

## FACILITY RENTALS BOOKING SYSTEM – VIEW UPCOMING BOOKINGS FOR DISTRICT STAFF

The Facility Rentals Department is excited to announce the launch of our new online booking software and procedure for all 2019-2020 school year bookings onwards. This transition will result in all rentals processes going online through our web-based platform for community users.

This new software/process will include user features such as: submitting booking requests online, online space viewing, online account statements and billing history.

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### ACCESSING eBASE

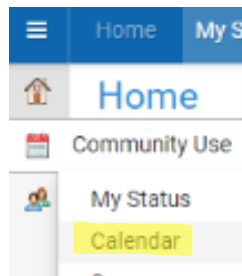
District staff may access the online booking portal by following the link below, or by clicking [here](https://sd33.ebasefm.com/auth/login).  
<https://sd33.ebasefm.com/auth/login>

You will need to select “Login with Board credentials” and sign in with your regular computer login information.

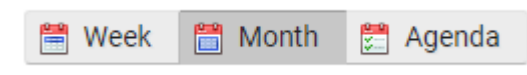
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### VIEW UPCOMING BOOKINGS

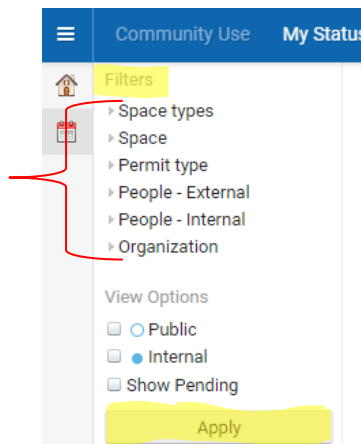
1. To access the calendar, hover over the calendar on the top left of the page. Select “Calendar” from the list that drops down.



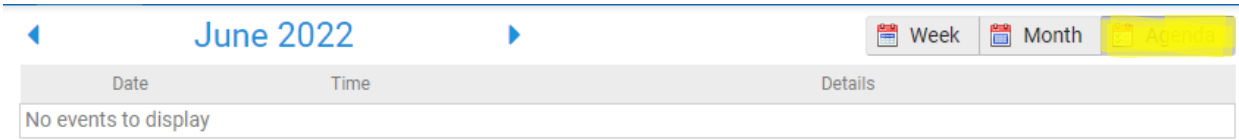
2. You will be able to select different views – week, month, or agenda.



3. You will be able to filter the bookings that are displayed to you. Select the filters you would like to apply, and then click “Apply.” You will now be able to view bookings filtered by your selection.



4. Select "Agenda" for a full list of your upcoming bookings by date.



For additional assistance please contact the Facility Rentals Department by email at [rentals@sd33.bc.ca](mailto:rentals@sd33.bc.ca) or phone (604-701-4977)

Thank you,

***The Facility Rentals Team***

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