



Using Mobiledock at Harrogate Convention Centre

User Guide 2025



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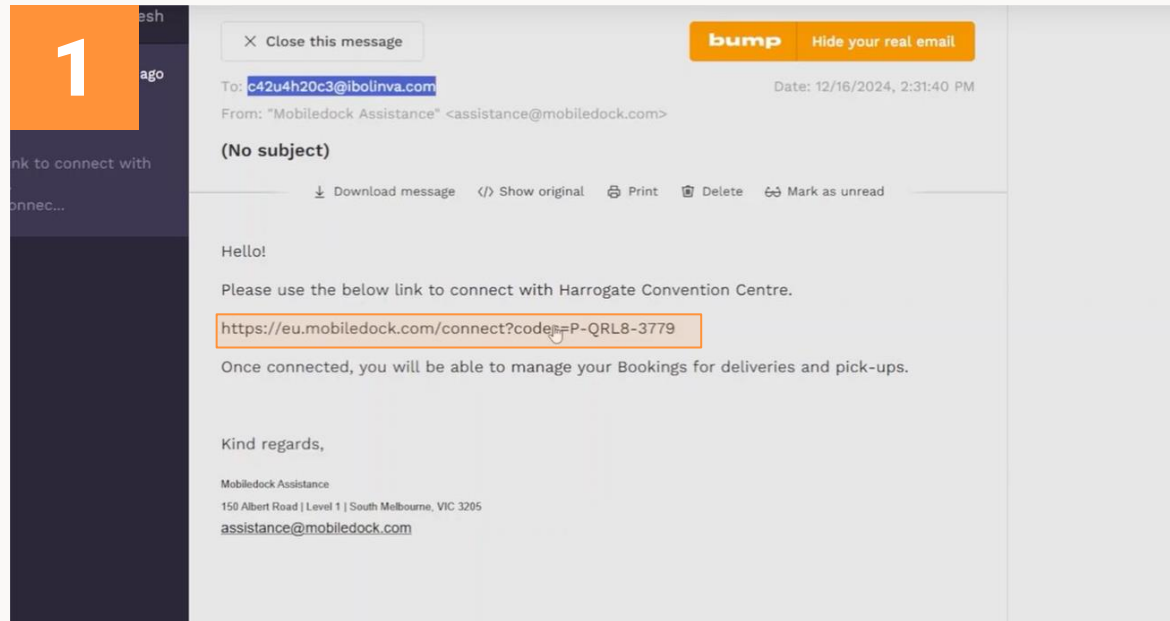
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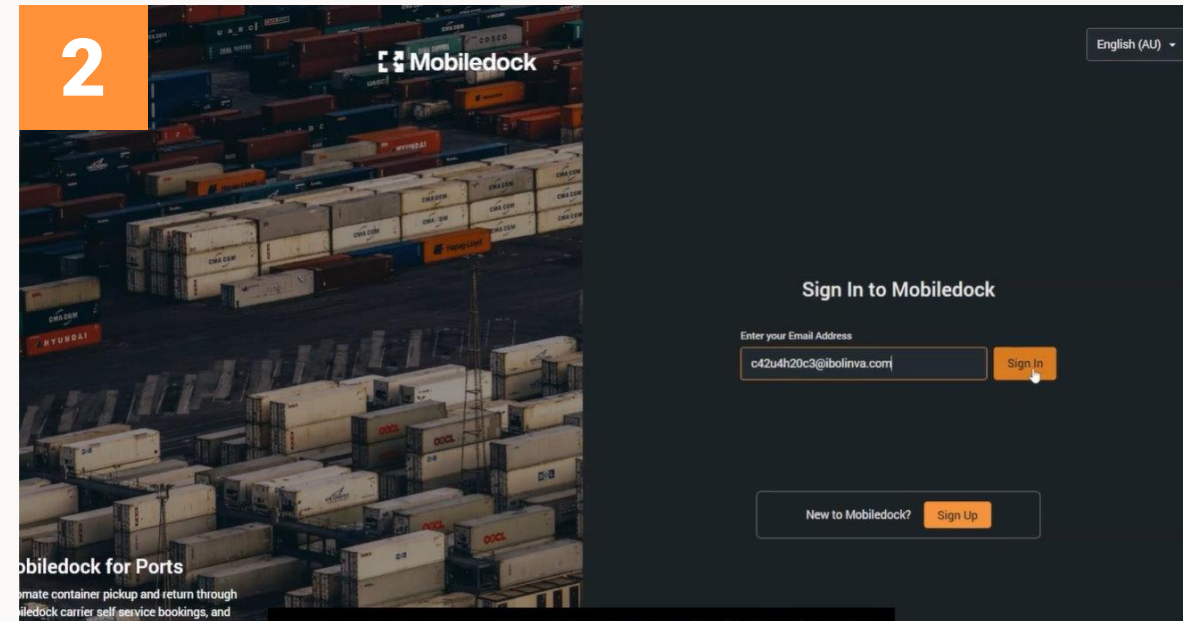
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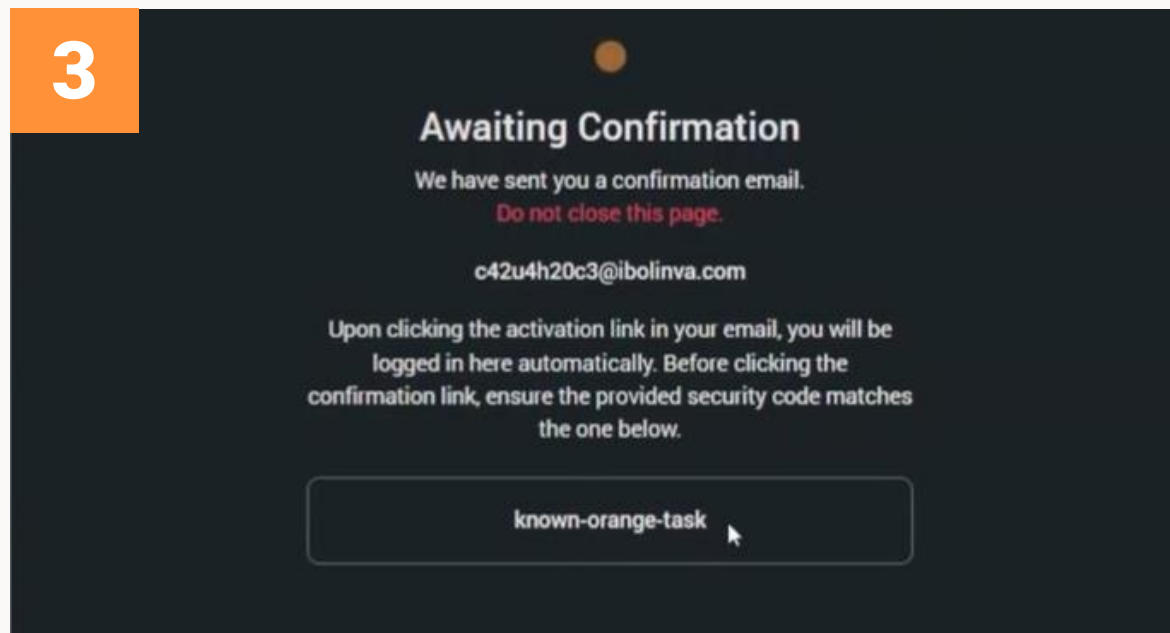
Onboarding - Sign in Process



