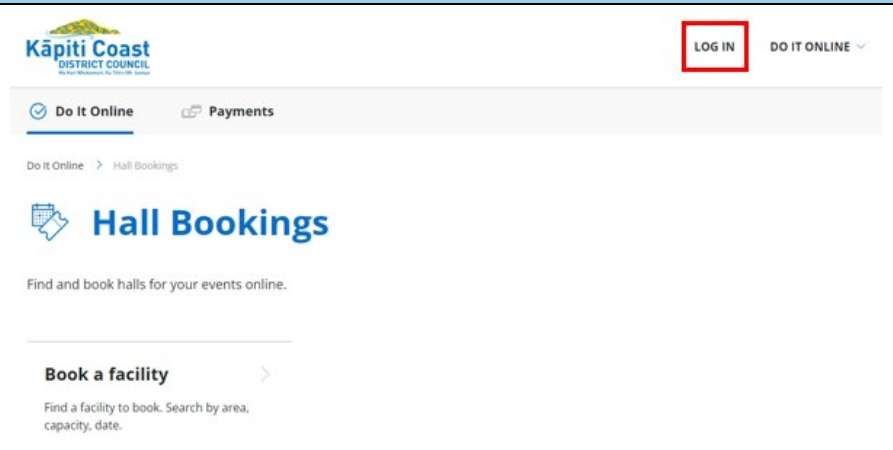
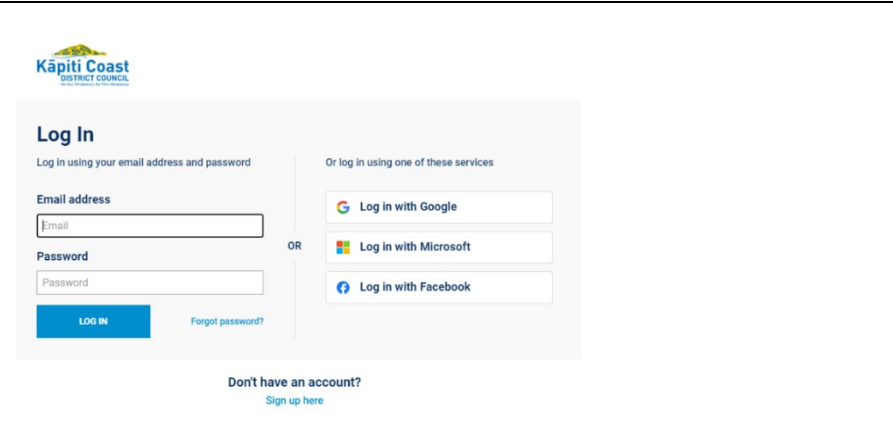
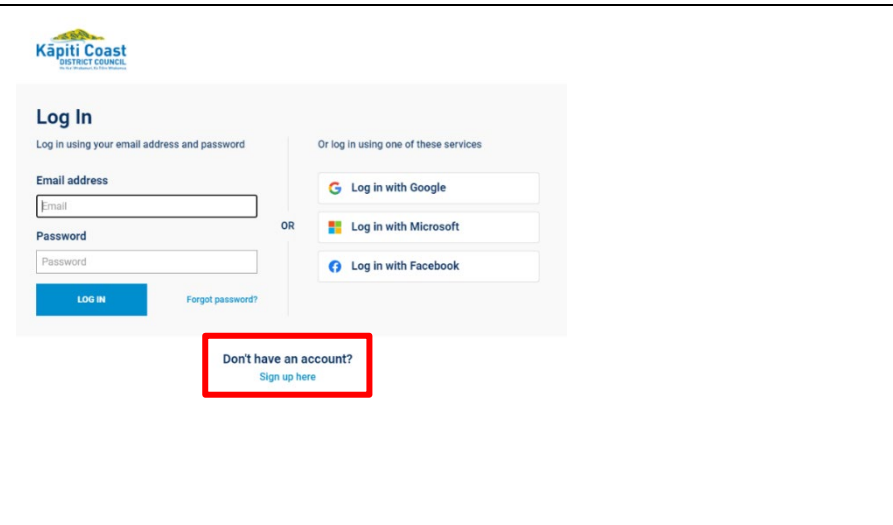


