



# USER GUIDE – REGIONAL CENTRE ONLINE BOOKINGS



## REGIONAL CENTRES

Shared meeting rooms available to tenant agencies only, at:

**Cairns, William McCormack Place – Meeting Rooms**

**Ipswich, 117 Brisbane Street - Meeting Rooms**

**Mackay, 44 Nelson Street - Level 5 Conference Room**

**Maroochydore, 12 First Avenue, Mike Ahern Building - Meeting Rooms**

**Maryborough, 123 Wharf Street – Meeting Rooms**

**Townsville, 435-445 Flinders Street - Eight Person Training Room**

## EPWEB

Web address - <https://epweb.hpw.qld.gov.au>

Click the login button and then enter your username and password to proceed.

Queensland Government

Home Calendar Search For A Booking

Welcome to the Department of Energy and Public Works Booking Website

Use this site to view and book your DWC workstation and Regional meeting rooms.

[Click here to LOGIN](#)

**Distributed Work Centres**

- Cannon Hill
- Ipswich
- Robina
- Maroochydore
- Logan

**DWC Floor Maps**

Click [here](#) to view the Cannon Hill Distributed Work Centre Floor Plan

Click [here](#) to view the Ipswich Distributed Work Centre Floor Plan - LEVEL 5

Click [here](#) to view the Robina Distributed Work Centre Floor Plan

Click [here](#) to view the Maroochydore Distributed Work Centre Floor Plan - LEVEL 2

Click [here](#) to view the Logan Distributed Work Centre Floor Plan

**CONTACT US**

New user or want to register?: [Email DWC](#)

Forgotten your password?: [Email DWC](#)

**Regional Centre's Meeting Rooms**

- Cairns
- Townsville
- Mackay
- Ipswich
- Maroochydore
- Gladstone (Herbert St)
- Maryborough (Wharf St)

**CONTACT US**

New user or want to register?: [Email Venues](#)

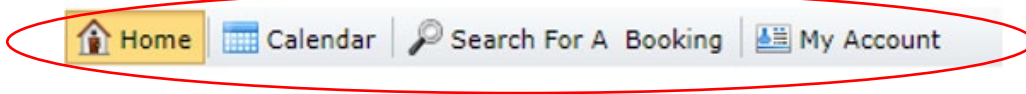
Forgotten your password?: [Email Venues](#)

Phone: 07 3008 2746 or 07 3008 2747

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## NAVIGATION



There are a variety of navigation buttons to help direct you around the site, these are:

**HOME** – this takes you to the front page of website and the links to information about the conference rooms

**CALENDAR** – this is where you go to book a room.

**SEARCH (FOR A BOOKING)** – if you have already made a booking, you can search for the details on your booking here.

**MY ACCOUNT** – shows you a list of all of your bookings.

## CANCELLATIONS AND EDIT RESTRICTIONS

If the booking you want to cancel or edit is part of a multiple booking, please email [venues@epw.qld.gov.au](mailto:venues@epw.qld.gov.au)

Requests to add new staff members to the EventPro booking system must be made by Departmental Sub Administrators by emailing [venues@epw.qld.gov.au](mailto:venues@epw.qld.gov.au)

Please remember to cancel any bookings that are no longer proceeding.

## CALENDAR

**Locations** – are listed down the left hand side of the calendar. If you click on a location it will display room features and setup style options.

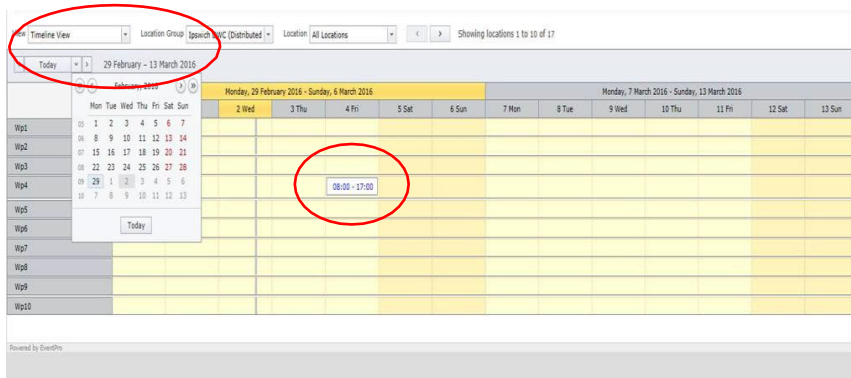
**Dates** – are listed across the top of the page

The calendar shows 2 weeks availability at a time.

## VIEW CALENDAR

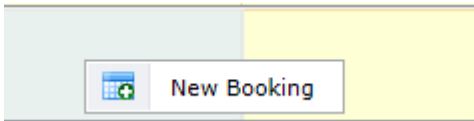
Select *timeline* view, as per below image.

This will allow you to see room availability – booked rooms are identified with a time in the relevant date field (as indicated below).



