

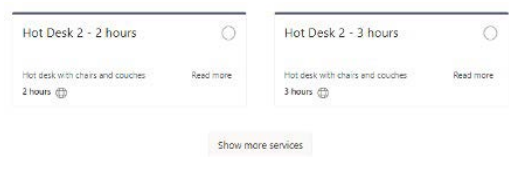



# Community101

## How to: Book a Community101 space



### Quick reference guide

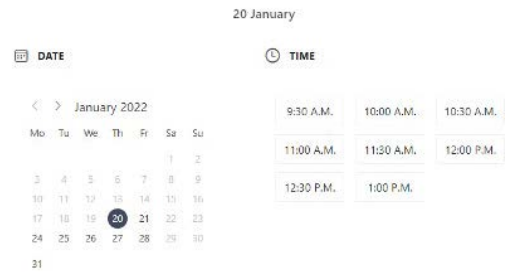
<b>Introduction</b>	Anyone can book a community101 space as long as they follow our <a href="#">Terms of Use</a>
<b>Before you begin</b>	<p>Community101 is located at our Christchurch Branch at 111 Cashel Street, Christchurch. There are a number of different spaces available for booking:</p> <ul style="list-style-type: none"> <li>• <b>Hot desks</b></li> <li>• <b>Collaborative desks</b></li> <li>• <b>Lounging areas</b></li> <li>• <b>Meeting rooms</b></li> </ul> <p>These spaces are available as one hour, two and three hour services. It's possible to book multiple services for example: 2x one hour services back to back, providing its within opening hours. If you no longer need the space, please cancel your booking in advance, so that others can use the service.</p>
<b>System requirements</b>	You can access the booking portal directly at <a href="https://bnz.co.nz/bookcommunity101">bnz.co.nz/bookcommunity101</a> or via the <b>Book a space</b> link at <a href="https://bnz.co.nz/community101">bnz.co.nz/community101</a>
<b>Step 1</b>	Click on <b>Book a space</b> to access the booking portal.
<b>Step 2</b>	<p>To view the full list of services available, select <b>Show more services</b>.</p> <div data-bbox="893 1680 1404 1848">  </div>
<b>Step 3</b>	<p>Select the space that best suits your needs</p> <ul style="list-style-type: none"> <li>• You can select <b>Read more</b> to see a full list of facilities for each space.</li> </ul> <div data-bbox="893 1870 1316 2049">  </div>

## Quick reference guide

### Step 4

Scroll down the page and select the date and time you would like to book the space.

- Ignore **Select Staff**.
- If a date or time does not appear, this means the service is already booked.



20 January

DATE TIME

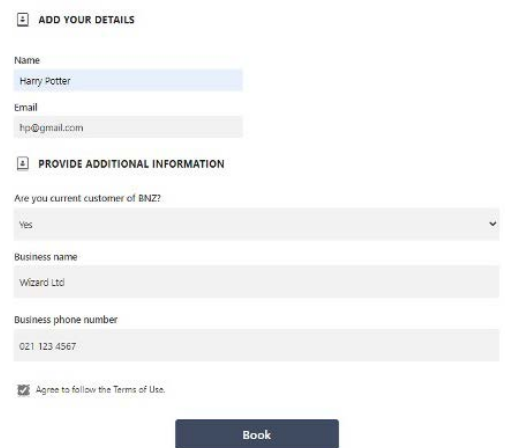
January 2022

Mo	Tu	We	Th	Fr	Sa	Su
					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
						31

9:30 A.M.	10:00 A.M.	10:30 A.M.
11:00 A.M.	11:30 A.M.	12:00 P.M.
12:30 P.M.	1:00 P.M.	

### Step 5

Add your business details to book the service and select **Book**.



ADD YOUR DETAILS

Name  
Harry Potter

Email  
hp@gmail.com

PROVIDE ADDITIONAL INFORMATION

Are you current customer of BNZ?  
Yes

Business name  
Wizard Ltd

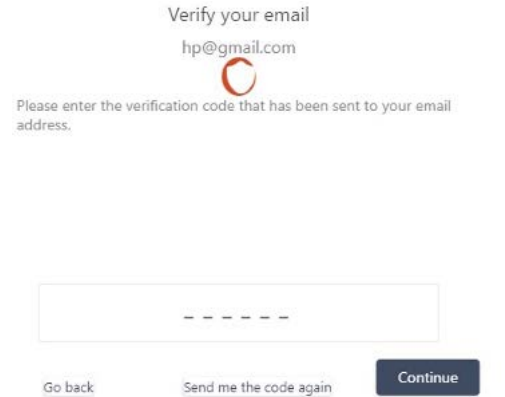
Business phone number  
021 123 4567

Agree to follow the Terms of Use.

Book

### Step 6

Follow the security prompt to secure the booking. A verification code will be sent to the business email you entered.



Verify your email  
hp@gmail.com

Please enter the verification code that has been sent to your email address.

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Go back Send me the code again Continue

### Step 7

Booking is confirmed. You will receive email confirmation. This will include your booking details and how to reschedule or cancel the booking if needed.



### Tip

Avoid using Internet Explorer web browser. Microsoft Edge, Firefox, and/or Google Chrome work well.