



Australian Property Institute Conference

ACCESS TO EVENTS DRIVEWAY FOR DELIVERY/BUMP IN/OUT

MobileDock Instructions for Driveway Bookings (For suppliers and contractors)

We have created an event block within Mobiledock on behalf of the Australian Property Institute Conference. To ensure a seamless delivery for this event, The Star Gold Coast requires you to book in through the Mobiledock booking system for your specific arrival time onsite.

To gain access to Mobiledock and create a booking, please follow the below instructions to get connected to The Star Gold Coast.

If you already use Mobiledock and have an Organisation set up, go to step 3.

STEP 1: Create a Mobiledock Account

Visit <https://my.mobiledock.com> and follow the prompts to create your account and sign in.

**Mobiledock is not compatible with Internet Explorer.*

Ensure you return to your **original** browser tab, and you will have been logged into Mobiledock.

STEP 2: Create your Organisation

This is the Company you work for. From the *Organisations* page > click *Add Organisation* > Click *Create* and fill out the form with your organisation's details.

STEP 3: Enable Notifications

Click *Account* > click *Notifications* > swipe to enable: 'Booking Automatically Approved' + 'Booking Exception Status' + 'Booking Manually Approved' notifications.

STEP 4: Connect with Star Gold Coast - Events

Within your organisation > click the *Connections* link > Click *I have a Connection Code* and enter the code **P-X741-G7SL**

Submit the code and accept the connection from the Star Events.

STEP 5: You are now ready to Create a Booking!

From the home page of your organisation > click on your organisation > click *New Booking* in top right corner to open the booking creator. Fill out the required fields at each step and find a suitable time. Once your booking has been approved, you're all set! *Refer to cheat sheet for 'How to Submit a Booking'*

STEP 6: Invite Other Members (Optional)

Invite other members of your organisation to book by visiting the *Members* section of your organisation and entering their email address and selecting a role for them.

EVENT CENTRE BALLROOM & MARQUEE ACCESS

The Star Gold Coast Events Centre – 8 Casino Drive, Broadbeach QLD 4218

- Access via Hooker Boulevard or TE Peters Drive



- Turn left at The Star Grand and Casino entrance



- Follow around until you reach the boom gate



- Please call either **0429 125 662** (or if unavailable **0439 679 666**) for boom gate opening



- Follow around to turning circle, loading/unloading bay

