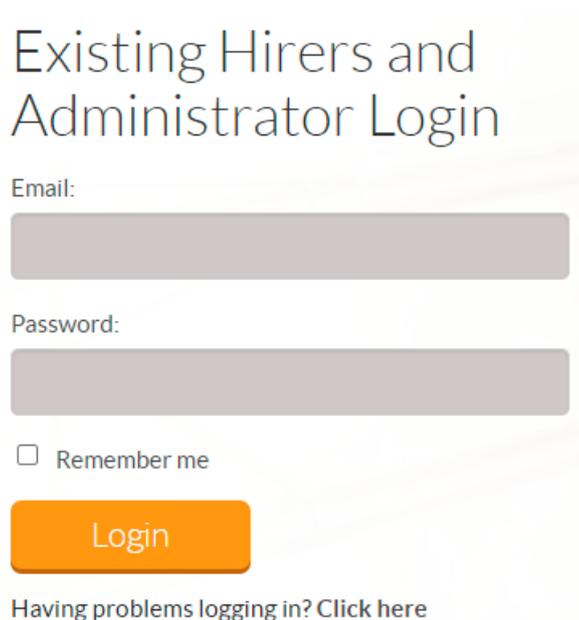


What a hirer's account looks like

Last Modified on 11/09/2023 3:36 pm BST

Hirers log onto BookingsPlus via my.schoolbookings.co.uk

They enter their email address & the password they received in their Welcome Email on this screen:



The screenshot shows a login form with the following elements:

- Title: Existing Hirers and Administrator Login
- Label: Email:
- Input field: A grey rectangular box for entering the email address.
- Label: Password:
- Input field: A grey rectangular box for entering the password.
- Checkbox: Remember me
- Button: An orange button labeled "Login".
- Link: [Having problems logging in? Click here](#)

The screenshot below shows the information they can view. The tabs follow a similar format & functionality as the Administrator view.

All clients must accept the T&C's and Privacy Policy before they are allowed to access their account detail. Once accepted this will update immediately on their Client Account in the clients tab. If the Client would like to re-read the Terms and Conditions they are available at the top of the Account tab.

They will also be able to select which marketing options they would prefer when they first log in, this will also then show on their Client Account. If they would like to then amend these in the future, they can do so from the top right drop-down menu displaying their name then selecting the 'Edit Account' option.

Signed in successfully.

Welcome John Smith

You last logged in at 17.17 on Thu 29 Oct 2020

1. Grange Park School Demo

1. Grange Park School Demo Terms and Conditions

Grange Park School Privacy Policy 210820

I agree to the [Grange Park School Privacy Policy 210820](#)

Terms and Conditions of Use 210820

I agree to the [Terms and Conditions of Use 210820](#)

We take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us.

However, from time to time we would like to contact you with details of other products/services/promotions we offer. If you consent to us contacting you for this purpose please tick to say how you would like us to contact you:

Options available for 1. Grange Park School Demo

- Email
- Telephone
- Post
- Text

1. Grange Park School Demo Venue Documents

[Fire Evacuation Procedure](#)

News: 1. Grange Park School Demo

Welcome to Lettings @ Grange Park School Demo and thank you for opening an online account!

Important Notice: Please note that permission must be sought prior to your booking if you wish to photograph or film in any part of the school.

Navigating around:

ACCOUNTS: View your account balance with detail of all transactions

INVOICES: View your paid and unpaid invoices. Click the GoCardless link on the invoice to pay online quickly and easily.

BOOKINGS: View details of your bookings in date order.

DOCUMENTS: Upload your insurance documents, first aid certificates, PAT certificates etc as requested.

When clients access their Dashboard in the future it will draw their attention to any actions which require their attention e.g. invoices due for payment & provisional bookings.

[Dashboards](#) [Account](#) [Invoices](#) [Calendar](#) [Bookings](#) [Documents](#) [Help](#)

Welcome John Smith

You last logged in at 17.17 on Thu 29 Oct 2020

1. Grange Park School Demo

1. Grange Park School Demo Venue Documents

[Fire Evacuation Procedure](#)

You have 1 invoice due for payment.

- [Invoice GP4844](#) (£50.00)

You have 1 provisional booking to confirm.

- [#521749](#) 10:00-11:00 AWP 1 (5 aside)- 7 aside Pitch A £50.00 [View](#)

News: 1. Grange Park School Demo

Welcome to Lettings @ Grange Park School Demo and thank you for opening an online account!

Important Notice: Please note that permission must be sought prior to your booking if you wish to photograph or film in any part of the school.

Navigating around:

Clicking on the blue Invoice hyperlink will bring up a preview of the client's invoice:

[Dashboards](#) [Account](#) [Invoices](#) [Calendar](#) [Bookings](#) [Documents](#) [Help](#)

For questions related to your Bookings, Payments, Invoices or Account, please contact the Lettings Team at the Venue that you hire at directly.

Contact details for your Venue can be found on the Venue's website 'Contact Page' or via the Help tab.



1. Grange Park School Demo

12 Basset Court
Loake Close, Grange Park
Northampton
Northamptonshire
NN4 6EZ

John Smith (Rugby Tots)

Invoice GP4844

29 October, 2020

Date	Description	Space	Time	Net Cost	VAT Rate	VAT Payable	Gross Cost
29/10/2020	test	3G Astro 7 a side pitch 3	18:05 - 19:05	£50.00	0%	£0.00	£50.00

Net Total: £50.00

VAT: £0.00

Grand total: £50.00

Payment Terms

PAYMENT TERMS:

Payment is due by the first booked date in the invoice for regular bookings and 1 month in advance for special events.

PAYMENT ACCEPTED:

GoCardless: Preferred method

Prompt payments are very important to our venue – thank you for your cooperation.

Clients can preview their bookings via the 'Bookings' tab and confirm any provisional bookings by clicking the blue 'View' hyperlink from their Dashboard and clicking the green 'Confirm' button at the bottom of the page:

Date	Space	Start Time	End Time	Status	Hourly Rate	Gross Cost	Payment Status
29/10/2020	3G Astro 7 a side pitch 3	10:00	11:00	Provisional	£50.00	£50.00	Unbilled

Booking Summary

Amount: £50.00

Vat: £0.00

Total booking price: £50.00

Total payable now: £ 50.00

Confirm

Back

If the client has any queries on their bookings or invoices the Help tab in the Client Account will point them to your venue's contact email address, this is the one entered into your venue's Contact Details section during your venue setup.
