

How to Book a Co-Working Hub space with Lincs to Legacy

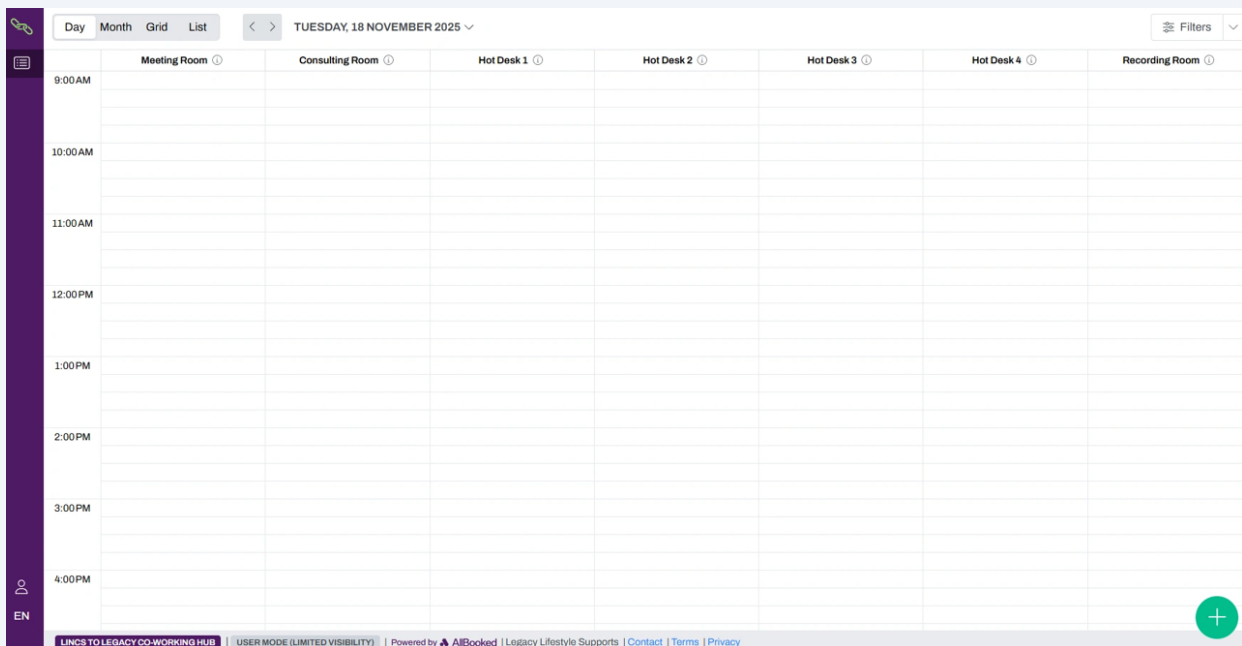
This guide provides a straightforward, step-by-step process for booking a work space at the Lincs to Legacy Co-Working Hub.

The guide covers:

1. finding the booking website
2. creating a booking
3. making payment
4. booking confirmation

1

Go to <https://legacylifestylesupports.skedda.com>



2 Click on the (i) icon to view space details.

	Meeting Room ⓘ	Consulting Room ⓘ	Hot Desk 1 ⓘ	Hot Desk 2 ⓘ	Hot Desk 3 ⓘ
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					

3 Click 'close' to close the details window.

Repeat steps 2-3 for various spaces to choose the right space for your booking.

Shared workspace

Shared room with up to 3 other users.
Each Hot Desk space is separated by desk screens for visual privacy.

Includes:

- guest wifi
- printing options
- basic stationary
- large white board
- power supply to each desk

Close

4 Click on the calendar under the space heading you require.

The screenshot shows a calendar interface for Monday, 17 November 2025. The calendar is displayed in a grid format with columns for different spaces: Meeting Room, Consulting Room, Hot Desk 1, Hot Desk 2, and Hot Desk 3. The rows represent time slots from 9:00 AM to 1:00 PM. A green booking is visible in the Hot Desk 2 column, starting at 10:00 AM. An orange circle highlights the '10:00 am' text on the booking.

