

Emery Down & Bank Village Hall – New Website User Guide

1. Why has the website changed?

The old website was insecure and updates were not possible because it was built some years ago using a version of a website developer that is no longer supported. The new website is built with the latest security protocols using a modern development environment, which allows for easy updating. The trustees are looking to introduce user booking and payments to simplify the work of the hall administrator. However, the former workflow, requiring the administrator to make bookings and handle payments, is being retained for more complex bookings and for customers that prefer this method.

2. Navigating the website

The picture below shows the home screen of the website. The main navigation buttons are highlighted in yellow and these are accessible from all screens. If you view the website using a small screen device, such as a mobile phone, you can bring up these navigation buttons by clicking on the top right screen 3-bar icon ☰.



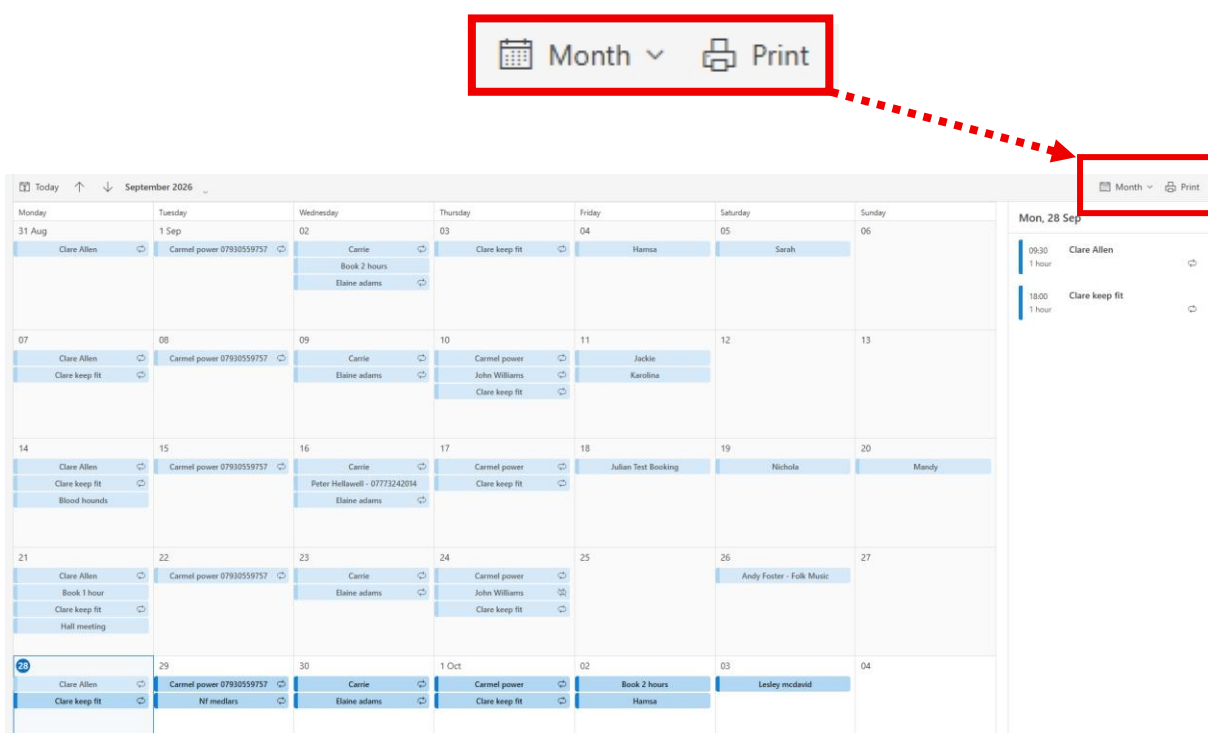
Hall News

The options are as follows:

- **HOME:** The home screen is an introduction to the website and is designed to be eye-catching and to illustrate some of the varied uses of the hall. Events may be internal but can also take advantage of the hall's attractive grounds.

At the bottom of the home screen is a section titled “Hall News” which the trustees can use for making announcements.

- **CALENDAR:** All hall bookings are stored in an internal Microsoft Outlook Calendar. Selecting this button enables the user to open a new view-only window showing the calendar. The calendar opens in a month view as shown below but the user can select either a week or day view from the drop-down button or print the current calendar view using the “Print” button. The website remains open in its original window and you can switch between the windows. The appearance of bookers’ names is a legacy from the old website. New bookings will appear as “Book 1 hour”, “Book 2 hours”, etc., to preserve the identity of bookers.



