



Ku-ring-gai Art Centre

Dear Students/Parents and Guardians of Ku-ring-gai Art Centre,

We have an easy, new online booking system called Bookable! We're excited to share with you the new process of how to make a booking. All of our art courses are available to [view on our website](#), including the course descriptions, costs and dates. Once you've decided which course you'd like to book, go to the following link (displayed also on our website and Facebook page):

<https://krg-events.bookable.net.au>

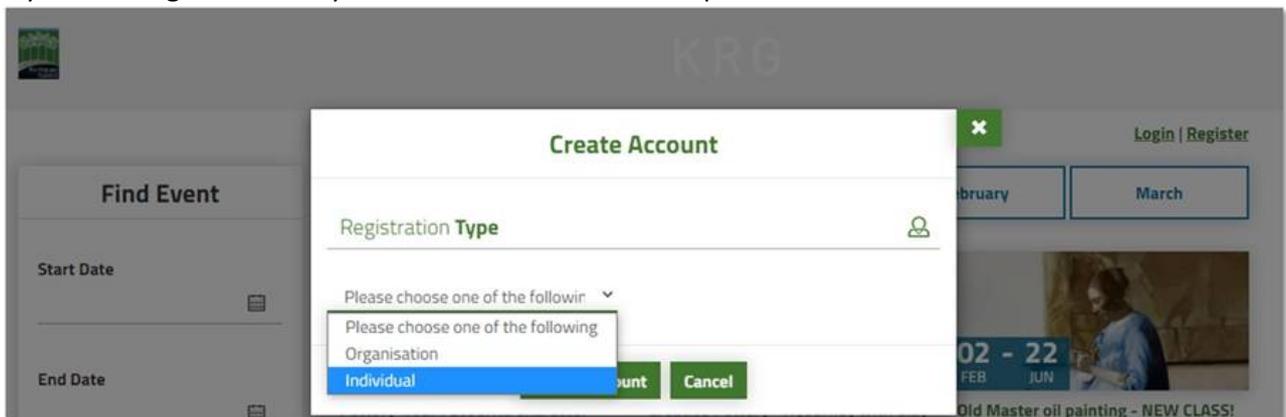
You must register for Bookable beforehand, a quick and easy process of entering your contact details into Bookable. **We recommend you register before the dates when bookings open.**

Step 1

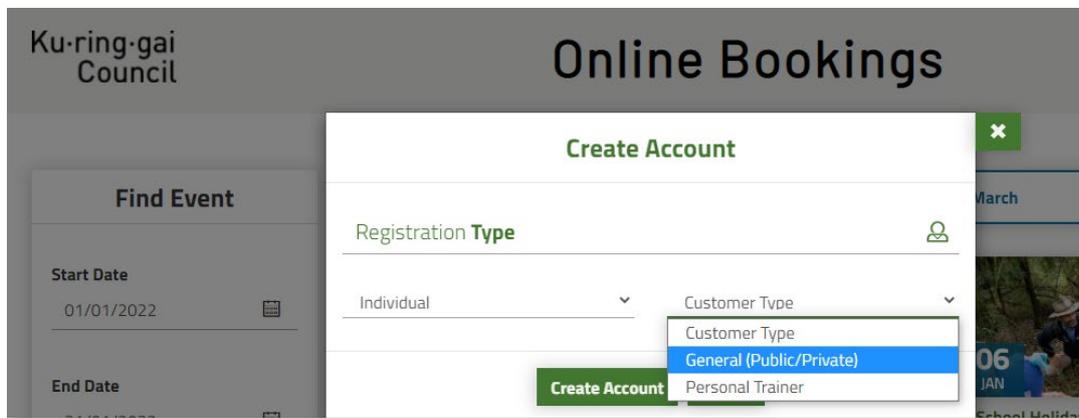
Click **Register** or **Login** on the top right hand side of the page, and follow the steps.