# How to book a Council venue online

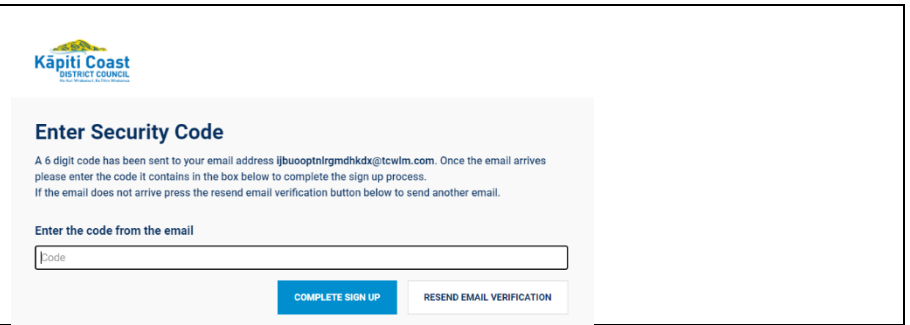
Where you can check and request bookings anytime with no wait.



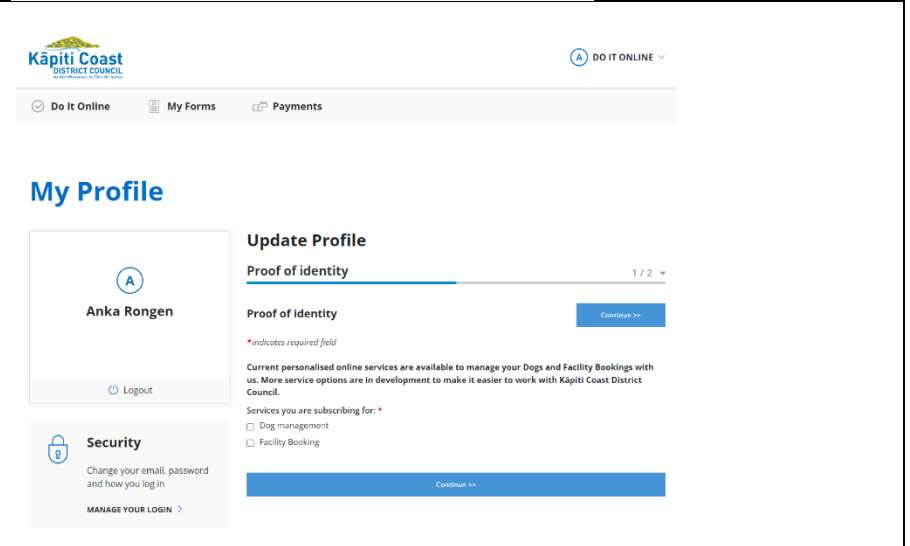
This guide provides a breakdown of how to use the Kāpiti Coast District Council online community hall booking portal. Through the portal, you'll be able to book spaces at our community venues.

Login	
<ol style="list-style-type: none"><li>Go to <a href="https://my.kapiticoast.govt.nz/do-it-online/events-bookings">https://my.kapiticoast.govt.nz/do-it-online/events-bookings</a> where the online portal will display</li></ol>	
Existing user	
<ol style="list-style-type: none"><li>Click <b>Login</b> and you will be directed to the login screen</li><li>Enter your email address and password or choose to log in using one of the other services</li><li>Click <b>Login</b></li></ol>	
First time user	
<ol style="list-style-type: none"><li>Click <b>Login</b> and you will be directed to the login screen</li><li>Click <b>Sign up here</b> at the bottom of the page or choose to log in using one of the other services</li><li>Enter your email address, create a password, confirm password and click <b>Sign up</b></li><li>A six digit code will be sent to your email address</li></ol>	

- Go to your email inbox and open the email with the code
- Then go back to the portal and enter the code
- Click **Complete sign up**



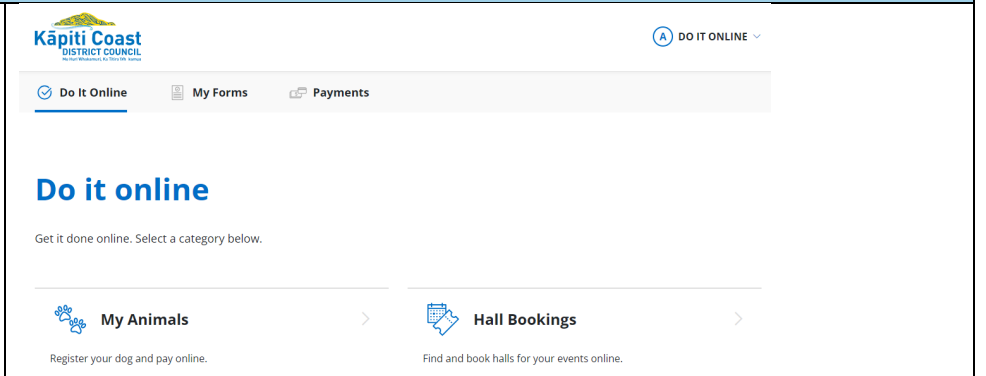
- Complete your account profile by filling in all the boxes and clicking **Continue** on the bottom right. You will only need to do this once
- After reviewing your details click **Submit**
- Click **Return to home** where you can manage and view all your information.



