



A GUIDE TO:

Booking Passes

The HUB has 5 meeting spaces that Members may book for different types of meetings or events. Details of each space can be found on COBOT, and include the Algonquin Room, Muskoka Room, Boardroom, Cafe and Phone Booth.

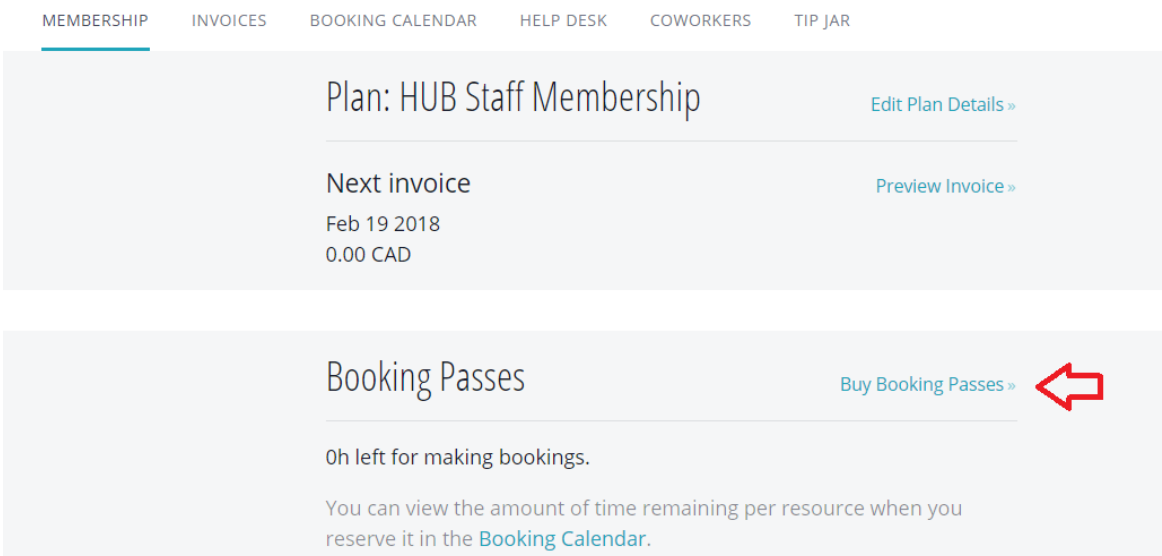
For those HUB Members who would like to utilize these spaces, you need book your time on the COBOT Booking Calendar. To complete a booking however, you will need to purchase pre-paid “Booking Passes” through COBOT using a Pay Pal account. If you need assistance setting up a Pay Pal account, please do not hesitate to contact us. Pay Pal is a free service when using it as a customer.

HUB Booking Passes can be purchased in 1 hour, 4 hour, and 8 hour packages. Members can make bookings in smaller time increments until they have used up the pass entirely. That means a booking pass of one hour can be used not only to make an hour-long booking, but also two 30-minute bookings, or four 15-minute bookings. The smallest increment of time supported by the booking calendar is 5 minutes.

Ready to purchase Passes? Follow the 2 simple steps below...

STEP 1:

Go to www.cobot.me and sign into your account. Members can buy Booking Passes from the front page of The HUB’s Cobot site. This image shows you where:



The screenshot shows the top navigation menu of the COBOT website with the following items: MEMBERSHIP (underlined), INVOICES, BOOKING CALENDAR, HELP DESK, COWORKERS, and TIP JAR. Below the menu, the user's account page is displayed. It features a section for 'Plan: HUB Staff Membership' with a link to 'Edit Plan Details >'. Below that is a section for 'Next invoice' with the date 'Feb 19 2018' and amount '0.00 CAD', and a link to 'Preview Invoice >'. The main section is titled 'Booking Passes' and shows '0h left for making bookings.' Below this, it states 'You can view the amount of time remaining per resource when you reserve it in the [Booking Calendar](#).' A red arrow points to the 'Buy Booking Passes >' link.

STEP 2:

On the next screen you can select the number and type of passes you want to buy. Take note that the cost is shown in brackets in the 'Type of Passes' field. Once you choose the Number of Passes, and the Type, click "Buy Passes". This will redirect you to Pay Pal to make your purchase.

[MEMBERSHIP](#)[INVOICES](#)[BOOKING CALENDAR](#)[HELP DESK](#)[COWORKERS](#)[TIP JAR](#)

Buy Booking Passes with PayPal

You are buying booking passes for booking resources at The HUB Muskoka.

No. of Passes*

Type of Passes



Buy Passes

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