

Online Booking System – Step By Step Guide for Members of the Public

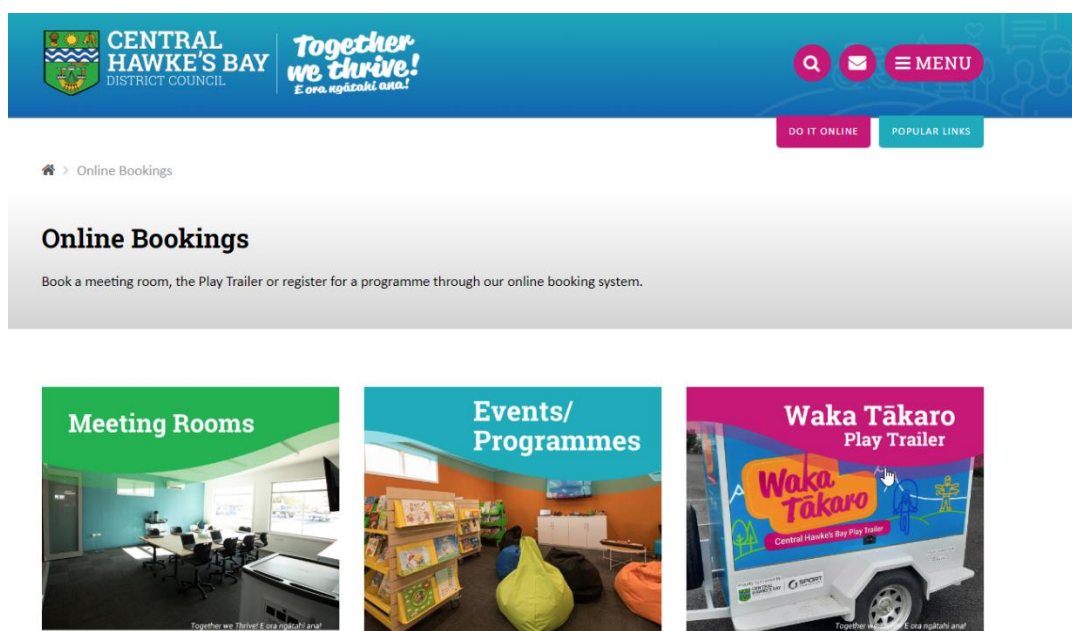
Visit the CHBDC or CHB District Libraries Website to follow the links to the online booking system.

<https://www.chbdc.govt.nz/services/online-bookings?stage=Stage>

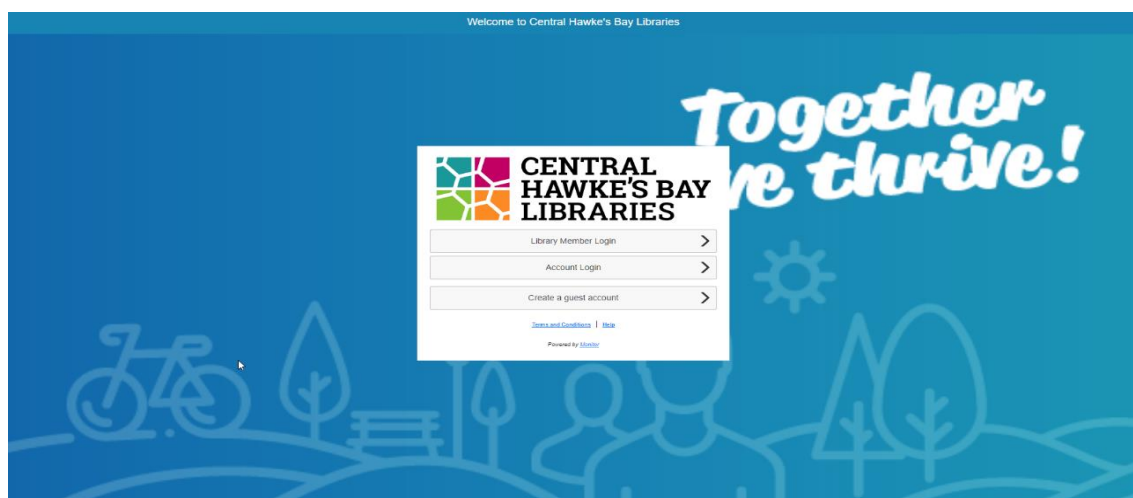
Public Bookable Meeting Room which includes:

