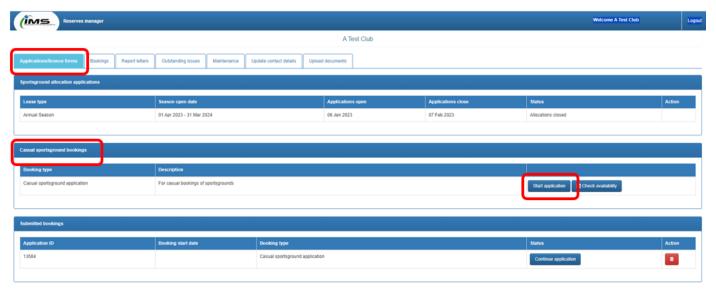


IMS Reserves Manager – Casual Booking Applications

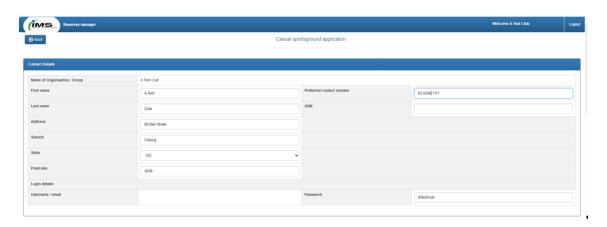
1. Log-in at Reserves manager Login (imscomply.com.au)



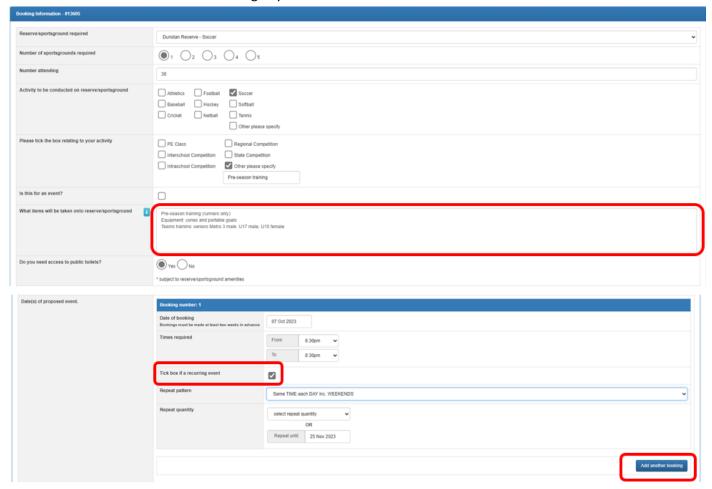
2. Select "Application forms" tab go to the "Casual sportsgrounds bookings" section and select "Start application". Select the "Check availability" button to review current sports grounds availability.



3. Check club contact details in **Section A** of the application, where you can edit as required.

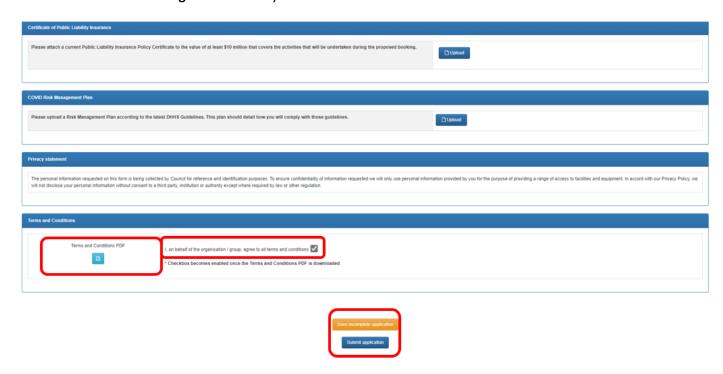


- 4. **Booking information** is where all the important booking details are required, please ensure you complete each field.
- 5. Please list additional booking details in the text box for any items to be taken onto the reserve.
- 6. Dates can be a one-off or reoccurring. Please tick box for "Repeat pattern" if the booking is reoccurring. Click on the arrow on the right-hand side and select an option, then select the "Repeat quantity by weeks or the end date for the reoccurring days.



- 7. Add another booking if you require multiple days in a week, or multiple single dates throughout the year. Please note a casual booking application is for a single reserve. If multiple grounds are required, a separate application is required for each ground.
- 8. **Certificate of Public Liability Insurance** requires a current PLI policy to be attached, bookings cannot be submitted or approved without one.
- 9. **COVID Risk Management Plan** requires you to attach a Risk Management Plan according to DHHS guidelines open, bookings cannot be submitted or approved without one.
- 10. **Terms and Conditions** requires you to open the Terms and Conditions PDF before submitting the application. These terms and conditions are mandatory for all Casual Bookings.
- 11. A tick box will become available after viewing the terms and conditions, allowing you to agree to the terms and conditions. This tick box is required to submit the application.

12. To submit the application, please select "Submit Application". If you need to save it and return to it at another time, you can also select "Save Incomplete Application". The application will be saved and can be selected in the "Booking forms" tab in your IMS account.



If you have any issues or questions regarding this booking process, please contact:

Sport & Recreation Administration Officer | Merri-bek City Council

P: +61 3 9240 2372

E: recreation@merri-bek.vic.gov.au

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