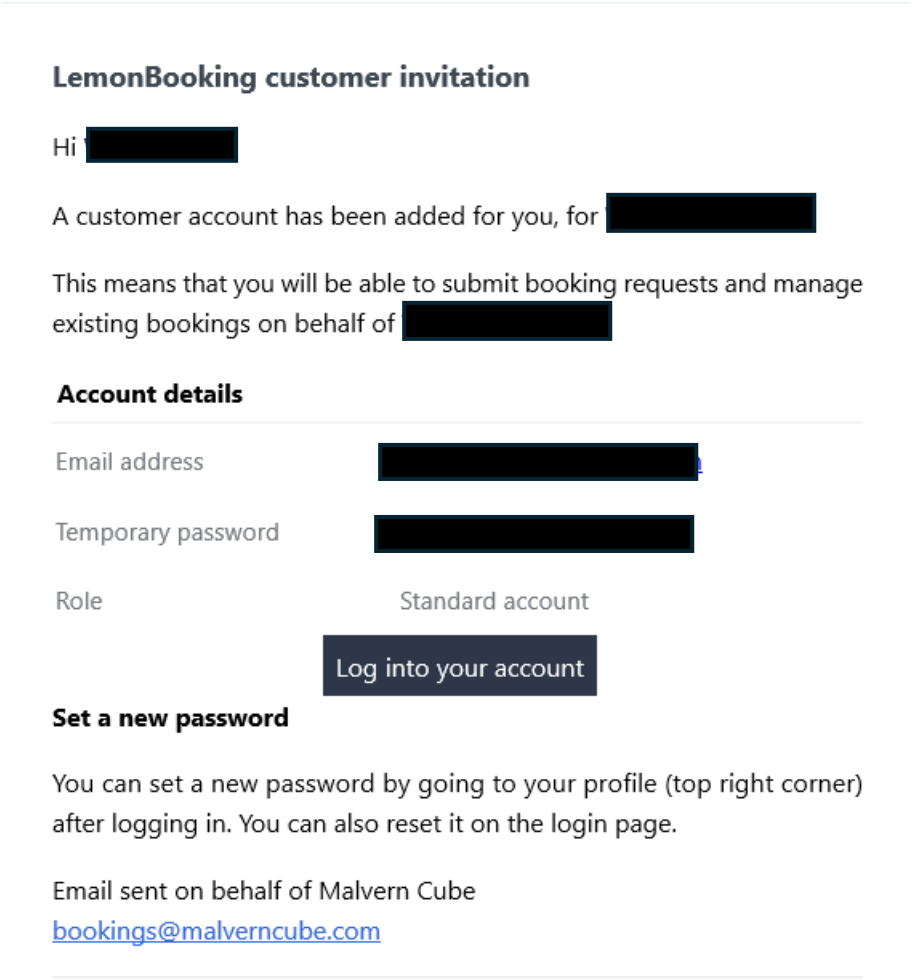
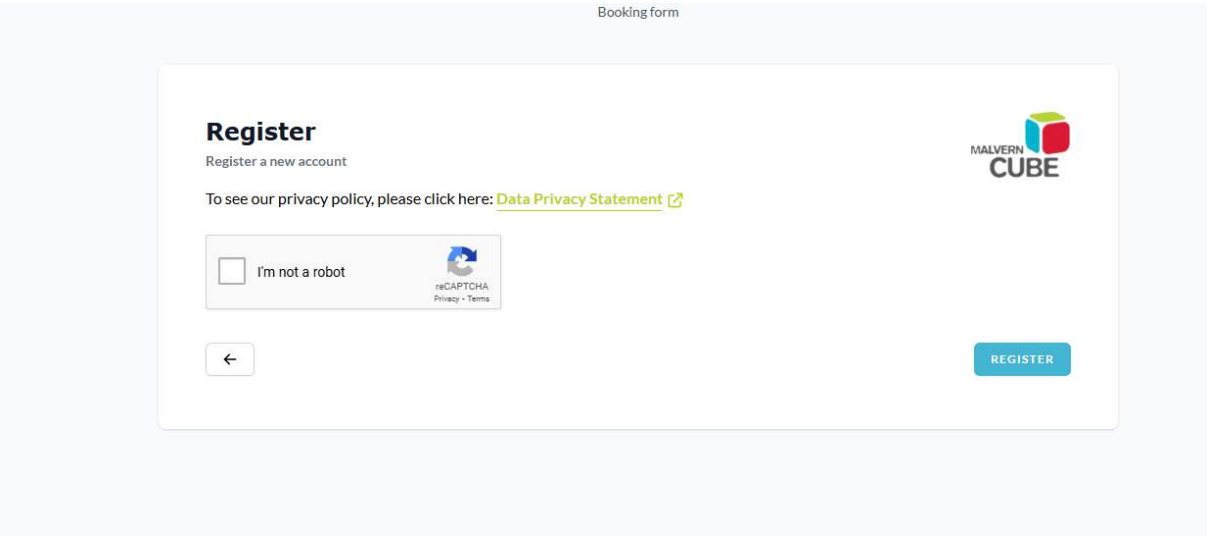
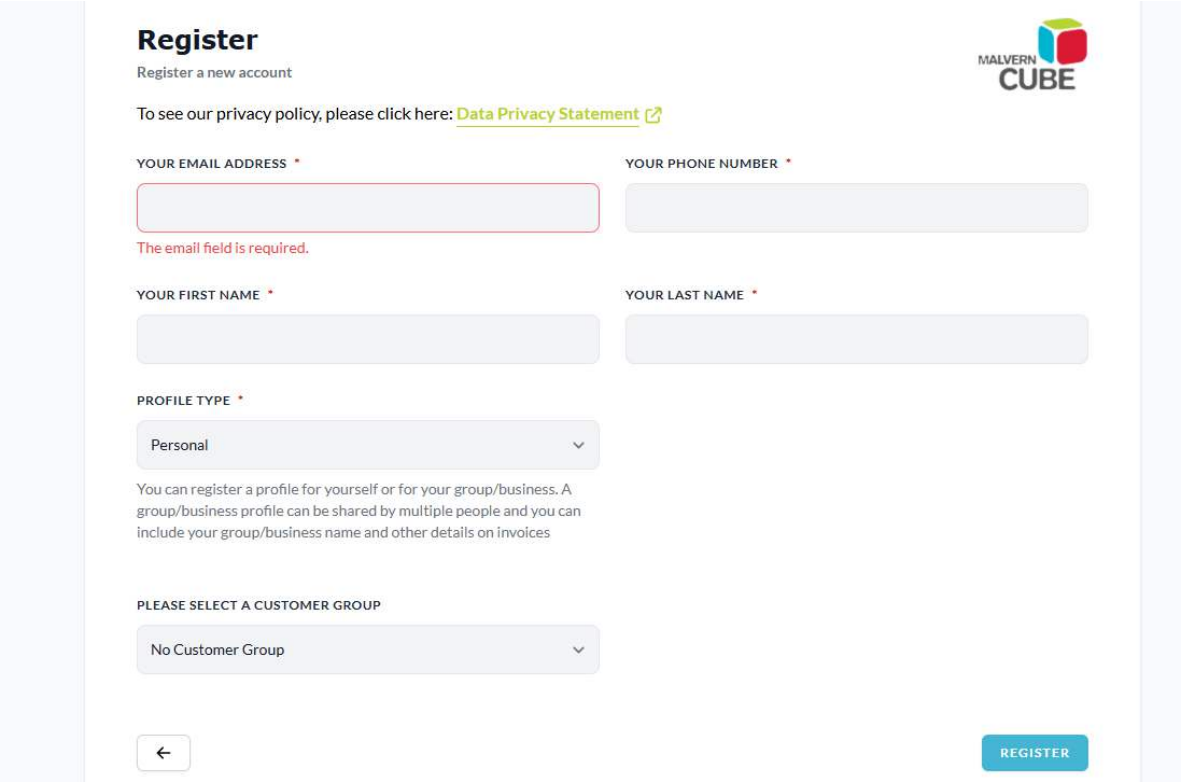
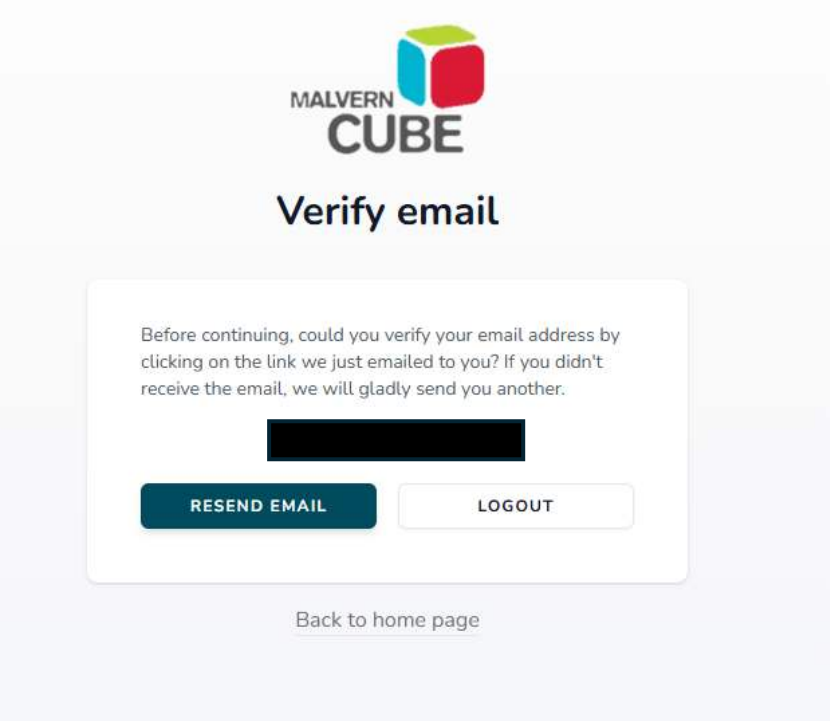
Helpful Guide to using Lemon Booking for Room Hirers