- Te Huinga Wai- The Knowledge and Learning Hub:
 - o Meeting Room Tahi
 - o Meeting Room Rua
 - o Both Tahi and Rua (combined- for groups over 15)
 - o Learning and Innovation Space
- Waipawa Library Meeting Room

Step 1: Click on the icon for which you want to make the booking:



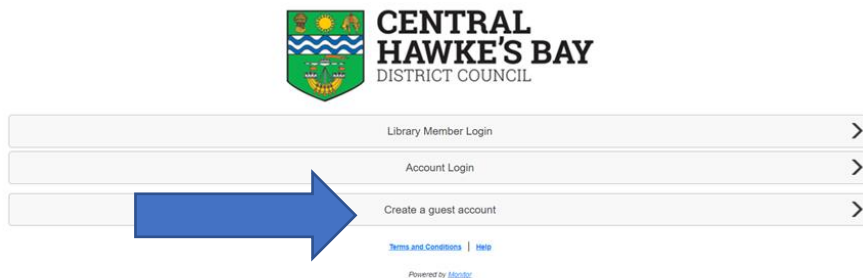
Step 2: Log In.



Logging in is easy, you can log in either via your Central Hawke's Bay District Libraries Library Card, Create an Account or Log in as a Guest.

Creating an Account -

Don't have a Library Card? You can either sign up with the Library to receive a Library Card OR you can create a Guest Account by clicking on "Create a guest account".



Complete all the required details as shown below:

Welcome to Central Hawke's Bay District Council Meeting Rooms

Create Guest Account

Step 1

Enter your name and password

Name

Password

Confirm Password

Password requirements:

- 6 or more characters
- At least one Uppercase character
- At least one number

Step 2

Enter your email address. This must be a valid address, as notifications, statements and other information will be sent to this address.

Email Address

Confirm Email Address

Step 3

Before signing up you must agree to this web site's [Terms and Conditions](#).

I agree to the Terms and Conditions for using Central Hawke's Bay District Council Meeting Rooms

NB: Accounts for a Not for Profit, Community Organisation or School-

Not for profit and community organisations receive a discounted price for their bookings. The Not for profit Community Organisation or School should create the account like any other person. They will then need to contact the library for library staff to select their discounted pricing code in the admin server. Once they are set up they will have access to the reduced prices each time they log in, no need to contact the library each time a booking is made.


Once you have created an account you can proceed with creating a booking in the system.

Step 3: When you log in this screen will appear and you can see all your current bookings if you have any.

Events and Programmes | Account

Reservation Management

Cover, Bridget



Library	Location	Items	Date	From	To	Duration	Total	Paid
Central Hawke's Bay District Council	Library Meeting Rooms	Te Huinga Wai – Rua	Dec 26, 2023	9:00 AM	10:00 AM	01:00	\$8.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Te Huinga Wai – Rua	Jan 2, 2024	9:00 AM	10:00 AM	01:00	\$8.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Te Huinga Wai – Rua	Jan 9, 2024	9:00 AM	10:00 AM	01:00	\$8.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Te Huinga Wai – Rua	Jan 16, 2024	9:00 AM	10:00 AM	01:00	\$8.00	\$0.00

[Add Reservation](#)


Powered by Mombot | Version 5.1.7 | 12:02 pm

Step 4: To make a reservation for a meeting room, click on Add Reservation

Events and Programmes | Account

Reservation Management

Cover, Bridget



Library	Location	Items	Date	From	To	Duration	Total	Paid
Central Hawke's Bay District Council	Library Meeting Rooms	Te Huinga Wai – Rua	Dec 26, 2023	9:00 AM	10:00 AM	01:00	\$8.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Te Huinga Wai – Rua	Jan 2, 2024	9:00 AM	10:00 AM	01:00	\$8.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Te Huinga Wai – Rua	Jan 9, 2024	9:00 AM	10:00 AM	01:00	\$8.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Te Huinga Wai – Rua	Jan 16, 2024	9:00 AM	10:00 AM	01:00	\$8.00	\$0.00

[Add Reservation](#)

Powered by Mombot | Version 5.1.7 | 12:02 pm

Step 5: Select the date you want to book the meeting room for.

