



# LAGOBALLO

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# EVENTS BOOKING

A GUIDE ON HOW TO BOOK AN EVENT/CLINIC AS AN ORGANISER

This guide will help you organise your event being held and hosted by *Lagoballo* in Royalla, NSW.

# BOOKING YOUR CLINIC

## WANTING TO BOOK OUR FACILITIES?

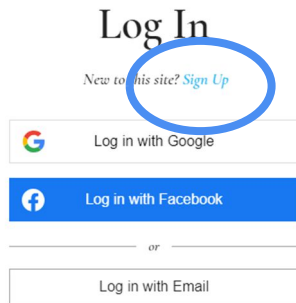
Once you are ready to book in the use of our facilities, make sure you have some dates in mind for the event/clinic. All the facilities are bookable online from the [Lagoballo website](#), you will need to sign up and be an approved member of **Lagoballo** prior to booking. Feel free to chat to us if you have any questions via our “Contact Us” section on the [Lagoballo website](#).

## SIGN UP AS A MEMBER

- 1) You will need to sign up and get approved as a member (if you have not already done so – follow this process)
- 2) From the Menu, click the “Log In” button



- 3) Click on the “Sign Up” link



- 4) Enter in your details
- 5) Wait for the **Lagoballo** team to approve your membership (this will come via e-mail)

## HIRING FACILITIES

- 1) At **Lagoballo**, we do offer packages (valid for 6 months, however, if you only use part of your sessions, the remaining sessions are non-refundable or bookable due to these conditions) with discounted rates when you book the arena, speaker system and Ceecoach system in for a 2-day hire. If this is something you'd like, click the “Explore Plans” link

12 hr

\$30

[Book Now](#)

[Explore Plans](#)

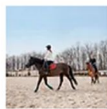
- 2) Click on the “Select” button, fill in the details (pay particular attention to your start date as this will be when your 6 months period will commence) and check out
- 3) Once completed and you receive notification, you will then be able to book the facility hire using the next steps

## HIRING FACILITIES

- 1) Once you are an approved member, ensure you “Log In” (top right hand corner of your screen), then you can continue the booking process in the following steps
- 2) Click on the “Book Now” menu item at the top of the page



- 3) Click the “Book Now” button on the facility hire you would like to book (see previous section if you would like to pay for a package as you will need to do this first to get any reduced rates)



Arena Hire: Private/Group/Clinic (Daily)

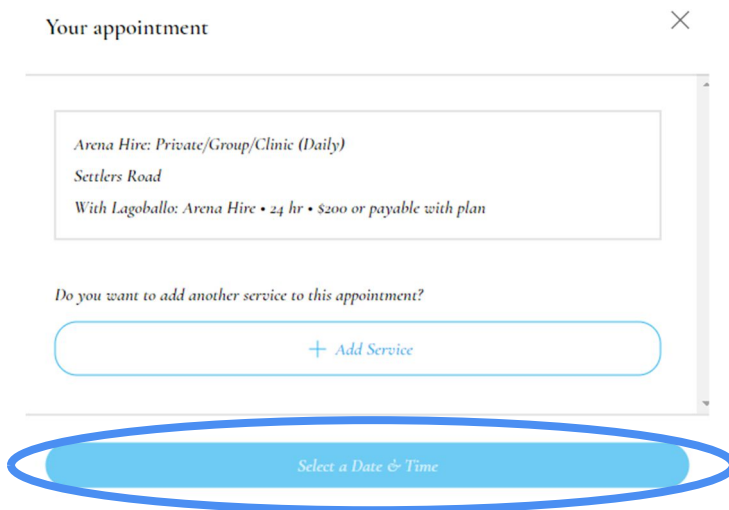
[Read More](#)

24 hr

\$200



- 4) Click on “Select a Date & Time”



- 5) Ensure you select “12:00am” as your start time for the date in question (as this will book the facilities for the correct period)
- 6) If you would like to hire any additional days, click on “Add to Cart” and repeat steps 2 through 5 above
- 7) Once you are ready to check out, click on the “Book Now” button and follow the checkout process
  - a. If you have already paid for a package, then the check out will be free but this needs to be done so the facilities are booked in your name and then not made available for others during your event/clinic dates
- 8) You will receive confirmation of your bookings via e-mail

# FACILITIES AVAILABLE

## WHAT CAN YOUR HIRE AT LAGOBALLO?

*Lagoballo* offer the following for hire (you can check out our [extensive inclusions here](#)):

- 60m x 30m arena (solar-LED floor lit with jumps)
- Modular overnight/day yards for participants
- Speaker system
- Ceecoach system
- Catering
- Horse grooming/day spa treatments
- Other options are all available on our website
  - [Book here](#)
  - [Shop here](#)

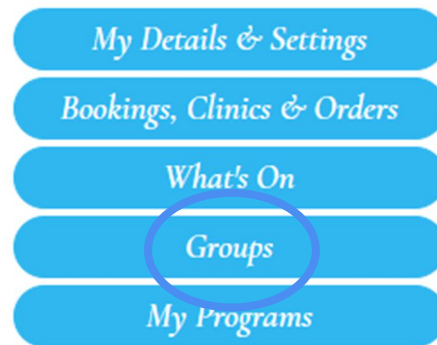
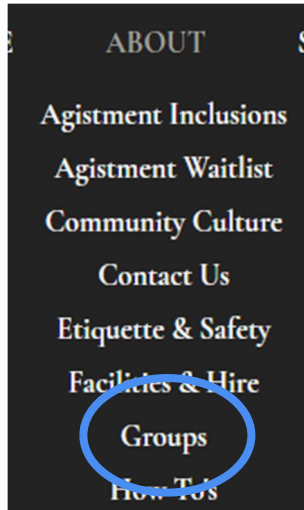
# GROUP ACCESS

## CLINIC ORGANISERS GET A SPECIFIC GROUP!

Once you have booked your event/clinic, and you'd like to stay up to date on what is happening at *Lagoballo* or have any questions, please follow this guide:

If you'd like to see what everyone else is talking about or have questions, please check out your event "Group" – You can access this from two ways:

- 1) From the *Lagoballo* website home page, mouse over the "About" menu and click on "Groups" OR if you have logged in, on the right hand side under your profile picture there is an arrow, click on this and select "My Profile" and click the "Groups" button



- 2) Click the "View" button on your event and you can start engaging with people! You can even share files/photos here.



LAGOBALLO