



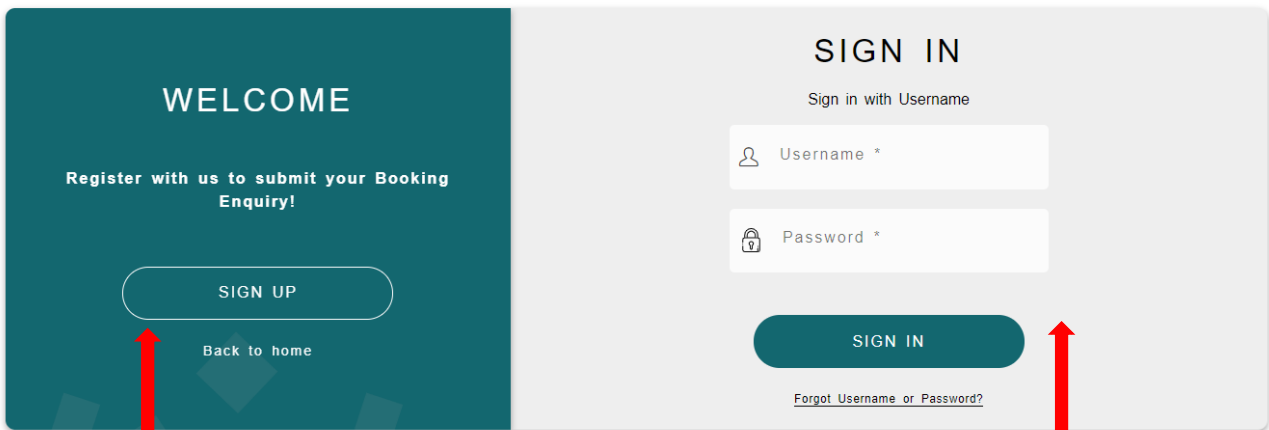
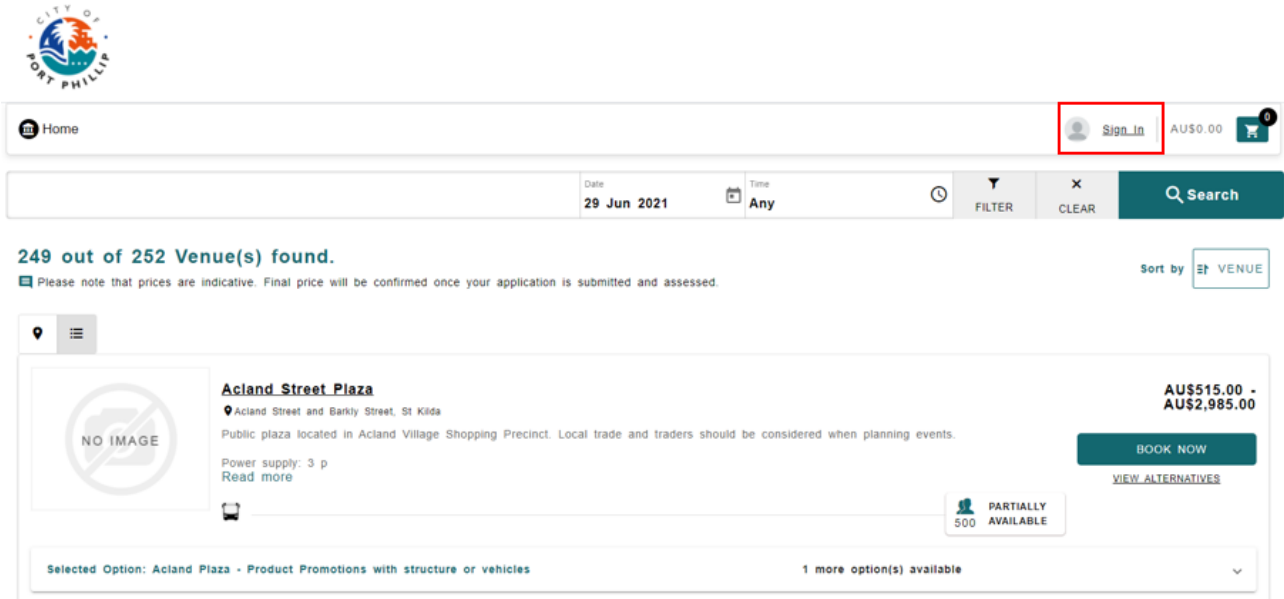
# City of Port Phillip Booking Portal

**Registering, Signing in and Changing your details**

# Getting started

To use the City of Port Phillip's booking system, you will need to **sign up** as a new user, or **sign in** if you are already registered.