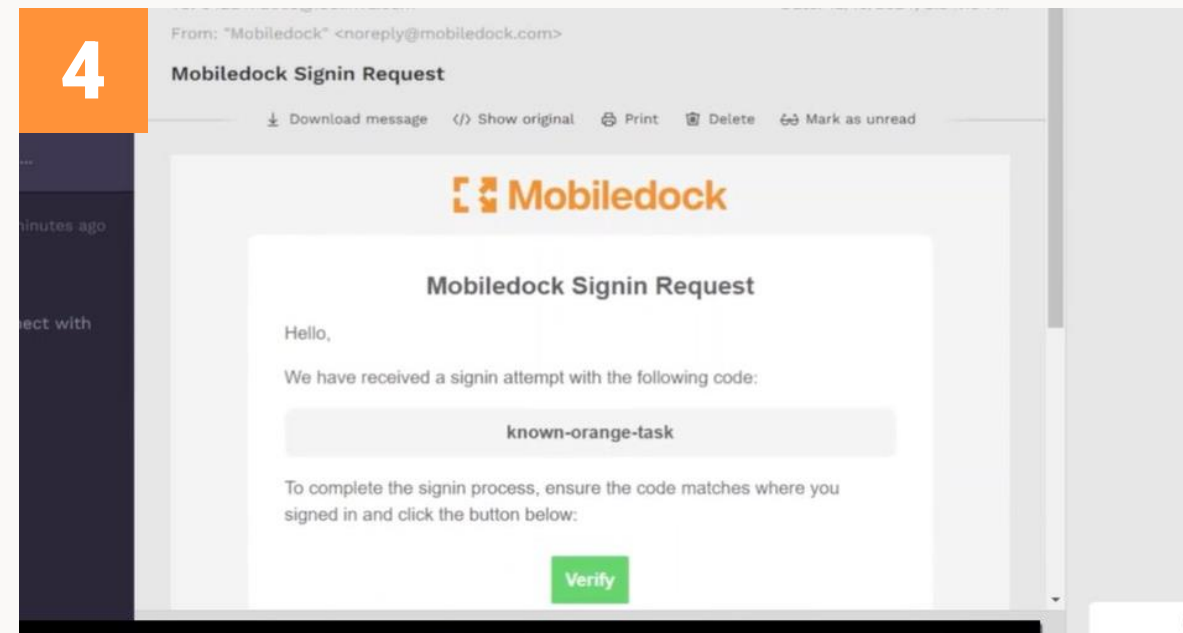
The event organiser will send you an email, or otherwise provide you with, a Connection Link. When you get this, click on the link to begin your Mobiledock Sign In process.



