

TASMANIAN

UNIVERSITY

STUDENT

ASSOCIATION

Booqable User Manual

For TUSA Clubs & Societies Use Only

Introduction (What is Booqable?)

Booqable is an inventory booking & management system that TUSA uses for managing equipment for hire, tracking bookings, and handling orders. All affiliated TUSA Clubs & Societies can use the website to book equipment for their events.

Booqable is a live update system used to track the availability of equipment. Pictures and descriptions of all items can be found on the TUSA website. TUSA has also categorised the equipment to help C&S easily find the equipment they need.

The implementation of Booqable helps the TUSA team by saving time emailing to and from C&S, thus reducing the workload and improving efficiency of the time used to approve Event Applications (& Risk Assessments).

This user manual will guide you through the process of hiring items from the website.

Booking

All bookings can be made through your Generic Society Account registered with TUSA. Your C/S will receive an email invitation from TUSA to register your account. Please click '*Accept Invitation*' and set your password to accept the invitation. Set a password that is shareable between your committee so that everyone can share an account. For large societies like TULS, please contact [us](#) and we can arrange multiple account access for you. This can be done on a case-by-case basis.



Your account has been confirmed.

You can close this window now.

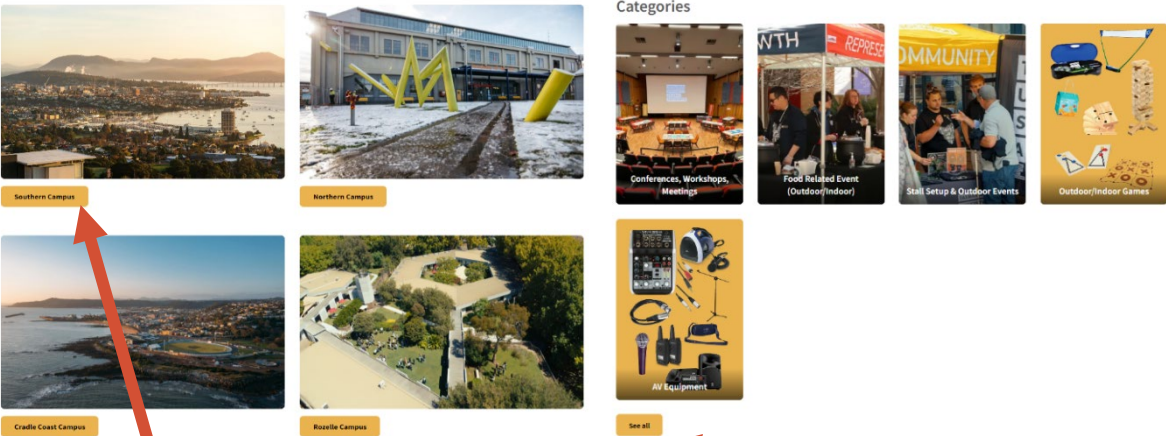
Account Payment

Once you have set up the account, you may start booking the equipment using the account. All C&S accounts have been set for a 100% discount. You don't need to pay as you are affiliated with TUSA, and this is part of the benefits. Ensure you're logged in with your C/S email. The discount will be applied at the checkout page.

How to Book Equipment

On the event application form or the hire store form on QPay, click on the link to the website. You may save the website for future reference. Bear in mind that you still need to fill in event applications for all hire store requests.

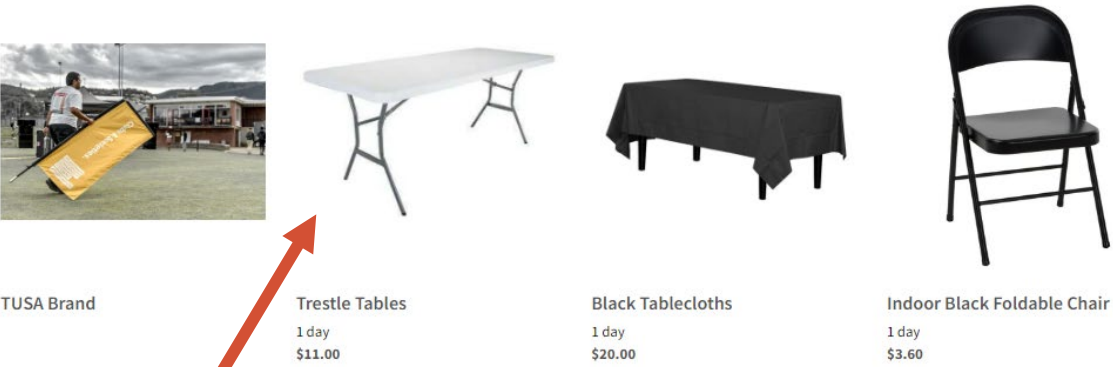
We've categorised all equipment based on what's available on your campus to help you organise your event.