Events and Programmes | Account

Central Hawke's Bay District Council - Library Meeting Rooms

Cancel | **Change Date**

Room	Availability	Price
Te Huinga Wai – Learning and innovation space	Available	\$8/hr 1.25
Te Huinga Wai – Rua (1)	Available	\$8/hr 1.12
Te Huinga Wai – Tahiri	Available	\$8/hr 1.10
Te Huinga Wai – Tahiri + Rua (1)	Available	\$8/hr 1.22
Waipawa Library Meeting Room	Available	\$8/hr 1.15

Today

Powered by Mombot | Version 5.1.7 | 12:02 pm

Step 6: This screen will show you all the rooms that are bookable and their availability for that day.

[Events and Programmes](#)
[Account](#)

Central Hawke's Bay District Council - Library Meeting Rooms

Thursday, December 21, 2023
 [Change Date](#)

Available
 Booked
 Unavailable

Weekly ⓘ Te Huinga Wai – Learning and innovation space \$ 56/hr 1.25

Weekly ⓘ Te Huinga Wai – Rua \$ 56/hr 1.12

Weekly ⓘ Te Huinga Wai – Tahiri \$ 56/hr 1.10

Weekly ⓘ Te Huinga Wai - Tahiri + Rua \$ 56/hr 1.22

Weekly ⓘ Waipawa Library Meeting Room \$ 56/hr 1.15

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Version#9.5.1.7

If you want to change the day you want to book for click on “Change Date”

[Events and Programmes](#)
[Account](#)

Central Hawke's Bay District Council - Library Meeting Rooms

Thursday, December 21, 2023
 [Change Date](#)

Available
 Booked
 Unavailable

Weekly ⓘ Te Huinga Wai – Learning and innovation space \$ 56/hr 1.25

Weekly ⓘ Te Huinga Wai – Rua \$ 56/hr 1.12

Weekly ⓘ Te Huinga Wai – Tahiri \$ 56/hr 1.10

Weekly ⓘ Te Huinga Wai - Tahiri + Rua \$ 56/hr 1.22

Weekly ⓘ Waipawa Library Meeting Room \$ 56/hr 1.15

Powered by Monitor
Version#9.5.1.7

Clicking on the icons in the below pic will bring up further information about the meeting room and a photo of what it looks like

[Events and Programmes](#)
[Account](#)

Central Hawke's Bay District Council - Library Meeting Rooms

Thursday, December 21, 2023
 [Change Date](#)

Available
 Booked
 Unavailable

Weekly ⓘ Te Huinga Wai – Learning and innovation space \$ 56/hr 1.25

Weekly ⓘ Te Huinga Wai – Rua \$ 56/hr 1.12

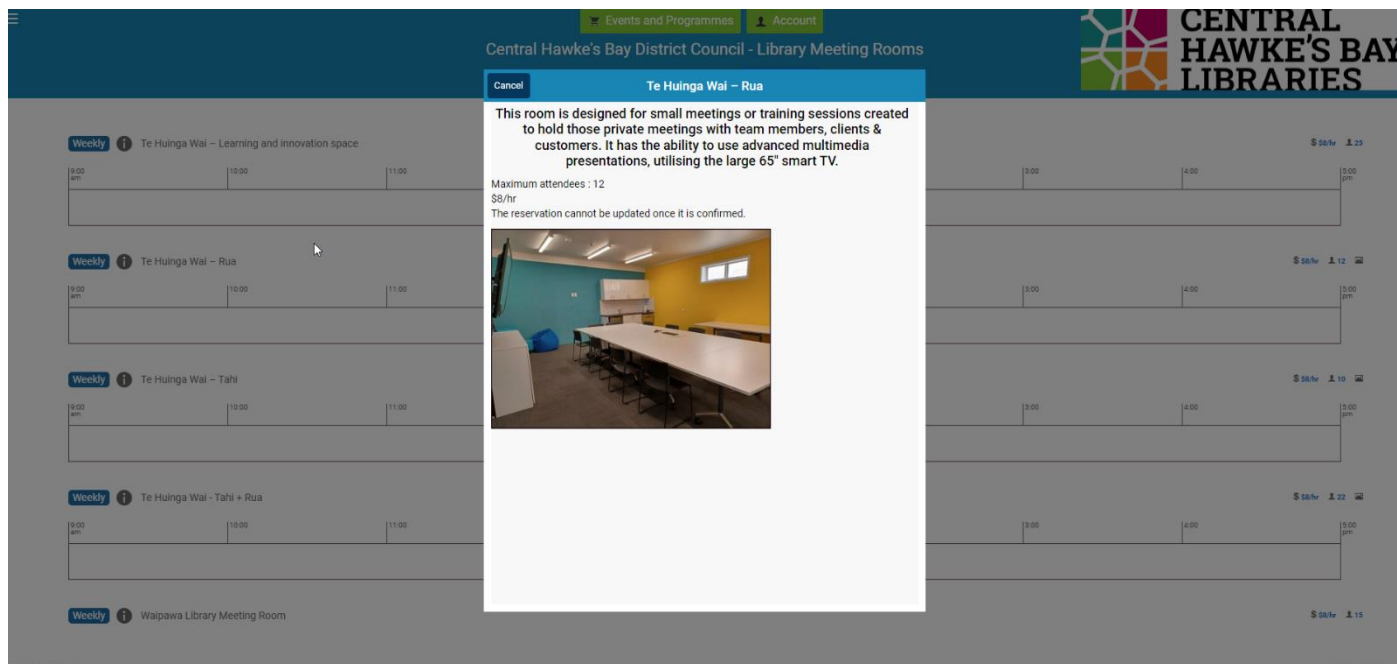
Weekly ⓘ Te Huinga Wai – Tahiri \$ 56/hr 1.10

