

HOW TO BOOK A BOAT

BALLARATCITYROWING.HELLOCLUB.COM



REGISTER OR LOGIN

Login to Hello Club app or go to www.ballaratcityrowing.helloclub.com



CLICK ON "BOOKINGS" TAB

From the home page, click on the "Bookings" tab and select the date of your session.




SELECT TYPE OF BOOKING

Depending on what you're booking, click on the "Big Club Boats" or "Indoor Rowing" or "Small Club Boats" tab to bring up the club equipment list to check that the equipment is available. Scroll by using the < or > buttons.



ADD BOOKING

If using your mobile, you may need to hold your phone in landscape orientation to find the  in the bottom righthand corner. Click to make your booking.



CREATE BOOKING

Fill out the form details. Please use the "Description" field to enter the squad session or individuals rowing. Select the equipment you wish to use and click NEXT.



SELECT CATAGORY

If your booking is for training, please select "Training". If you are booking a boat for a regatta, please select "Competition". For ergo session, select "Indoor". Please ignore "social" as this relates to Club Social events. Click NEXT.



SELECT DATE(s) AND TIME(s)

All times are in 24hr format. Select "Single Day" for a once off booking, or select "Multi-day" or "Recurring" for ongoing bookings. Click NEXT. Fill out details for your ongoing bookings.



ADD NOTIFICATION (optional)

Set up an email notification if you wish otherwise keep clicking NEXT until the booking is saved.