From a computer/laptop:

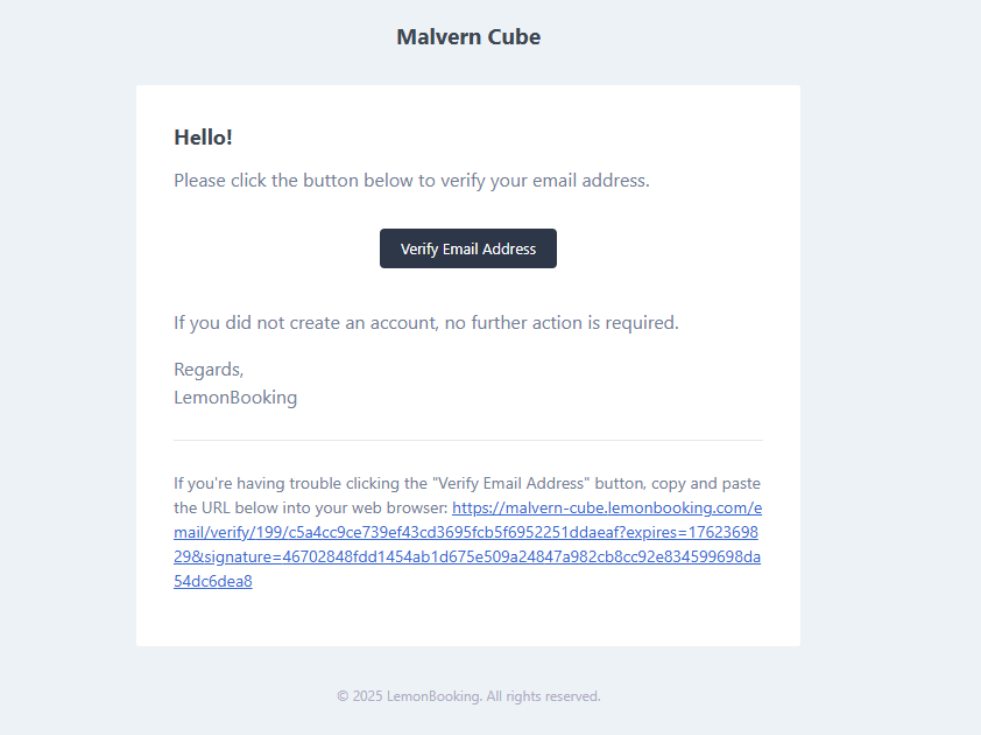
1	Go to https://www.malverncube.com/, and the Book a Room tab. You can either book a room via the Room Booking Calendar which shows you all the rooms available at any given date/time. Or you can book a room via the Rooms Available tab if you want to see the room specifics before you book.
2	Choose a date and room
3	A Booking Form page will pop up. Either choose Log In or Register.
3a	**To Log into your account for the first time** If you have received an email from Malvern Cube mail@lemonbooking.com, Subject - Account Invite. The email will look like this:  Choose the option to Log in. Then to log in use your email address and the Temporary Password in the email you received. (You can change the password in your dashboard once logged in later).