Weekly ⓘ Te Huinga Wai - Tahiri + Rua \$ 56/hr 1.22

Weekly ⓘ Waipawa Library Meeting Room \$ 56/hr 1.15

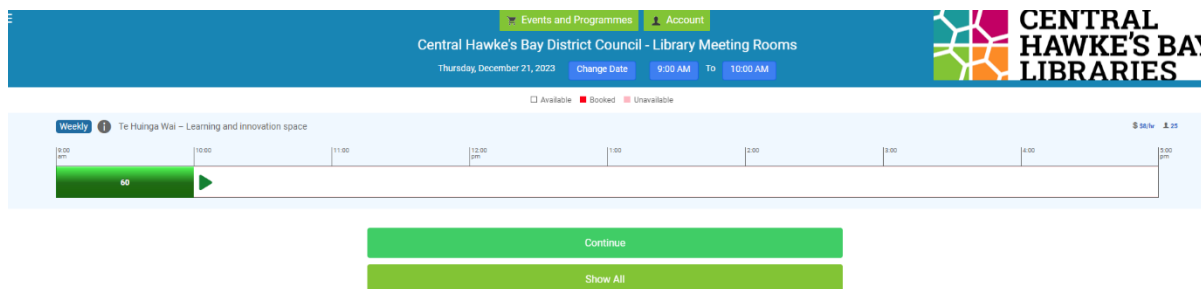
Powered by Monitor
Version#9.5.1.7

This screen gives you more information about the bookable space including the capacity and a photo of what it looks like.



NB: Please note that if you want to book both Rua and Tahī to click on the booking line for 'Tahī+Rua'

When you have decided which room you want to book, click anywhere along the time bar. Drag the bar across to select the times you want to book the room for. Then click Continue.



If the room is not available it will be blocked out as per the below picture.

Central Hawke's Bay District Council - Library Meeting Rooms

Tuesday, December 19, 2023

Events and Programmes Account

CENTRAL HAWKE'S BAY LIBRARIES

□ Available ■ Booked ■ Unavailable

Weekly Te Huinga Wai - Learning and innovation space \$ 88.00

Weekly Te Huinga Wai - Rua (1) \$ 88.00

Weekly Te Huinga Wai - Tahiri \$ 88.00

Weekly Te Huinga Wai - Tahiri + Rua (1) \$ 88.00

Weekly Waipawa Library Meeting Room \$ 88.00

Powered by Mottor Version=5.5.1.7

Step 7: Add the information for the reason you want to book the room, the number of attendees and any notes.

