

# A step by step guide 'How to make a lettings booking at Olchfa School'

Bookings are made by signing up at [lettings@olchfa.org.uk](mailto:lettings@olchfa.org.uk)

Hirers can check availability and submit block bookings (bookings up to the end of the current Summer term) via the new website.

Booking requests are made by completing the booking form. **Please note**; once you start the booking form you have a 30 minutes window to complete your block booking. Please have your necessary electronic copies ready to upload; as follows:

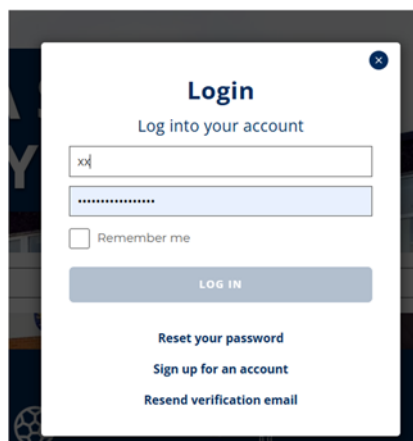
1. Coaching Certificates
2. First Aid Certificates
3. Public's Liability Insurance
4. Employer's Liability insurance
5. DBS Certificates (hirers with Under 18's or vulnerable adults)
6. Safeguarding Policy (hirers with Under 18's or vulnerable adults)
7. Risk Assessment (your own or there is a Template in Policies and Guidance which you can complete and upload)

Sign up to create your new account;



The screenshot displays the Olchfa School Facility Hire website. The header includes the Olchfa logo and navigation links: 'Our Venue', 'General Policies and Guidance', 'Help & FAQs', 'Pitch Hire', 'Swimming Pool', 'Log in', 'Sign up', 'FAQs', 'Pitch Hire', 'Swimming Pool', 'Log in', and 'Sign up'. A 'GO' button is visible in the top right. The main banner features the text 'OLCHFA SCHOOL FACILITY HIRE' over a background image of the school building. Below the banner, there are four service categories: 'MEETINGS, CONFERENCES AND EDUCATION', 'OUTDOOR SPORT', 'DANCE AND DRAMA', and 'INDOOR SPORT'. On the right side, a 'Sign Up' form is overlaid. The form includes fields for 'First Name\*', 'Last Name\*', 'Email\*', 'Telephone No.\*', and 'Mobile No.'. There is a checkbox for 'I am a member of a community group or charity'. Below these are fields for 'Organisation Name (if applicable)', 'Address Line 1\*', and 'Address Line 2\*'. A 'START' button is located at the bottom of the form.

Once your account is created you simply need to login and enter your booking details and click check availability.



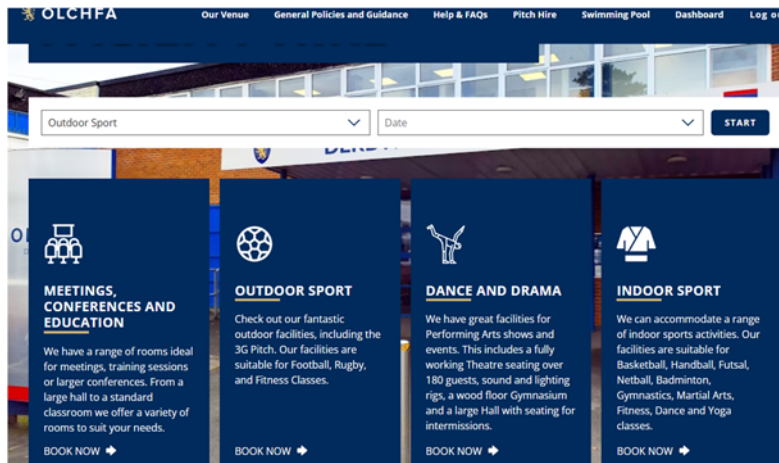
The screenshot displays the Olchfa School Facility Hire website's login page. The header includes the Olchfa logo and navigation links: 'Our Venue', 'General Policies and Guidance', 'Help & FAQs', 'Pitch Hire', 'Swimming Pool', 'Log in', 'Sign up', 'FAQs', 'Pitch Hire', 'Swimming Pool', 'Log in', and 'Sign up'. A 'GO' button is visible in the top right. The main banner features the text 'OLCHFA SCHOOL FACILITY HIRE' over a background image of the school building. Below the banner, there are four service categories: 'MEETINGS, CONFERENCES AND EDUCATION', 'OUTDOOR SPORT', 'DANCE AND DRAMA', and 'INDOOR SPORT'. On the right side, a 'Login' form is overlaid. The form includes fields for 'Email\*' and 'Password\*'. There is a checkbox for 'Remember me'. Below these are buttons for 'LOG IN', 'Reset your password', 'Sign up for an account', and 'Resend verification email'.

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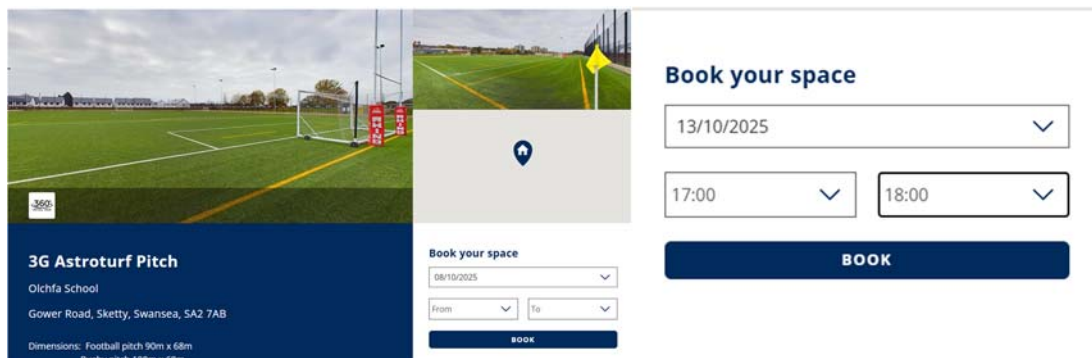
If your account is locked (due to 5 or more login attempts to login in) this will be unlocked after 30 minutes. You will then be able to re-enter your original password or reset your password.