Enter your email address and click Sign In.

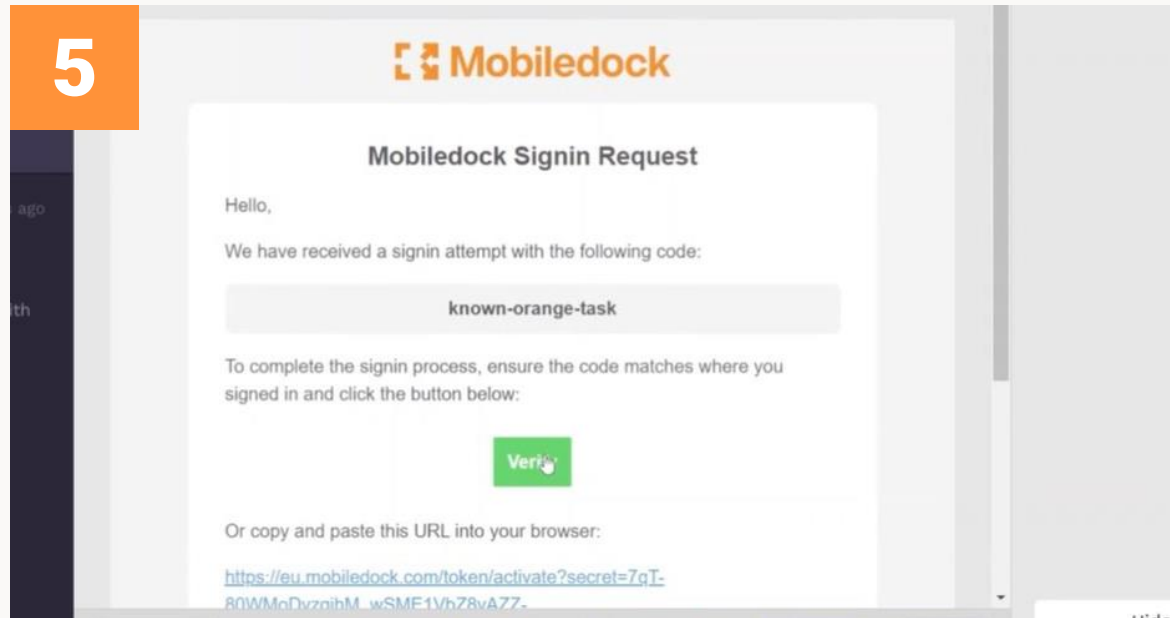


Note the three-word phrase on the sign-in page.

