



Ku-ring-gai Art Centre

Dear 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):

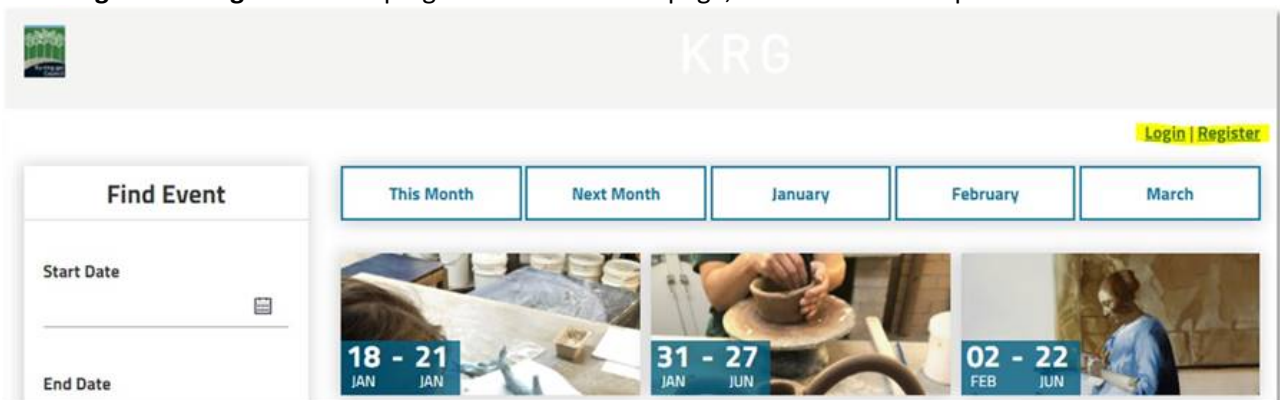
<https://krg-events.bookable.net.au>

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.**

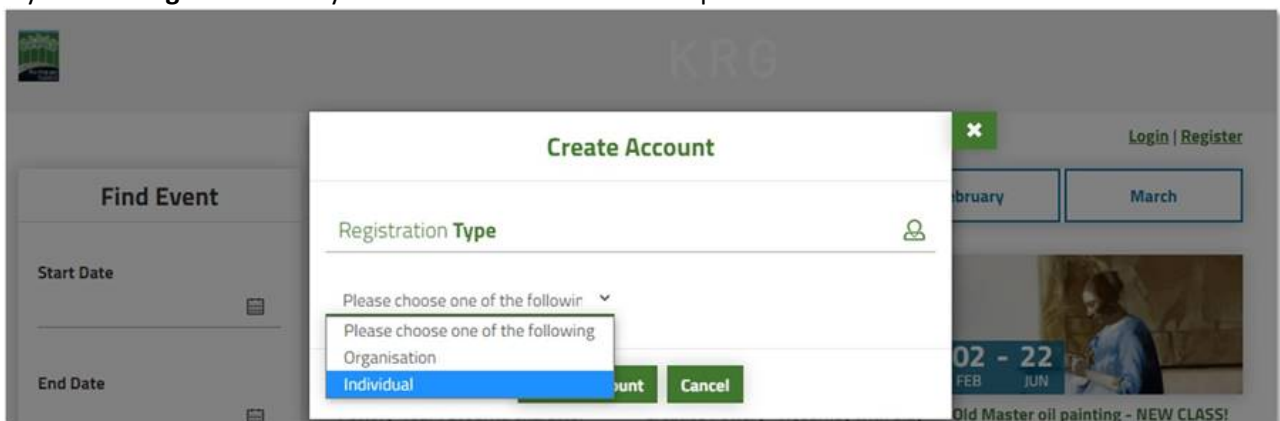
Our process has changed regarding redeeming Creative Kids vouchers. You can now upload an image of your Creative Kids voucher into the new booking system and make payment online for all holiday classes over \$100

