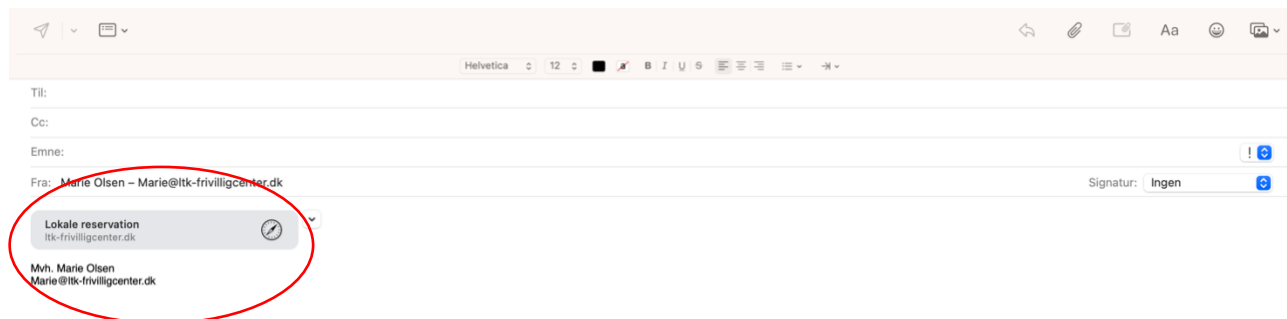
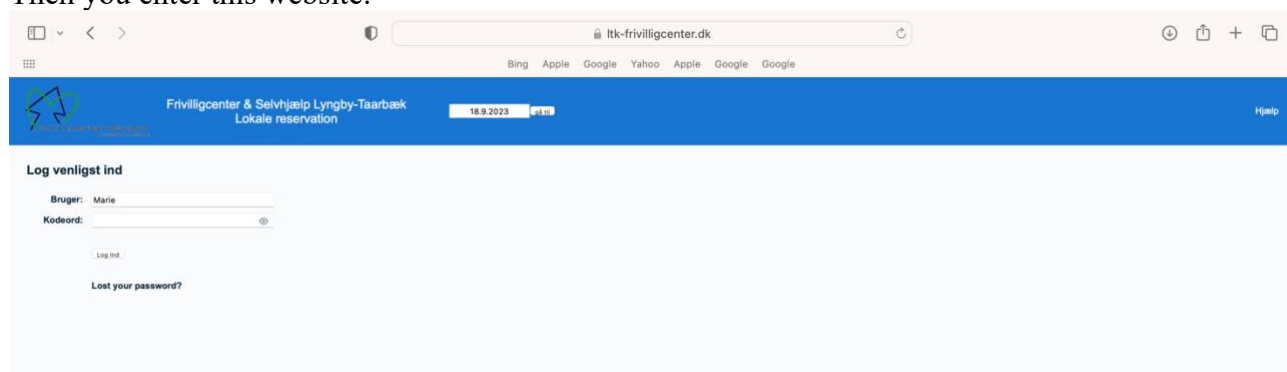


Guide for booking – English

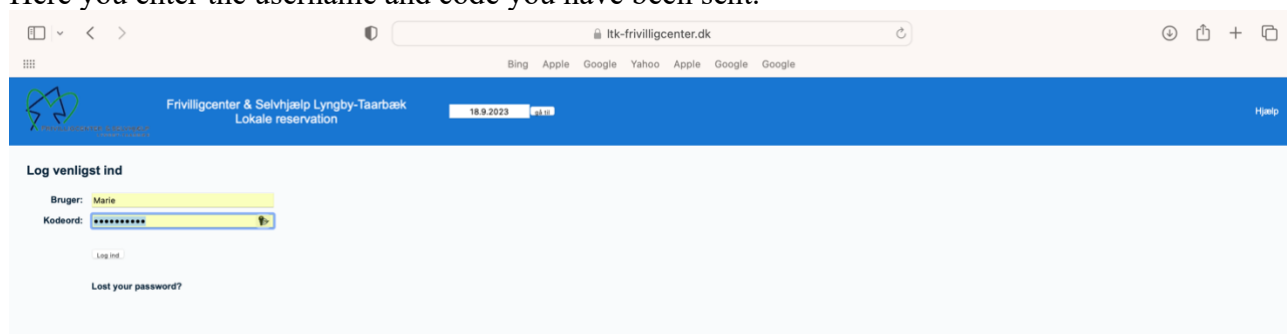
Go to the link that has been sent in the email. It looks like this <https://ltk-frivilligcenter.dk/booking/web/admin.php>



Then you enter this website:



Here you enter the username and code you have been sent.



You will then be sent to the front page. Here you will see the four rooms you can book, Det lange, Loftet, Annexe and Stue. Next to the name of the premises, you can see how many people there is room for

Frivilligcenter & Selvhjælp Lyngby-Taarbæk
Lokale reservation

18.12.2023

mandag 18 december 2023

Tid	Det Lange (20)	Loftet (45)	Anneks (2)	Stuen (10)
07:00				
07:15				
07:30				
07:45				
08:00				
08:15				
08:30				
08:45				
09:00				
09:15				
09:30				
09:45				
10:00				
10:15				
10:30				
10:45				
11:00	Kraftens Bekæmpelse			
11:15	Kraftens Bekæmpelse			
11:30	Kraftens Bekæmpelse			
11:45	Kraftens Bekæmpelse			
12:00				
12:15				
12:30				
12:45				
13:00				
13:15				
13:30				
13:45				
14:00				
14:15				
14:30				
14:45				
15:00				
15:15				

You can choose on the left side which day you would like to book a room, in this example I have chosen Monday 18 December. The green markings are those who have already booked in that day.