## Bookings

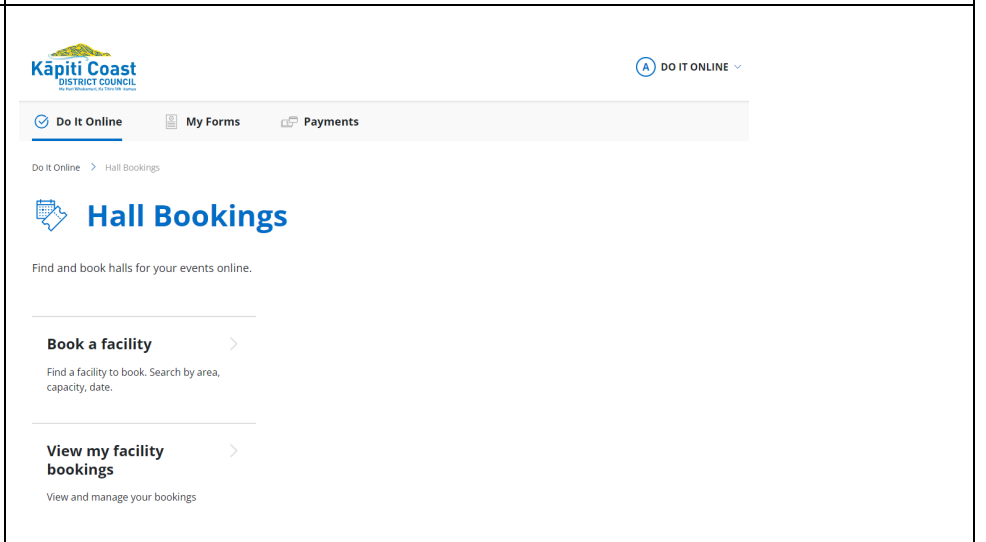
When you log in, you will be taken to the homepage.

- Click **Hall Bookings**



- Click **Book a facility**

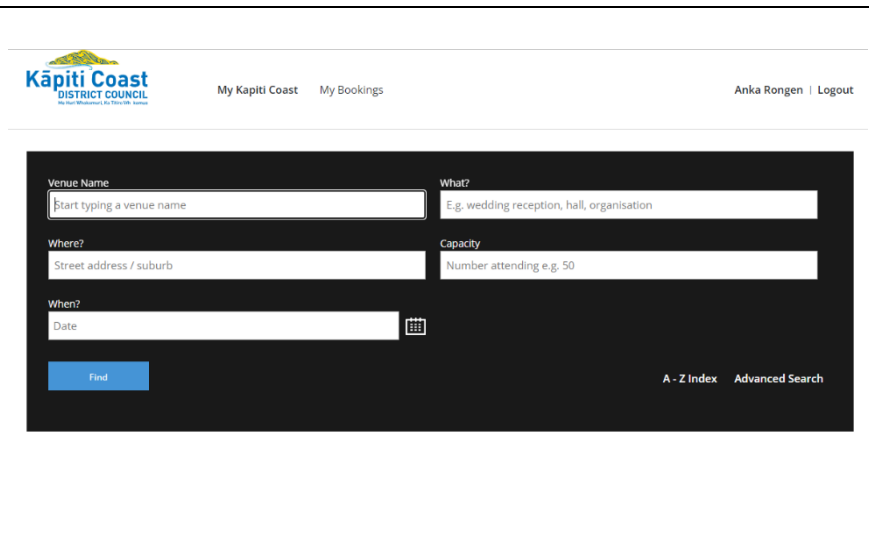
Note: You can also search and check availability without logging in



