

Bookeasy Extra Training



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1. Introduction

Bookeasy has a thorough training program which covers all areas of the Bookeasy system for both your staff and operators. These sessions can be delivered onsite or online by our Bookeasy trainers. Two sessions can be completed in one working day between 9am – 5.00pm.

2. Training Sessions

Module No.	Training Session	Pre - Requisite	Applies to	Brief Outline
1	General Sales 3.5hrs	Mod 7	VIC Staff	<ul style="list-style-type: none"> • Making a booking • Managing reservations • BookEasy overview • Reconciling Payments
2	Advanced Sales 3.5hrs	Mod 1	VIC Staff	<ul style="list-style-type: none"> • Editing Reservations & Payments • Managing Operators • Managing Clients Info
3	Website Management 3.5hrs	None	VIC Staff	<ul style="list-style-type: none"> • Update Website Content • Editing Images • Uploading Images
4	Administration and Marketing 3.5hrs	None	VIC Staff	<ul style="list-style-type: none"> • E-newsletters • Setting up Events • Administration defaults
5	Finance 3.5hrs	Mod 7 (preferable)	VIC Staff	<ul style="list-style-type: none"> • Reconciling Payments • Operator Payments • Financial Reports
6	SEO/Google 2hrs	Mod 3 & 4 (preferable)	VIC Staff	<ul style="list-style-type: none"> • Setting up Google Analytics • Enhancing SEO on your website
7	General Member Console 3.5hrs	None	VIC Staff / Operators	<ul style="list-style-type: none"> • Setting up Members page on Booking Centre website

3. Online Training Costs

- **Per Session - \$350 ex GST**
- **Module 7 - \$88 ex GST per operator**
 - ** Each online training session may have a maximum of 4 attendees.
 - ** A fast internet connection is preferred and ability to download the [GoToMeeting software](#) prior to the training session date (this software allows you to view the same screen as your trainer).
 - ** A conference phone or headset is preferable, so that you can have hands free.

4. Onsite Training Costs

- **Each Session - \$550 ex GST.**
- **Module 7 – \$88 ex. GST per operator. (minimum cost session \$550)**
 - ** Each onsite session can have a maximum of 10 attendees.
 - ** Training Venue to be organised by the Booking Centre with broadband internet access for all attendees.
 - ** Broadband Internet Access to be supplied and working on all computers prior to the commencement of each training session

5. Travel Costs

Includes: Accommodation, Airfares , Car Hire / Transfers, Meal Allowance and Trainers Travel Expense.

1. **Travel costs** are to be paid by the Booking Centre or shared with neighbouring booking centres.
 - a. Travel Costs need to be confirmed via email with Bookeasy at least 14 days prior to the Trainers arrival date.
 - b. Should Bookeasy be required to Book and Pay for any Travel Costs, a 25% administration fee will be applicable.
2. **Trainers Travel Expenses** are charged at \$79.50 ex GST Per hour / Per Trainer (This cost covers the trainers travel time, both to and from your location).

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6. Confirmation

Please fill in the below information and return this to your account manager outlining which options you would like to choose and your preferred dates.

Onsite or Online Training?	
Which Modules would you like to book?	
What dates are preferable for your training?	

- ** Once your dates and training sessions have been confirmed, a quote will be sent to you outlining total training costs and requirements.
- ** All invoices need to be paid up front prior to the commencement of training.

Booking Centre Name:	
Main Contact Name:	
Authorised Signatory:	
Print name:	
Date:	

**** Please ensure all the necessary signatures and details have been completed above and fax or scan this quote back to 07 3036 6921**