

# User Guide SLWA Venues Booking System – Bookable

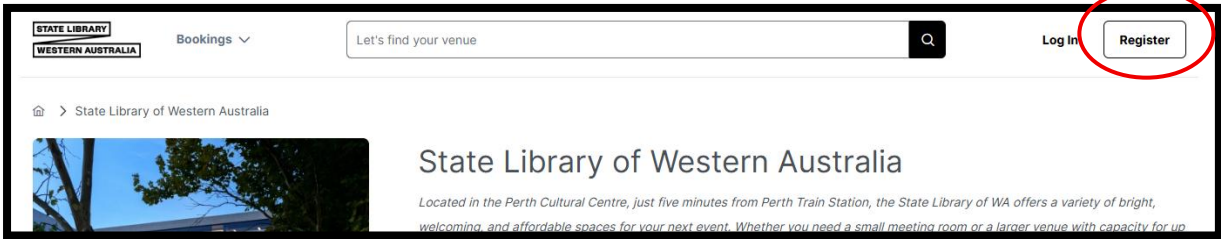
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# Register (new users)

You need to be a registered user to make a booking.

- 1) Visit <https://slwa.bookable.net.au/> and click **Register** at the top right of the landing page.



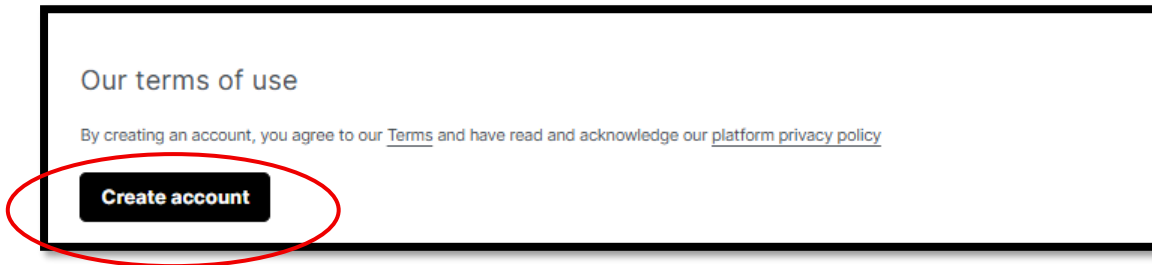
- 2) Select your **Account Type**: either Commercial Individual, or a Commercial Organisation if you are booking on behalf of an organisation.

- 3) Fill in your email address, create a password and fill in your contact details.

The screenshot shows the registration form titled 'Register with your email address'. It includes a 'Create account' button with a close icon. A grey box contains instructions: 'Your Customer Type determines eligibility for pricing. If you are hiring for personal use you must create an Individual Account. If you are hiring as a representative of an organisation you must create an Organisation Account. You may need to create two separate accounts if you wish to book for personal use as well as organisation use. You will need a different email for each account.' Below this, the 'Account type' section is circled in red and shows three options: 'Commercial Ind', 'Commercial', and 'Sponsored'. The 'Your account' section contains fields for 'Email', 'Confirm email', 'Password', and 'Confirm password', along with a checkbox for 'Sign up to news and other helpful information from State Library of Western Australia'.

The screenshot shows the 'Your Details' form. It includes a dropdown for 'Title (optional)', fields for 'First name' and 'Last name', phone number fields with a country code dropdown set to '61', and a 'Landline (Optional)' field. Below these are fields for 'Street address', a 'Select a country' dropdown, and three separate fields for 'Suburb/City', 'State/Region/Province', and 'Postcode'.

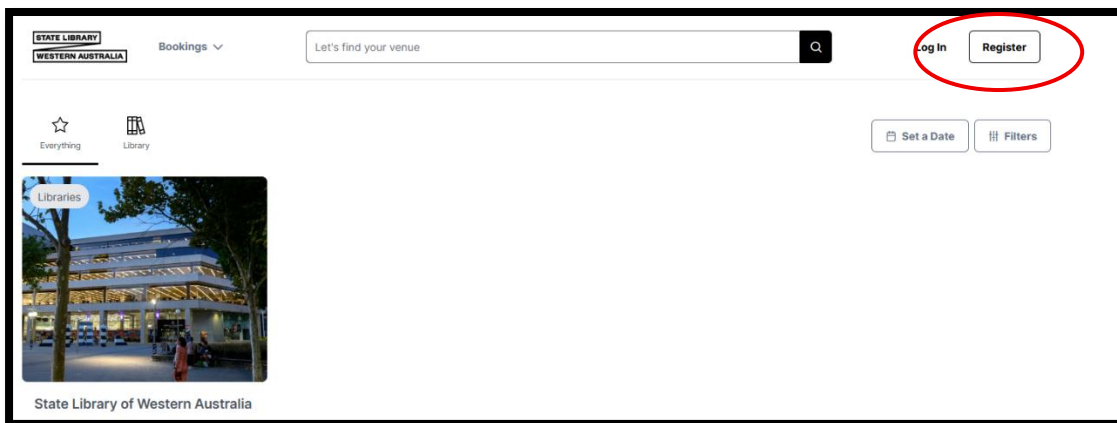
- 4) Open the Bookable Terms of Service and Privacy Policy, once complete click **Create Account** and you will have registered successfully.