5 Drag the upper or lower arrows on the selected booking to indicate what time you will begin and end your booking.

The selected date, time, space and cost will appear in the top right corner above the calendar.

The screenshot shows the same calendar interface as in step 4, but with a booking summary bar at the top right. The summary bar contains the following information: Mon, 17 Nov | 10:00am–11:00am | Hot Desk 2 | \$10.00. There are 'Book' and 'Cancel' buttons next to the summary. Below the summary bar, the calendar grid is visible. A vertical purple bar is positioned over the 10:00 AM slot in the Hot Desk 2 column. An orange circle highlights a downward arrow on the right side of this bar, indicating the time selection interface.

6 Click "Book" to proceed with the booking.

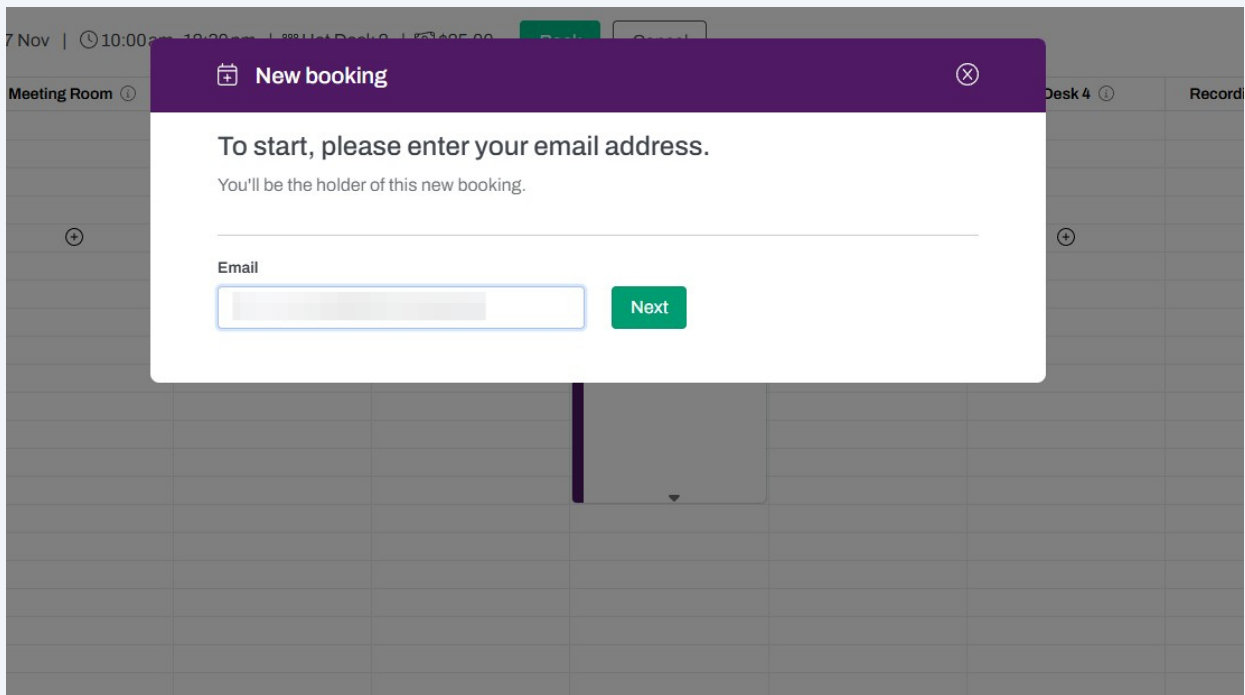
Mon, 17 Nov | 10:00am–12:30pm | Hot Desk 2 | \$25.00

Book Cancel

	Meeting Room ⓘ	Consulting Room ⓘ	Hot Desk 1 ⓘ	Hot Desk 2 ⓘ
9:00AM				
10:00AM	+	+	+	
11:00AM				
12:00PM				

