>From the <b>Applications/Licenses</b> tab, scroll down to <b>Submitted applications</b> find your approved booking or continue to complete an application. Click on the magnifying glass to view details.</p> <div><div>Submitted bookings</div><table><thead><tr><th>Application ID</th><th>Booking start date</th><th>Booking type</th><th>Status</th><th>Action</th></tr></thead><tbody><tr><td>10068</td><td>06 Jul 2018</td><td>Casual sportsground application</td><td>Approved</td><td><div><div></div><div></div></div></td></tr><tr><td>10005</td><td>18 Nov 2017</td><td>Community events</td><td><div>Continue application</div></td><td></td></tr></tbody></table><div><div>Casual sportsground application summary</div><table><tbody><tr><td>Application ID</td><td>10068</td></tr><tr><td>Booked by</td><td>Hugh Jackman</td></tr><tr><td>Approved by</td><td>Natalie Firth</td></tr><tr><td>Organisation</td><td>Richmond Runners</td></tr><tr><td>Organisation contact</td><td>Hugh Jackman</td></tr><tr><td>Organisation contact phone</td><td>0421 236 326</td></tr><tr><td>Account number</td><td>563 265 362</td></tr><tr><td>PLI certificate</td><td></td></tr><tr><td>PLI expiry date</td><td>01 Feb 2018</td></tr><tr><td>Booking notes</td><td>Please ensure you clean grounds after the event and remove all rubbish.</td></tr></tbody></table></div></div>	Application ID	Booking start date	Booking type	Status	Action	10068	06 Jul 2018	Casual sportsground application	Approved	<div><div></div><div></div></div>	10005	18 Nov 2017	Community events	<div>Continue application</div>		Application ID	10068	Booked by	Hugh Jackman	Approved by	Natalie Firth	Organisation	Richmond Runners	Organisation contact	Hugh Jackman	Organisation contact phone	0421 236 326	Account number	563 265 362	PLI certificate		PLI expiry date	01 Feb 2018	Booking notes	Please ensure you clean grounds after the event and remove all rubbish.
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### Once your application is submitted

Council will receive your application and either allocate you a booking, reset your application to make changes, or reject your booking. You will be notified by email and can view the status of your application in the **License/Applications** tab.