# Vejledning til booking af bl.a. mødelokaler.

Her finder man en guide til, hvordan man booker et mødelokale på Klank. Følg de 13 punkter, så har du reserveret lokalerne.



Gå ind på <u>www.galtenfs.dk</u>

2. Unden fanen "INFO" vælger man "MØDELOKALE BOOKING"



3.

Klik på linket "SKANDERBORG FRITIDSPORTAL"





## 5. Vælg "BOOKING og FORESPØRGSLER"



6. Vælg "BOOK EN HAL"

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Vælg under "BOOKING OPLYSNINGER" - GRUPPE fanen "IDRÆTSHALLER"



# 8.

Under fanen "LOKALE" vælges nu den lokation, man ønsker at booke ex. "KLANK IDRÆTSCENTER

#### MØDELOKALE A"



9.

HUSK herefter at vælge den rigtige dato og det rigtige tidspunkt



10.

I oversigten under booking oplysningerne finder man en oversigt, hvor man kan se hvilke LOKALER, som er booket på hvilke datoer:

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11.

Tryk "NÆSTE" når dato, tidspunkt og lokale er fundet:



12. Herefter bekræfter man sin reservation og trykker "NÆSTE"



## 13.

Når man har bekræftet sin reservation, modtager man bekræftelsen via sin mail og FRITIDSPORTALEN sender en endelig bekræftelse ud 1-2 dage efter.

NEMT, ENKELT og LIGETIL 😌