## To make a booking

From the main page you can click 'Reason for Hire' or click on the 'Book Now'

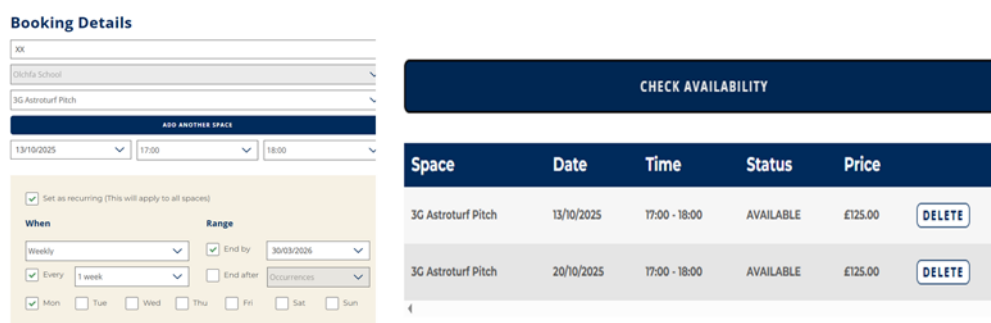


'Book Now' will take you to the following screens.



Select your date; select the initial date, start and end time and click 'Book'.

After you select Book, you can enter your full block booking by selecting; *for instance weekly on a Wednesday at 5pm – 6pm until an end date of the 30.03.26*. Block bookings can be completed up until the end of the Summer term.



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If any dates are highlighted in red, these dates are not available (due to Half Term Holidays, Open Evening, etc). Please delete these dates from your booking request.

If you are booking less than 4 sessions, you will have a standard rate price. For bookings of 4 or more sessions, you will be eligible for a reduced rate.

### Click Continue Booking

For less than 4 sessions, your booking will look like this and will be invoiced at the end of the current month. Block bookings will be invoiced monthly (on the 28<sup>th</sup> of the month). Invoices are to be paid (in advance) by the first of the month.

Booking Total:	<b>£250.00</b>
VAT Total:	£0.00
Gross Total:	<b>£250.00</b>

**CONTINUE BOOKING**

For the more than 4 sessions, as follows:

**Important:** once you reach the below 'Booking Reference' screen, you need to select 'Pay as Go' to ensure that you are invoiced monthly for your booking. Not selecting 'Pay as you Go' would result in you being invoiced for the whole of your block booking.



**OLCHFA SCHOOL**  
Gower Road, Sketty, Swansea, SA2 7AB  
9 SPACES →

Net Total:	<b>£0.00</b>
VAT Total:	£0.00
Gross Total:	<b>£0.00</b>

Pay as you go

You are submitting a request to the venue for the selected spaces. An administrator will review your request and either approve or reject it based on suitability. You do not have a confirmed booking until it has been approved, at which point an invoice will be raised.

Booking Reference: #101073

Booking Description: Finance Team

Notes: [READ MORE](#)

We hope you enjoy using our facilities.

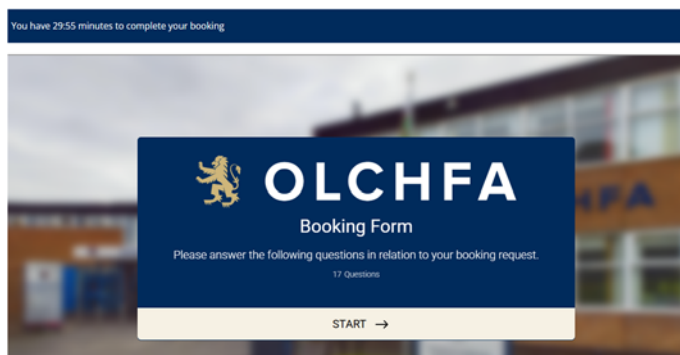
Net Total:	<b>£0.00</b>
VAT Total:	£0.00
Gross Total:	<b>£0.00</b>

Pay as you go

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## Booking Form

Once you start your booking form you will have 30 minutes to upload all the documents mentioned above. You can upload more than one document on each request. Please ensure that you have agreed to the T&C's of your booking.



Once you have completed your booking form, please check and submit your booking.



Once your request has been submitted, the Finance office will review and approve your request or reject it if the facilities are unavailable.

From your **Dashboard** you can access, review, confirm or cancel your upcoming bookings, please view your invoices via the **Finance tab**. If you have more than one team account, you can **Switch accounts** from the top left of the dashboard.

Please note, our T&C's can be referred to here <https://lettings.olchfa.org.uk/terms-and-conditions> along with all of our general policies and guidance for making a booking at Olchfa here <https://lettings.olchfa.org.uk/policies>

Please direct any queries to the Finance Office via [lettings@olchfa.org.uk](mailto:lettings@olchfa.org.uk) or contact the Finance Office on 01792 534300 select option 4 for Finance.