Click on the **Sign In** button at the top of the page to sign up, or sign in.



Sign up for new, first time users

Sign in if you have already signed up and have a Username and Password

## Signing up as a new user

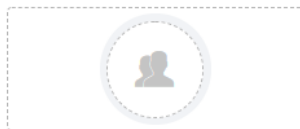
When you sign up as a new user, you can register as an individual or a corporate client.



### Join Now

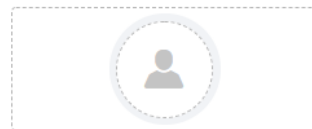
Please choose your customer type to proceed with the registration.

Are you a Corporate customer?



or

Are you an Individual customer?



When registering you will be prompted to enter the following information:

- First Name
- Last Name
- Phone Number (Mobile or Landline)
- Email (Personal Email/ Office Email)
- Address
- Password

Those registering as a corporate client will also be required to provide:

- Company Name
- Company ABN or ACN
- Company Email

All fields that have an astrix (\*) must be completed.

Corporate Customer **Individual Customer**

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**Customer Details**

First Name \*      Last Name \*

Mobile      Mobile \*      Personal Email      Personal Email \*

Username

Password \*      Confirm Password \*

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**Address**

Address Line 1      Address Line 2

Address Line 3      City

State      Post Code


Country

If you make ongoing, reoccurring or regular bookings with the City of Port Phillip, you can choose to have access to the **regular booking portal**. You can tick the box at the sign up stage, or choose this option at a later date from the bookings portal.

Regular Booking Access

I would like to have access to regular booking portal

I agree to City Of Port Phillip's [Privacy Policy](#).

I'm not a robot 

[< VENUES](#) [CONTINUE](#)

If you request access to the **regular booking portal** will need to include details of the type of activities and venues you would like to book so we can ensure that you are provided with the right access. If this information is not provided, we may not be able to process your request.

Please note that photos are not required however you will need to agree to the Privacy Policy before continuing.


I would like to have access to regular booking portal

**Request access to create regular booking online**

Provide more details on the activities you wish to conduct along with your preferred venue

Upload your photo (maximum file size 3MB, resolution 2\*2)

I agree to City Of Port Phillip's [Privacy Policy](#).

I'm not a robot 

[< VENUES](#) [CONTINUE](#)

Once you press **Continue**, you will be taken back to the booking screen and your first name will appear on the main menu.



Home Emma AU\$0.00

auditorium Date: 30 Jun 2021 Time: Any FILTER CLEAR Search

4 out of 252 Venue(s) found. Sort by VENUE

Please note that prices are indicative. Final price will be confirmed once your application is submitted and assessed.

**Auditorium - Port Melbourne Town Hall**  
333 Bay Street, Port Melbourne Vic 3207  
The Port Melbourne Town Hall is an important element in the historic Bay Street streetscape of inner city Port Melbourne. The Auditorium can cater for: [Read more](#)

AUS945.00 [BOOK NOW](#) [VIEW ALTERNATIVES](#)

FULLY AVAILABLE 250

Selected Option: PMTH Auditorium (Standard Hire) 1 more option(s) available

## Forgotten Username or Password

If you are a returning user and you don't remember your username or password, you can reset your details by selecting **Forgot Username or Password**.

### WELCOME

Register with us to submit your Booking Enquiry!

[SIGN UP](#)

[Back to home](#)