Frivilligcenter & Selvhjælp Lyngby-Taarbæk
Lokale reservation

18.12.2023

mandag 18 december 2023

Tid	Det Lange (20)	Loftet (45)	Anneks (2)	Stuen (10)
07:00				
07:15				
07:30				
07:45				
08:00				
08:15				
08:30				
08:45				
09:00				
09:15				
09:30				
09:45				
10:00				
10:15				
10:30				
10:45				
11:00	Kraftens Bekæmpelse			
11:15	Kraftens Bekæmpelse			
11:30	Kraftens Bekæmpelse			
11:45	Kraftens Bekæmpelse			
12:00				
12:15				
12:30				
12:45				
13:00				
13:15				
13:30				
13:45				
14:00				
14:15				
14:30				
14:45				
15:00				
15:15				

You can then click on the room you would like to book, and you will then be forwarded to a booking form

The screenshot shows a web browser window with the URL `ltk-frivilligcenter.dk`. The page title is "Frivilligcenter & Selvhjælp Lyngby-Taarbæk Lokale reservation". The main content area is titled "Reservation" and contains the following fields and options:

- Gemt af:** Marie Braun Olsen
- Kort beskrivelse:** Eksempel 1
- Kontaktoplysninger:** Navn: Tlf.: Mail:
- Start:** 18.12.2023 10:00 (hele dagen)
- End:** 18.12.2023 11:00 (1 hour)
- Rum:** Det Lange, Loftet, Annex, Stuen
- Confirmation status:** Tentative, Confirmed
- Allow registration:**
- Set event capacity:**
- Event capacity:** 1
- Registration opens:** 2 in advance
- Registration closes:** 0 in advance
- Repetitions type:** Ingen, daglig, ugentlig, månedlig, årlig

Here you must select your user and write what the booking is, I have written example 1 here. Then you must write your contact details.

Here you can also choose the time and how long you want a booking to be.

The left screenshot shows the "Reservation" form with a dropdown menu open for the "Start" field. The menu lists times from 07:00 to 18:00. The "End" field also has a dropdown menu open, listing durations from 10:15 to 18:00. The "Rum" field is set to "Det Lange".

The right screenshot shows the "Reservation" form with a dropdown menu open for the "End" field. The menu lists durations from 10:15 (15 minutter) to 18:30 (18,5 timer). The "Start" field is set to 18.12.2023 10:00. The "Rum" field is set to "Det Lange".

You can also change the room you have chosen here.

Reservation

Gemt af: Marie Braun Olsen

Kort beskrivelse: Eksempel 1

Kontaktoplysninger
Navn:
Tlf.:
Mail: Marie@ik-frivilligcenter.dk

Start: 18.12.2023 10:00 hele dagen

End: 18.12.2023 11:00 (1 hour)

Rum:

- Det Lange
- Loftet
- Anneks
- Stuen

Confirmation status: Tentative Confirmed

Allow registration:

Set event capacity:

Event capacity: 1

Registration opens: 2 dager in advance


Registration closes: 0 sekunder in advance

Repetitions type:

- Ingen
- daglig
- ugentlig
- månedlig
- årlig

Back Dem ✓ ✓

You can also choose whether it is a recurring booking and how often it should be.

 Frivilligcenter & Selvhjælp Lyngby-Taarbæk
Lokale reservation 18.12.2023 11:13

Reservation

Gemt af: Marie Braun Olsen

Kort beskrivelse: Eksempel 1

Kontaktoplysninger
Navn:
Tlf.:
Mail: Marie@ik-frivilligcenter.dk

Start: 18.12.2023 10:00 hele dagen

End: 18.12.2023 11:00 (1 hour)

Rum:

- Det Lange
- Loftet
- Anneks
- Stuen

Confirmation status: Tentative Confirmed

Allow registration:

Set event capacity:

Event capacity: 1

Registration opens: 2 dager in advance

Registration closes: 0 sekunder in advance

Repetitions type:

- Ingen
- daglig
- ugentlig
- månedlig
- årlig

Back Dem ✓ ✓

At the bottom of the page you can see if the booking can be approved, if there are two green check marks, the booking can be completed and you can click save. If there is a red cross, it means that the room is booked for the time you want it.

Reservation

Gemt af: Marie Braun Olsen

Kort beskrivelse:

Kontaktoplysninger
Navn:
Tlf.
Mail:

Start: hele

End:

Rum:

Confirmation status: Tentative Confirmed

Allow registration:

Set event capacity:

Event capacity:

Registration opens: in advance

Registration closes: in advance

Repetitions type: Ingen
 daglig
 ugentlig
 månedlig
 årlig

ask: Gem:

Once you have saved, you can see your booking on the front page, to either edit it or delete it, you just have to click on it and choose edit or delete respectively.

Browser: ltk-frivilligcenter.dk

Bing Apple Google Yahoo Apple Google Google

Hjælp Rapport Import Kiosk Rum Bruger liste Marie Braun Olsen Log ud

mandag 18 december 2023

dag Uge Måned

Tid	Det Lange (20)	Lofet (45)	Anneks (2)	Stuen (10)
07:00				
07:15				
07:30				
07:45				
08:00				
08:15				
08:30				
08:45				
09:00				
09:15				
09:30				
09:45				
10:00				Eksempel1 Marie@ltk-frivilligcenter.dk
10:15				
10:30				
10:45				
11:00	Kraftens Bekæmpelse			
11:15				
11:30				
11:45				
12:00				
12:15				
12:30				
12:45				
13:00				
13:15				
13:30				
13:45				
14:00				
14:15				
14:30		Limone Ung Café		
14:45				
15:00				

Åbn "https://ltk-frivilligcenter.dk/booking/web/view_entry.php?view=day&year=2023&month=12&day=18&area=1&id=1132" i en ny fane