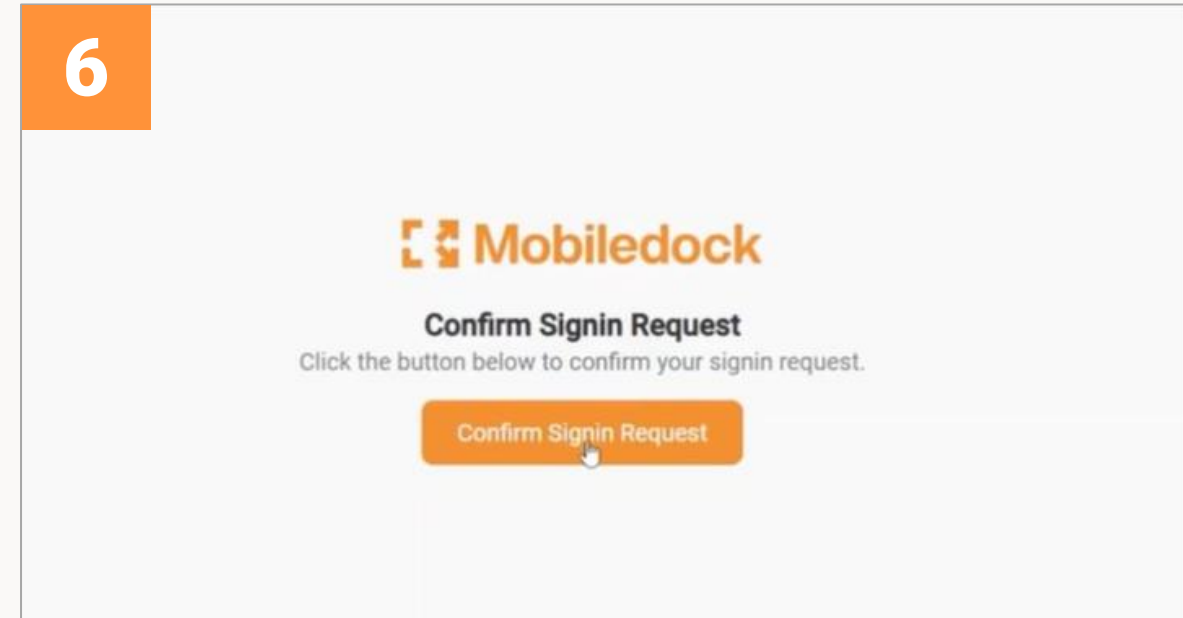


Back in your inbox, you'll receive a sign in request.

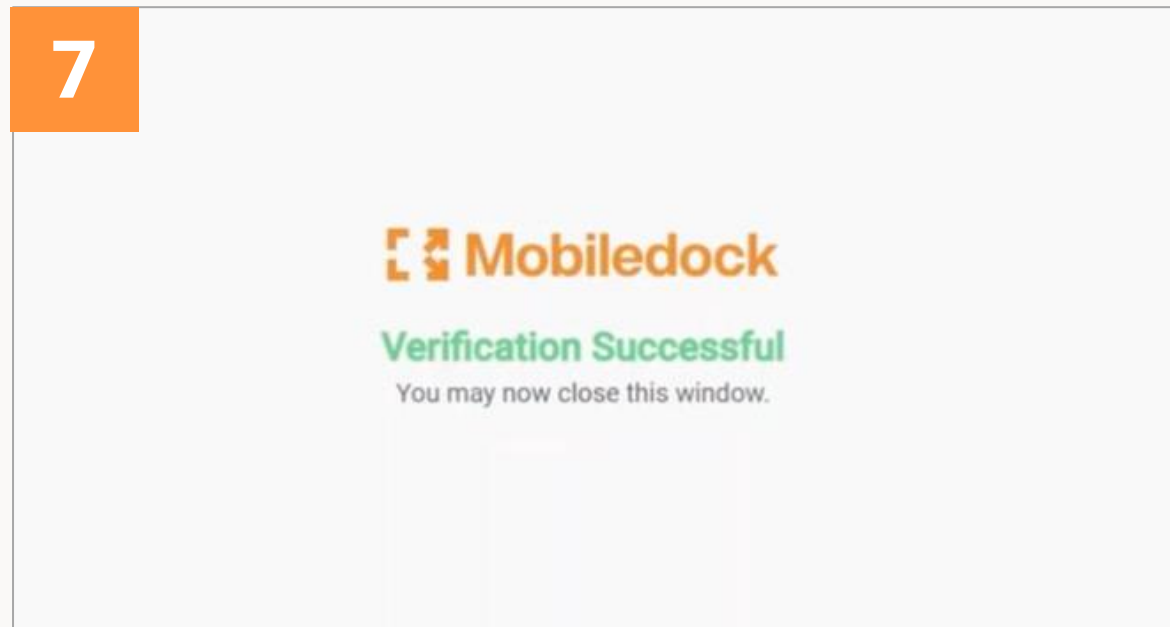




Verify the sign-in request, and confirm the phrase.



Click Confirm Sign in Request.



You can now close this window. Back to the main login page.

