Bookable User Guide

Registering for a Bookable account allows you to easily manage your library event bookings in one convenient place.

Albany Public Library

How to Register for a Bookable Account

1. Navigate to **albany-events.bookable.net.au**
2. Click **Register**.
3. Select **Registration Type** from the dropdown.
4. Select **Customer Type** from the dropdown.
5. **Enter your details** in the required fields marked by an asterisk (*).
6. Click the **checkbox** beside "By registering, you agree you have read and you accept our Privacy Policy and Terms of Use."
7. Click "**Create Account**".
8. Click "**OK**".

How to Register for an Event

1. Navigate to **albany-events.bookable.net.au**
2. Click on the **event** you would like to register for.
3. Click on the **Free Registration** button.
4. Select the event **date and time** from the dropdown (if applicable).
5. Use the **plus and minus buttons** to adjust the number of tickets.
6. If you are not already logged in to your Bookable account, click **Login** and enter your username and password. Click **Login** again.
7. Click **Choose from My Contacts** and select the Main Contact.
8. If details are required for individual ticketholders, scroll down and click **Prefill from details above** if the Main Contact will also be a ticketholder, and/or select **Choose from My Contacts** for additional ticketholders.
9. **Leave Coupon Code field blank for free library events**.
10. Click the blue **Terms and Conditions** hyperlink to read any specific terms and conditions that apply to your chosen event.
11. Click the checkbox next to **I have read and understood the Terms and Conditions for this event.**
12. Click **Complete**.

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How to Manage Your Bookable Account

1. Navigate to **albany-events.bookable.net.au**
2. Click **Login**.
3. Enter your email address and password in the respective fields.
4. Click **Login**.
5. Click **My Account**.

Manage Event Bookings
1. Click **My Events**
1. Click on the **event name**.
2. To cancel the entire order, click on **Cancel Order** at the top of the screen, then click **Yes**.
3. To cancel part of the order, click **Cancel Tickets.**
4. Select the ticket/s you would like to cancel by clicking the **checkbox** next to each ticket, then **click Cancel Ticket/s.**

Manage Your Details
1. Click **My Details**
2. Click the **green pencil icon** next to your details
3. Make any required alterations.
4. Click **Save**.

Add a Contact
1. Click **My Details**.
2. Click **Add Contact**.
3. Enter the contact details in the respective fields.
4. Click **Save**.

Delete a Contact
1. Click **My Details**.
2. Click on the red bin icon next to the contact to be deleted.
3. Click **Yes**.

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