Central Hawke's Bay District Council - Library Meeting Rooms

Thursday, December 21, 2023

Events and Programmes Account

CENTRAL HAWKE'S BAY LIBRARIES

□ Available ■ Booked ■ Unavailable

Weekly Te Huinga Wai - Rua \$ 88.00

Information

Te Huinga Wai - Rua

2023-12-21 9:00 AM To 2023-12-21 10:00 AM

Price \$8.00

Event Name

Email Address (For Receipts / Notifications) bridge.spiers@gmail.com

Attendees

Notes

Continue

Central Hawke's Bay District Council - Library Meeting Rooms

Thursday, December 21, 2023

Events and Programmes Account

CENTRAL HAWKE'S BAY LIBRARIES

□ Available ■ Booked ■ Unavailable

Weekly Te Huinga Wai - Rua \$ 88.00

Information

Te Huinga Wai - Rua

2023-12-21 9:00 AM To 2023-12-21 10:00 AM

Price \$8.00

Event Name Test

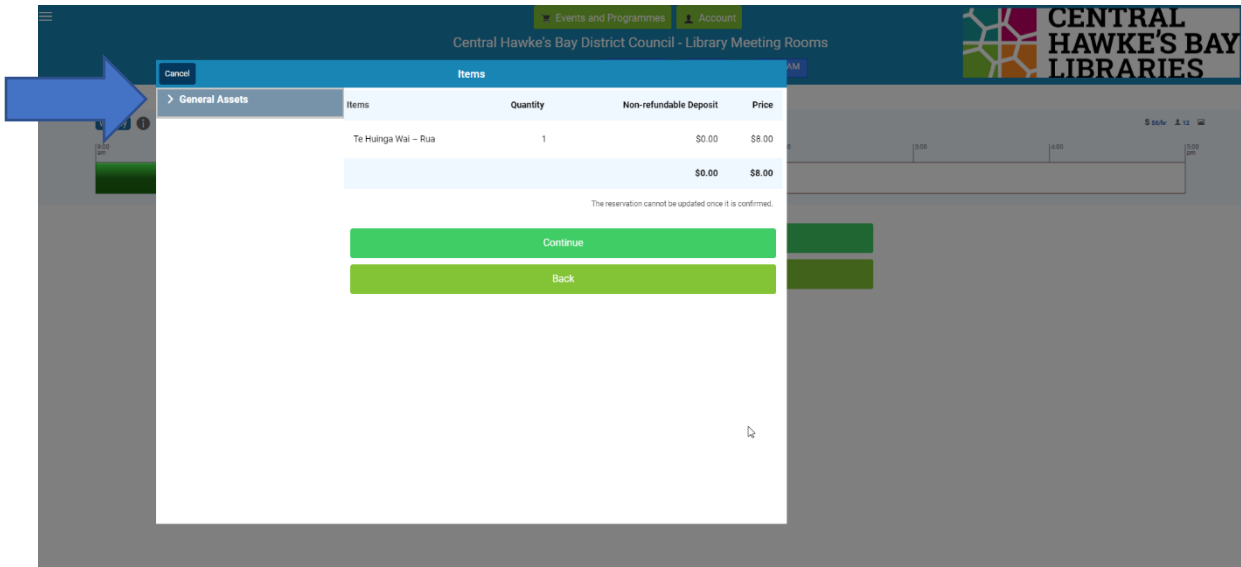
Email Address (For Receipts / Notifications) bridge.spiers@gmail.com