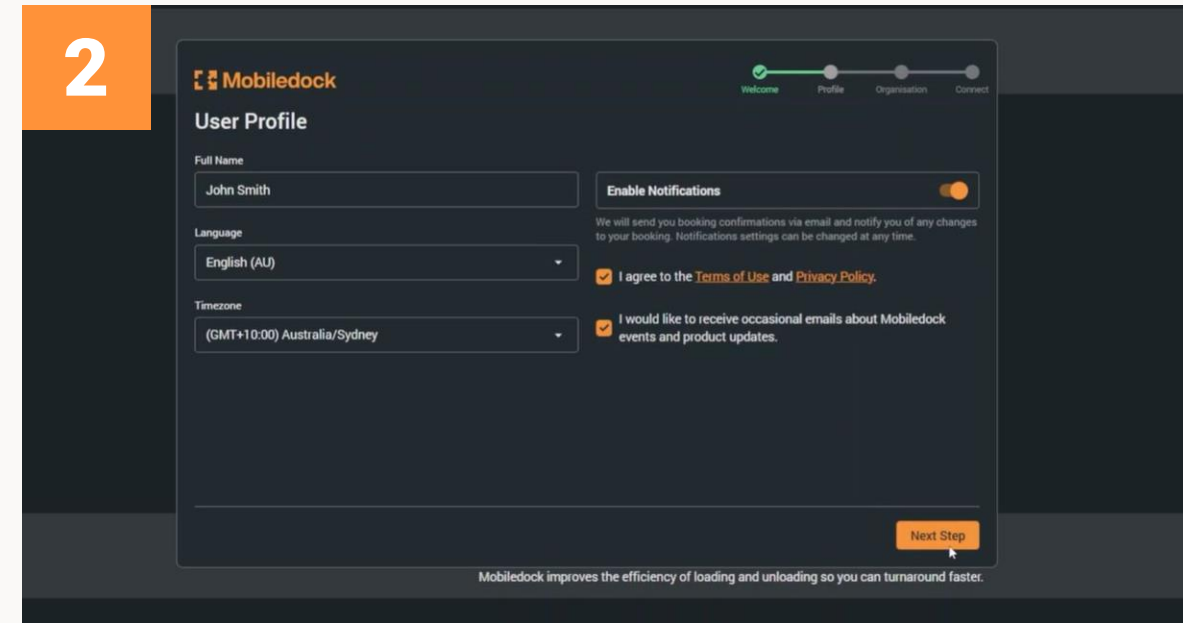




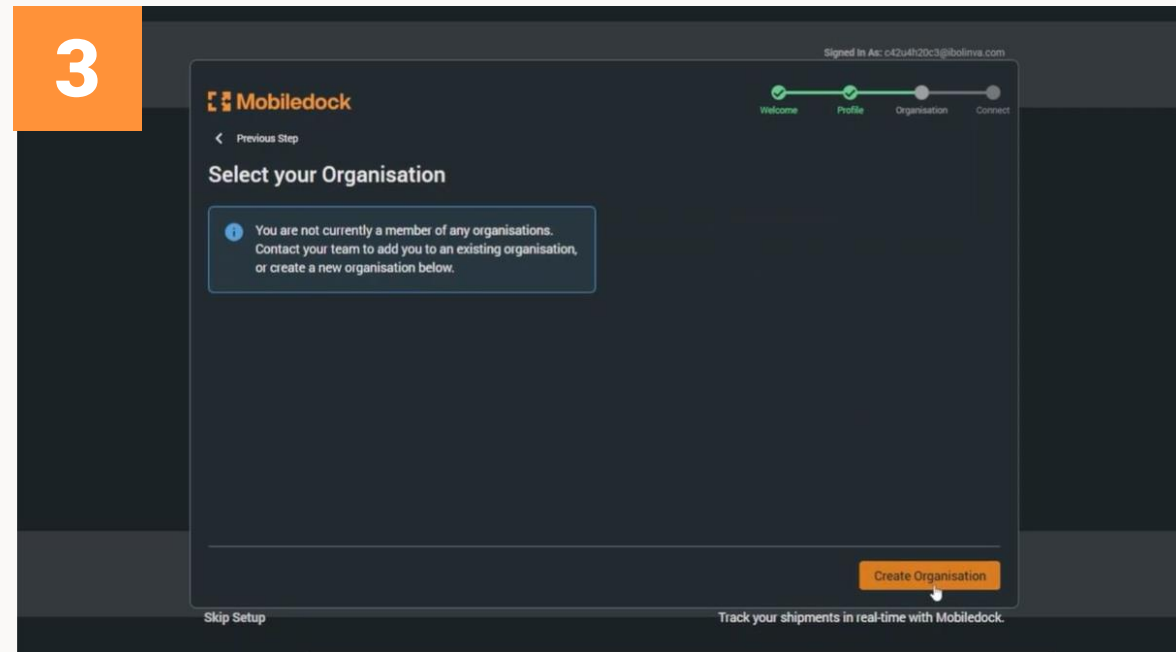
Get Started - Mobiledock Setup



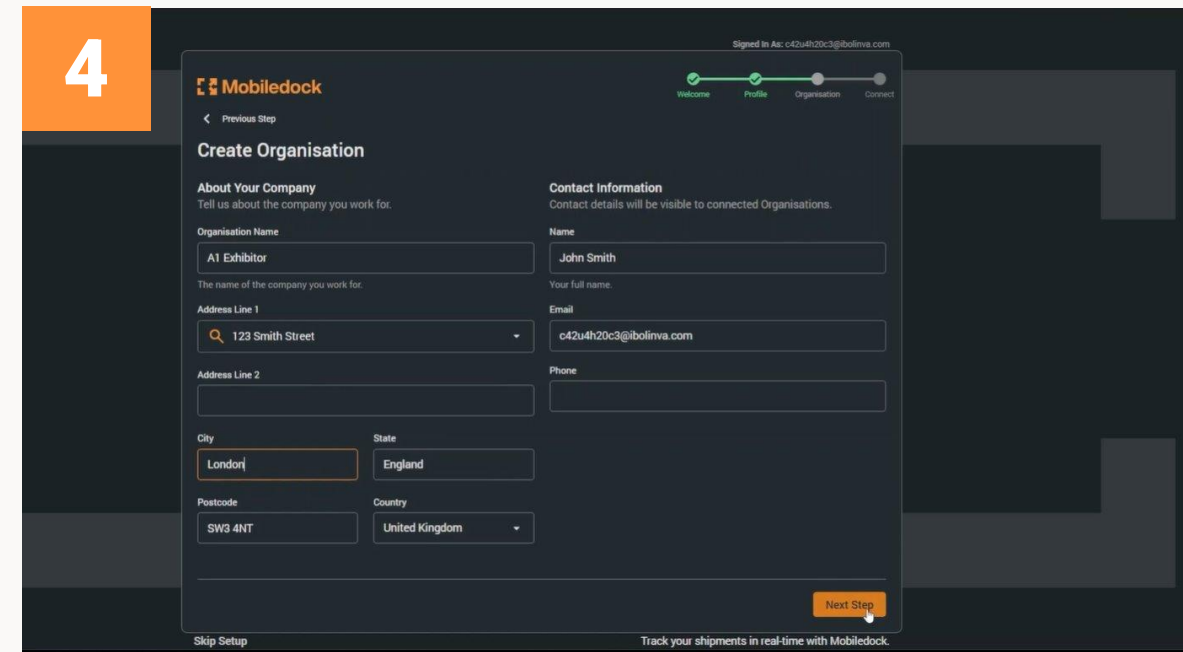
Click Get Started.



Complete your user profile. Click Next.



Select your organisation. If you have not been invited to an organisation, you will need to create one.