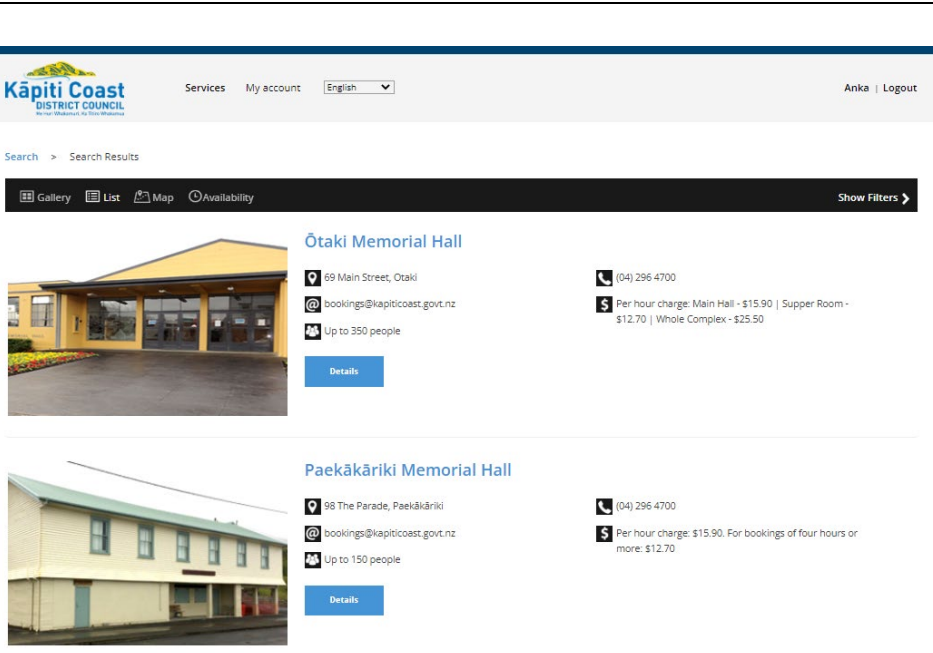
3. Type any details you know about your venue booking in the search boxes and click **Find**.

This will bring up a list of venues to choose from (depending on what you entered).

Otherwise click **A-Z Index** for a full list of venues

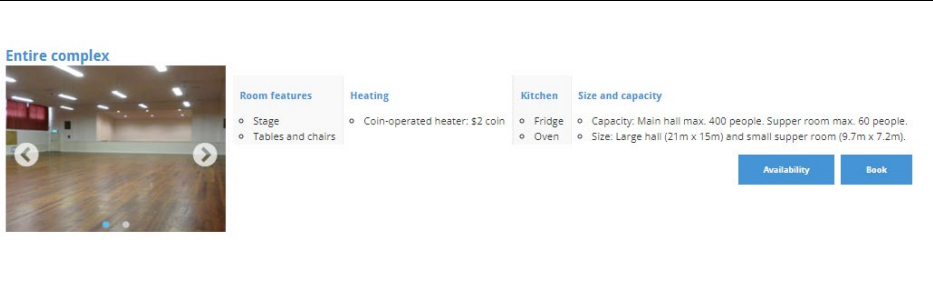


4. Click on any of the venues to see details like size of venue, where located and what facilities and parking are available



5. Scroll down and click **Book**.

Note: If you only want to check availability click **Availability**



6. Enter your booking start and end time or use the calendar to select a start time slot (drag to your desired end time slot)
7. Click **Continue** and fill in all booking details
8. Select **Yes** or **No** for a Booking Reminder. Then click **Continue**
9. Review your booking details. Then click **Continue**
10. Click **Submit**
11. Click **Finish**

### Book a Facility - Waikanae Beach Community Hall, Entire complex

1 Choose Facility    2 Choose When    3 Booking Details    4 Reminders    5 Booking Summary    6 Submit    7 Confirmation

|  |

Select your booking start and end time below, or use the calendar to select a start time slot, and drag to your desired end time slot.

Booking Start Time \*

Booking End Time \*

Date Time Date Time

28 February - 06 March 2023 Select Date:

Time	Tue 28/02	Wed 01/03	Thu 02/03	Fri 03/03	Sat 04/03	Sun 05/03	Mon 06/03
7:00am - 8:00am							
8:00am - 9:00am							
9:00am - 10:00am							
10:00am - 11:00am							
11:00am - 12:00pm							
12:00pm - 1:00pm							
1:00pm - 2:00pm							
2:00pm - 3:00pm							
3:00pm - 4:00pm							
4:00pm - 5:00pm							
5:00pm - 6:00pm							
6:00pm - 7:00pm							
7:00pm - 8:00pm							
8:00pm - 9:00pm							
9:00pm - 10:00pm							
10:00pm - 11:00pm							
11:00pm - 12:00am							

### What happens next?

- You will receive an automated response email that your booking request was received
- Your booking will be reviewed by the Kāpiti Coast District Council
- You will be notified via email when your booking is approved, along with further instructions and payment information

If you have any questions, please feel free to contact us on 0800 486 486 or email [bookings@kapiticoast.govt.nz](mailto:bookings@kapiticoast.govt.nz).