

NSW Bar DRC Online Booking System – User Guide

User Guide Overview

This user guide provides an overview of how to complete the following functions on the NSW Bar DRC Online Booking System:

- [Selecting a Booking Type](#)
- [Checking Booking Availability](#)
- [Making an Online Booking](#)
- [Managing an Online Booking](#)
- [Managing a User Account](#)

Online Booking System

The Online Booking System allows users to make either single or multi-day online bookings & to check future availability at the NSW Bar DRC on any given day.

The NSW Bar DRC uses the Skedda (<https://www.skedda.com>) cloud-based Online Booking System to provide this service.

You can access the Online Booking System at the following link:

<https://www.nswbardrc.com.au/online-bookings>

Payments / Securing Bookings

Bookings are not confirmed until a credit card is held for security. We require payments to be made in line with the Venue Terms ([link to PDF document](#)).

We will contact you to confirm booking / payment arrangements within the next business day after a booking has been made.

Further Assistance

For any further assistance with using the system beyond what is covered in this guide, please contact us via email at bookings@nswbardrc.com.au or phone on (02) 9223 1044.

NSW Bar DRC Online Booking System – User Guide

Selecting a Booking Type

The first step to beginning an online booking is to select a specific booking type: either "Standard" or "Video Conferencing".

The NSW Bar DRC provides commercial Video Conferencing services that can be used for Virtual Court Proceedings, Webinars & Online Mediations / Arbitrations across multiple video conferencing platforms.

For more information on these services please visit the following link:

<https://www.nswbardrc.com.au/video-conferencing>

Available Room Bundles

Once a booking type is selected you will be able to choose from a variety of room bundles that are available for hire at the NSW Bar DRC, these include:

- Hearing Room 1 Bundle – Standard Hearing Room + 2 Party Rooms
- Hearing Room 2 Bundle – Standard Hearing Room + 2 Party Rooms
- Hearing Room 1 & 2 Bundle – Large / Combined Hearing Room + 4 Party Rooms

For other types of bookings outside the above bundles please contact the NSW Bar DRC directly via email at bookings@nswbardrc.com.au or phone on (02) 9223 1044.

Starting an Online Booking

To start an online booking, please complete the following steps:

1. Open browser & go to: <https://www.nswbardrc.com.au/online-bookings>
2. Select either "Standard Booking" or "Video Conferencing Booking" as required

Please select a "Standard" or "Video Conferencing" booking type & you will then be taken to our Online Booking System:

- Standard Booking
- Video Conferencing Booking

Please proceed to the following section for more details on continuing the online booking process.

NSW Bar DRC Online Booking System – User Guide

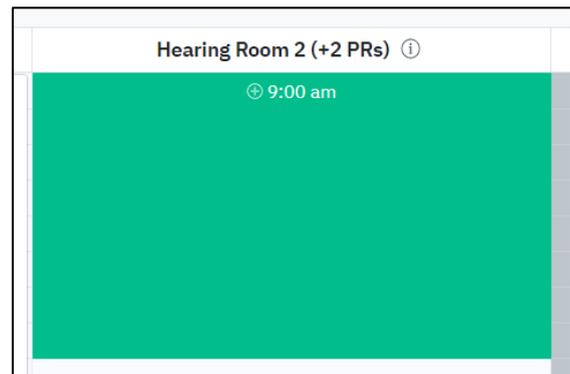
Checking Booking Availability

The Online Booking System has real time availability information across all of the centre's available room bundles.

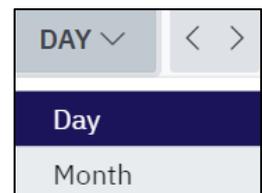
Confirming Availability / Selecting a Date

Select the date(s) you are interested in to view availability within the system as follows:

1. Select date that you are looking to book by using calendar function on top left of screen
2. Availability for that date will then be shown across NSW Bar DRC's room bundles
3. Select either a half day or full day available timeslot
4. Click "Book" at the top of screen to begin the booking process in the selected timeslot



- ① Change the calendar view to "Month" on top left of screen to see availability across a range of dates at once



Please proceed to the following section for more details on continuing the online booking process.

If you have any difficulty in finding the required availability, please contact the NSW Bar DRC directly via email at bookings@nswbardrc.com.au or phone on (02) 9223 1044.

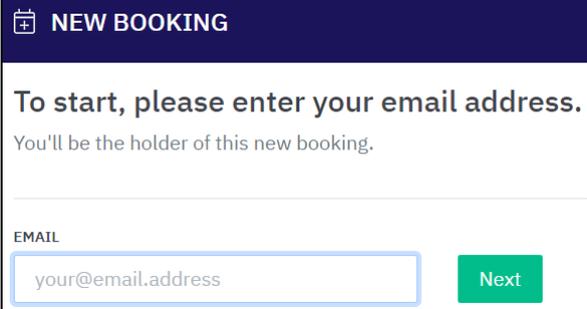
NSW Bar DRC Online Booking System – User Guide

Making an Online Booking

Completing the Booking Process

Continuing on from the previous step, you will now have a "New Booking" window open asking to enter your email address.

If you are a new user on the system, you will have an account created for you automatically, otherwise you will be asked to login with your username & password.



NEW BOOKING

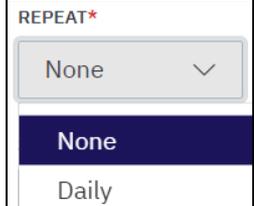
To start, please enter your email address.
You'll be the holder of this new booking.

EMAIL
your@email.address Next

Please go through the booking form & fill out the relevant fields.

If you would like to book across multiple days, then please select the "Daily" option under "Repeat" field & configure the relevant settings.

You will be displayed automated pricing based on the length of the booking, the room bundles & any other options (such as Video Conferencing) that have been selected.



REPEAT*

None

None

Daily

Booking Confirmation

Bookings are not confirmed until a credit card is held for security. The credit card held will not be automatically charged.

We require payments to be made in line with the Venue Terms ([link to PDF document](#)).

Once you complete the booking process you will receive an email confirming the details of your booking.

We will also receive confirmation of your booking & will contact you to confirm payment arrangements within the next business day.

If you have any general queries or wish to make a booking outside the scope of the Online Booking System, please contact us via email at bookings@nswbardrc.com.au or phone on (02) 9223 1044.

NSW Bar DRC Online Booking System – User Guide

Managing an Online Booking

Any changes to online bookings including cancellations will need to be made by contacting the NSW Bar DRC directly via email at bookings@nswbardrc.com.au or phone on (02) 9223 1044.

Managing a User Account

If you are unable to login to your account on the Online Booking System, you can reset the password to your account at the following link:

<https://app.skedda.com/account/passwordreset>

For any further assistance relating to accessing the system or managing your account, please contact the NSW Bar DRC directly via email at bookings@nswbardrc.com.au or phone on (02) 9223 1044.