



Ko Awatea - Venue Availability Portal

In order to create a new booking, copy and paste the following link into your Chrome browser:

https://koawatea-web.ungerboeck.net/va/va_p1_search.aspx?oc=10&cc=VA01&mode=ondate

1. On the Sign In page, select one of the following options:
 - a) Single day booking request
 - b) Multi Day/Recurring Booking request

Venue Availability Portal - Sign In

Please choose one of the following 2 options before you proceed:

1. **Single Day Booking Request** ←
2. **Multi Day / Recurring Booking Request**

What is your e-mail address?

E-Mail Address:

Do you have an account with us?

No, I have not registered on your site before.

Yes, my password is

Edit account after logon

Remember me on this computer

[Sign In To Account](#)

Forget your password? [Click here](#)

[Click here if your e-mail address has changed since your last visit to our site.](#)

I) If You Have Made a Booking With Ko Awatea Before

1. If you have made a booking with Ko Awatea before you **DO NOT** need to register for an Account. All you need to do is reset your password on the Sign in page by entering your email and click **“Forgot Password.”**

What is your e-mail address?

E-Mail Address: christian.baliko@ungerboeck.com

Do you have an account with us?

No, I have not registered on your site before.

Yes, my password is

Edit account after logon

Remember me on this computer

[Sign In To Account](#)

[Forget your password? Click here](#)

[Click here if your e-mail address has changed since your last visit to our site.](#)

2. You will receive an automatic email including a link to set up a new password.

Change Password

Email Address christian.baliko@ungerboeck.com


Password

Confirm Password

[Change Password](#)


3. Once you have reset your password return to the Sign In page and log into the booking portal by entering your email address and new password. Please ensure you also click on **“Remember me on this account”** if you want to save your login details on your computer

What is your e-mail address?

E-Mail Address: 

Do you have an account with us?

No, I have not registered on your site before.

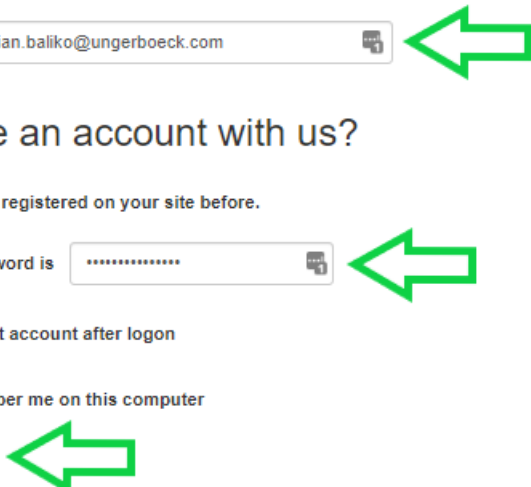
Yes, my password is 

Edit account after logon

Remember me on this computer

Forget your password? [Click here](#)


[Click here if your e-mail address has changed since your last visit to our site.](#)



II) If You Have Not Made a Booking With Ko Awatea Before

1. If you have never made a booking with Ko Awatea before, you will need to create a new account by entering your password and selecting the option 'No I have not registered on your site before'. Click the 'Sign Into Account' button.

What is your e-mail address?

E-Mail Address: 

Do you have an account with us?

No, I have not registered on your site before.

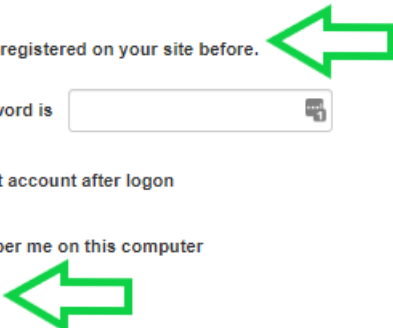
Yes, my password is

Edit account after logon

Remember me on this computer

Forget your password? [Click here](#)

[Click here if your e-mail address has changed since your last visit to our site.](#)



2. On the following page, fill out the required details and contact information before clicking the 'Create Account' button.

New User

To set up your account fill in the form below

NOTE: Your e-mail address serves as your login id.

Fields indicated by a red asterisk are required and must be completed in order to proceed.