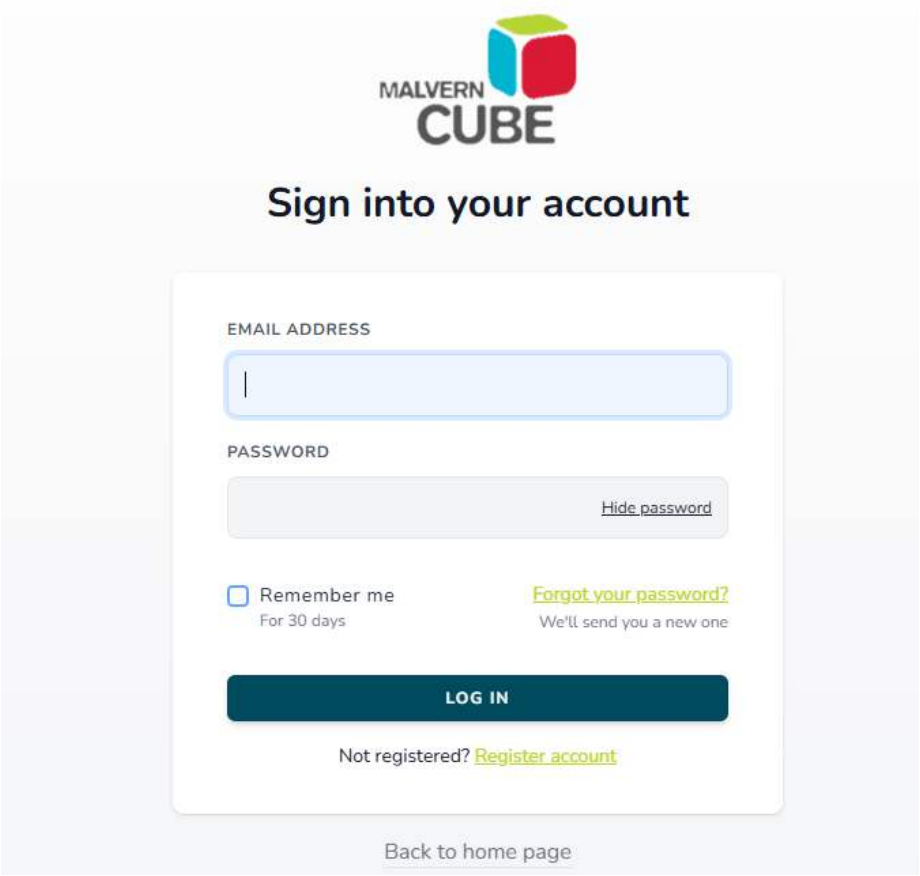
	Go to **4b**
3b	**To Register an account for the first time** If you haven't received an email from Malvern Cube mail@lemonbooking.com, choose Register to create a new account, following these steps. Select I'm not a robot, register.  Complete the details below. Leave as No Customer Group, if your booking is not related to the U3A or MCP (Malvern Cube Projects). 