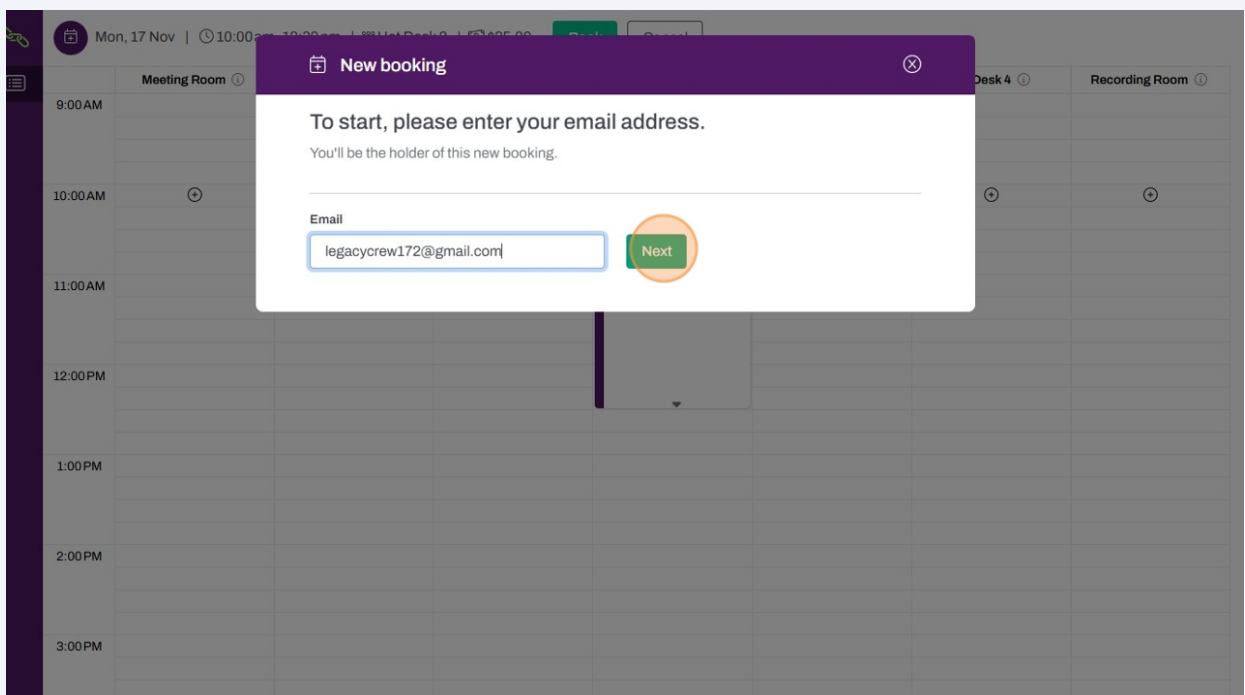
7 Enter your email.

NOTE: this is where you will be sent an invitation to create an account, view booking confirmations and receive payment receipts.



The screenshot shows a 'New booking' dialog box overlaid on a calendar interface. The dialog box has a purple header with a calendar icon and the text 'New booking'. Below the header, it says 'To start, please enter your email address.' and 'You'll be the holder of this new booking.' There is a text input field labeled 'Email' which is currently empty. To the right of the input field is a green button labeled 'Next'. The background shows a calendar grid with a vertical line indicating the current time.

8 Click "Next"



The screenshot shows the same 'New booking' dialog box as in the previous step. The 'Email' input field now contains the text 'legacycrew172@gmail.com'. The green 'Next' button is now highlighted with a large orange circle, indicating it is the next step in the process. The background calendar interface is visible, showing a time slot from 9:00 AM to 3:00 PM.

9

Enter a "Booking title". (ie. study, work, meeting)

The title can be viewed by our admin team and assists us in understanding your purpose for visiting our co-working hub.

The image shows a booking form with several fields. The 'Booking title' field is highlighted with an orange border. The form includes the following fields:

- Date***: A dropdown menu showing "Monday, 17 November 2025".
- Time***: A checkbox for "All day" and two time selection dropdowns: "From 10:00am" and "to 12:30pm".
- Spaces***: A dropdown menu showing "Hot Desk 2".
- Booking title**: A text input field with the placeholder "Add title", highlighted with an orange border.
- How did you discover our space?**: A dropdown menu.
- What can you offer others using our co-working hub?**: A text input field.
- What would you like to get from connecting with others?**: A text input field.

10

Move through the questions below that assist our team in understanding how you discovered our space, what you can offer others in the space and how we can connect you with networks you could benefit from.

All day From 10:00 am to 12:30pm

Spaces*

Hot Desk 2

Booking title

Study

How did you discover our space?

What can you offer others using our co-working hub?

What would you like to get from connecting with others?

Do you have any special requests for this booking? If so, please tell us what you need here.

WORKING HU

11

If you have special requests for this booking, enter those in the field provided.

How did you discover our space?
Social Media

What can you offer others using our co-working hub?
a friendly face or a chat

What would you like to get from connecting with others?
learn & develop skills, build networks, professional support

Do you have any special requests for this booking? If so, please tell us what you need here.

Your details (legacycrew172@gmail.com)

First name*
e.g. Sally

Last name*
e.g. Jones

Telephone*
AU e.g. 0412 345 678

Organization
Optional

WORKING HU

12 Enter your name, phone and organisation.

Do you have any special requests for this booking? If so, please tell us what you need here.

Could I please have access to a white board?

Your details (legacycrew172@gmail.com)

First name* **Last name***

Telephone* **Organization**

Payment and cancellation/changes

Booking price
\$25.00
Your credit card will be charged \$25.00 immediately when you confirm below. There are no additional booking-service fees.

Cancellation/change options
You will not be able to self-service cancel or change this booking once you confirm it below.

⚠ Looks like you haven't set up your payment method yet or it's expired. Please provide your card details below.

Card details*

13 Enter your card details or select Google Pay.

Meeting Room

Booking price
\$25.00
Your credit card will be charged \$25.00 immediately when you confirm below. There are no additional booking-service fees.

Cancellation/change options
You will not be able to self-service cancel or change this booking once you confirm it below.

Desk 4 **Rec**

Card **Google Pay**

Card number **Expiration (MM/YY)** **Security code**

Country

By providing your card information, you allow Lincs to Legacy to charge your card for future payments in accordance with their terms.

Check in
This booking will be checked in automatically. You are required to complete the following items:

14 Tick the box to confirm you will be attending the requested booking.

Check in

This booking will be checked in automatically. You are required to complete the following items:

- I will be attending the space I have booked. *
- I understand the Terms & Conditions of Use in the Co-Working Hub. *
- I have read and agree to the [venue terms](#), [software terms](#) and [privacy policy](#). I authorize Lincs to Legacy Co-Working Hub to take payments from my card account in accordance with these terms. I understand that this particular booking cannot be self-service cancelled or changed, and that my credit card will now be charged \$25.00 to secure it. *

[Confirm booking](#) [Cancel booking](#)

15 Tick the box to indicate you have read and understood our Terms & Conditions of use for the Co-Working Hub.

Check in

This booking will be checked in automatically. You are required to complete the following items:

- I will be attending the space I have booked. *
- I understand the Terms & Conditions of Use in the Co-Working Hub. *
- I have read and agree to the [venue terms](#), [software terms](#) and [privacy policy](#). I authorize Lincs to Legacy Co-Working Hub to take payments from my card account in accordance with these terms. I understand that this particular booking cannot be self-service cancelled or changed, and that my credit card will now be charged \$25.00 to secure it. *

[Confirm booking](#) [Cancel booking](#)

16

Tick the box to indicate you have read and agree to Skedda's venue terms, software terms and privacy policy.

Skedda is the platform Legacy Lifestyle Supports uses to manage bookings for the Co-Working Hub. These terms and policies are in addition to Legacy Lifestyle Supports terms and policies that relate to use of the Co-Working Hub.