### SIGN IN

Sign in with Username

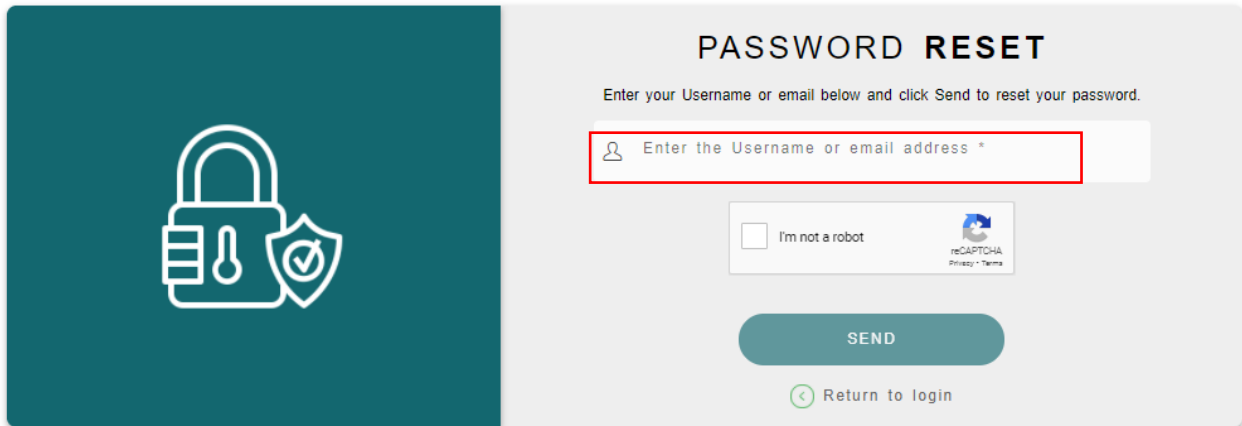
Username \*

Password \*

[SIGN IN](#)


[Forgot Username or Password?](#)

At the next screen you will be prompted to enter an email address to retrieve your username or password.



**PASSWORD RESET**

Enter your Username or email below and click Send to reset your password.

I'm not a robot  reCAPTCHA  
Privacy · Terms

**SEND**

[Return to login](#)

The system will validate the username/ email address to identify your customer account and will send an email with your details if you already have an account in the system.

# Change Password

Current users that are signed in can update their password by going to the **Change Password** screen.



Home Emma AU\$0.00

auditorium Date 30 Jun 2021 Time Any FILTER CLEAR

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AU\$945.00  
BOOK NOW  
VIEW ALTERNATIVES

250 FULLY AVAILABLE

Selected Option: PMTH Auditorium (Standard Hire) 1 more option(s) available

Once in the Change Password screen you will be prompted to enter a password that meets the minimum requirements and does not match your current password.



Home New Casual Hire Emma AU\$0.00

### Change Password

Current Password \*

New Password \*

Confirm Password \*

Minimum Password Requirements:  
X 6 Characters minimum  
X One lowercase  
X One uppercase  
X One digit  
X One special character

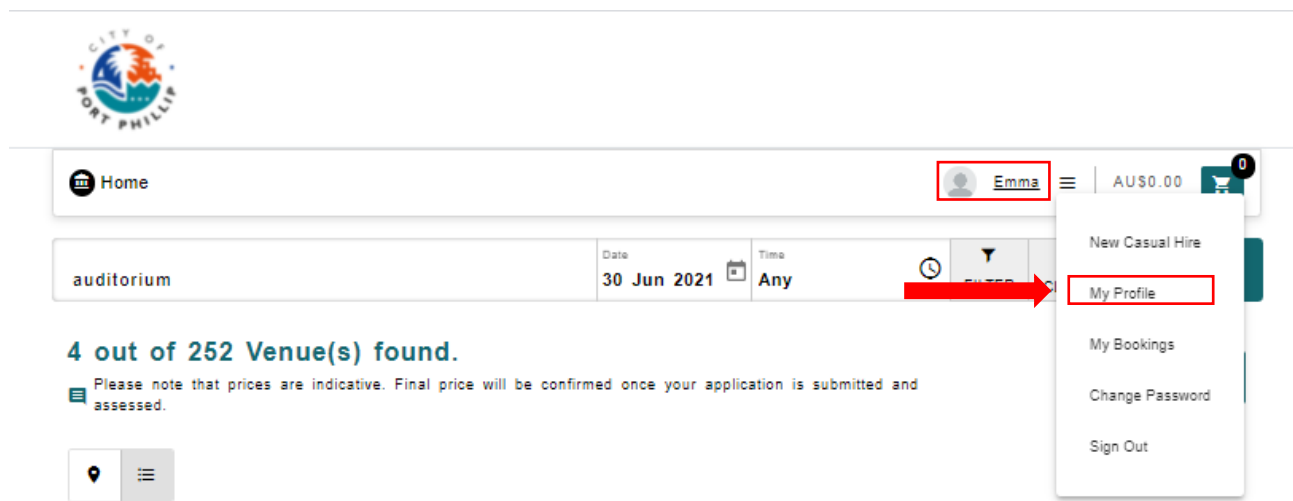
Save



If the information provided is valid, you will be able to save the changes by selecting **Save**. If the details provided do not meet the minimum requirements, you will receive an error message and be unable to save.

## Updating your details

You can update your contact details at any time by selecting your name from the menu bar of going to the **My Profile** Screen



The My Profile screen show you all the information used to register the account which can be changed. Please note that you are unable to change your username once registered.

Once you have made changes to your account information, you can:

- **Cancel** the change (your information will go back to the original details entered)
- **Save** to update all the changes in your the Customer account

