



Casual bookings in Reserves Manager for external organisations

Creating an account

Once you have been provided a URL for the casual bookings program, paste this into any browser to go to the main login screen.

URL for Moreland IMS Reserves Manager
<https://www.imscomply.com.au/morelandcm/>

Create an account

If you have not previously used this program you will need to **Create Account**.

Once this process is complete you will have a unique username and password for future use.

The screenshot shows a login interface with the following elements:

- An input field for "Email address".
- A password field with masked characters "*****".
- A link for "Forgot your password?".
- A "Sign in" button.
- A "Create account" button, which is highlighted with a red rectangular box.

Complete your organisational details then click **Register**.

You will be emailed a verification link. Click on this link to forward your application to council.

(Check your junk mail if it does not arrive in your inbox. Save **imscomply.com.au** as a safe sender).

The registration form includes the following fields and instructions:

- Legend: * denotes required field, ** a landline or mobile phone number is required.
- Name of Club/School/Organisation * (enter surname if none of the above apply): My organisation
- First name *: Ronald
- Last name *: Reaghan
- Email *: ronr@gmail.com.au
- Landline number **: 07 5450 2365 (Preferred format is xx xxxx xxxx)
- Mobile number **: 0451 236 598 (Preferred format is xxxx xxx xxx)
- A "Register" button, highlighted with a red rectangular box.

Once council has approved your registration you will be emailed login details to begin your application.

Updating your contact details

First log on using your unique username and password.

<input type="text" value="test11@imscomply.com.au"/>
<input type="password" value="....."/>
Forgot your password?
<input type="button" value="Sign in"/>
<input type="button" value="Create account"/>

Tip: Forgot your password? Click on the above link and enter your username (email address).

From the **Update Contact Details** tab, complete all the fields with the key contact who should receive email notifications from council about these bookings.

Applications/licence forms	Update contact details	Upload documents
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Organisation	Patsy's Personal Training	Landline number	<input type="text" value="07 5450 2636"/>
Title	<input type="text" value="Miss"/>	Mobile number	<input type="text" value="0421 526 359"/>
First name	<input type="text" value="Patsy"/>	Business phone	<input type="text"/>
Last name	<input type="text" value="Trainer"/>	Fax number	<input type="text"/>
Postal address	<input type="text" value="PO Box 43"/>	Incorporation number	<input type="text" value="563 263 569"/>
Suburb	<input type="text" value="Cotton Tree"/>	ABN	<input type="text" value="56 236 253"/>
State	<input type="text" value="QLD"/>	Email	<input type="text" value="test11@imscomply.com.au"/>
Postcode	<input type="text" value="4558"/>	<small>The email address is your username</small>	
		Password	<input type="text" value="test11password"/>

Don't forget to **Save your changes.**

Completing an application

This application allows you to make a one-off casual booking for a sportsground or book a larger community event (if available).

Start application

Once logged on, before you complete an application, check if the reserve you are wanting to book is currently available.

NB: Applying does not guarantee those grounds will be allocated. Council will forward an application approval once finalised.

From the **Applications/license forms tab** click on **Check availability**.

The screenshot shows the 'Applications/license forms' tab selected. Below it are two sections: 'Casual sportsground bookings' and 'Submitted bookings'.

Booking type	Description	Start application	Check availability
Community events	For booking community events	[button]	[button]
Casual sportsground application	For casual bookings of sportsgrounds	[button]	[button]

Application ID	Booking start date	Booking type	Status	Action
10011	10 Jan 2018	Community events	Awaiting council decision	

Choose the date you wish to book then use the scroll bar to find the times.

As indicated in the legend, if the time you require is coloured out or displays PB or C, then it is unlikely you will be able to book the grounds. Contact council for further details.

The screenshot shows the 'Check availability' page. It includes a 'Back' button, a date selector set to '11-Feb-2015', and a legend for booking types: Seasonal booking (green), External booking (blue), and Provisional booking (orange). Below the legend is a table showing availability for three sportsgrounds: Adelaide Reserve - Football Oval, Adelaide Reserve - Tennis Courts, and Cooroy Reserve - Bowls Green. The table has columns for times from 9:00am to 3:30pm.

Once you have confirmed the grounds are free, click on the **back key** to return to start your application.

Choose the application you wish to apply for.

Note: Not all programs offer a community event form.

Click on **start application** to begin. NB: This icon will change to *continue application* once you have opened the form.

The screenshot shows the 'Casual sportsground bookings' section. It contains a table with two rows. The 'Start application' button for the 'Casual sportsground application' row is highlighted with a red box.

Booking type	Description	Start application	Check availability
Community events	For booking community events	[button]	[button]
Casual sportsground application	For casual bookings of sportsgrounds	[button]	[button]

Contact details

Check your contact details are correct or amend accordingly.