Check in

This booking will be checked in automatically. You are required to complete the following items:

- I will be attending the space I have booked. *
- I understand the Terms & Conditions of Use in the Co-Working Hub. *
- I have read and agree to the [venue terms](#), [software terms](#) and [privacy policy](#). I authorize Lincs to Legacy Co-Working Hub to take payments from my card account in accordance with these terms. I understand that this particular booking cannot be self-service cancelled or changed, and that my credit card will now be charged \$25.00 to secure it. *

CO-WORKING HUB | VISITOR MODE (LIMITED VISIBILITY) | Powered by AllBooked | Legacy Lifestyle Supports | [Contact](#) | [Terms](#) | [Privacy](#)

17

Click "confirm booking" to process payment and secure your booking.

A booking confirmation and payment receipt will be emailed to you.

Booking price
\$25.00
Your credit card will be charged \$25.00 immediately when you confirm below. There are no additional booking-service fees.

Cancellation/change options
You will not be able to self-service cancel or change this booking once you confirm it below.

Card
Card number [input] Expiration (MM/YY) [input] Security code [input]

Country
Australia

By providing your card information, you allow Lincs to Legacy to charge your card for future payments in accordance with their terms.

Check in

This booking will be checked in automatically. You are required to complete the following items:

- I will be attending the space I have booked. *
- I understand the Terms & Conditions of Use in the Co-Working Hub. *
- I have read and agree to the [venue terms](#), [software terms](#) and [privacy policy](#). I authorize Lincs to Legacy Co-Working Hub to take payments from my card account in accordance with these terms. I understand that this particular booking cannot be self-service cancelled or changed, and that my credit card will now be charged \$25.00 to secure it. *

LINCS TO LEGACY CO-WORKING HUB | VISITOR MODE (LIMITED VISIBILITY) | Powered by AllBooked | Legacy Lifestyle Supports | [Contact](#) | [Terms](#) | [Privacy](#)



This is what your invitation to set up an account will look like in your email.

Setting up an account will save your details and make booking in the future easier.

LINCS TO LEGACY CO-WORKING
HUB

SCHEDULE · MY BOOKINGS

Thanks for signing up

First things first...please confirm your account:

[Confirm account and set up login](#)

Aside from that, just come and visit us at

Lincs to Legacy Co-Working Hub · Services@
legacylifestylesupports.com.au · (08) 8382 8219

[Unsubscribe](#)




This is what your booking confirmation will look like in your email.

LINCS TO LEGACY CO-WORKING HUB SCHEDULE · MY BOOKINGS

You're all booked
for Tuesday, 18 November 2025, 10:00 am

Start	Tuesday, 18 November 2025, 10:00 am
Duration	2h
Spaces	Hot Desk 1
Title	Study
How did y...	
What valu...	
What woul...	
Do you ha...	
Price	\$20.00
Payment	\$20.00 charged to Mastercard (*****6809,expiry 11/2027)
Changes and cancellation	Self-service change/cancel not allowed (booking paid).
Check in	An email reminder with a link for mandatory check-in will be sent 24h beforehand.
Sync	Optionally sync your bookings with your own calendar by setting up a calendar feed .

 This message will appear in your booking confirmation.

At present Skedda does not support us showing the inclusion of GST in the financial sections of the booking confirmation. We advise you print or save the full booking confirmation email for financial records to include this statement with reference to GST.

ALL INVOICED TOTALS INCLUDE GST

We're looking forward to sharing space with you!

When you arrive **you'll find us through the main doors** at the centre of the building, and around to the left on the lower level.

Sign in on arrival at the front desk.

Kitchen is to the right of the main doors on entry. You're welcome to share our tea/coffee and our fridge space.

Toilets are out in the entry hall to the right of the stair (you will need a key - available at the front desk).

Please do ensure you are familiar with the **Terms & Conditions of use**. These are also posted on the wall in each space.

If you need to **extend your hire** whilst on site, you'll find a QR Code in your hire space to book and pay for extra time.

If you have any further questions or special requests please contact our admin team on 8382 8219 or services@legacylifestylesupports.com.au

 You can access a full copy of our Terms & Conditions on our website <https://legacylifestylesupports.com.au/>