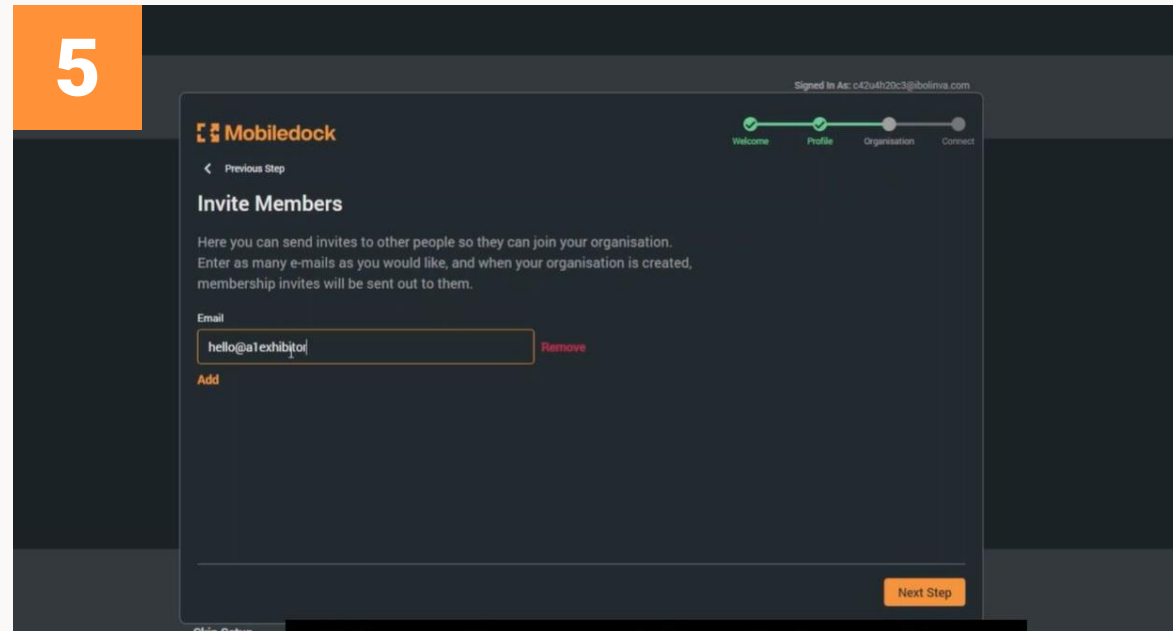


Enter your organisation details. Click Next.