- **BOOK HALL:** This is the entry point for users to book time slots in the hall. The booking process is described in the “Booking” section below.
- **VIEWS:** This shows scrolling elevation photos of the hall. This is important if you are unfamiliar with the layout of the hall. If you move your mouse over the photos you can scroll manually.
- **GALLERY:** This shows a scrolling selection of photos taken at various hall events.
- **TERMS:** This document describes the booking terms. It can either be viewed a page at a time or as a complete PDF document.
- **HISTORY:** Information about the rather fascinating history of the hall.
- **SERVICES:** The user document appears there along with links to other interesting websites concerning Emery Down and the wider New Forest.

At the bottom right of each page you see an icon . This is a direct email link to the hall administrator and can be used to communicate with her directly.

3. Booking the hall

There are two ways to book the hall in the website.

- Make an online booking and pay through Paypal.
- Make a booking through the bookings manager and pay through bank transfer.

The following section describes in detail making an online booking, which will actually become quite easy once you have done it a couple of times. However, to make a booking through the bookings manager (the only workflow in the old website) select the green button “MAKE A BOOKING THROUGH THE BOOKINGS MANAGER”. You will be presented with an email screen for you to send your booking requirements. She will respond to you to confirm availability and ask you to pay by bank transfer in advance of your booked time.

Online bookings are quick to do but are intended more for simple bookings. Select the green button “MAKE AN ONLINE BOOKING” and it will offer you a booking for between one and four hours. Longer or repetitive bookings should be made currently through the bookings manager. Select the appropriate green “BOOK” button and it will open a calendar view showing what booking slots are available on the day of your choice for the time you want. The picture below shows booking availability for 1 hour requested on Monday 28 September 2026 at 4pm. The green solid circled date is the date selected and the green open circled dates are possible booking days (dates not circled are in the past). Below the calendar are the available booking slots (start times) for the requested 1 hour on the date selected. So on Monday 28th September 2026 there is one afternoon (starting 5pm) and four evening 1-hour slots available as there is currently a booking from 6-7pm. The hall opening times are from 9am – 11pm, 7 days a week.

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September 2026

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Book 1 hour

1 hr | £17.50

Share:  

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(GMT+01:00) Edinburgh, London

Afternoon

5:00 PM

Evening

7:00 PM

8:00 PM

9:00 PM

10:00 PM

Select your time slot from the available start times shown below the calendar. You will then be presented with a booking screen as shown below.



Book 1 hour

£17.50

Administrator

29 Sept, 22:00



Have a coupon code?

Enter Code

Apply

Subtotal

£17.50

Total

£17.50

Due now

£17.50

Add your details

Already have an account? [Sign In](#)

First Name *

Last Name *

J

P

Email *

pickering2727@icloud.com

Phone Number

07770430017

☐ Store my information for faster checkout in the future.

☐ Send me occasional marketing emails.

Continue to Payment

Book More Services

From here you can cancel the transaction by clicking the dustbin icon (highlighted in red), continue to PayPal payment or book further hall time before paying. You will find it useful to create a hall account (see Section 4) as this will fill in all the information for you from your user profile and keep a record of all your bookings. If you choose to continue to PayPal payment you will open the screen below. Click the PayPal button and follow the instructions to login to your PayPal account and make the outstanding payment.

< Cart

×

Subtotal	£17.50
Total	£17.50

Total due now

£17.50

PayPal

*** Note to trustees – this does not work yet until PayPal interface completed ***

4. Creating an account

In order to make online bookings easier you should create an account on the hall website. This will allow you to keep track of all your bookings and manage payments. To create an account or login if you have one already, click the person icon on the top right of the screen, shown highlighted in yellow below.



Fill in your details and if you are creating an account you will be asked to verify your email. You will receive the message below on the website.



Check your email

You're almost there! We sent an email to pickering2727@icloud.com with a link to activate your account. Please check your email and click the activation link.

Follow the instructions in your email to activate the account and set or reset your password. When you logon you will then see the following screen which allows you to manage your account and see all your booking as shown below.

Emery Down & Bank Village Hall

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HOME

CALENDAR

BOOK HALL

VIEWS

GALLERY

TERMS

HISTORY

SERVICES

History

Bookings

Account

Book 2 hours

30 August 2026, 10:00 AM

View Details

Book 2 hours

29 August 2026, 10:00 AM

View Details

(GMT+01:00) Edinburgh, London

The website shows you how many transactions you have outstanding. These appear in the number against your cart in the top right hand corner of the website (highlighted in yellow below). You can click the cart icon at any time and it will show you full details of all outstanding transactions that require payment.

