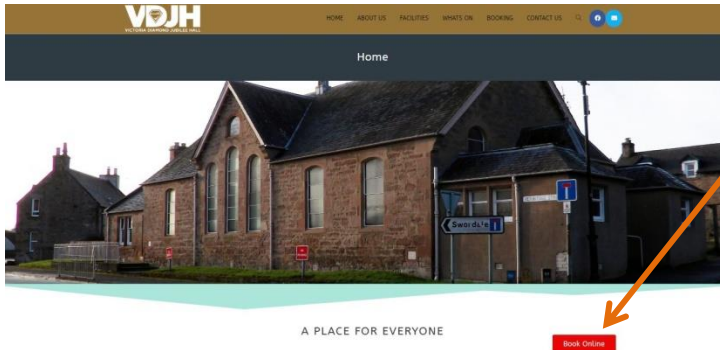




Booking Guide for Hall Master System

How to Book the Hall / Meeting Room / Kitchen

Step 1

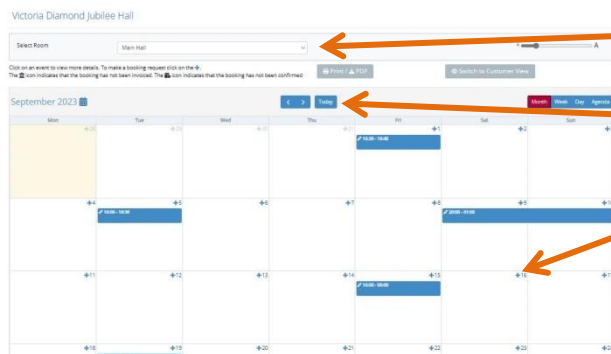


Visit the hall website
www.diamondjubileehall.co.uk

Click the Book Online Button

Or alternatively you can click the link here [Hallmaster V2 Scheduler](#)

Step 2



Select the room you want from the drop down box:
Main Hall / Meeting Room / Kitchen

Select the month

Select the date you will see a + symbol. Click the + beside the day you want.

Once you have selected this will ask you to login or register. As shown below.

Step 3

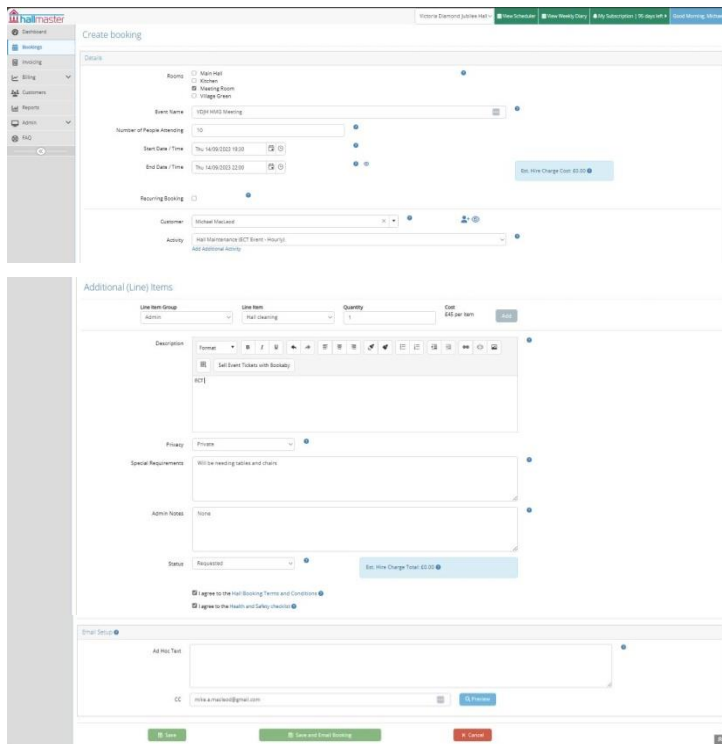
Register for Hallmaster

Make Booking Request - Victoria Diamond Jubilee Hall

Existing Users Login Portal

Once you have register this will save you time next time you make a booking.

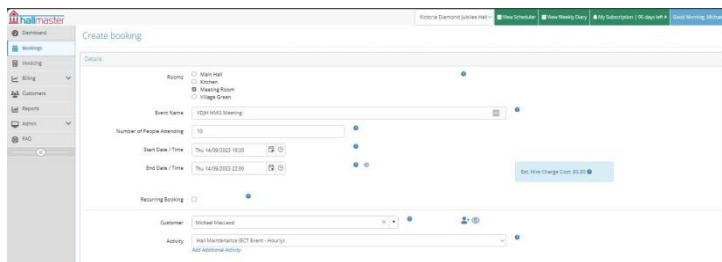
Step 4



Create your booking (fill in each section):

- Which Room you need
- Event Name
- Number of people attending
- Date & start and finish time
- Is this going to be a recurring booking
- Customer Name
- Activity
- Description of Event
- Privacy
- Special Requirements
- Admin Notes
- You will need to review the Terms and Condition & Health & Safety checklist and confirm you have read by selecting tick boxes.
- Email Set Up

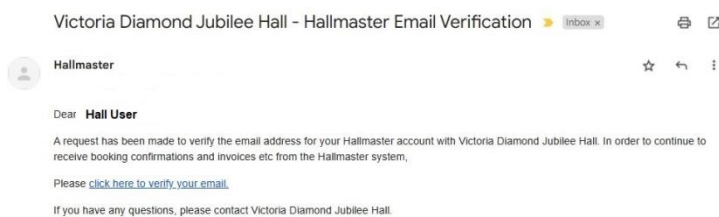
Step 5



Create your booking (fill in each section)

- Which Room you need
- Event Name
- Number of people attending
- Date & start and finish time
- Is this going to be a recurring booking
- Customer Name
- Activity

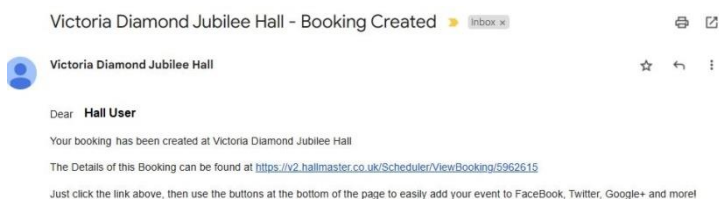
Step 6



If you are new you will receive an e-mail asking you to verify your e-mail address, select the link within the e-mail.

If you have already verified you will not receive this e-mail move onto step 7.

Step 7



You will receive an e-mail to say your booking request has been created, please note: this is not confirmation of your booking. This will be reviewed by our booking clerk you will look over your request, if they have any questions they will be in touch with you directly.

Step 8



Once the booking has been confirmed you will receive an e-mail to confirm this like shown.

Step 9

Make Changes to your booking
[Hallmaster V2 Scheduler](#)

Should you need to make any changes to your booking you can edit your booking within the hallmaster portal. Or alternatively you can get in touch with us.

Step 10



Should you need to cancel the event you can edit your booking on the portal. You will receive an e-mail to confirm the booking has been cancelled.

How to Get In Touch

Call

07762 923235

Post

**Victoria Diamond Jubilee Hall
Hermitage Street
Evanton
Ross-shire
IV16 9YG**

Website – **via contact form**

www.diamondjubileehall.co.uk/contact-us-2

E-mail

bookings@diamondjubileehall.co.uk

Facebook

www.facebook.com/DJHEvanton

Hall Booking Portal



[Hallmaster V2 Scheduler](#)