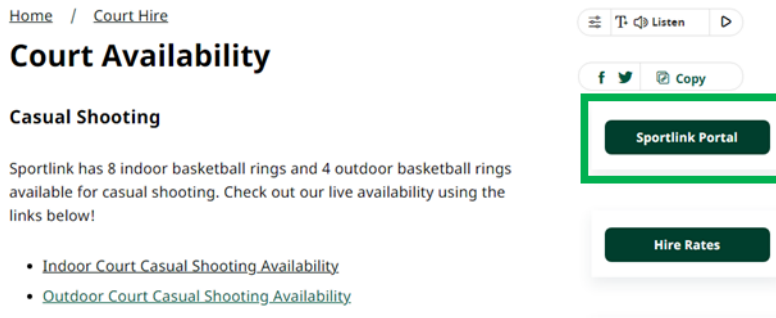


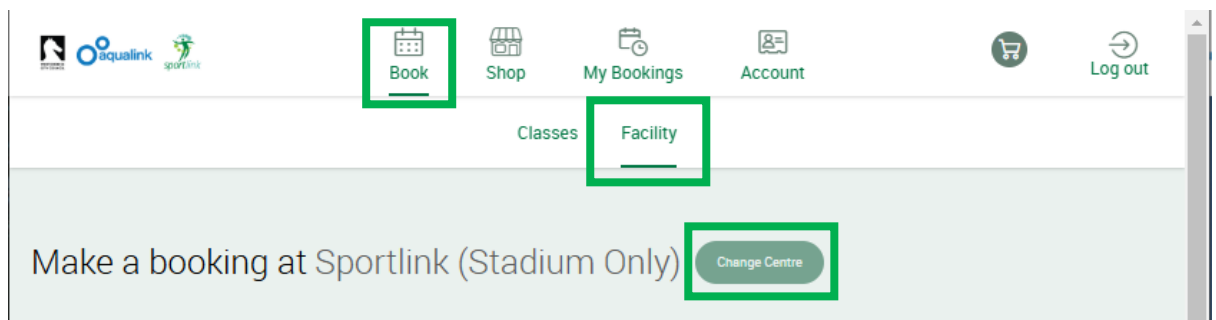
How to book online via the Sportlink Portal

It is recommended to use Google Chrome as your internet browser to allow for optimal function.

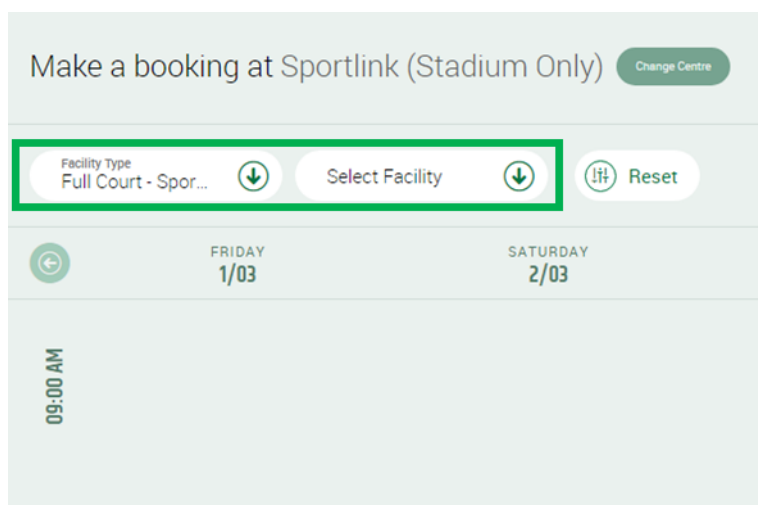
1. Visit our Sportlink website www.sportlink.com.au and select Court Hire > Sportlink Portal.



2. You will then be taken to the booking portal, please login with your email and password.
3. Once logged in, go to the facility booking tab by selecting tab **Book** followed by tab **Facility**. Change the centre to **Sportlink** if it isn't selected already.