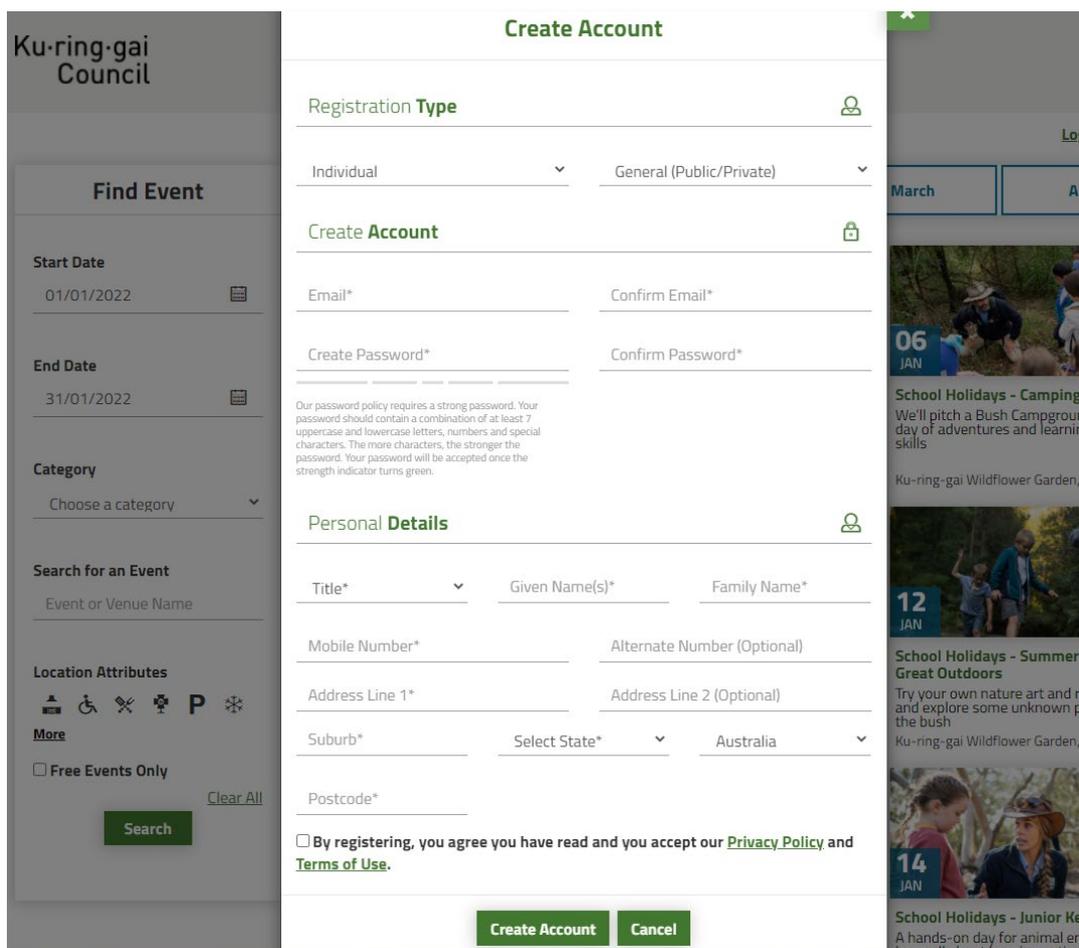
If you click **Register** ensure you select **Individual** in the drop-down menu.



Then click the arrow at **Customer Type** and select **General (Public/Private)**



Complete all relevant fields on the form before selecting **Create Account** button at the bottom. You can then proceed to login to the system using your email address and password you just created.



Once logged in...

Step 2

On the left hand side under 'Category', click the arrow to view the drop-down menu and select the category you want to see. I.e. 'Art Centre Adult Term Classes'. Once selected, this will display all the courses within that category.



Find Event

Start Date

End Date

Category

Choose a category ▼

- Choose a category
- Active Ku-Ring-Gai
- Art Centre Adult Workshops
- Art Centre Adult Term Classes
- Art Centre Kids Term Classes
- Art Centre Teen Term Classes
- Junior Golf
- Libraries
- Nature Play
- School Holidays
- Seniors
- Sustainability
- Wildflower Garden
- Youth

This Month
Next Month
January
February
March



18 - 21
JAN JAN

Pottery 'Your Favourite Character' Week 2
Tutor: Sayoko Burton
Tuesday 18 Jan - Friday 21 Jan
6 - 13 years
Ku-ring-gai Art Centre, Roseville



31 - 27
JAN JUN

Creative Pottery - A Journey with Clay
Tutor: Julianne Smallwood
Mondays, 12:30pm - 3:30pm
Ku-ring-gai Art Centre, Roseville



02 - 22
FEB JUN

Old Master oil painting - NEW CLASS!
Tutor: Jackson Davis
Wednesdays, 7.00pm - 9.30pm
Fee: \$310.00 per 9 week term
Ku-ring-gai Art Centre, Roseville

[Register New Event?](#)

To search for a specific course, type a word into **Search for an Event** and then click the **Search** button.