E-Mail Address:* christian.baliko@ungerboeck.com

Re-enter E-Mail Address:* christian.baliko@ungerboeck.com

Enter Password:

Confirm Password:

First Name:* Christian

Last Name:* Baliko

Organization Name:* Ungerboeck

Address (Line 1):* 123 Mainroad

City:* Auckland


State:* Auckland

Postal Code:* 0782

Country:* New Zealand



Main Phone: +64 1-234 5678

Mobile:* +64 1-234 5678

[Create Account](#) 



3. Once you have set up a new account, log into the booking portal by entering your email address and new password. Please ensure you also click on **“Remember me on this account”** if you want to save your login details on your computer.

What is your e-mail address?

E-Mail Address:  


Do you have an account with us?

No, I have not registered on your site before.

Yes, my password is  

Edit account after logon

Remember me on this computer



[Forget your password? Click here](#)


[Click here if your e-mail address has changed since your last visit to our site.](#)

III) How To Create a Single Room Booking

1. To create a single room booking, you will need to make sure you have selected the 'Single Day Booking Request' option before you logged into the Venue Availability Portal.

Venue Availability Portal - Sign In

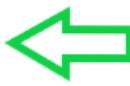
Please choose one of the following 2 options before you proceed:

1. **Single Day Booking Request** 
2. Multi Day / Recurring Booking Request

2. the following page, you will first need to search for available spaces by entering your required booking information. Then click the 'Search' button.

- Booking date – [Required]
- Booking Start and End times – [Required]
- Number of attendees – [Required]
- Space Type – [Optional]
- Space – You may want search for one or more specific spaces – [Required]

Search Criteria

Date: * 5/05/2020 (D/MM/YYYY) 

Date search information:

- Available Search Date Range: Tuesday, 5 May 2020 - Wednesday, 5 May 2021

Times: 8 AM 00 - 6 PM 00

Attendees: *

Space Type: --- All ---


Space:

- All ---
- Korotangi 101
- Korotangi 102
- Korotangi 103
- Korotangi 105
- Korotangi 106
- Korotangi 107

If you wish to learn more click one of the options below:

- [Specifications](#)
- [Booking Calendar](#)

Click the button below to continue on and view your results.


Search 

3. You will be directed to the page below to choose one or more available rooms based on your search criteria you entered. Click the room you wish to book and enter an 'Event Type' before clicking the 'Add Space' button.

Search Results


Attendees: 10

Space: *

- Korotangi 107
- Computer Lab
- Kaahu 209** 
- Kaahu 210
- Kaahu 211
- Kaahu 212
- Kaahu 213

If you wish to learn more click one of the options below:

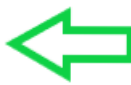
- [Specifications](#)
- [Booking Calendar](#)

Event Type: * Meeting 

Booking Dates

Request*	Date	Times
<input checked="" type="checkbox"/>	Thursday, 20 August 2020	8 AM 00 - 6 PM 00

Click the button below to return to the search page in order to add another space.

Cancel/Search Again **Add Space** 

- Next, on the following page, enter a title or description for your event. If you require any equipment, choose any items you want to pre-order. Please note that we will contact you via email or phone to confirm this request.


Venue Availability Booking Request

Enter information below. Click the button at the bottom of the page to submit your booking. Fields marked with a red asterisk (*) are required.

Account Information

Account: Ungerboeck Software (Logout)
Contact: Bale, C
Contact E-Mail: christian.baliko@ungerboeck.com

Event Information

Event Description: * 

Space Criteria


Attendees: 10

Spaces - [Search For More Available Spaces](#)

Thursday, 20 August 2020

	Space
<input type="button" value="Remove"/>	Kaahu 209

Equipment Required (Subject to availability - we will be in touch to confirm that your requested equipment is available)

Document camera: 

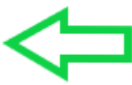
Laptop:

Zoom Camera:

Power Board:

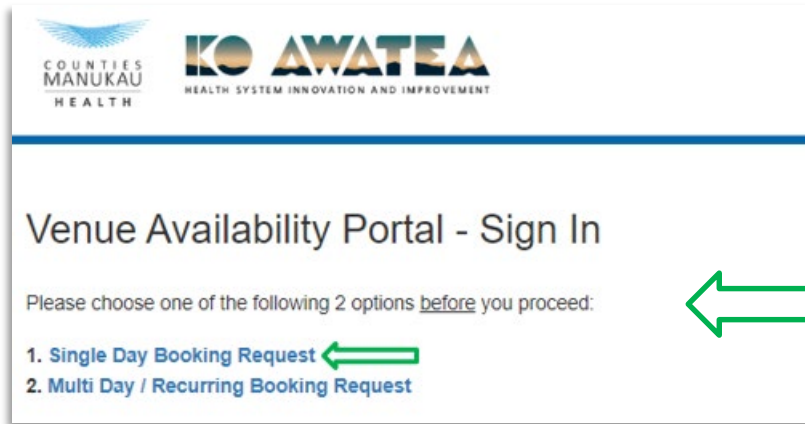
- At last, click the 'Submit' button to log your booking request.