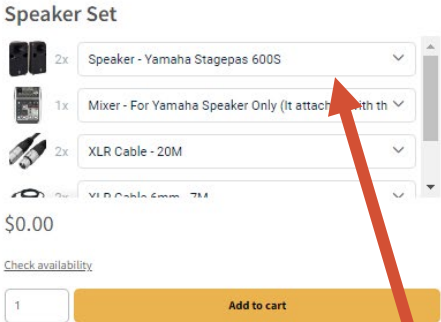
1. Select your relevant campus

2. Click on the categories or 'See all' for the full list

Conferences, Workshops, Meetings

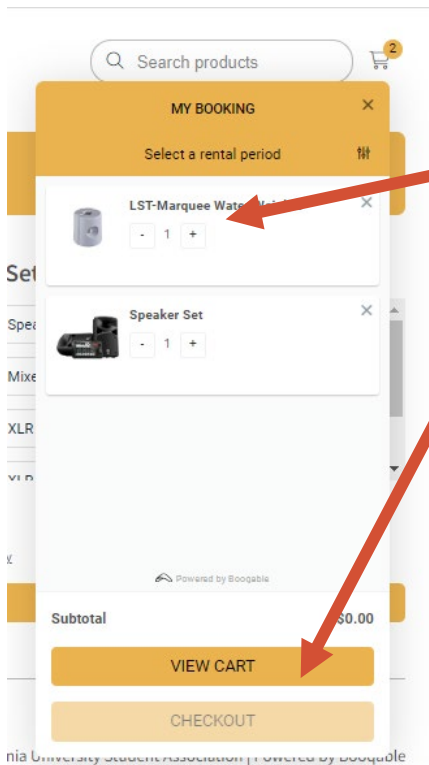


3. Choose the equipment and select pictures for reference to better understand the equipment. **Ignore the price**, your clubs/societies will **not** be charged.



4. Select your rental period to check the availability of the equipment. You may also choose the variations of equipment, for e.g., the mixer and speakers.

5. Add to cart after selecting



6. You will be prompted to review your booking selection
7. Increase the quantity here
8. Checkout if you're finished selecting equipment
9. Sign-in using your C/S account if you haven't already done so. (Refer to previous page on how to register.)

Sign-in

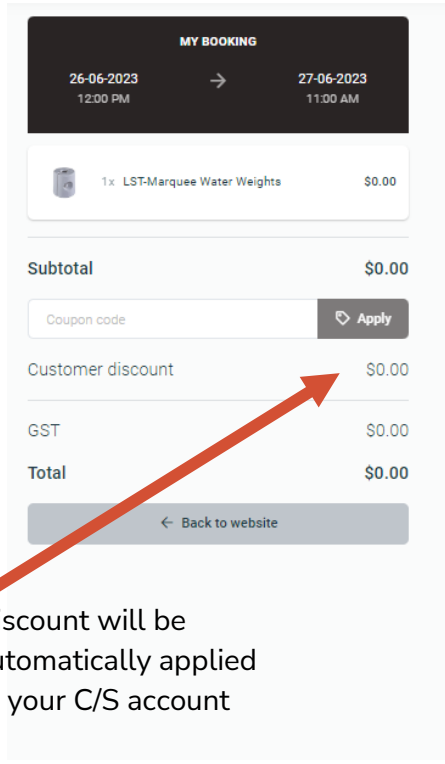
Don't have an account? [Sign up](#)

Email

Password

[Forgot your password?](#)

Sign in



10. Discount will be automatically applied to your C/S account

eugene tong
tongeugene99@gmail.com [Sign out](#)

Address

1 Churchill Ave 7000 Sandy Bay TAS

Address line 1 *
1 Churchill Ave

Address line 2

Post Code * City State

7000 Sandy Bay TAS

Save address for next time

PO Number Event Name *

I have read and agree to the terms & conditions

Complete checkout

11. Fill in the address as per following example.
12. Please fill in the 'Event Name' as it's easier for us to cross check.

We hereby confirm that we've received your order for 26-06-2023 12:00 PM - 27-06-2023 11:00 AM

Order

	Qty	Price
LST-Marquee Water Weights	1	\$0.00
Discount:		\$0.00
Security deposit		\$0.00
Taxes		\$0.00
Grand total		\$0.00

If you have any questions, please contact us at Clubs@TUSA.tfas.edu.au.

Kind regards,
Tasmania University Student Association

Show this QR code in-store for a faster pickup.



13. You will receive an email with details once your booking is confirmed. Please check and reply to us if you need to make any changes.

Collection Time

All the equipment can be hired so long as it's available for the times you require it. You may collect during TUSA business hours as stated below,

- Mon – Thur, 9:30 am – 4:00 pm
- Fri, 10 am – 12:30 pm
- After-hours return for large equipment can be arranged, please email us.

If you wish to collect & return equipment beyond normal hours of business, please email us directly to discuss further.

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Version 1.0

For any queries, please email Clubs@TUSA.utas.edu.au

Business Hours:

Monday to Thursday 8:30 am – 4:30 pm

Friday 10 am – 12:30 pm