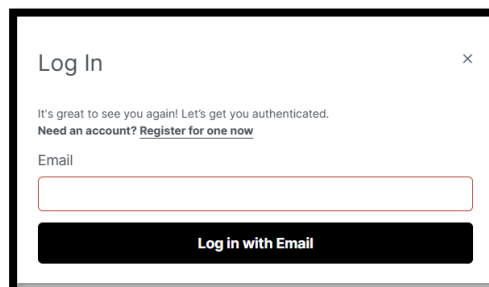
## Logging in (existing users)

To log into your account after registering:

- 1) Visit <https://slwa.bookable.net.au/> and select **Log in** at the top right of the screen.



- 2) Enter the **email** and **password** you registered with and select the **Log In with Email** button.

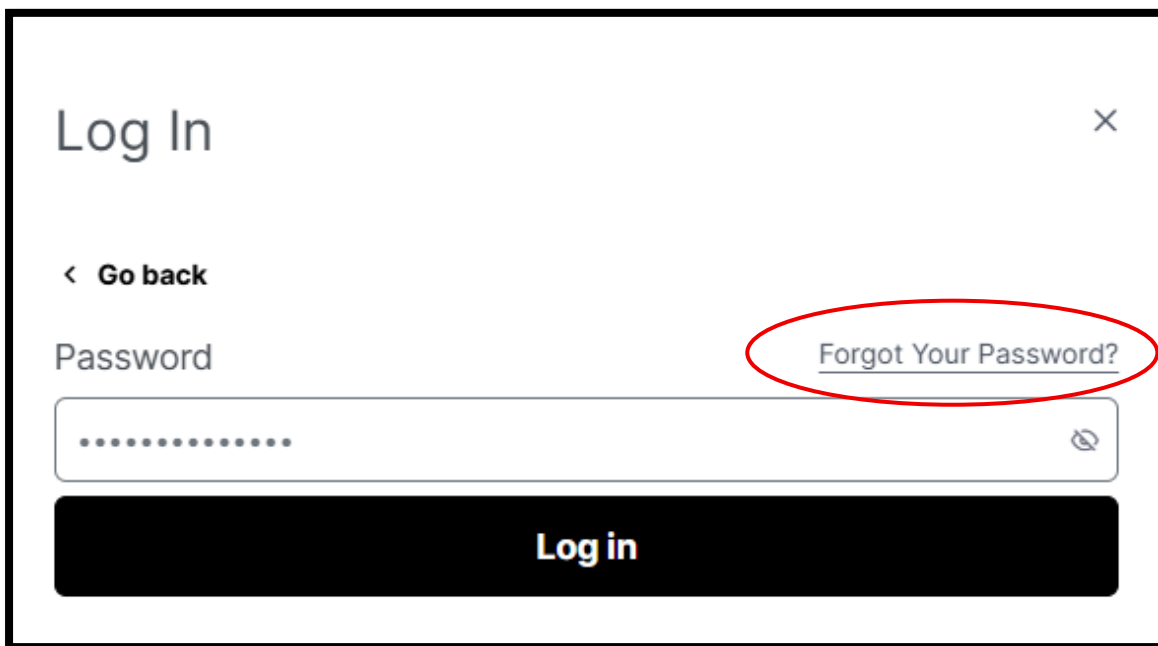


- 3) The page will return to the home page, displaying State Library as a Venue. **You are now ready to browse and book venue spaces.**

## Reset Your Password

If you have forgotten your password or want to reset it to create a new one:

- 1) Select **Log In** at the top right of the screen.
- 2) Select the **Forgot Your Password** link above the password text field.

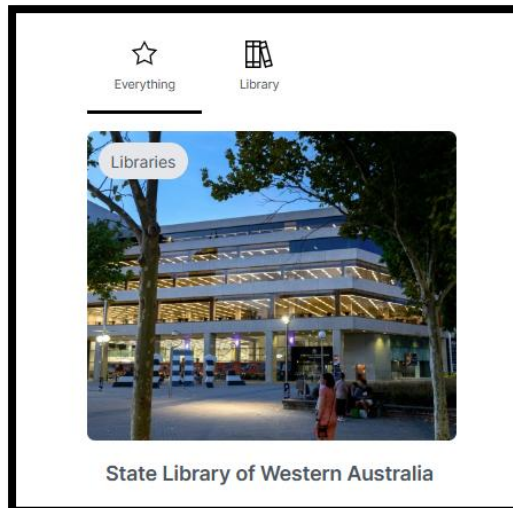


The screenshot shows a mobile application interface for logging in. At the top left, the text "Log In" is displayed in a large font. In the top right corner, there is a small "X" icon. Below the title, there is a navigation link that says "< Go back". The main section is labeled "Password" and contains a text input field with a masked password represented by dots. To the right of the input field, the text "Forgot Your Password?" is underlined and circled in red. At the bottom of the form, there is a large black button with the text "Log in" in white.