4. Select the type of court, e.g. *full court*, *outdoor basketball half court*, etc that you would like to book from the **Facility Type** dropdown menu.
View the court, e.g. *full court 1*, *outdoor basketball half court 8 south*, that you would like to book from the **Select Facility** dropdown menu



5. This will display all facility bookings available for the week of your choice (default to the next 7 days from the current day).

Please note that casual bookings are only to be booked 8 days in advance.

Make a booking at Sportlink (Stadium Only) [Change Centre](#)

Facility Type: Table Tennis - S... [Facility Community Roo...](#) [Reset](#)

	FRIDAY 1/03	SATURDAY 2/03	SUNDAY 3/03	MONDAY 4/03	TUESDAY 5/03	WEDNESDAY 6/03	THURSDAY 7/03
08:00 AM		08:00 AM ⌚ 15 minutes Book now	08:00 AM ⌚ 15 minutes Book now				
09:00 AM		09:00 AM ⌚ 15 minutes Book now	09:00 AM ⌚ 15 minutes Book now	09:00 AM ⌚ 15 minutes Book now	09:00 AM ⌚ 15 minutes Book now	09:00 AM ⌚ 15 minutes Book now	09:00 AM ⌚ 15 minutes Book now
10:00 AM		10:00 AM ⌚ 15 minutes Book now	10:00 AM ⌚ 15 minutes Book now	10:30 AM ⌚ 15 minutes Book now	10:00 AM ⌚ 15 minutes Book now	10:00 AM ⌚ 15 minutes Book now	10:00 AM ⌚ 15 minutes Book now
11:00 AM		11:00 AM Book now	11:00 AM Book now	11:00 AM Book now	11:00 AM Book now	11:00 AM Book now	11:00 AM Book now

6. Select the day and time you wish to attend by clicking on **Book now** under the corresponding time. Booking interval is of 15 minutes.

MONDAY
4/03

09:00 AM
⌚ 15 minutes

[Book now](#)

7. Select your desired booking start time and the duration via the **Start Time** dropdown menu and the **Duration** dropdown menu respectively. Proceed to the next step by clicking **Next**.

Book facility - Full Court 1 [✕](#)

Start Time: 09:00 AM [⌵](#)

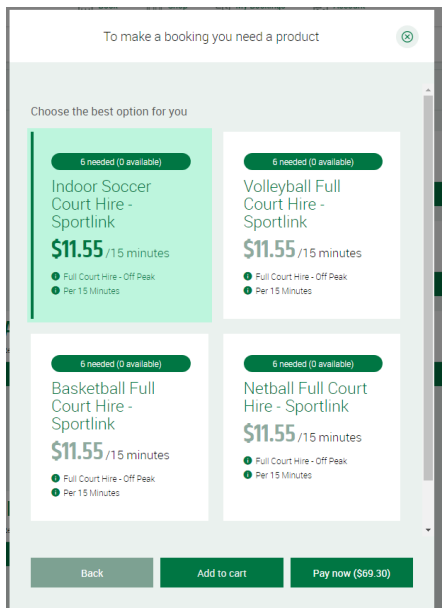
Duration: 15 minutes [⌵](#)

[Next](#) [➔](#)

[ABOUT THIS FACILITY](#) [⌵](#)

8. You will be prompted to select the sport you are wanting to book.
 - a. Please note that you are required to select the correct sport for our staff to set up your booking on time. There is a risk of losing booking time at your cost if an incorrect sport is selected.
 - b. Please note that some sports will require a 15-minute set up and pack down time on both sides of the booking.

- c. If the sport that you want to play is not showing as an option, it is because of the required set up time thus the unavailability. Please go **Back** to the previous screen and change the start time to 15 minutes later and/or reduce the booking duration.



9. Select Pay Now or Add to Cart. The total cost of the booking is displayed within the pay now box.
10. This will take you to our secure website with Commonwealth Bank (bPoint) for payment. Please enter your credit card details and follow the prompts to complete transaction.
- a. Please note that if the booking is not paid for within 12 minutes of making the booking, it will be wiped off the system automatically, hence resulting in cancellation.