

How To... Guide For Booking Portal

access
point



Guides



Securing a venue with Access Point has never been easier or more convenient. Our guide will walk you through the simple steps to utilise our online booking portal.

Ensure that you are logged into the portal at **bookingportal.apuk.net** with your username and password. Your username and password are provided by your Access Point Account Manager.

Microsoft Edge is the preferred browser.

1. Search for a venue using the **Venue Search** option on the top ribbon.
2. Input your search criteria using town or postcode.
3. Click on the relevant venue of your choice from the list.

Venue Search

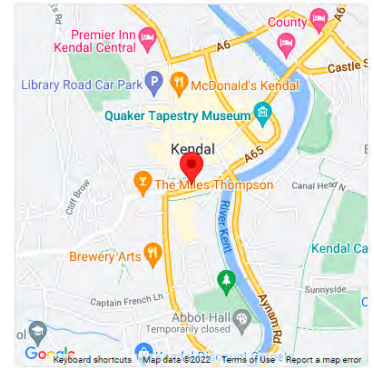
4. When the venue details appear click on **Add to Basket**.

Kendal Town Centre

Venue Name *
Kendal Town Centre

Location
High Street

Address
South Lakeland District
Council South Lakeland
House Lowther Street
Kendal LA9 4UF



Venue Sites (1)

[Go Back to Results](#)

[Go to Basket](#)

| Location | Length | Width | Power |
|-------------------------------|--------|-------|-------|
| Kendal Town Centre - External | | | No |

[Add to Basket](#)

5. The status will change to **In Basket**.

| Location | Length | Width | Power |
|-------------------------------|--------|-------|-------|
| Kendal Town Centre - External | | | No |

[In Basket!](#)

6. You can do this several times if more venues are required.

7. Click on **Go to Basket** when finished to view contents.

[Go to Basket](#) **1 items**

8. Enter start date and number of days of request and click **Submit Request**.

Create Booking Request

Any locations not required for this booking will need to be removed before submitting this request

Basket Details (1)

| Location | Start Date | Number of Days |
|-------------------------------|--|---------------------------------|
| Kendal Town Centre - External | 18/10/2022  | <input type="text" value="10"/> |



[Submit Request](#)

9. You will receive confirmation of the request.

If venue is available you will receive confirmation that the request has been authorised and instructions to log back into the portal to review/accept the quote.

At this stage you will be given the option to query or accept the quote.

- If you have a query click on **Query Quote** to submit a form and the team will contact you to discuss further.
- If accepted you will receive confirmation that the booking has been confirmed. No further action is required and you will receive an invoice as usual.

If the venue is not available you will be contacted by a member of the team to discuss alternative options.

10. You can check on the status of any booking by visiting your home page where requests/bookings will be display as **Requested Bookings, Awaiting Authorisation** and **Confirmed Bookings**.



Make Booking Requests and Accept Quotes Here

You can browse venues and add locations to your cart. To check out, view your cart, set your dates and durations and submit a booking request. We will process your request and submit a quote for you to view and authorise. Once accepted a booking will be generated and shown below along with any other confirmed bookings.

| Booking Requests | | | | | | |
|----------------------------------|--------------|------------------|--------|---------|-------|--|
| Request Number | Requested By | Requested Date ↓ | Status | Contact | Owner | |
| There are no records to display. | | | | | | |

| Awaiting Authorisation | | | | | | |
|----------------------------------|----------------|--------------------|--------------|--------|--------------|---------|
| Quote ID | Request Number | Quote Requested By | Total Amount | Status | Created On ↑ | Contact |
| There are no records to display. | | | | | | |

| Confirmed Bookings |
|------------------------|
| ☰ My Future Bookings ▾ |

11. User Profile

You can go to your user profile if any of your details change e.g.. email address.