Step 1

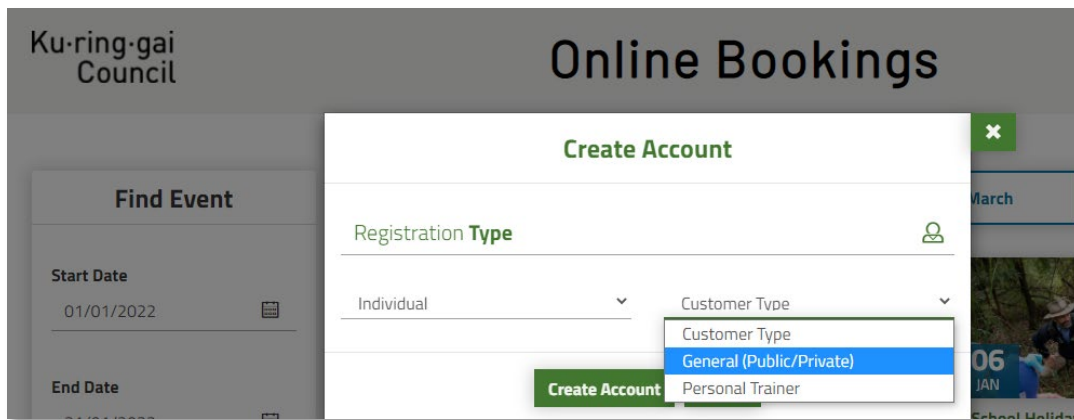
Click **Register** or **Login** on the top right hand side of the page, and follow the steps.



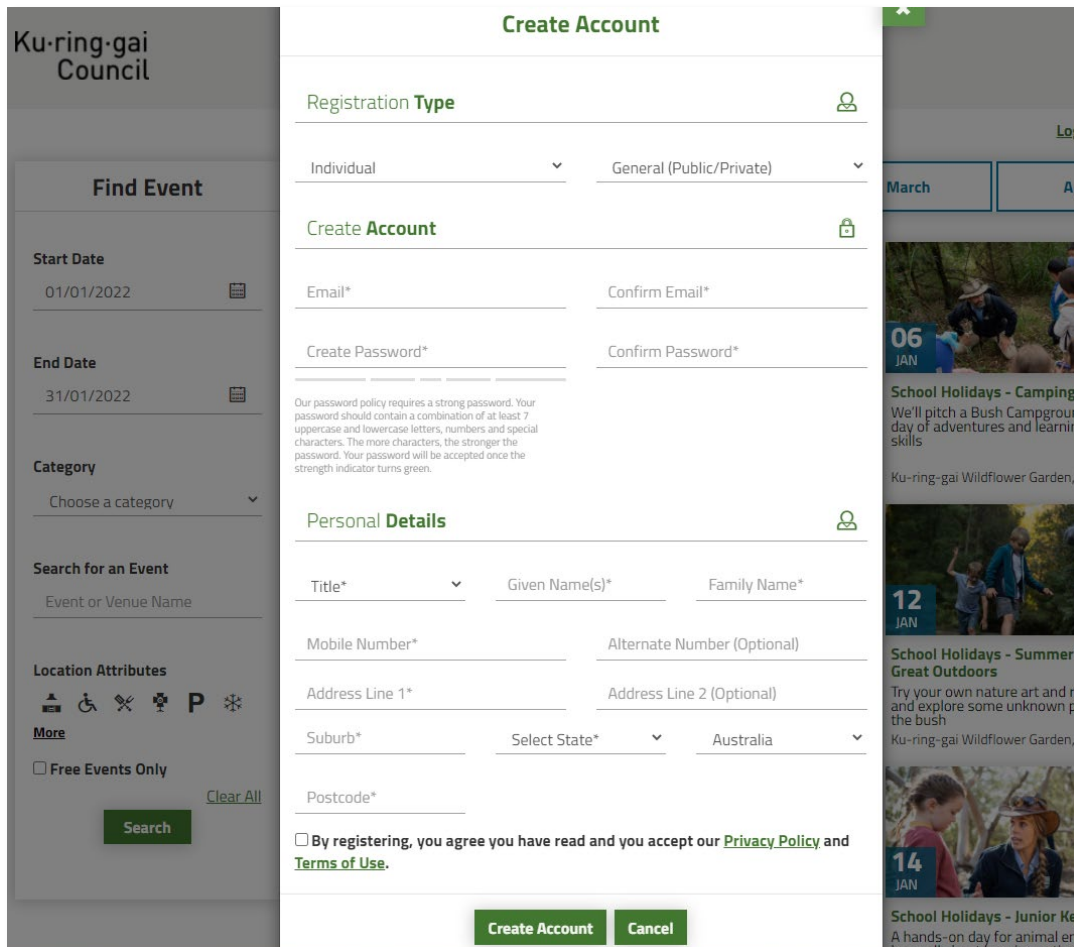
If you click **Register** ensure you select **Individual** in the drop-down menu.



