

How to book a Meeting Room or Hall via IMS Community Halls Manager



✓ Create an IMS account

- Log on to <https://www.imscomply.com.au/brimbankch/index.php>
- Click on the **Create account** button and follow the prompts

✓ Check the availability of a room

- Once logged in you can check the availability of a Meeting Room & view a specific date by clicking on the **Bookings calendar** button and select date
- To filter via specific venue, click on the **Filter venue name** button
- Use the **← Scroll time left** **Scroll time right →** tabs to navigate through times

✓ Submit a booking

- Click on **Add new booking** and follow the prompts
- All fields with an * are mandatory
- If you wish to view your estimated booking fees, simply click on the **View estimated fees** tab
- Don't forget to read the T&C's by clicking on the PDF icon

Terms and Conditions PDF



- Once you have loaded the T&C's PDF, the checkbox becomes enabled
- Now check the box and you can **Submit & send**
- Otherwise click on **Save incomplete application** to come back to save your application and come back to it another time

✓ Notification via email

All your steps, including confirmation, will be sent to you instantly via email to help you keep track

✓ Keep a record of your Booking ID for easy reference

You can login at any time and keep track of your booking(s). If you need to contact a Bookings Officer please ensure to have your Booking ID handy for quick reference

✓ Contact us

Feel free to call us for any trouble shooting on **9249 4537** or alternatively send us an email at facilities@brimbank.vic.gov.au