Attendees 8

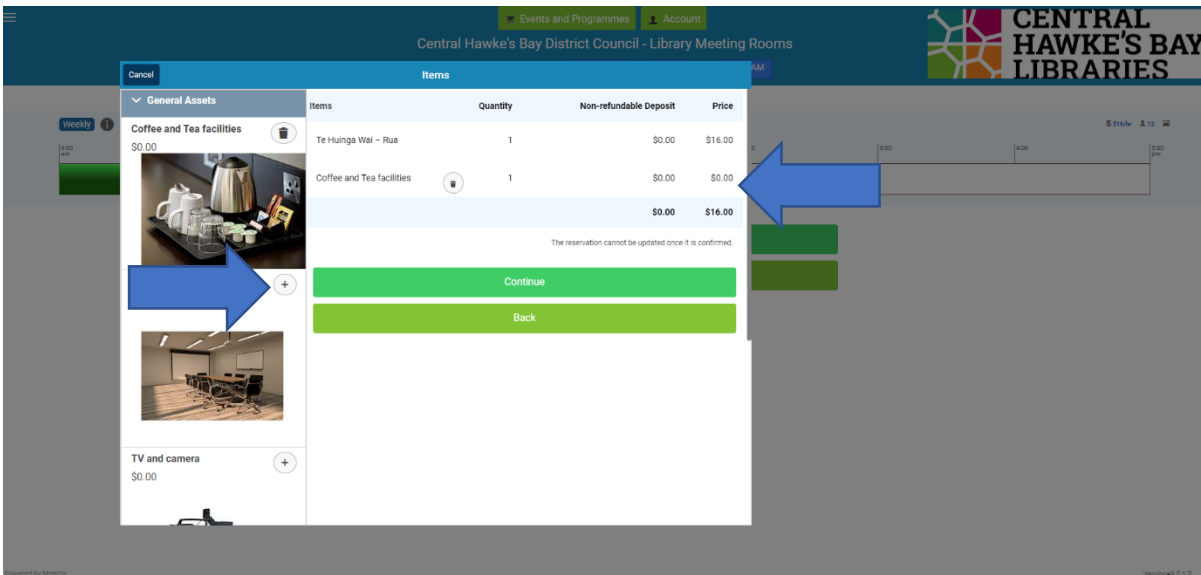
Notes

Continue

Step 8: If you would like to book assets with the room such as tea and coffee/ laptops/ zoom capability click on "General Assets:

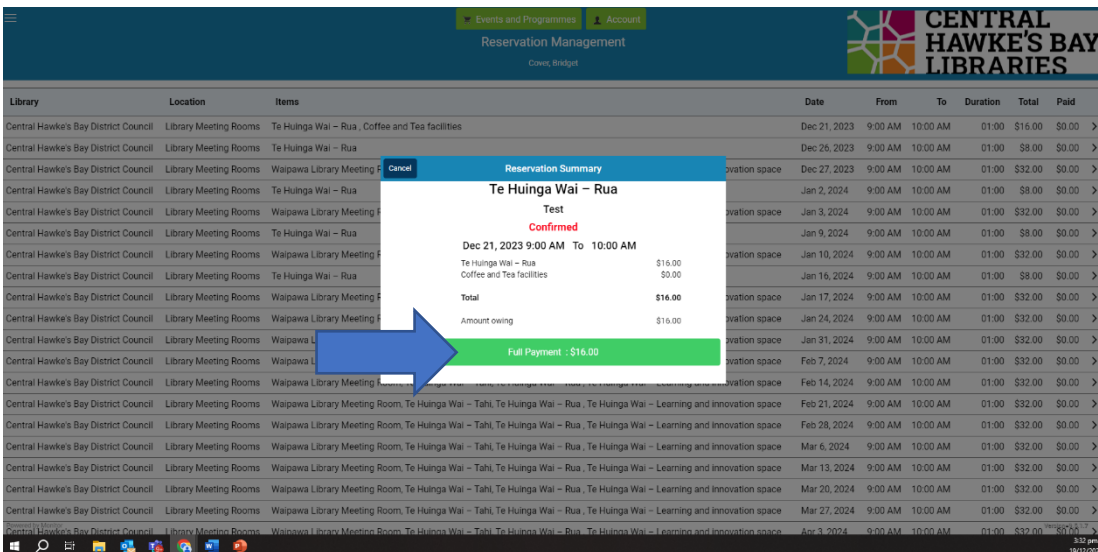


Select the required assets with the room by pressing the '+' button. It should then appear in your list of items you are booking. Once you have selected everything you need for your meeting click Continue



Step 9: This confirmation window will appear. If the information is correct, click on Continue Payment.

Step 10: Click on Full Payment



Click on 'Use Credit Card'