Section A - Contact Details

Name of Organisation / Group:	Cooroy Football Club		
First name:	Allan	Phone (home):	07 5450 2680
Last name:	Murnane	Phone (bus):	
Address:	90 Sippy Downs Drive	Phone (mob):	0412 563 265
Suburb:	Sippy Downs	Fax:	
Postcode:	4558		
Login Details			
Username / email:	c12@imscomply.com.au		
Password:	QHKNZV		

Booking information

Select the reserve you wish to book and give the council some details about your event.

Council will assess your requirements and advise which grounds you are allocated based on this information.

Add another booking if you need to book again for a different day and/or frequency for the same ground.

NB: You can only book for one location in each application.

Booking Information - #10072

Reserve/sportsground required	Adelaide Reserve
Number of sportsgrounds required	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Number attending	50
Activity to be conducted on reserve/sportsground	<input checked="" type="checkbox"/> Athletics <input type="checkbox"/> Football <input type="checkbox"/> Soccer <input type="checkbox"/> Baseball <input type="checkbox"/> Hockey <input type="checkbox"/> Softball <input type="checkbox"/> Cricket <input type="checkbox"/> Netball <input type="checkbox"/> Tennis <input type="checkbox"/> Other (please state)
Please tick the box relating to your activity	<input checked="" type="checkbox"/> PE Class <input type="checkbox"/> Regional Competition <input type="checkbox"/> Interschool Competition <input type="checkbox"/> State Competition <input type="checkbox"/> Intraschool Competition <input type="checkbox"/> Social
What items will be taken onto reserve/sportsground	Chairs
Do you need access to public toilets?	<input checked="" type="radio"/> Yes* <input type="radio"/> No
* subject to reserve/sportsground amenities	

Choose the date and times you need these grounds for:

Dates of proposed event:

Booking number: 1	
Date of booking:	03-Aug-2016
Times required:	From: 7:00am To: 9:30am
Tick box if a recurring event:	<input checked="" type="checkbox"/>
Repeat pattern:	Same TIME each WEEKDAY Only
Repeat quantity:	4 OR Repeat until:
<input type="button" value="Add another booking"/>	

If the booking is needed on a regular basis, click on the *Recurring event* checkbox and select the frequency of the booking.

Public Liability Certificate

You will be required to upload this document.

If you have previously loaded a PLI the document will display here. Delete it then upload a new copy, remembering to update the expiry date.

Public Liability Certificate

Please attach a current Public Liability Insurance Policy Certificate to the value of at least \$10 million that covers the activities that will be undertaken during the proposed booking.



The expiry date will be recorded so future uploads are not required until a new PLI is due.

COVID Risk Management Plan

You will be required to upload this document.

Ensure this document details how your activity will comply with the current [DHHS guidelines](#).

COVID Risk Management Plan

Please upload a Risk Management Plan according to the latest DHHS Guidelines. This plan should detail how you will comply with those guidelines.



Privacy statement and Terms and Conditions

These sections outline the fees for the booking and the Terms.

Click on the T&C PDF to read. You **MUST** do this before you can tick the agreement and submit the application.

Privacy statement

The personal information requested on this form is being collected by Council for reference and identification purposes. To ensure confidentiality of information requested we will only use personal information provided by you for the purpose of providing a range of access to facilities and equipment. In accord with our Privacy Policy, we will not disclose your personal information without consent to a third party, institution or authority except where required by law or other regulation.

Terms and Conditions

Terms and Conditions PDF



I, on behalf of the organisation / group, agree to all terms and conditions.*

* Checkbox becomes enabled once the Terms and Conditions PDF is downloaded

Save incomplete application

Submit application

Please note: changes cannot be made after submitting this form.

Incomplete applications

If you do not immediately want to submit your application while you gather some information, your application details will be saved and ready to be continued later from the **Applications/ License forms tab**.

Click on **continue application** to resume.

Submitted bookings

Application ID	Booking start date	Booking type	Status	Action
10011	10 Jan 2018	Community events	Awaiting council decision	
10072		Casual sportsground application		Continue application 

Once submitted, you cannot make further changes but can keep track of the application status from the status column. Council can reopen your application if you request it directly to them. Once approved you will be able to view the approved form here.

Upload PLI

If your PLI is updated you can replace it from the Upload documents tab any time.

Delete the existing PDF to replace and remember to update the expiry date.

Applications/licence forms Update contact details **Upload documents**

Compliance documentation

Document	Documentation	Additional details
Certificate of Public Liability Insurance (a minimum cover of \$10 million is required)	  To replace document, delete the existing document first	Expiry date: <input type="text" value="13 Dec 2017"/>

Once your application is submitted

Council will receive your application and either allocate you a booking, reset your application to make changes, or reject your booking. You will be notified by email.

Questions? Contact your council program administrator using the **Enquiries** link from the login screen footer.