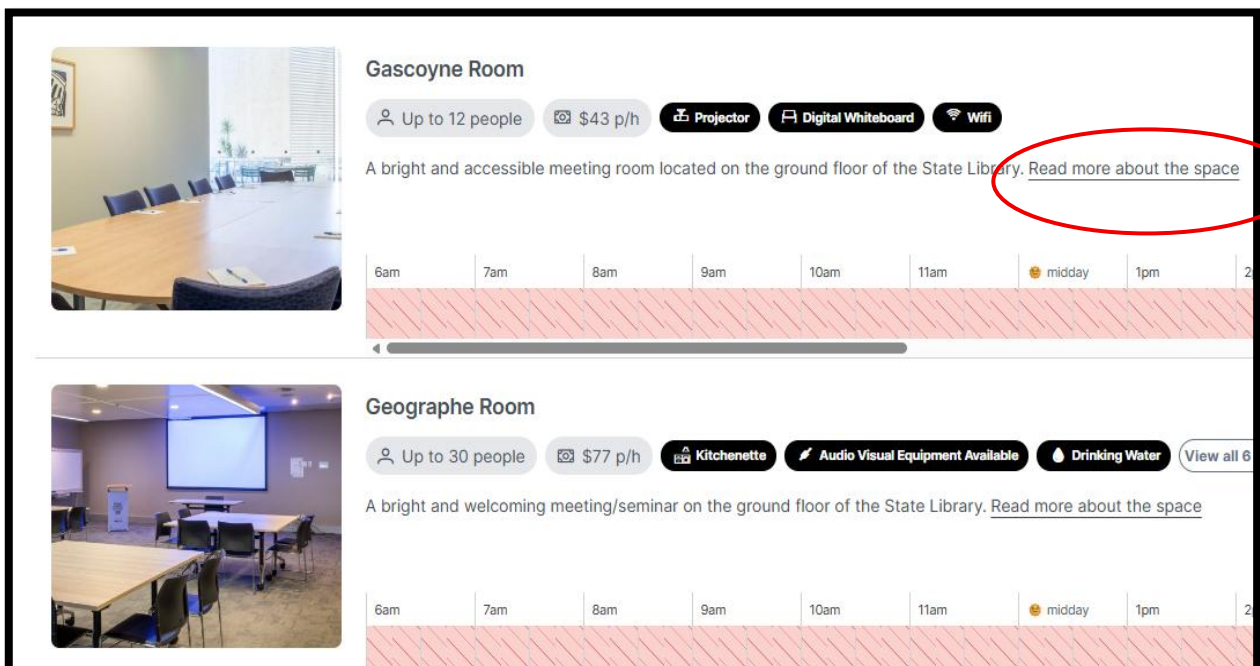
- 3) Enter your email address and click **OK**. An email will be sent to your email address containing a link allowing you to reset your password. If you do not receive an email, be sure to check your junk or spam folders.

## Make a Booking

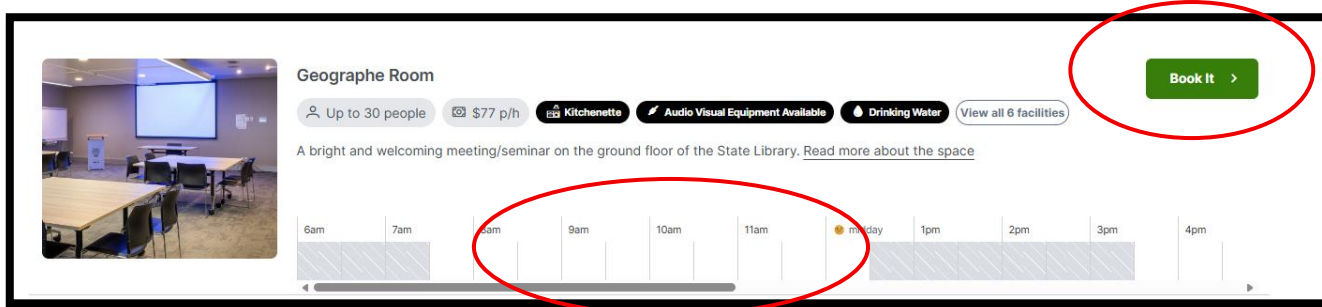
- 1) Log into Bookable.
- 2) Click on the **State Library of Western Australia** picture on the landing page to view all available venues.



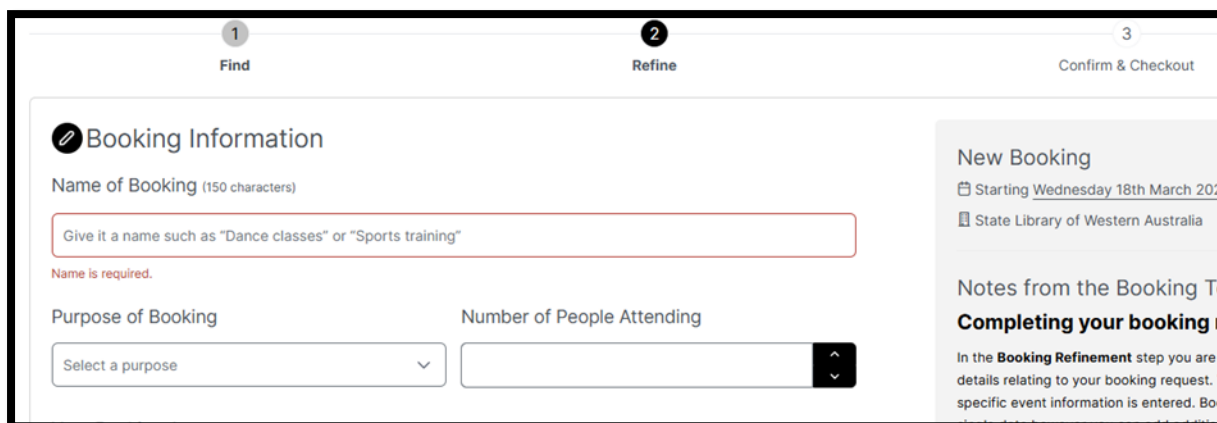
- 3) The room capacity, cost per hour and additional information about the venues will be displayed.
- 4) Click **Read more about this space** to bring up additional details:

A screenshot of the booking details for two rooms. The top section is for the 'Gascoyne Room', which has a photo of a meeting room with a long table and chairs. The details include: 'Up to 12 people', '\$43 p/h', 'Projector', 'Digital Whiteboard', and 'Wifi'. A red circle highlights the link 'Read more about the space'. Below the details is a calendar view showing availability from 6am to 2pm, with a red hatched area indicating the room is booked. The bottom section is for the 'Geographe Room', which has a photo of a meeting room with a projector screen and tables. The details include: 'Up to 30 people', '\$77 p/h', 'Kitchenette', 'Audio Visual Equipment Available', and 'Drinking Water'. A 'View all 6' link is also visible. Below the details is a similar calendar view showing availability from 6am to 2pm, with a red hatched area indicating the room is booked.

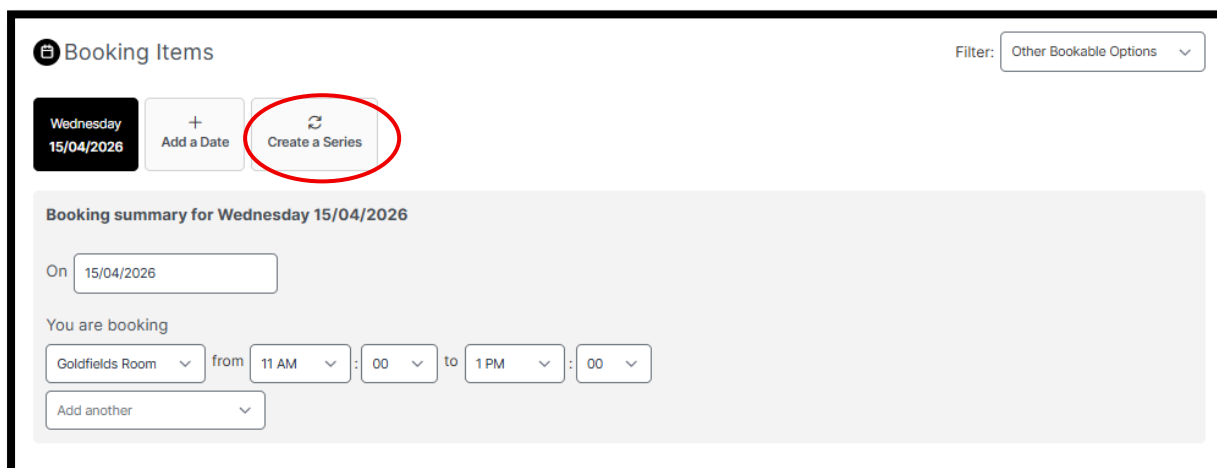
- 5) Create your booking by clicking **Book it** in the top right corner or by clicking on any available white blocks in the calendar field.



- 6) Complete the following fields under **Booking Information**. You must enter the **Name of Booking**, select a **Purpose** and enter the **number of attendees**.



- 7) Select and/or edit the date and time of your booking and use **Create a Series** if you require a recurring booking.



8) Your booking will be visible in green on the calendar below. If you are happy with the tentative booking, click **Continue to Pricing & Confirmation**

The screenshot displays a calendar interface for three rooms: Kimberley Room, North-West Room, and Pilbara Room. Each room has a horizontal timeline from 6am to 4pm. The Pilbara Room calendar shows a green booking for 11am to 12pm on midday. A red circle highlights the 'Continue to Pricing & Confirmation' button at the bottom right.

9) Add any equipment required for your booking. If none is required, click **Review and Finalise**.

The screenshot shows the 'Select Extras' page. It includes a search bar for extras, a list of optional items with checkboxes, and a red circle highlighting the 'Review and Finalise' button at the bottom right.

**Select Extras**

Please select any optional extras you'd like to include with your booking. **Included Dates**  
**Wednesday 15/04/2026**

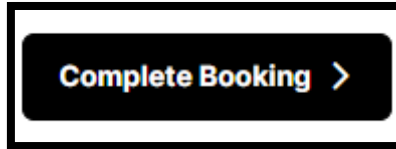
Search extras...

Name	Description
<input type="checkbox"/> Extension + Cover + Powerboard set	
<input type="checkbox"/> Extension Cable	
<input type="checkbox"/> Extension Cable Cover	
<input type="checkbox"/> Flip-Chart stand (3x)	
<input type="checkbox"/> Laptop	
<input type="checkbox"/> Powerboard	
<input type="checkbox"/> Reserved sign	
<input type="checkbox"/> Whiteboard - manual	

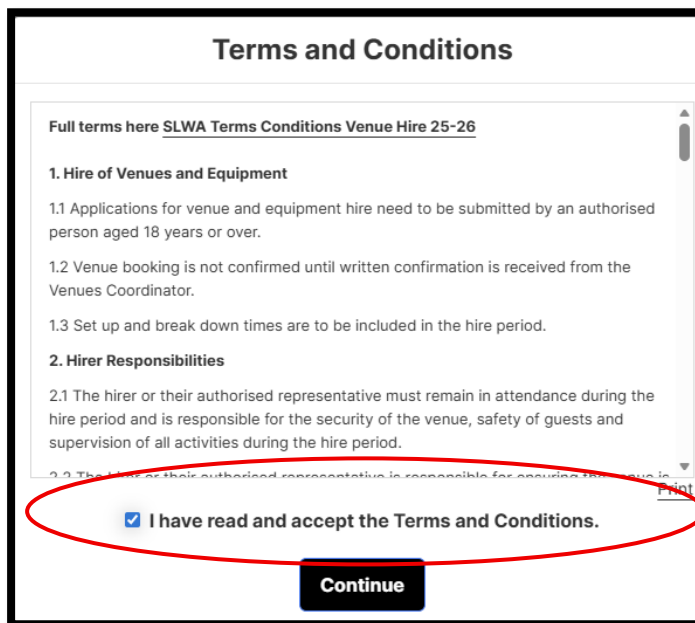
[← Back](#) [Review and Finalise →](#)

The Confirm Booking Confirmation page will load, ***please review the details of the booking thoroughly***, you can also add any notes or special requirements on this page.

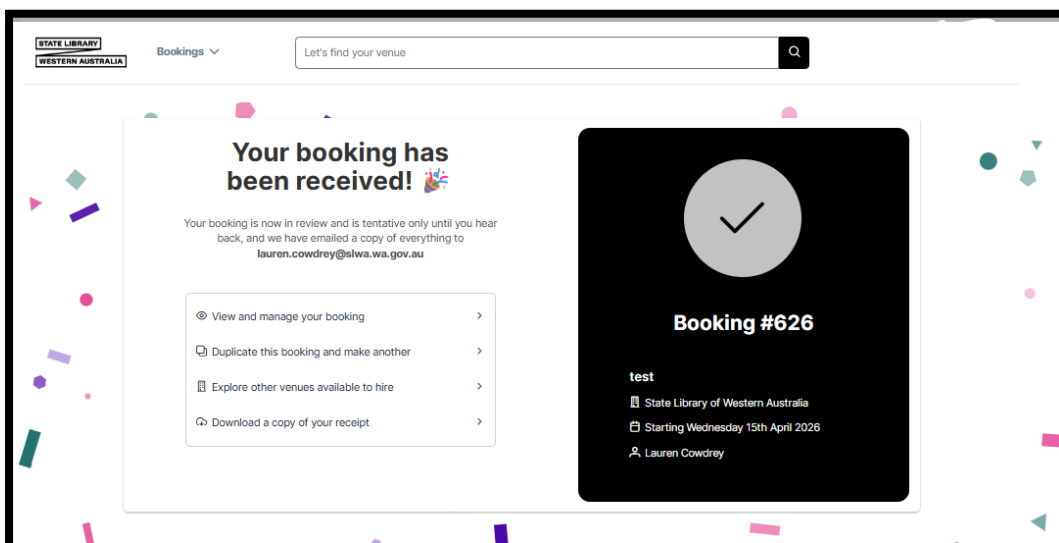
10) If you are happy with your booking, scroll to the bottom of the page and click ***Complete Booking***.



10) Read and ***accept the SLWA Terms and Conditions*** and click ***Continue***.

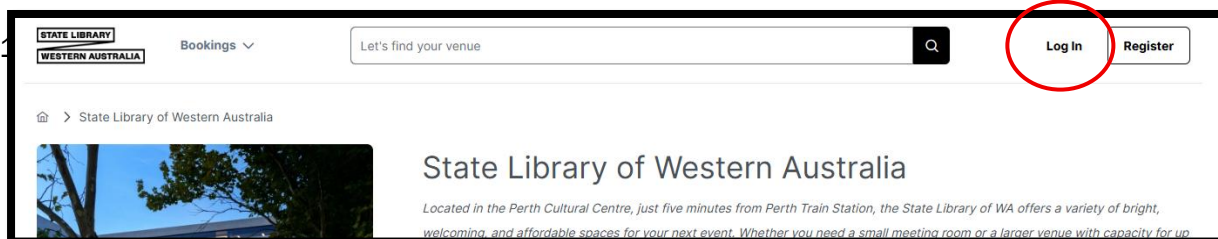


Your booking has been received; the Venues team will review it and mark it as confirmed as soon as possible. From this page you can view and manage your booking from within Bookable.



## Manage your bookings

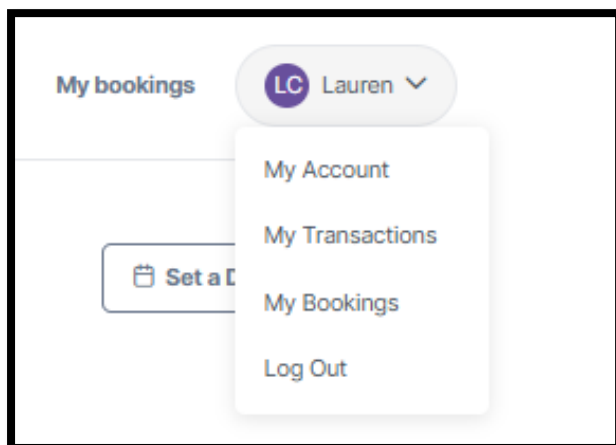
1) Visit <https://slwa.bookable.net.au/> and click **Log In** at the top right of the landing page



2) Once logged in, your account will be visible in the top right corner of the landing page.



3) Click the drop-down menu to view your account, transactions and past and future bookings. Click **My Bookings** to manage future bookings.

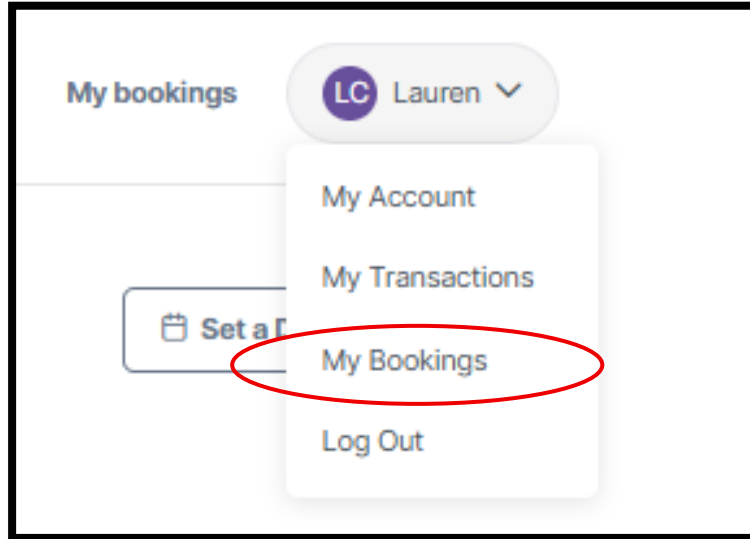


4) You can also easily manage the following items from within Bookable.

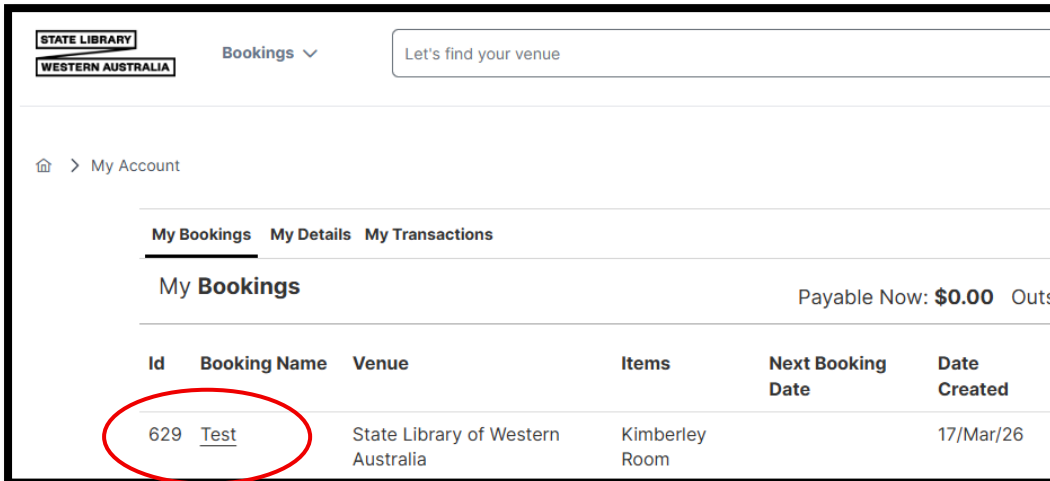
- Edit the date of your booking
- Edit the start and finish time of your booking
- Add resources e.g. extension cables, microphones etc
- Make payment for your booking
- Edit the number of attendees
- Add notes and special requirements
- Subscribe other contacts to the booking to receive booking notifications
- Add the booking to your devices calendar

## Edit the date and time of your booking

- 1) To edit the date/start finish time of your booking, click on **My Bookings**.



- 2) Click on the **Booking Name**, in this example the booking name is 'Test'



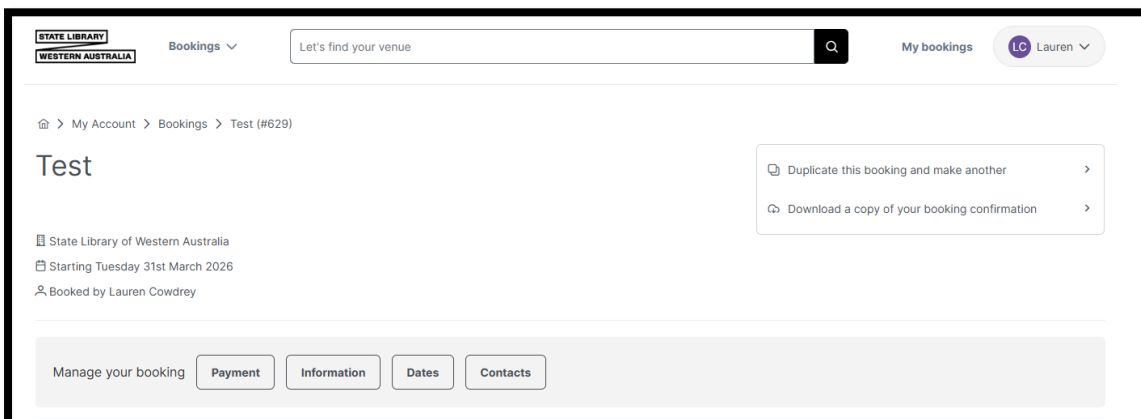
STATE LIBRARY WESTERN AUSTRALIA Bookings ▾ Let's find your venue

My Account

My Bookings My Details My Transactions

My Bookings Payable Now: \$0.00 Outs

Id	Booking Name	Venue	Items	Next Booking Date	Date Created
629	<u>Test</u>	State Library of Western Australia	Kimberley Room		17/Mar/26



STATE LIBRARY WESTERN AUSTRALIA Bookings ▾ Let's find your venue My bookings LC Lauren ▾

My Account > Bookings > Test (#629)

### Test

State Library of Western Australia  
Starting Tuesday 31st March 2026  
Booked by Lauren Cowdrey

Duplicate this booking and make another >  
Download a copy of your booking confirmation >

Manage your booking


Payment Information Dates Contacts

3) Scroll down to the **Booking Dates** section and click **Edit**.

Bookable Item	From	To	Unit	# of Units	Unit price	Total	Issues
Thursday 20th August 2026							
Gascoyne Room	12:15 PM	02:15 PM	Hours	2	\$43.00	\$86.00	\$7.82

4) Select the calendar image below and choose your preferred date.

Booking : 17 April 2026 Friday

Date: 17/04/2026  Attendees: 5

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03
04	05	06	07	08	09	10



Buttons: Today, Clear, Close

Current \$	New \$	Change \$	Payable/Refundable

Time selection: Before: 15 mins, From: 9 AM : 15, To: 5 PM : 15, After: 15 mins. Button: Cancel

5) Click on the drop-down **From** and **To** fields below. If the room is not available at the time you have selected, it will appear in red and you will not be able to complete the booking. Please select an available time and then **Save**.

Booking : 17 April 2026 Friday

Date: 17/04/2026  Attendees: 5 

Bonds: No bonds.

Additions: No additions.

Item	Date	Before	From	To	After	Units
Gascoyne Room	17/04/2026	15 mins	9 AM : 15	5 PM : 15	15 mins	

Buttons: Add Resource, Add Bookable Item, Cancel

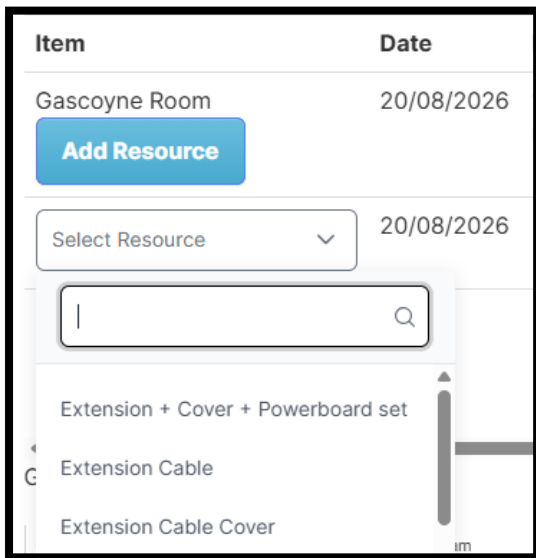
Gascoyne Room - Apr 17, 2026

Show all venue items

Buttons: Save, Cancel

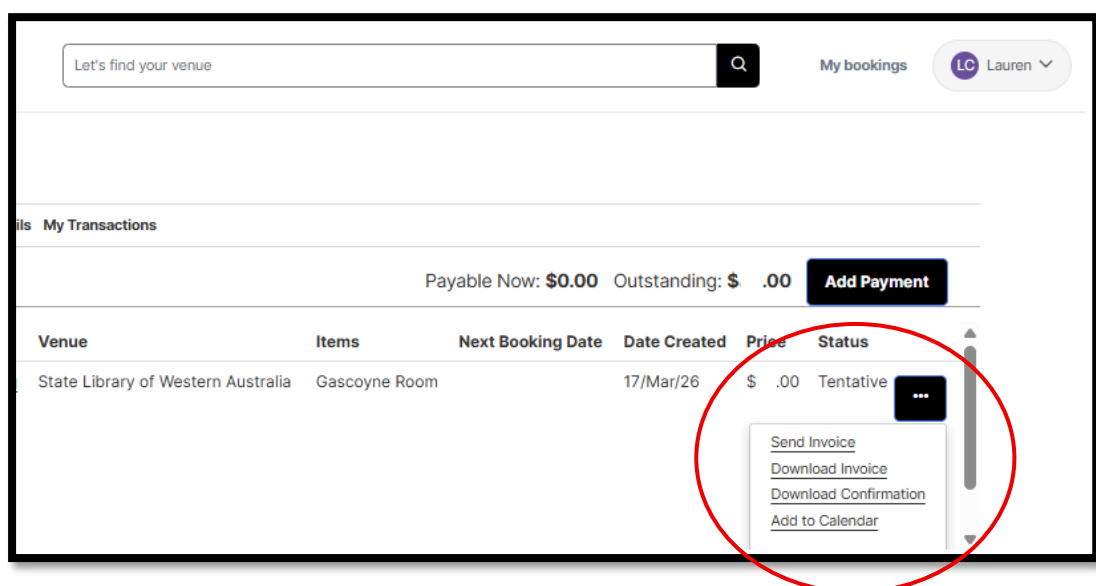
## Add resources/equipment to your booking

- 1) Log into bookable and click on the **My Bookings** in the top right-hand corner.
- 2) Click on a **Booking Name** to view the booking.
- 3) Scroll to the **Booking Dates** section and click **Edit**.
- 4) Resources and equipment such as extension cables, microphones etc can be added via the blue **Add Resource** button.