Library	Location	Items	Date	From	To	Duration	Total	Paid
Central Hawke's Bay District Council	Library Meeting Rooms	Te Huinga Wai – Rua , Coffee and Tea facilities	Dec 21, 2023	9:00 AM	10:00 AM	01:00	\$16.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Te Huinga Wai – Rua	Dec 26, 2023	9:00 AM	10:00 AM	01:00	\$8.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Waipawa Library Meeting Room	Dec 27, 2023	9:00 AM	10:00 AM	01:00	\$32.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Te Huinga Wai – Rua	Jan 2, 2024	9:00 AM	10:00 AM	01:00	\$8.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Waipawa Library Meeting Room	Jan 3, 2024	9:00 AM	10:00 AM	01:00	\$32.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Te Huinga Wai – Rua	Jan 9, 2024	9:00 AM	10:00 AM	01:00	\$8.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Waipawa Library Meeting Room	Jan 10, 2024	9:00 AM	10:00 AM	01:00	\$32.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Te Huinga Wai – Rua	Jan 16, 2024	9:00 AM	10:00 AM	01:00	\$8.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Waipawa Library Meeting Room	Jan 17, 2024	9:00 AM	10:00 AM	01:00	\$32.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Waipawa Library Meeting Room	Jan 24, 2024	9:00 AM	10:00 AM	01:00	\$32.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Waipawa Library Meeting Room	Jan 31, 2024	9:00 AM	10:00 AM	01:00	\$32.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Waipawa Library Meeting Room, Te Huinga Wai – Tahi, Te Huinga Wai – Rua , Te Huinga Wai – Learning and innovation space	Feb 7, 2024	9:00 AM	10:00 AM	01:00	\$32.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Waipawa Library Meeting Room, Te Huinga Wai – Tahi, Te Huinga Wai – Rua , Te Huinga Wai – Learning and innovation space	Feb 14, 2024	9:00 AM	10:00 AM	01:00	\$32.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Waipawa Library Meeting Room, Te Huinga Wai – Tahi, Te Huinga Wai – Rua , Te Huinga Wai – Learning and innovation space	Feb 21, 2024	9:00 AM	10:00 AM	01:00	\$32.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Waipawa Library Meeting Room, Te Huinga Wai – Tahi, Te Huinga Wai – Rua , Te Huinga Wai – Learning and innovation space	Feb 28, 2024	9:00 AM	10:00 AM	01:00	\$32.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Waipawa Library Meeting Room, Te Huinga Wai – Tahi, Te Huinga Wai – Rua , Te Huinga Wai – Learning and innovation space	Mar 6, 2024	9:00 AM	10:00 AM	01:00	\$32.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Waipawa Library Meeting Room, Te Huinga Wai – Tahi, Te Huinga Wai – Rua , Te Huinga Wai – Learning and innovation space	Mar 13, 2024	9:00 AM	10:00 AM	01:00	\$32.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Waipawa Library Meeting Room, Te Huinga Wai – Tahi, Te Huinga Wai – Rua , Te Huinga Wai – Learning and innovation space	Mar 20, 2024	9:00 AM	10:00 AM	01:00	\$32.00	\$0.00
Central Hawke's Bay District Council	Library Meeting Rooms	Waipawa Library Meeting Room, Te Huinga Wai – Tahi, Te Huinga Wai – Rua , Te Huinga Wai – Learning and innovation space	Mar 27, 2024	9:00 AM	10:00 AM	01:00	\$32.00	\$0.00

Reservation Summary

Te Huinga Wai – Rua

Test
Confirmed

Dec 21, 2023 9:00 AM To 10:00 AM

Te Huinga Wai – Rua	\$16.00
Coffee and Tea facilities	\$0.00
Total	\$16.00
Amount owing	\$16.00

Use Credit Card

Click on 'Pay'

Facility Reservation Checkout

Amount to pay: \$16.00

Pay using:

Windcave Payment Gateway

Remember me

Pay
Cancel

Step 10: The system will take you to Windcave which is where you put your debit card details and make the payment.

Payment Checkout

What you paid: B6028657X
 Order Line 2: MBM17e972a5b48f5a57
 Amount: **\$16.00 (NZD)**

Credit Card Payment

Card Number:*

Name On Card:*

Expiry Date:*

CVC:

Submit

[Cancel Payment](#)



Step 11: You will receive a confirmation email of payment and your booking. You can then add your booking to your phone or computer calendar by clicking on the attachment. You can also access your booking by clicking on the link included.

From: onlinebookings@chbdc.govt.nz
Date: 19 December 2023 at 2:28:56 PM NZDT
To: bridge.spiers@gmail.com
Subject: Reservation Approved

Hi Cover, Bridget

This email is to confirm that your booking has been approved. The details are as follows:

Event Name	Staff Weekly Meeting/Training	
Location	Central Hawke's Bay District Council - Library Meeting Rooms	
Date	Wednesday, December 27, 2023	
Time	9:00 AM To 10:00 AM	
Facility	Te Huinga Wai – Learning and innovation space	\$8.00
Facility	Te Huinga Wai – Rua	\$8.00
Facility	Te Huinga Wai – Tahī	\$8.00
Facility	Waipawa Library Meeting Room	\$8.00
Reference Number	F19519280	
Notes		
	Total	\$32.00
	Amount Paid	\$0.00

To access the details of this booking, please click [HERE](#).



Payment Options -

The preferred method of payment is via credit/debit card online.

Cash - can be taken for bookings if a person comes into the library – however they will not be able to make their booking online, this will need to be done by a library staff member. An account should however be created before coming into the library to make and pay for the booking.

Invoicing – this is possible however is only available for those organisations and businesses who require it and can only be set up via a library staff member.