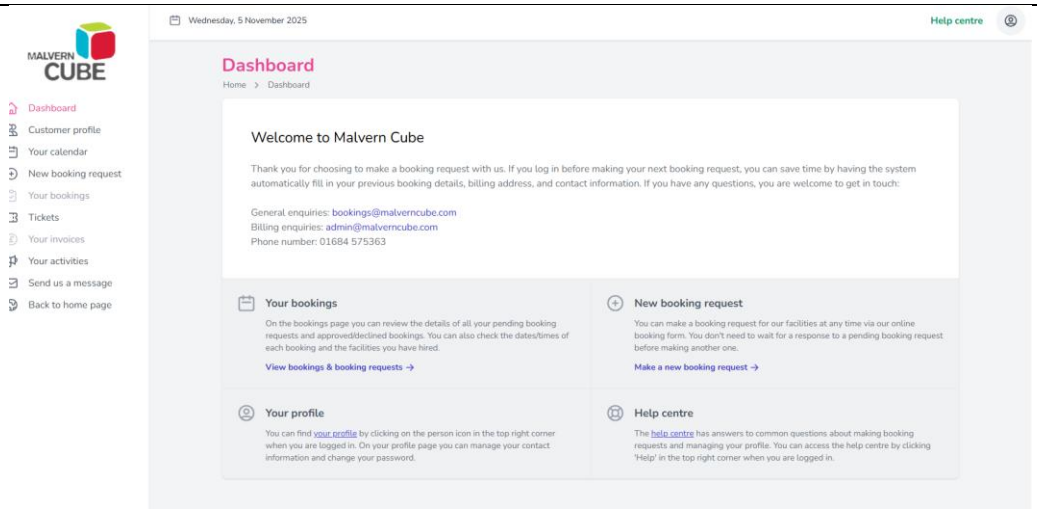
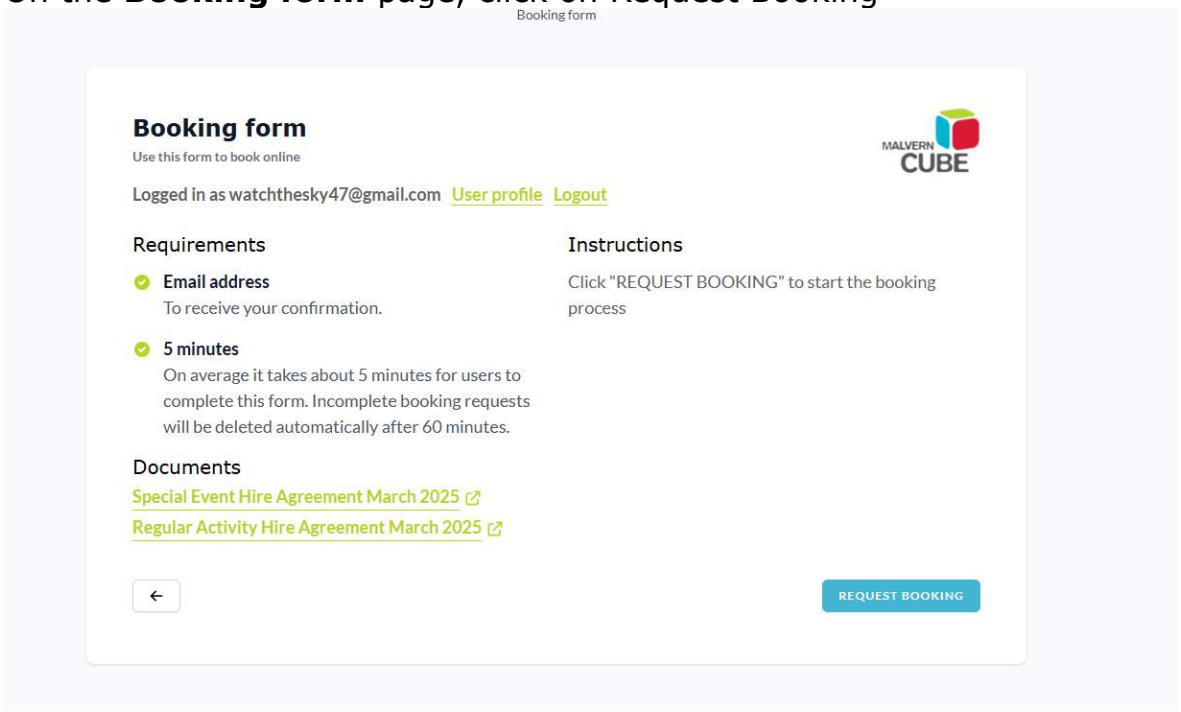
Click on Register and you will then receive this message.