For example:

Course title – e.g. **Creative Pottery**

Tutor's name – e.g. **Julianne**

Subject matter – e.g. **Pottery**

Find Event

Start Date

End Date

Category

Choose a category ▼

Search for an Event

Event or Venue Name

Location Attributes

More

Free Events Only [Clear All](#)

Search

Step 3

Select the course you want to book by clicking on the course image

KRG

[Login](#) | [Register](#)

Find Event

Start Date

End Date

Category

Choose a category

This Month | Next Month | January | February | March

18 - 21
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[Register New Event?](#)

Step 4

Once on the course booking page, you can find out further information, including a link to the course materials requirements list.

To make a booking, click **Book Course**

Ku-ring-gai Council

Online Bookings

[Login](#) | [Register](#)

31 - 27
JAN JUN

Creative Pottery - A Journey with Clay

\$31.17 ~ \$330.00

Book Course

Step 5

On the **Book Event** page, you'll be able to select the type of course ticket. For example, Full Semester Adult, Full Semester Pensioner (if applicable), or just Term 1 or Term 2, Term 3 or Term 4 (when bookings open for a later term). Use the plus and minus buttons to increase or decrease the number of bookings you're making.

Further down the page, fill in the details for the booking. Note that **Main Contact Information** is for the person making the booking, and the **Course Standard** (may appear different depending on the ticket type) is the person who will attend the course. This may be the same, however in cases where someone is booking on behalf of someone, ensure you fill out the form correctly.

Note the buttons **Prefill from details above** or **Choose from My Contacts** which may make it easier.



KU-RING-GAI COUNCIL TEST

[Login](#) | [Register](#)

[< BACK TO SEARCH](#)

Book Event

Event Name

PRIORITY ENROLLMENT: Creative Pottery - A Journey with Clay (Monday)

Date

Full Semester Adult(Jan 30, 2022~Jun 26, 2022)

Tickets

Date	Category	Ticket Price	Number of Tickets
Full Semester Adult	Registration Adult	\$330.00	<input type="button" value="-"/> 0 <input type="button" value="+"/>
Full Semester Adult	Registration Pensioner	\$280.50	<input type="button" value="-"/> 0 <input type="button" value="+"/>

Your Cart

Date	Category	Price
No Ticket/Seat selected.		

Your Information

To prefill your details, please login or register here. Otherwise, continue as a Guest.

[Login](#)

or

[Register](#)

Main Contact Information - Please provide details for the main contact for this Registration

Title*:

-- Select --

Given Names*:

Family Name*:

Address 1*:

Address 2:

Suburb*:

State*:

Country*:

Postcode*:

Step 6

Click the box acknowledging you've read and understood the Terms and Conditions and click the button **Complete**

I have read and understood the [Terms and Conditions](#) for this event.

Would you like information about similar events in the future?

[Complete](#)

Step 7

On the **Add Payment** pop-up window that appears, you know have 10 minutes to complete the transaction (timer displayed at the top).

For **Please choose payment type**, select **Credit Card (PayWay)** from the arrow drop-down menu. The amount will already be pre-filled.

You will see on the right hand side the Payment Summary box, detailing the costs and showing the Total Amount including surcharge.

Click **Checkout** and proceed to enter your credit card details, then click **Submit**.

Time left 9:28

KU-RING-GAI COUNCIL TEST

Event Registration

Event Name
Creative Pottery -

Courses

Date
31/01/2022 12:30

Your Information

Title:
Ms

Address 1:
3 Bancroft Ave

State:
Country:
Postcode:

Add Payment

1. Please choose payment type: Credit Card (PayWay) ▾

2. Please choose payment amount: Payable Now - \$330.00 ▾

Payment Summary

Payment Selected: \$330.00

Surcharge: \$2.48

Total Amount: \$332.48

Event Registration 29 (Amount Due: \$330.00) ⬇

Invoice	Outstanding	Due Date	Amount
[INVOICE] Creative Pottery - A Journey with Clay 31/01/2022 12:30 31/01/2022 12:30 to 28/03/2022 15:30	\$330.00	16/11/2021	\$330.00

Checkout
Cancel

[Account](#) | [Logout](#)

Temporary

us	Price
Used	\$330.00
	\$330.00
	\$330.00
	\$0.00

Step 8

If the payment was successful, the pop-up window will display **Registration Complete**. You can now search for another course or view your booking/s by clicking **Manage My Registration**.

Registration Complete

Thank you! Your registration is now complete. What would you like to do next?

Return to Search

Manage My Registration

Ku-ring-gai Art Centre • Ku-ring-gai Council
 9424 0310 • artcentre@krg.nsw.gov.au • krg.nsw.gov.au/artcentre



Check out Ku-ring-gai Council's new website at
krg.nsw.gov.au
 Tell us what you think!



Ku-ring-gai ♥ Sydney's green heart FOLLOW US:

