POSTHUIS ZAANENPARK

Booking Het Posthuis

A quick guide to the SuperSaaS booking calendar

01 Making a booking

02 Changing a booking

01

Making a booking

Go to the calendar:
supersaas.nl/schedule/Posthuis_Zaanenpark

Open the calendar →

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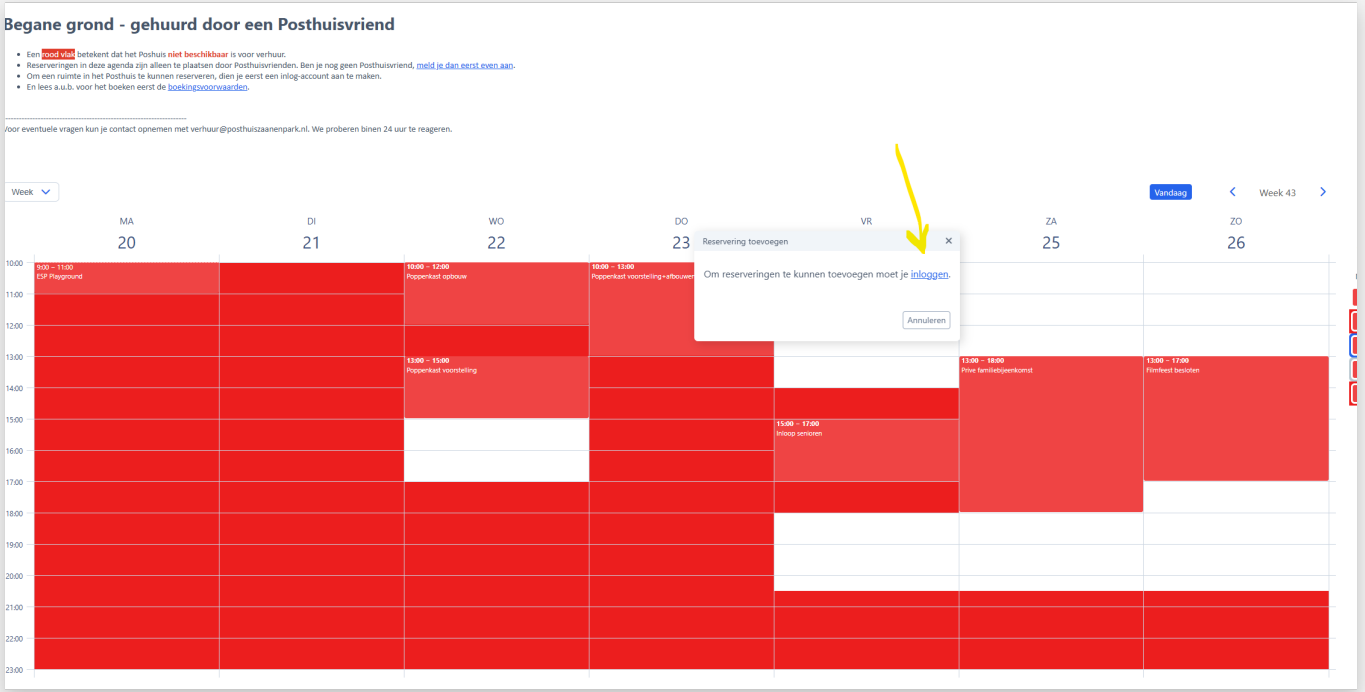
1

PART 01 · STEP 1 OF 6

Pick a time slot and log in

Click a free (white) time slot in the calendar. Red slots are already taken. You will then be asked to log in ('inloggen').

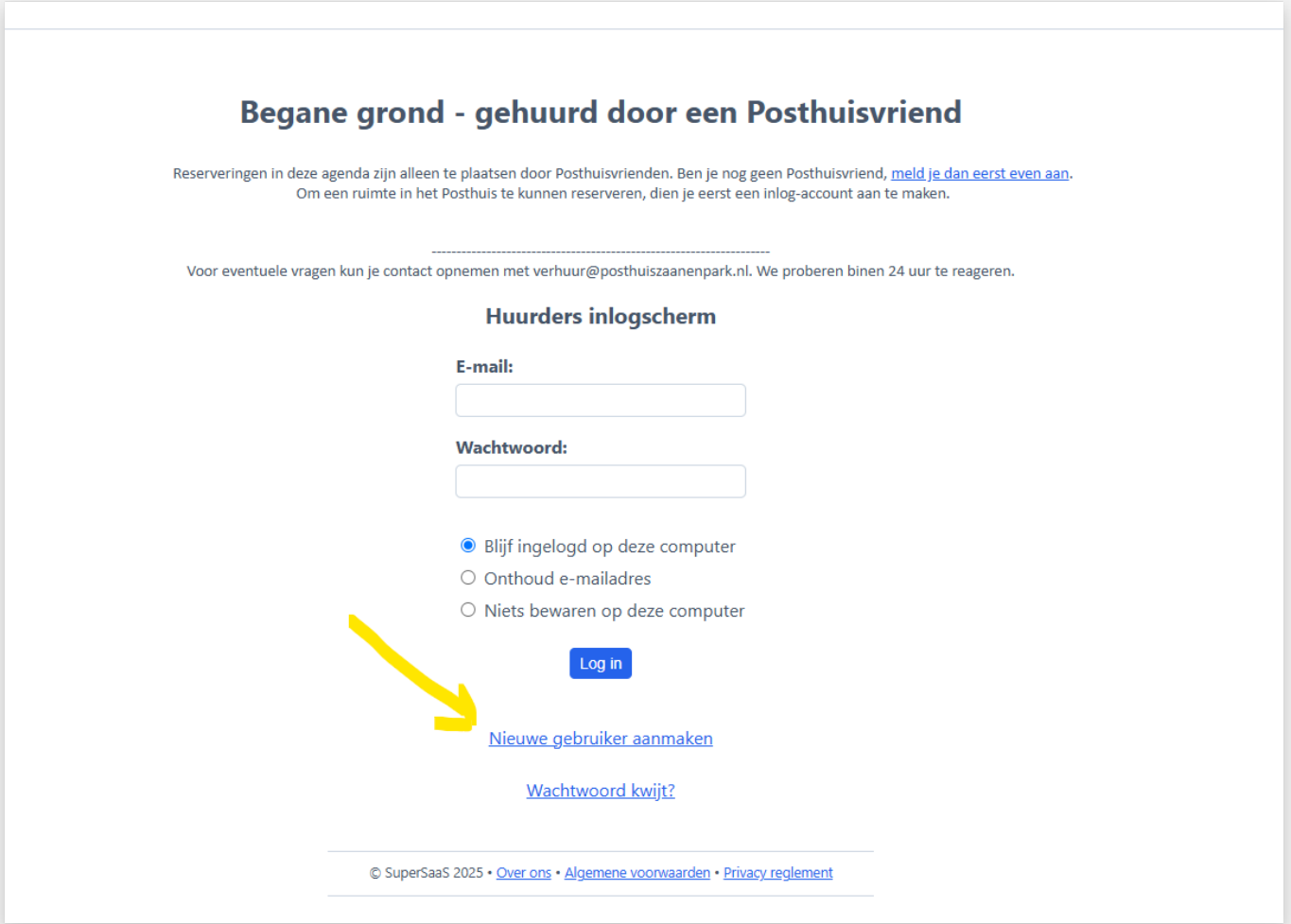


2

PART 01 · STEP 2 OF 6

Log in or create an account

No account yet? Click 'Nieuwe gebruiker aanmaken' (create new user).

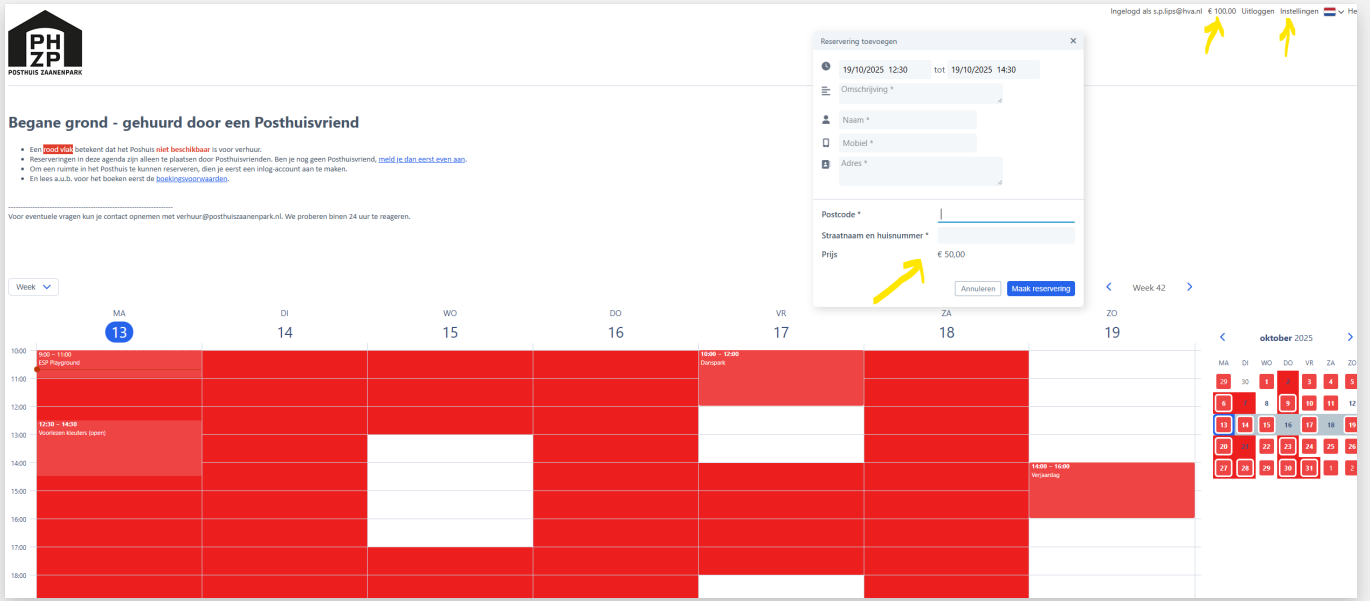


3

PART 01 · STEP 3 OF 6

Buy credit first

You need credit before you can book.
Your balance and the 'Instellingen' (settings) link are in the top right.