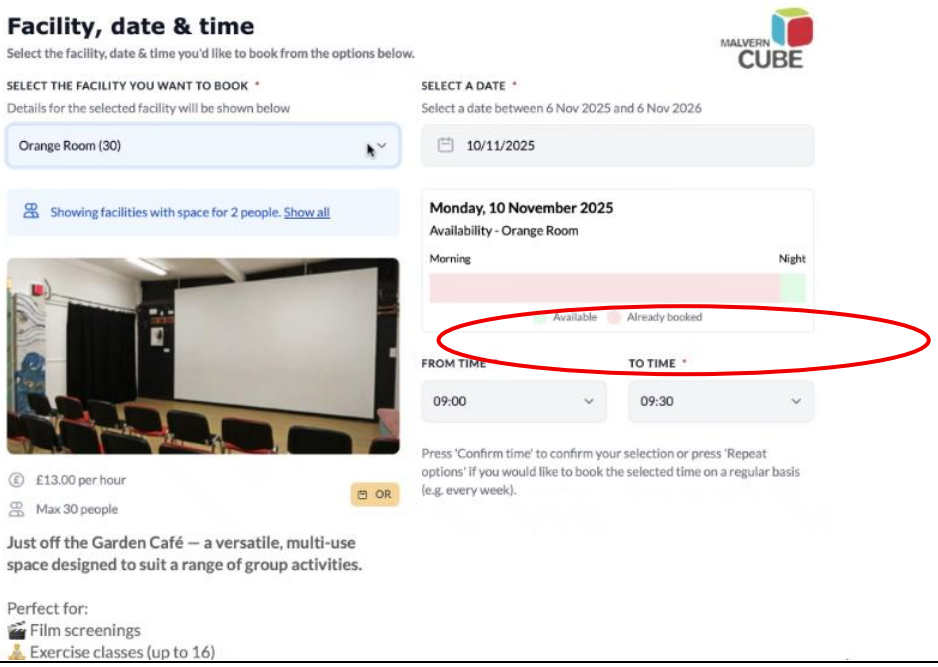


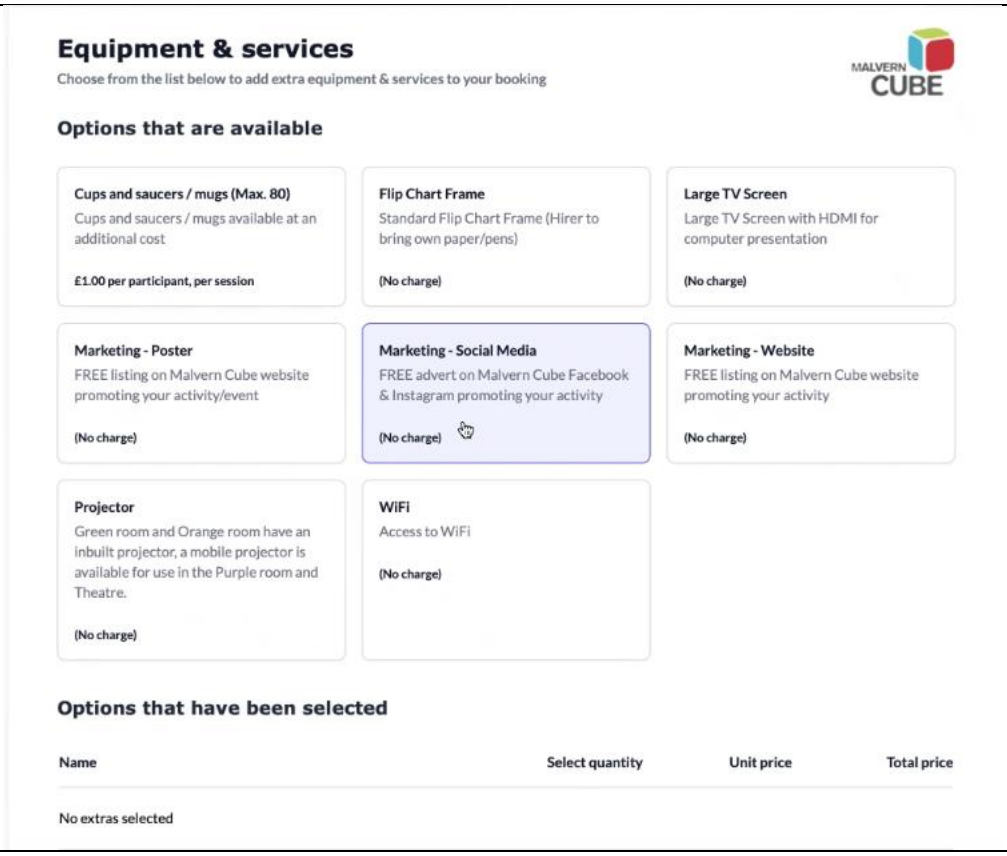
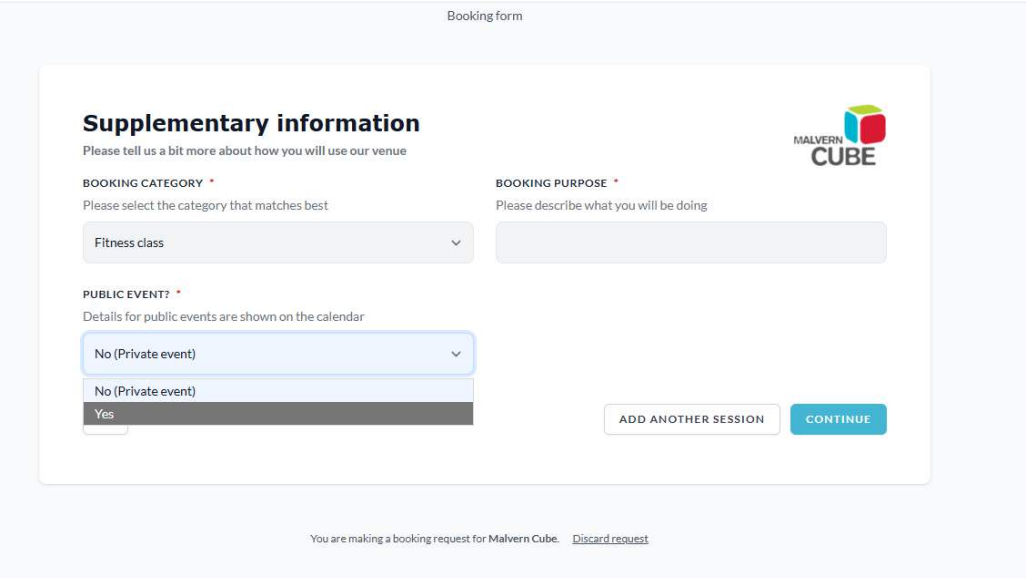
Check your emails (It will take several minutes to come through) for an email that looks like this.

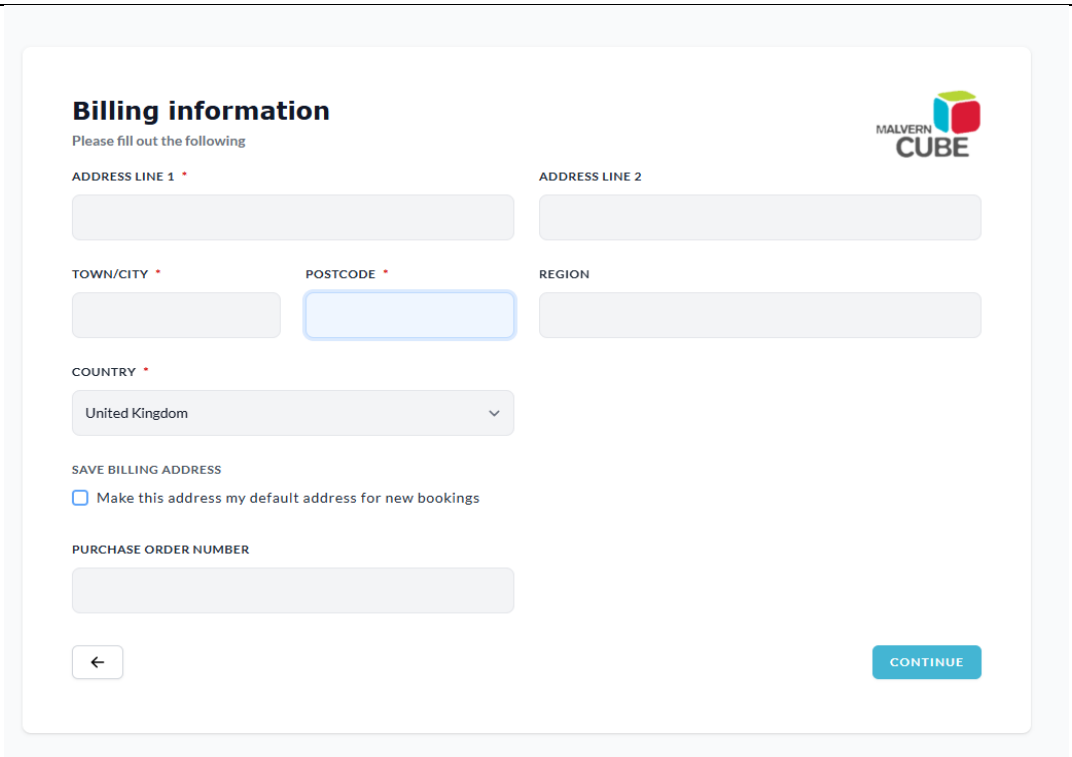


	Click verify email address **(you only need to do this step once)** and you will then be asked to sign into your account. Enter your email address and password.  Then you are taken to your dashboard. It is here you can change your password if you want to.
4a	**Making a Booking request** Click on New Booking Request

