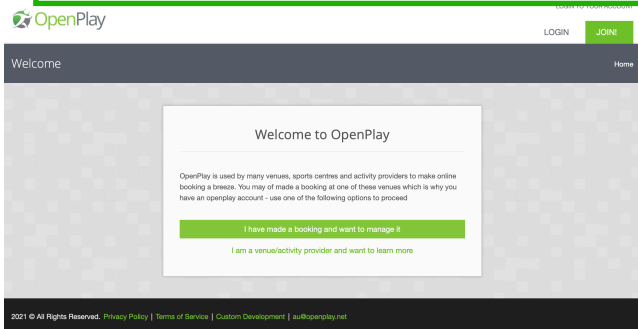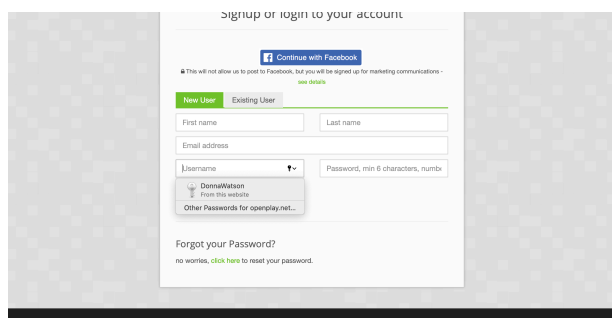# OpenPlay HOW TO STEPS - How to locate requests & approved bookings.
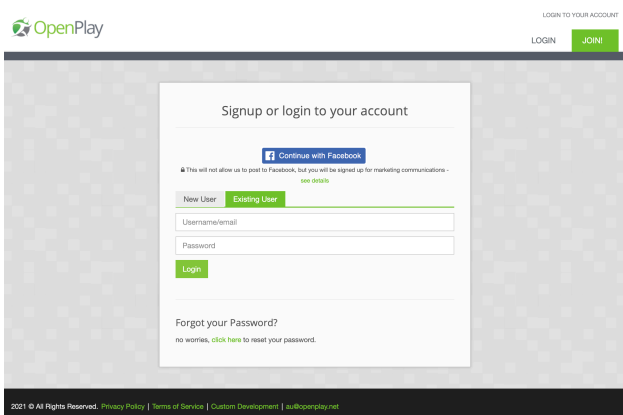

STEP 1

- Enter address into search engine
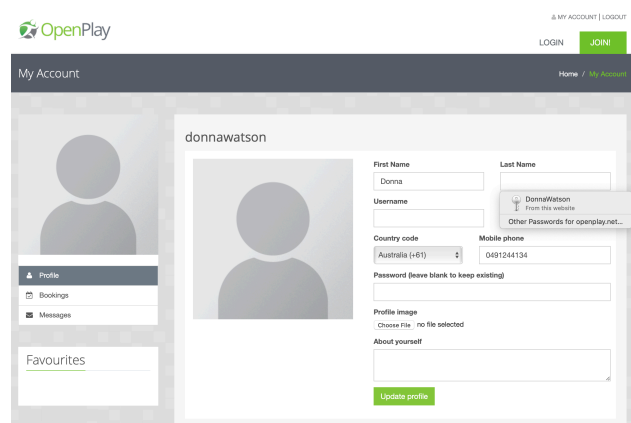- au.openplay.net

- "Welcome to OpenPlay"

STEP 2

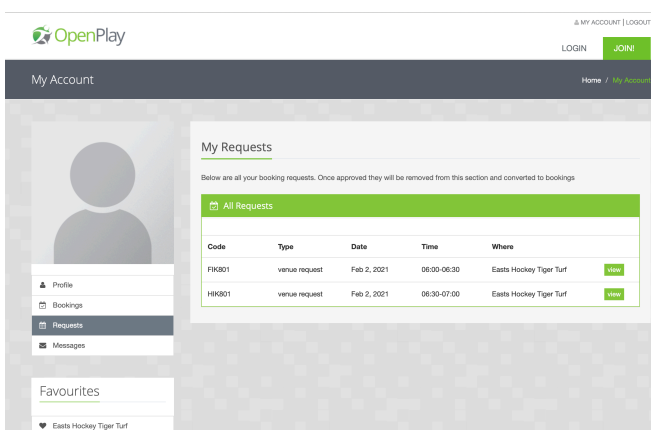- Hit Existing User and complete details

STEP 3

- Enter User Name.
- Options may pop up.
- You can customise your own password.
- Hit "Forgot Password"

STEP 4

- Note on the LH side under profile pic. Click on any to find your:-

  Profile
  Bookings
  Requests
  Messages

STEP 5

- NB. Requests are bookings yet to be confirmed.
- A request code is different to the Booking Ref.No.
- Include the Booking Ref.No. when paying the invoice or cancelling a session to the administrator.