Click the button below to submit booking request and proceed to the confirmation page.



IV) How To Create a Multi Day/ Recurring Room Booking

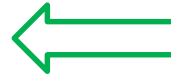
1. To create a multi day/recurring booking, you will need to make sure you have selected the 'Multi Day/Recurring Booking Request' option before you logged into the Venue Availability Portal.



2. On the following page, you will first need to search for available spaces by entering your required booking information. Then click the 'Search' button.
 - Booking date – [Required]
 - Booking Start and End times – [Required]
 - Number of attendees – [Required]
 - Space Type – [Optional]
 - Space – You may want search for one or more specific spaces – [Required]

Search Criteria

Dates: * -



Date search information:

- Date format: D/MM/YYYY
- Available Search Date Range: Wednesday, 6 May 2020 - Thursday, 6 May 2021
- Maximum Search Day Span: 365

Times: - - -

Occurring: * **Weekly:** **Sunday** **Monday** **Tuesday**
 Wednesday **Thursday** **Friday**
 Saturday

Monthly:

Attendees: *

Space Type:

Space:
Korotangi 101
Korotangi 102
Korotangi 103
Korotangi 105
Korotangi 106
Korotangi 107

If you wish to learn more click one of the options below:

- [Specifications](#)
- [Booking Calendar](#)

Click the button below to continue on and view your results.



3. Next, you will be directed to the page below to choose one or more available rooms based on your search criteria you entered. Click the room you wish to book and enter an 'Event Type' before clicking the 'Add Space' button.

Search Results

Attendees: 12
Space Type: Classroom

Space:
Kaahu 212

If you wish to learn more click one of the options below:

- [Specifications](#)
- [Booking Calendar](#)

Event Type:

Booking Dates

Request*	Date	Times
<input checked="" type="checkbox"/>	Monday, 8 June 2020	8 AM 00 - 6 PM 00
<input checked="" type="checkbox"/>	Monday, 13 July 2020	8 AM 00 - 6 PM 00
<input checked="" type="checkbox"/>	Monday, 10 August 2020	8 AM 00 - 6 PM 00
<input checked="" type="checkbox"/>	Monday, 14 September 2020	8 AM 00 - 6 PM 00
<input checked="" type="checkbox"/>	Monday, 12 October 2020	8 AM 00 - 6 PM 00
<input checked="" type="checkbox"/>	Monday, 9 November 2020	8 AM 00 - 6 PM 00
<input checked="" type="checkbox"/>	Monday, 14 December 2020	8 AM 00 - 6 PM 00

Click the button below to return to the search page in order to add another space.

On the following page, enter a title or description for your event. If you require any equipment, choose any items you want to pre-order. Please note that we will contact you via email or phone to confirm this request.

Venue Availability Booking Request

Enter information below. Click the button at the bottom of the page to submit your booking. Fields marked with a red asterisk (*) are required.

Account Information

Account: CMDHB Ko Awatea ([Logout](#))
Contact: Vao, Tofia
Contact E-Mail: tofia.vao@middlemore.co.nz
Contact Phone: 0210560093

Event Information

Event Description:* ←

Occurring: Monthly: Second Monday

Space Criteria

Attendees: 10

Spaces - [Search For More Available Spaces](#)

Monday, 12 October 2020	Space	Times
<input type="button" value="Remove"/>	Kaahu 211	9:00 AM - 10:00 AM

Monday, 9 November 2020	Space	Times
<input type="button" value="Remove"/>	Kaahu 211	9:00 AM - 10:00 AM

Equipment Required (Subject to availability - we will be in touch to confirm that your requested equipment is available)

Document camera: ←

Laptop:

Zoom Camera:

At last, click the 'Submit' button to log your booking request.

Click the button below to submit booking request and proceed to the confirmation page.

←