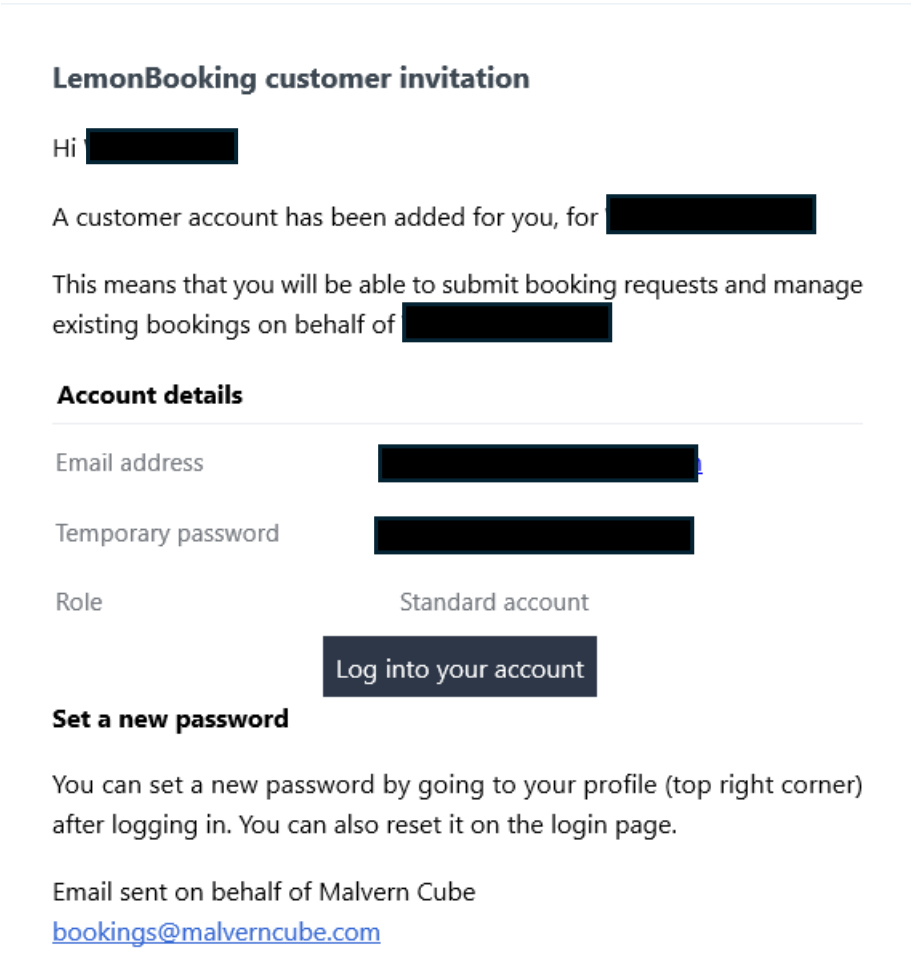
	
4b	On the **Booking form** page, click on Request Booking 
4c	On the **Booking group** page, Standard Bookings for customers will be auto selected. Enter how many participants and it will show the rooms that are available.

	
4d	On the **Facility, date & time** page, select which facility (room) you would like to book from the drop down list Select the date then select the time you want to hire. Hint – hoover over the bar (circled in red) to see the exact times the space is / isn't available. 
4e	On next page **Equipment and Services,** select any equipment or services you may require. If you don't know this at this stage or would like to talk through these options at a later date either email bookings@malverncube.com with your booking reference or telephone.

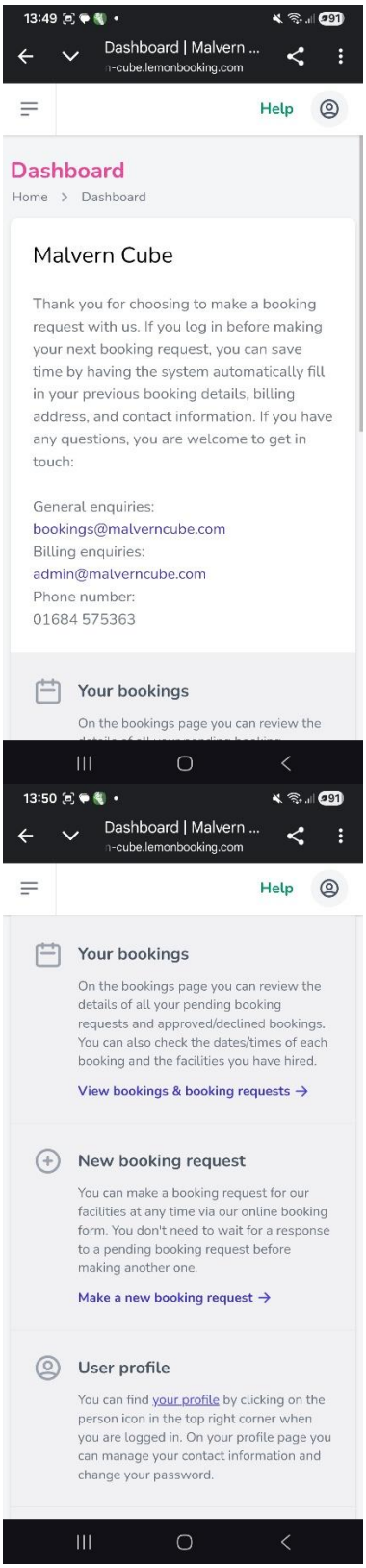
	
4f	On the next page **Supplementary Information**, choose a booking category that is similar to your event/activity. In the Booking Purpose box put the title of the activity/event – this will appear on the calendar online for everyone to see unless you have chosen No (Private Event) 
4g	On the next page **Billing Information,** complete with the invoice address details.

	
4h	On the final page **Confirmation,** please read through the conditions of hire. If the event/activity is approved (look out for an approval email from us) and you have not completed a hirer agreement please download a copy of the agreement and sign / date and either email to bookings@malverncube.com or bring this to the office. Please doublecheck your booking request details before submitting, this includes an estimated hire fee. If the fee is any different to this we will contact you directly before confirming the booking.

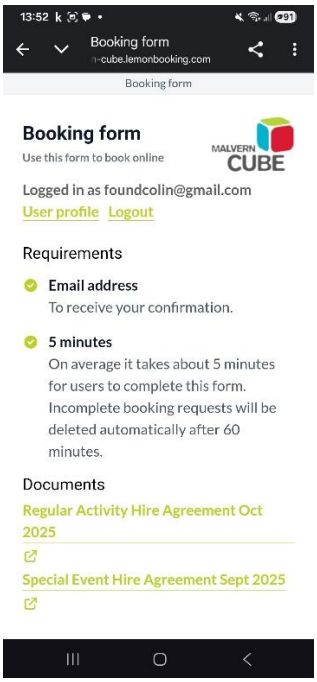
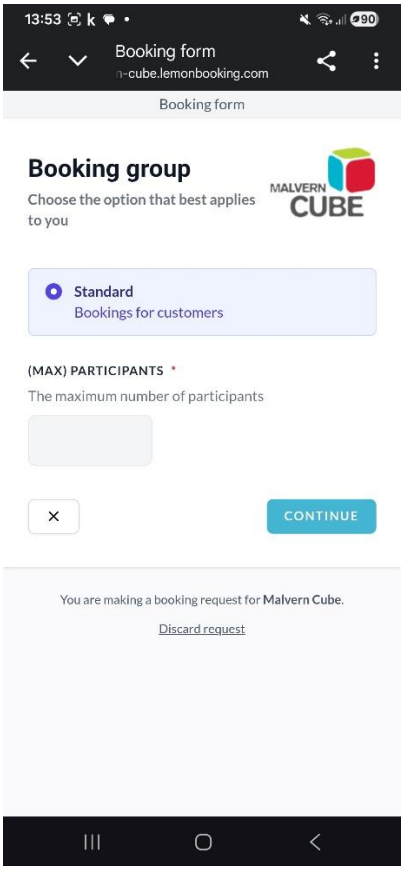
From a phone/mobile device

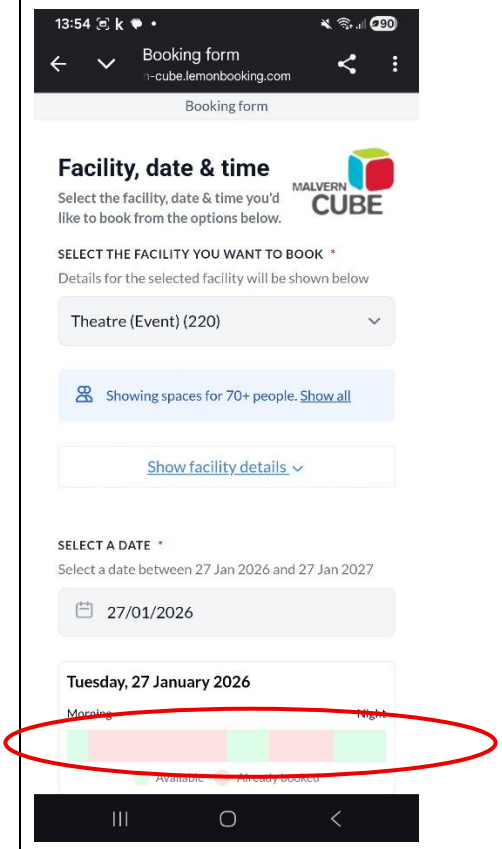
1	**To Log into your account for the first time** If you have received an email from Malvern Cube mail@lemonbooking.com, Subject - Account Invite. The email will look like this:  Copy the Temporary password, then choose the option to Log into your account. Paste the copied password, click Remember me. (You can change the password in your dashboard once logged in later). Then to log in use your email address and the Temporary Password in the email you received.