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. 'School Holidays'. 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 - Adult Events
- Libraries - Children Events
- Nature Play
- School Holidays
- Seniors
- Sustainability
- Wildflower Garden
- Youth

This Month
Next Month
January
February
March

04
JAN

School Holidays - Survival Skills
We love being out in the bush, but would you know what to do when something goes wrong?

Ku-ring-gai Wildflower Garden, St Ives

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

The Joy of Painting and Drawing
Tutor: Lyn Woodger-Grant
Mondays, 12.30pm - 3.30pm

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

03 - 06
FEB APR

Gordon Functional Fitness Term 1 2022
Join our exercise classes for seniors to help maintain your wellbeing and prevent falls.

Gordon Library Meeting Room, Gordon

[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. **Outback Adventures**

Tutor's name – e.g. **Blanche**

Subject matter – e.g. **Writing**

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

The screenshot shows a 'Find Event' page. On the left is a search filter with fields for 'Start Date', 'End Date', and 'Category' (set to 'School Holidays'). On the right are navigation tabs for 'This Month', 'Next Month', 'January', 'February', and 'March'. Below these are three event cards: 'Outback Adventures' on Jan 13, 'Fabric Weaving' on Jan 17, and 'Pottery' on Jan 18-21. Each card includes the tutor's name, the date, and the venue. A 'Register New Event?' link is at the bottom.

Step 4

Once on the course booking page, you can find out further details about the course content.

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

The screenshot shows the 'Outback Adventures' course booking page. It features a large image of colorful pens and pencils on the left. On the right, the course title 'Outback Adventures' is displayed with the tutor 'Blanche Menadier'. The price range is '\$15.00 ~ \$115.00' and there is a prominent green 'Book Course' button. Navigation links for '< Back To Search' and 'Login | Register' are visible at the top.

Step 5

On the **Book Event** page, you'll be able to select the type of course ticket. For example, 'Standard' or 'Creative Kids – pending validation'. 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 (i.e. parent/guardian), and the next field to enter contact information is for the student attending the course. Please ensure you fill out the form correctly.

[< BACK TO SEARCH](#)

Book Event

Event Name

Outback Adventures

Date

13/01/2022 10:00(Jan 13, 2022–Jan 13, 2022) ▼

Courses

Date	Category	Course Price (Incl GST)	Number of Courses
13/01/2022 10:00	Course Standard	\$115.00	- 0 +
13/01/2022 10:00	Course Creative kids - pending validation	\$15.00	- 0 +

Your Cart		
Date	Category	Price
No Course/Seat selected.		

Step 6

There are a number of custom questions to answer, including a space to upload your Creative Kids voucher. This must be done on the spot when booking and you cannot proceed with the payment unless you have uploaded the voucher.

Checklist

Art Centre - Holiday Program Checklist - Please answer the following questions:

1. What is the child's date of birth? *

2. Please provide a first emergency contact name and phone number *

3. Please provide a second emergency contact name and phone number *

4. Does the child have any allergies/asthma/disabilities/medical conditions or special needs? * Yes No

5. I am aware of the start and finish time of the class. I will drop off and pick up my child at those times. I am aware that Ku-ring-gai Art Centre does not have childminding facilities * Yes

6. Do you have a valid Creative Kids voucher? * Yes No

6-1. Please enter the name of the child exactly as it is displayed on the voucher: *

6-2. Please verify the child's date of birth: *

6-3. Please enter your valid Creative Kids voucher number: *

6-4. We require a copy of your Creative Kids voucher. Do you agree to upload an image of your voucher? * Yes (please upload an image of the document, it must be JPG or PNG format)

Step 7

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 8

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**.

Add Payment

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

2. Please choose payment amount: Payable Now - \$15.00 ▾

Payment Summary

Payment Selected: \$15.00

Surcharge: \$0.11

Total Amount: \$15.11

Event Registration 24 (Amount Due: \$15.00) ▲

Invoice	Outstanding	Due Date	Amount
[INVOICE] Outback Adventures 13/01/2022 10:00 13/01/2022 10:00 to 13/01/2022 16:00	\$15.00	29/11/2021	\$15.00

Checkout **Cancel**

Step 9

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**. All courses are pending class numbers. If you have booked with a Creative Kids voucher, your booking is also pending its validity. This will be confirmed up to two days prior to the course starting, however your enrolment in the course is confirmation of your booking and there are no change of mind refunds for bookings. If a course does not run, your account will be credited.

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

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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:

