

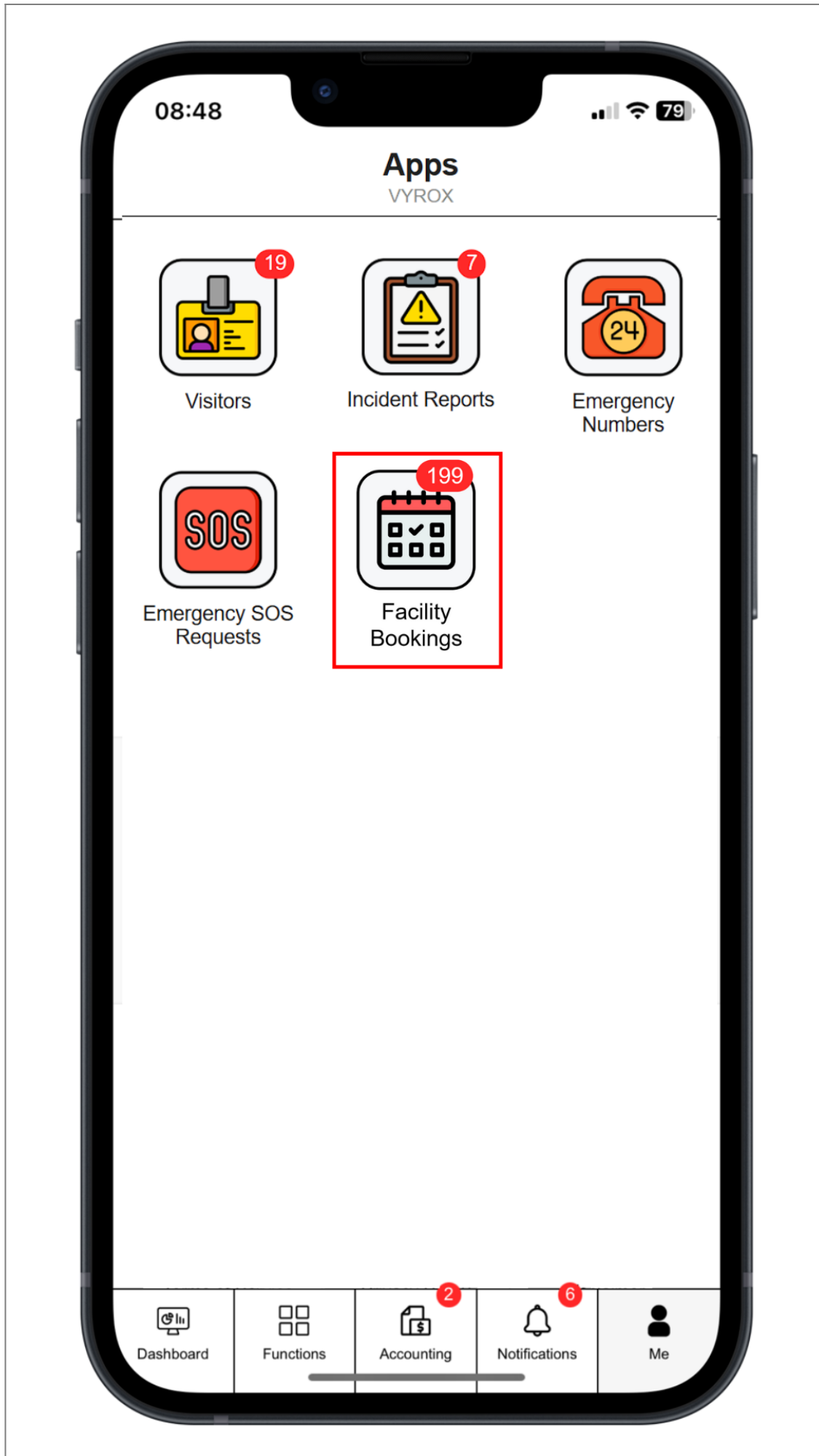
User Guide: Facility Bookings

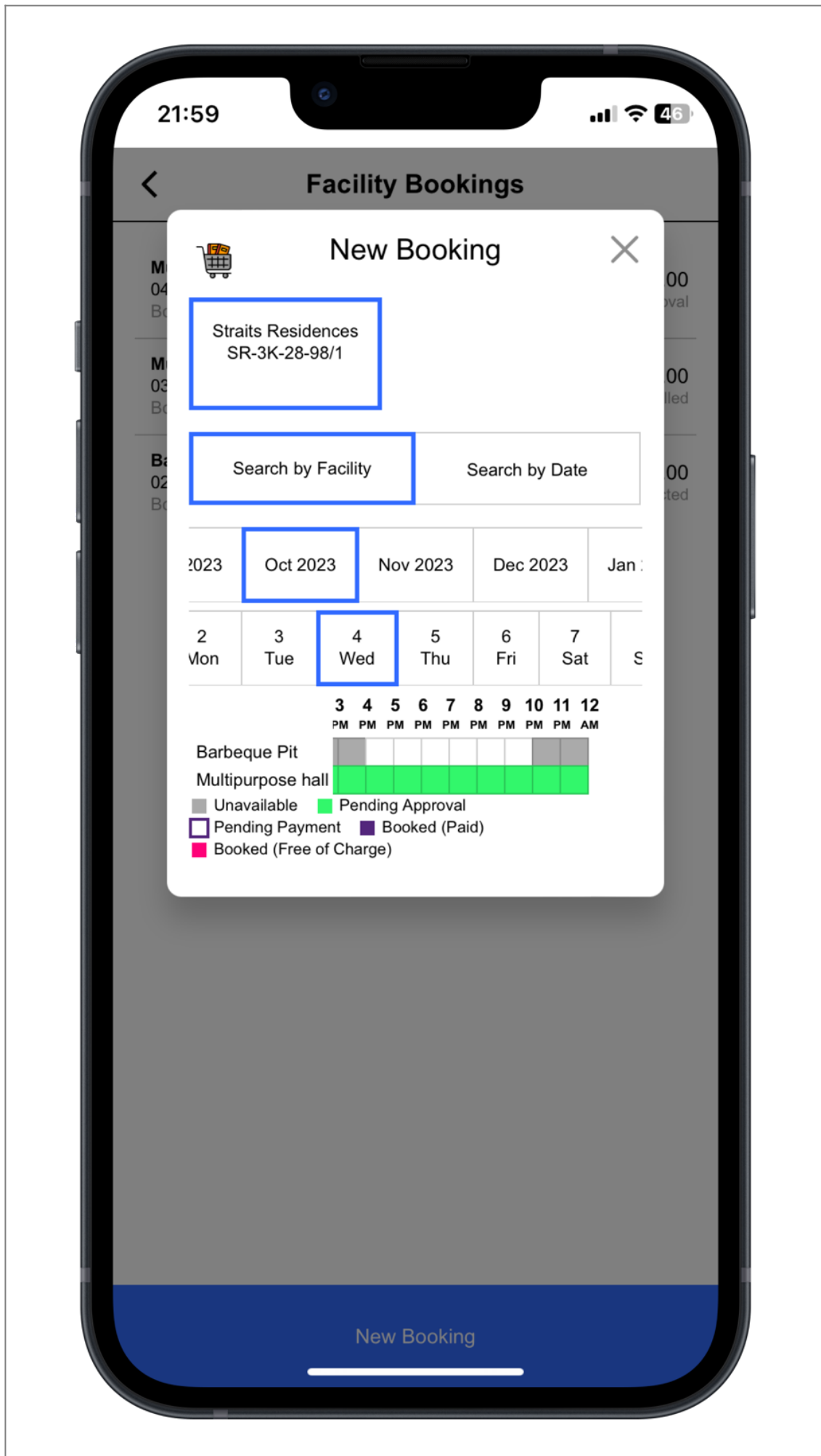
Introduction

This guide will help you book facilities quickly and conveniently. Follow the steps below to reserve a facility, manage booking details, and ensure a hassle-free booking experience.

Step 1: Book Facility

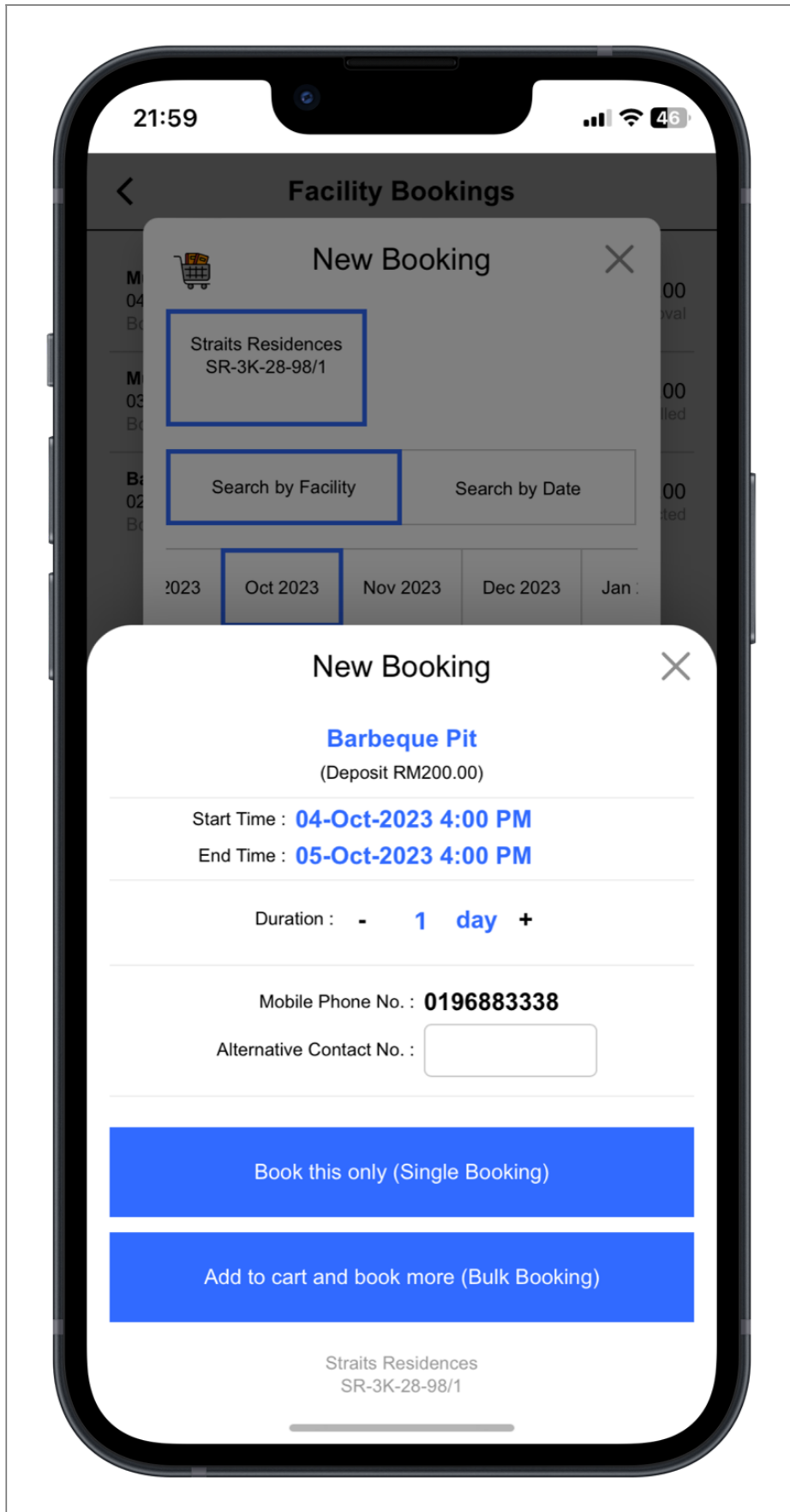
Click **“Facility Bookings”** icon, select date and time, select **“Facility”**, select slot.





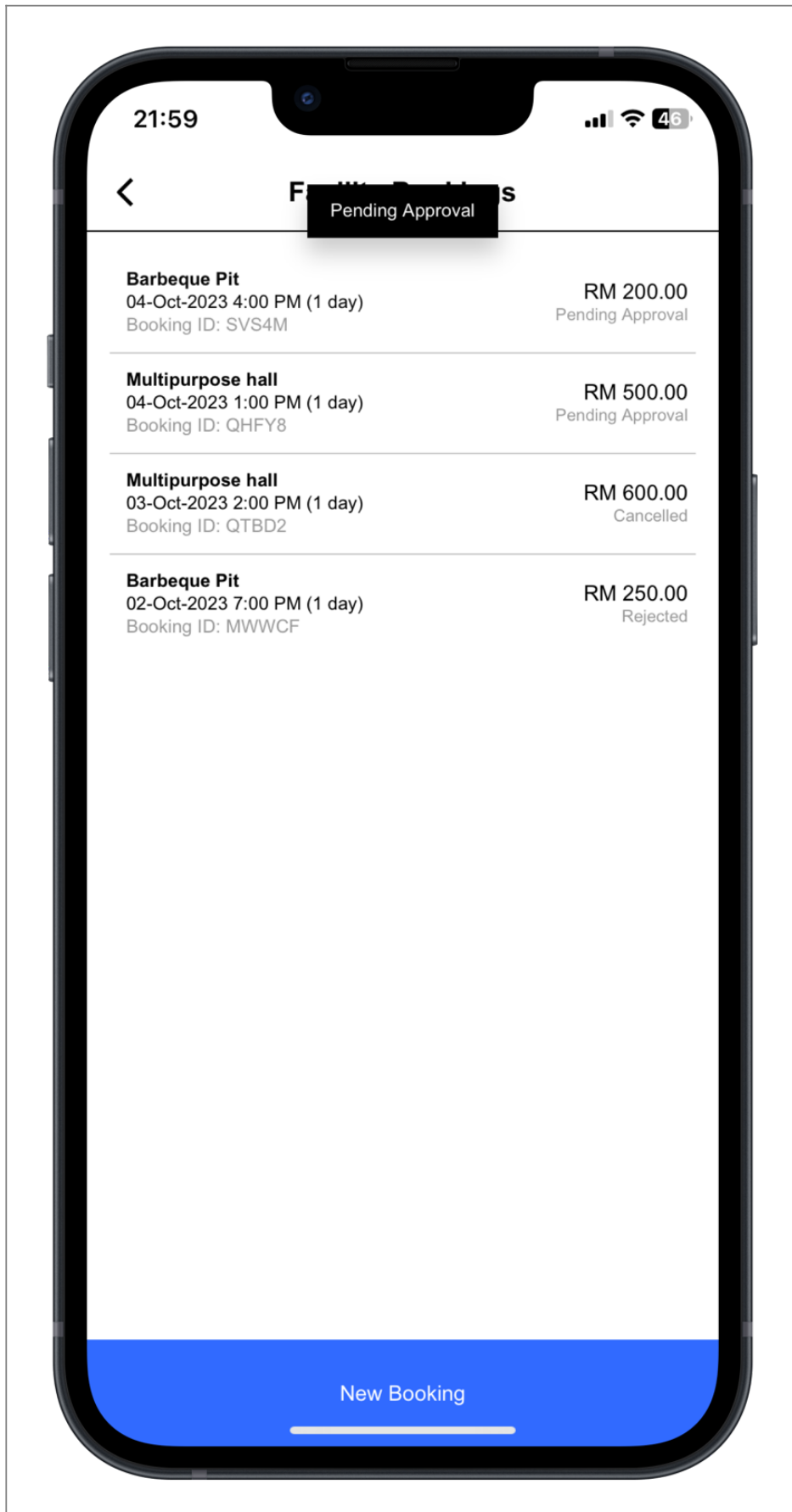
Step 2: Confirm The Booking

Click **“Book this only”** for single booking. Click **“Add to cart and book more”** for multiple bookings.



Step 3: Pending Management Approval

Approved booking slots will be listed in this page.



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