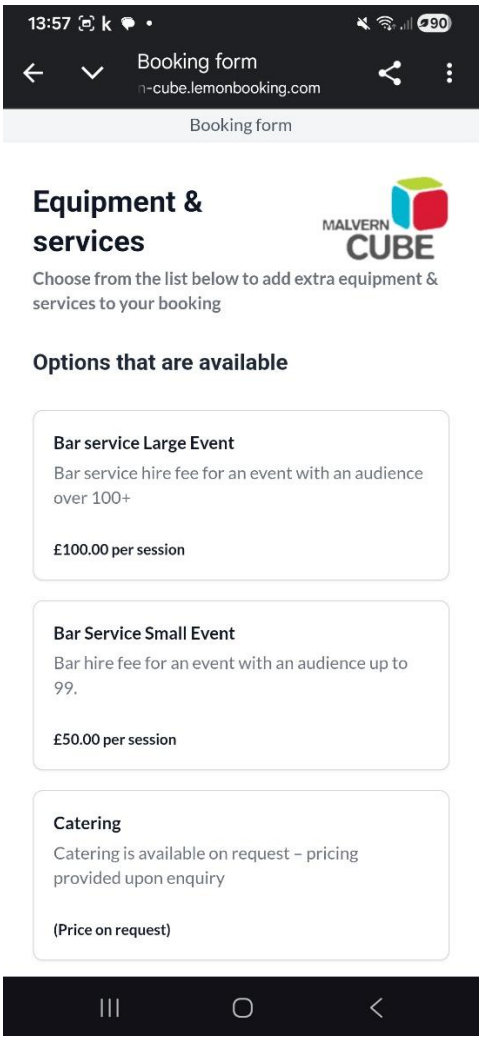
2a	You are then taken to your Dashboard

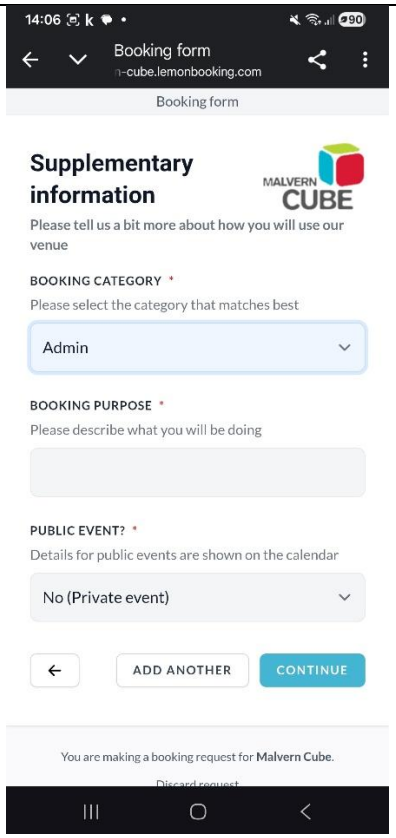
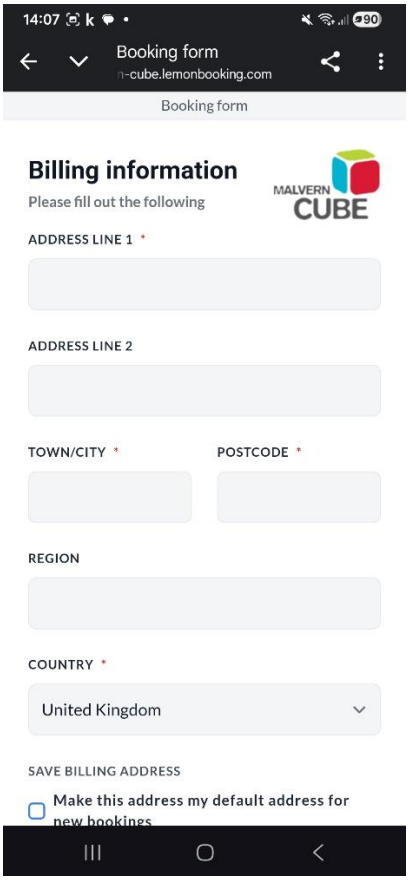


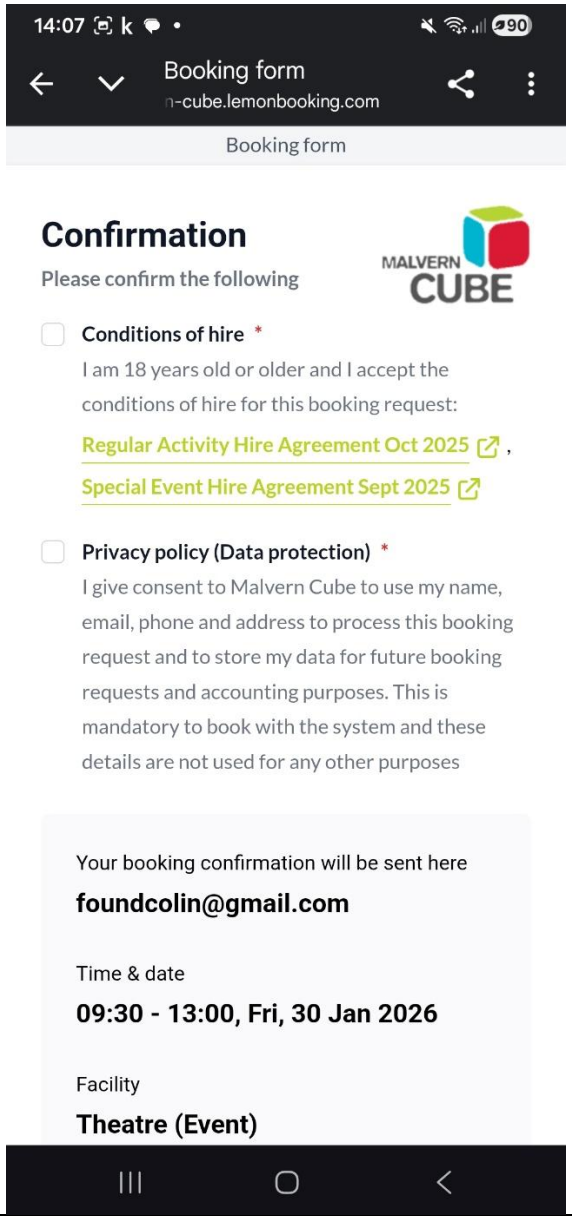
Scroll to new booking request, click on Make a new booking request

2a	On the **Booking form** page, click on Request Booking 
2b	On the **Booking group** page, Standard Bookings for customers will be auto selected. Enter how many participants and it will show the rooms that are available.  Click on continue

2c	On the **Facility, date & time** page, select which facility (room) you would like to book from the drop down list (it will show you all rooms that have the room capacity you have indicated). Confirm time Select the date then select the time you want to hire. Hint – click on the bar (circled in red) to see the exact times the space is / isn't available.  Click continue

2d	On next page **Equipment and Services,** select any equipment or services you may require by scrolling down. If you don't know this at this stage or would like to talk through these options at a later date either email bookings@malverncube.com with your booking reference or telephone.  Click continue
2e	On the next page **Supplementary Information**, choose a booking category that is similar to your event/activity. In the Booking Purpose box put the title of the activity/event – this will appear on the calendar online for everyone to see unless you have chosen No (Private Event)

	 Click continue
2f	On the next page **Billing Information,** complete with the invoice address details.  Click continue

2g	On the final page **Confirmation,** please read through the conditions of hire and double check the booking date/time/room. If the event/activity is approved (look out for an approval email from us) and you have not completed a hirer agreement please download a copy of the agreement and sign / date and either email to bookings@malverncube.com or bring this to the office. Please doublecheck your booking request details before submitting, this includes an estimated hire fee. If the fee is any different to this we will contact you directly before confirming the booking. 
3	Go to https://www.malverncube.com/, and the Book a Room tab. Click on Booking Calendar
4	Click on Log in (you should be automatically logged in)
5	Go through steps from 2b