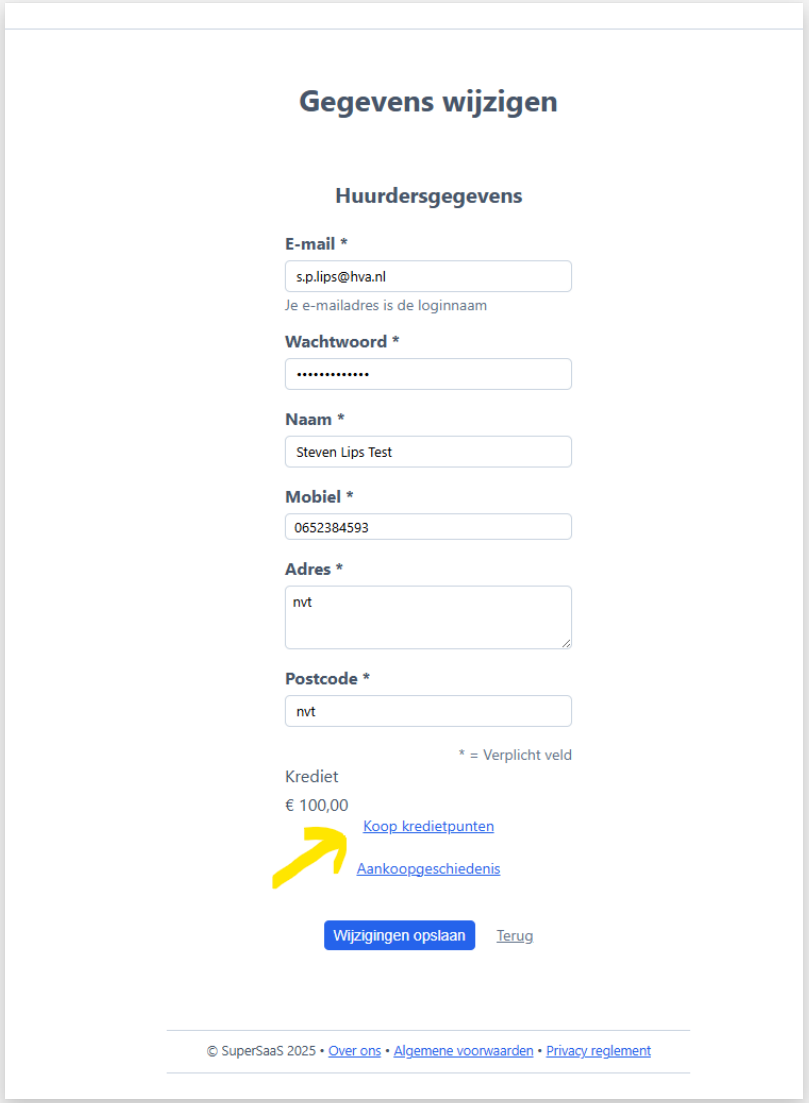


4

PART 01 · STEP 4 OF 6

Click 'Koop kredietpunten'

This means 'buy credit points'. You will find the link below your details, under 'Krediet' (credit).

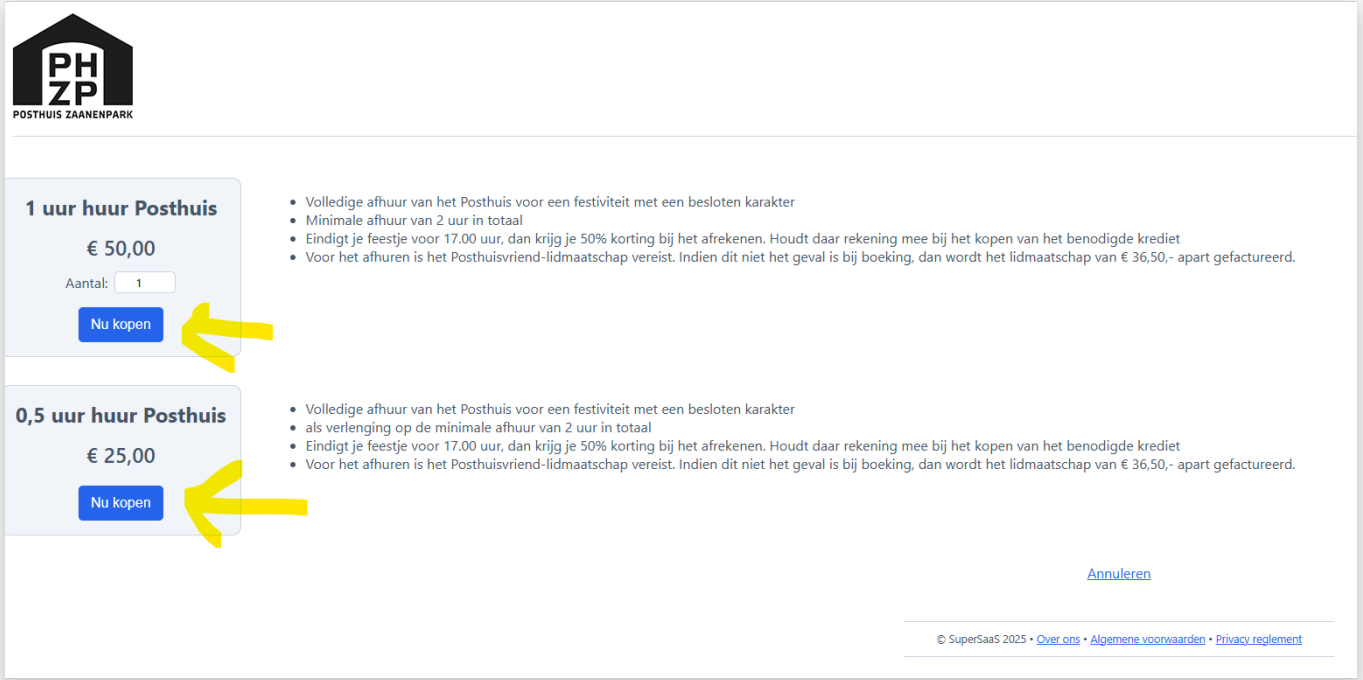


5

PART 01 · STEP 5 OF 6

Choose the right credit

First work out how much credit you need. Read the information, then make your choice.

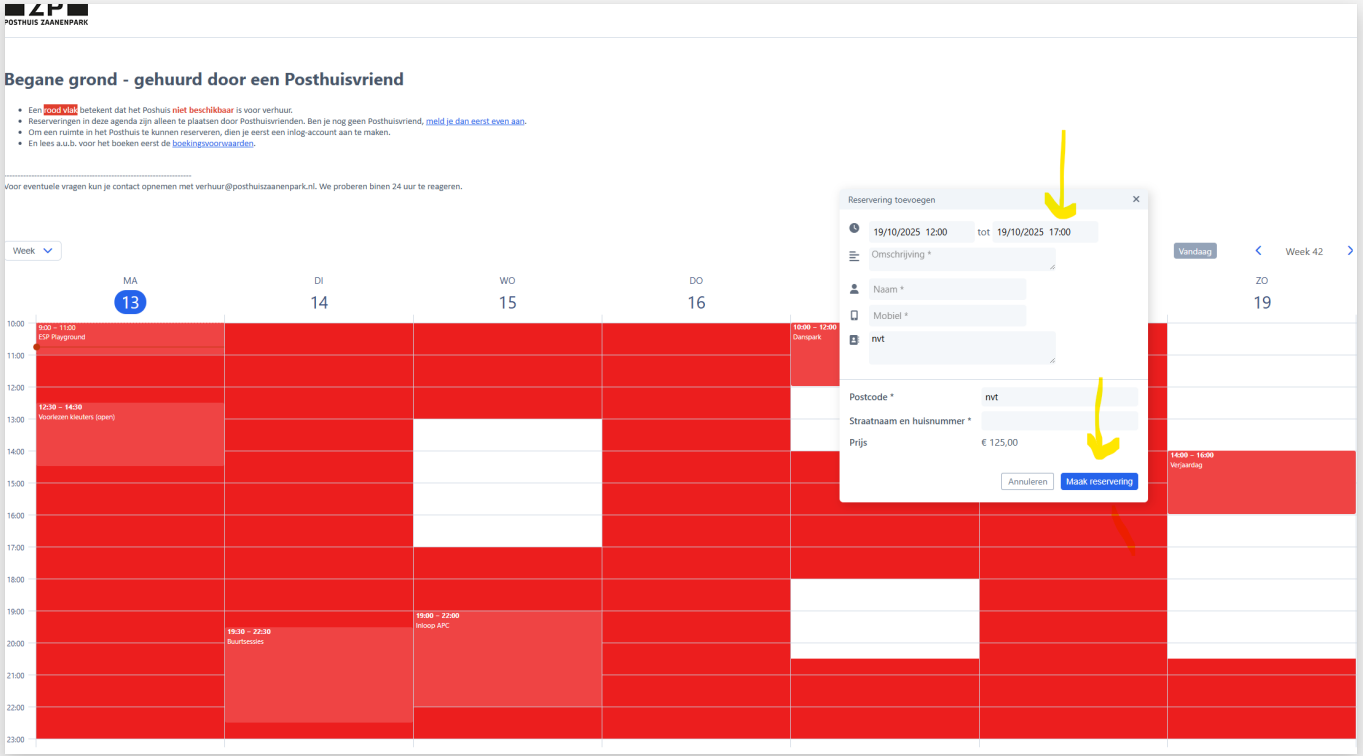


6

PART 01 · STEP 6 OF 6

Set the duration

The time slot is set to 2 hours by default, but you can extend it manually.



02

Changing a booking

Go to the calendar:
supersaas.nl/schedule/Posthuis_Zaanenpark

Open the calendar →

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1

PART 02 · STEP 1 OF 3

Open your booking

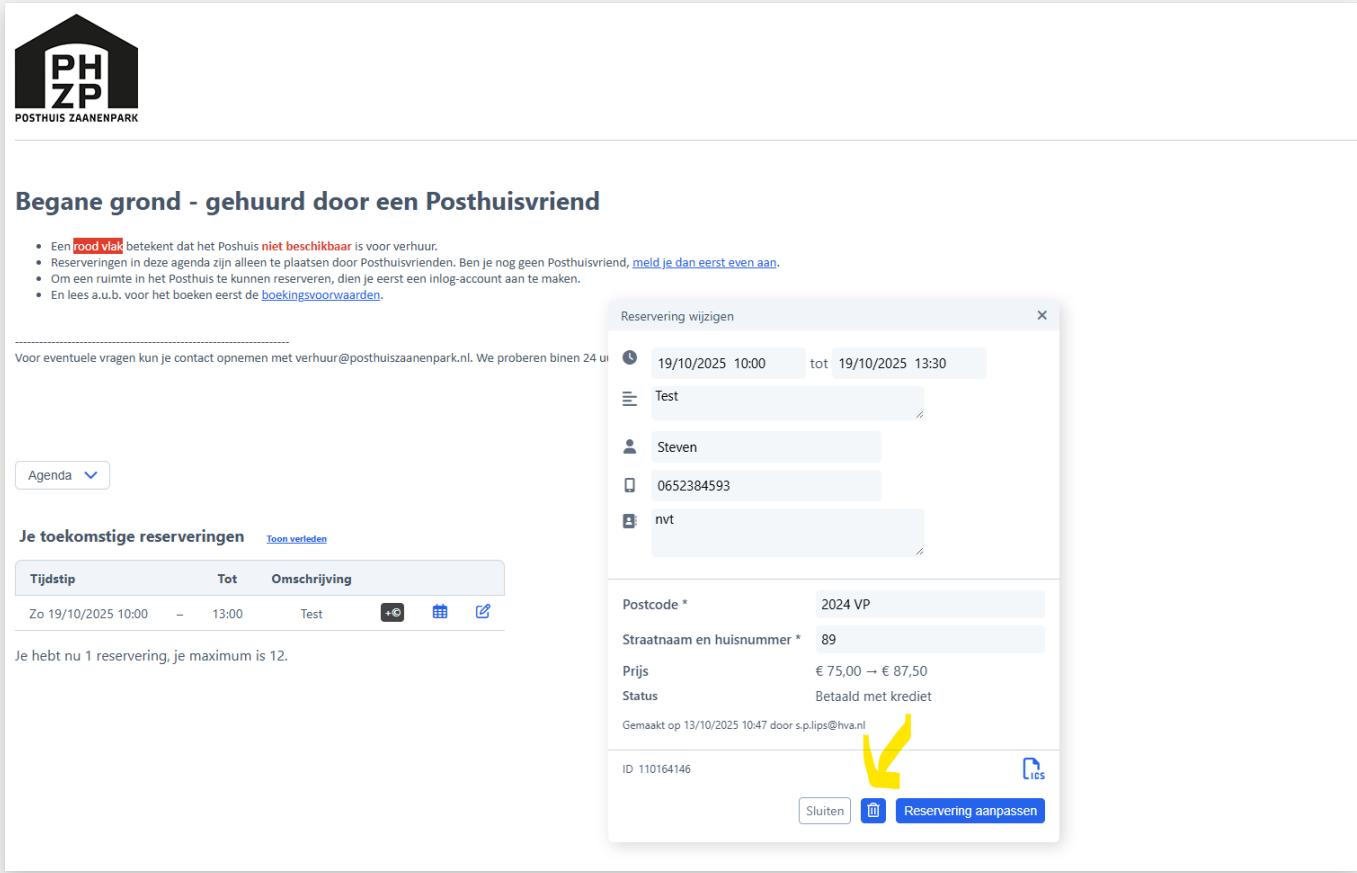
Choose 'Agenda' in the menu and select your booking.

2

PART 02 · STEP 2 OF 3

Cancel the booking

Click the bin icon to cancel the booking.



3

PART 02 · STEP 3 OF 3

Make a new booking

Then make a new booking by following the steps in part 01.

BACK TO PART 01

1 **Pick a slot**

2 **Log in**

3 **Credit**

4 **Credit points**

5 **Choose credit**

6 **Set duration**

Questions about the rental terms or house rules?

Email **verhuur@posthuiszaanenpark.nl**

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