## Download your Booking Confirmation or Invoice

- 1) Click on the small black box with three dots (ellipsis) for options to download invoices or confirmations. There is also an option to add your booking to a preferred calendar.

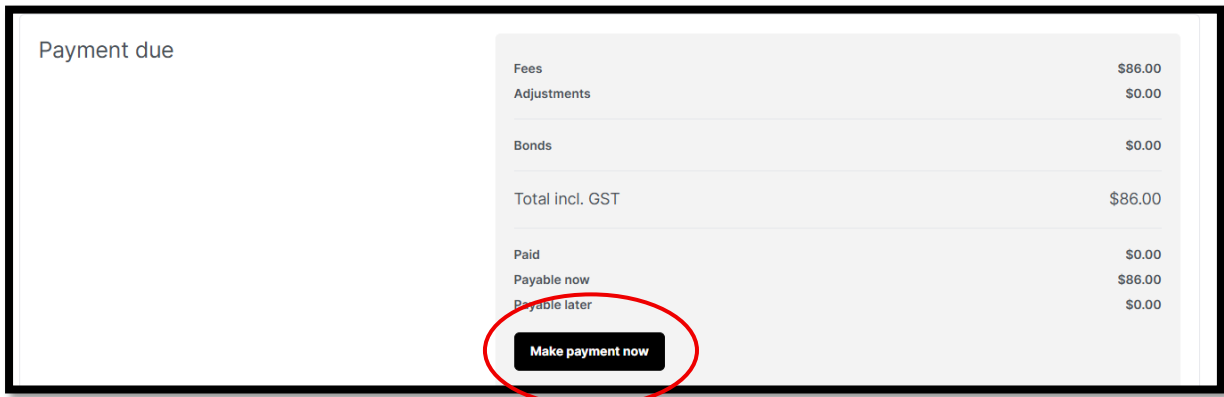


## Make payment

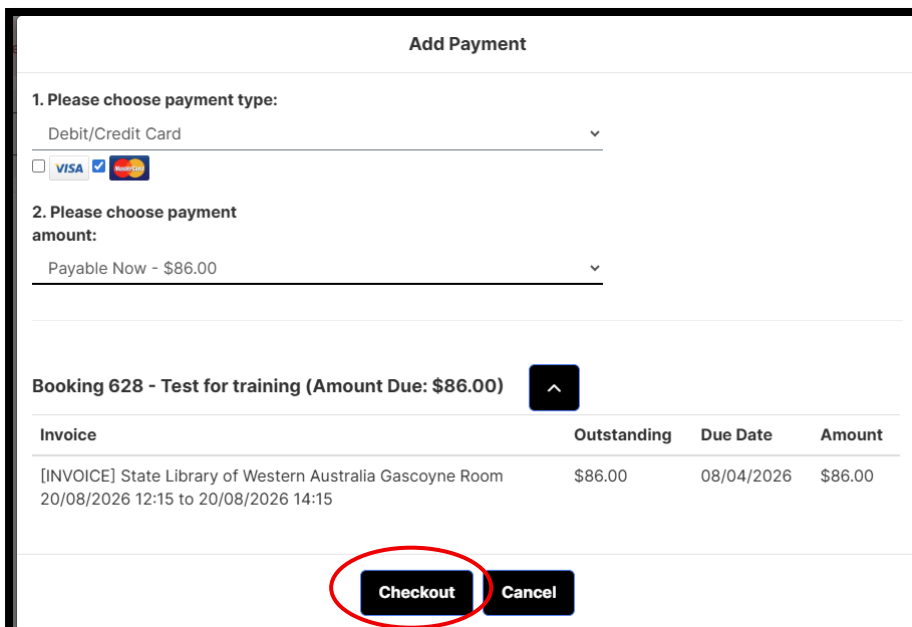
- 1) Ensure you are logged into your Bookable account and click on **'My Bookings'**



- 2) Select the booking you wish to pay for and click on **'Make payment now'**.



- 3) Select your card type **Visa** or **Mastercard** and click **'Checkout'**.




- 4) Enter your credit card details and **submit**. Once submitted you will receive an automated email confirmation from Bookable confirming your payment.

Please input credit card details

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**Total Amount:**  
\$86.00

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**Card Type:**  


**Card Number:**  
Card Number

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**Card Holder Name:**  
Cardholder Name

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**CVV:**  
CVV


---

**Expiry:**  
MM/YY

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Securely save your card for quick checkout in the future

 I'm not a robot  
reCAPTCHA is changing its terms of service. [Take action.](#)

 reCAPTCHA

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**Submit** **Cancel**