## MAKE A BOOKING

Find your desired room and date, then 'right click' in the space and select 'New Booking'



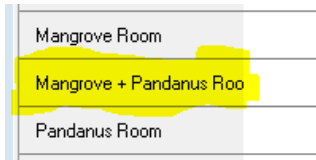
Please follow the steps in the booking wizard to complete your booking.

If a room has more than 1 setup option eg Workshop or Boardroom, please provide your preferred setup in the 'Setup Type' field. Please do not leave this section blank.

Please indicate the number of attendees for the booking, not the room capacity.

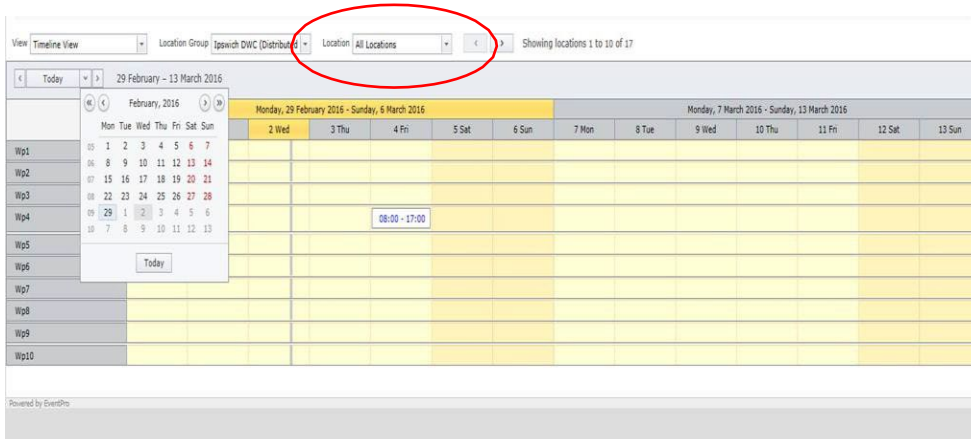
After you have made your booking, please print off the 'Booking Successful' page. This will provide you with your booking number and details. You will subsequently receive a web booking email.

If you book combined rooms (as highlighted below), this will block out both rooms on the booking system.



## FILTER BY ROOM

To view just one room, filter by selecting the specific location (as indicated below):



## SEARCH FOR YOUR BOOKING

If you have already made a booking, you can search for your booking in the system.

1. Select the 'Search for a Booking' tab
2. Tick 'Show own events only'
3. Press 'Search' button – this brings up all your events

Queensland Government

Home Calendar **Search For A Booking** Account

Logged in as Kerry-Anne (Logout)

### Search For A Booking

Last Week Yesterday Today This Week Tomorrow Next Week

Date From:  Date To:

Event Name:

Category:  [clear] Status:  [clear]

Book #:  Location Group:  [clear]

Location:  [clear]

Show own events only:

Search Reset

Book #	Event Name	Location	Status	From	To	Category	Note
No data to display							

## EDIT YOUR BOOKING

Editing a booking can be done prior to the start of your event/meeting. To edit a repetitive booking, please email [venues@epw.qld.gov.au](mailto:venues@epw.qld.gov.au) and one of the friendly staff will assist you.

To edit your booking, click the 'Search for your booking' tab. Tick 'Show own events only' and click on search.

From here you can view, edit and cancel your booking – click on 'edit' and click 'next' until you get to page you need to change and follow instructions.

Submit your updated booking, printing off the sheet for your records

## CANCELLING YOUR BOOKING

You can cancel a booking up to 24 hours prior to the start of your event. Search for the booking you would like to cancel. By clicking the 'Search for a booking' tab. From here you can view, edit and cancel your bookings. Tick 'Show own events only' and click 'Search'. Select the booking you would like to cancel and select 'Cancel'. **To cancel a booking with less than 24 hours' notice, please email [venues@epw.qld.gov.au](mailto:venues@epw.qld.gov.au) and one of the friendly staff will assist you.**

Queensland Government

Home Calendar **Search For A Booking** My Account

Logged in as Kerry-Anne (Logout)

### Search For A Booking

Last Week Yesterday Today This Week Tomorrow Next Week

Date From:  Date To:

Event Name:

Category:  [clear] Status:  [clear]

Book #:  Location Group:  [clear]

Location:  [clear]

Show own events only:

Search Reset

Book #	Event Name	Location	Status	From	To	Category	Note
No data to display							

## MAKING RECURRING BOOKINGS

As per the below image, at the 'Location Information' page click on 'Add Location' box and add your events. We suggest only adding 10 at a time to avoid any potential issues. Please note, all bookings **must** be in the same building.

New Booking **Location Information** Event Resources Event Summary

Location Information

Enter your locations and click the Next button to continue.  
For **repetitive bookings in the same building ONLY**, please click the "Add Locations" box below.

**Add Locations**

Location	Date	Setup Type	Booked From	Booked To	Estimated Attendance	Actual Attendance	Price	
53 ALBERT ST MR 5	1/11/2016		8:00 AM	12:00 PM	5	5	\$127.27	Edit Delete

For any further assistance or queries, please call 3008 2746 or 3008 2747, or email [venues@epw.qld.gov.au](mailto:venues@epw.qld.gov.au)