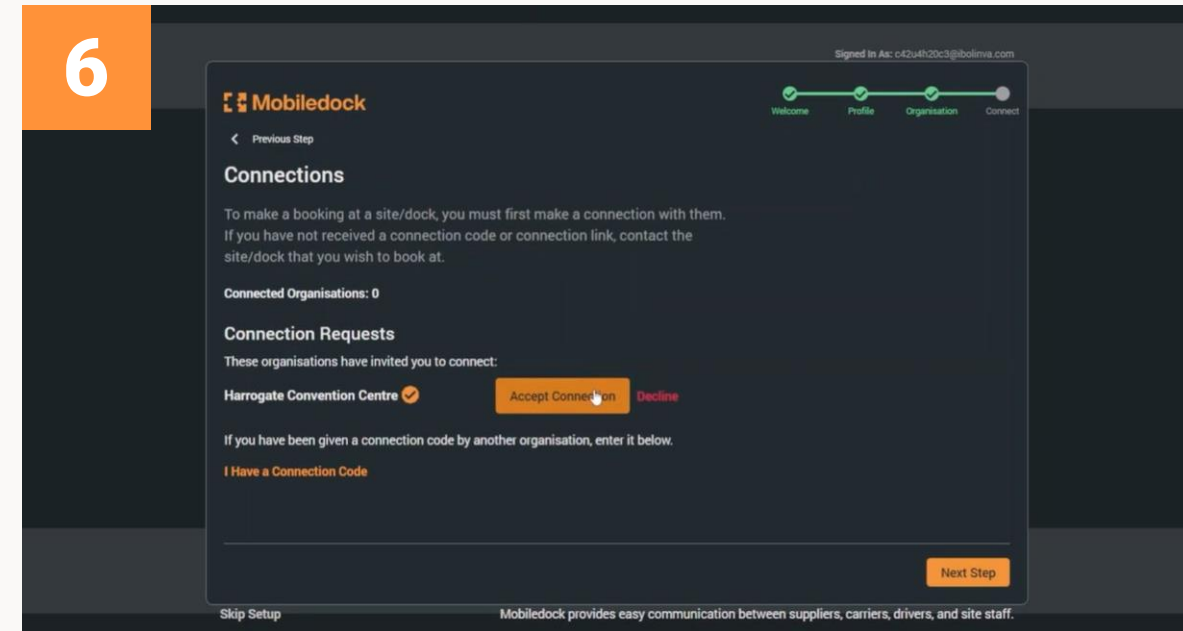




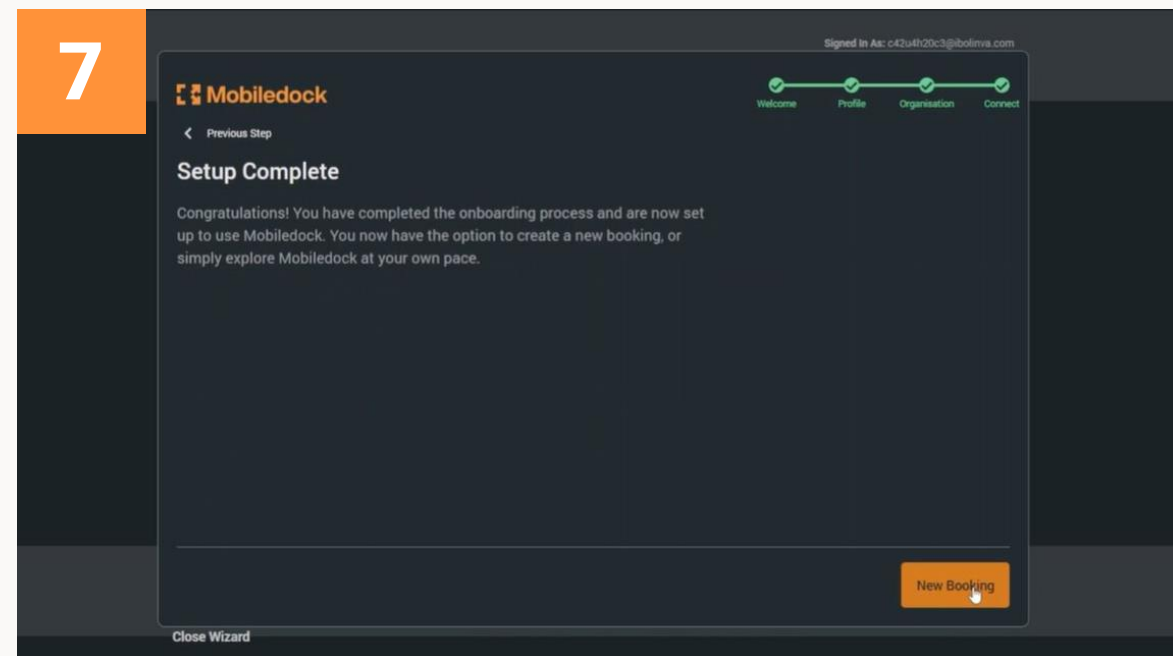
Get Started - Mobiledock Setup



Optional: Invite team members to your organisation. Click Next.



Accept your connection request from Harrogate. Click Next.

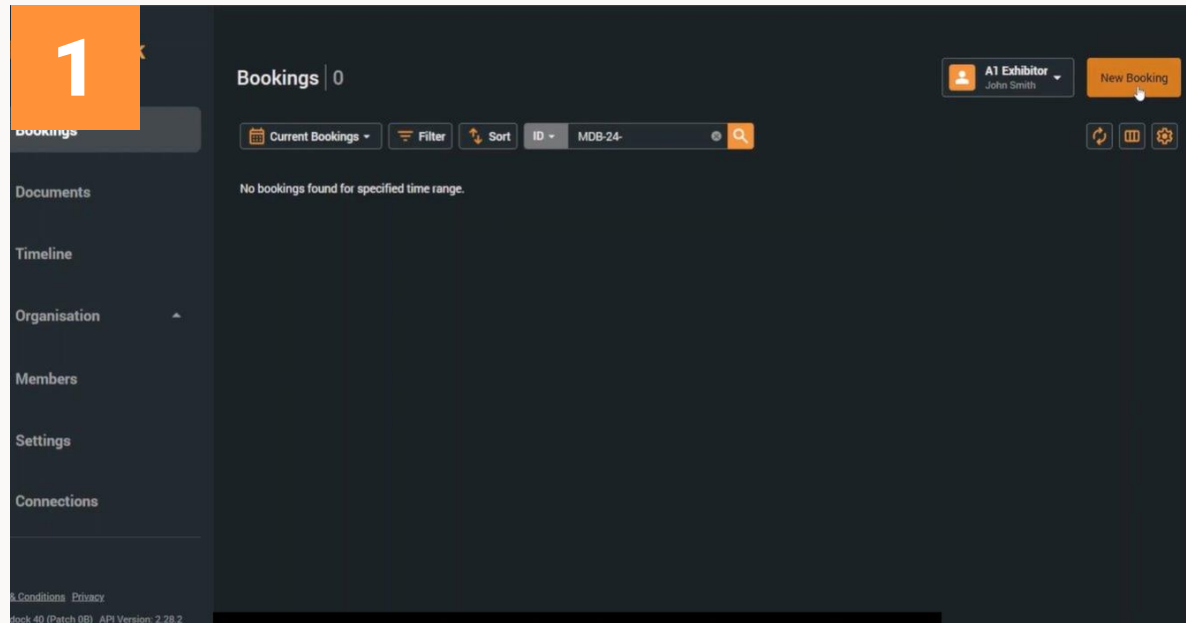


That will complete the onboarding process and you can proceed to make a booking.

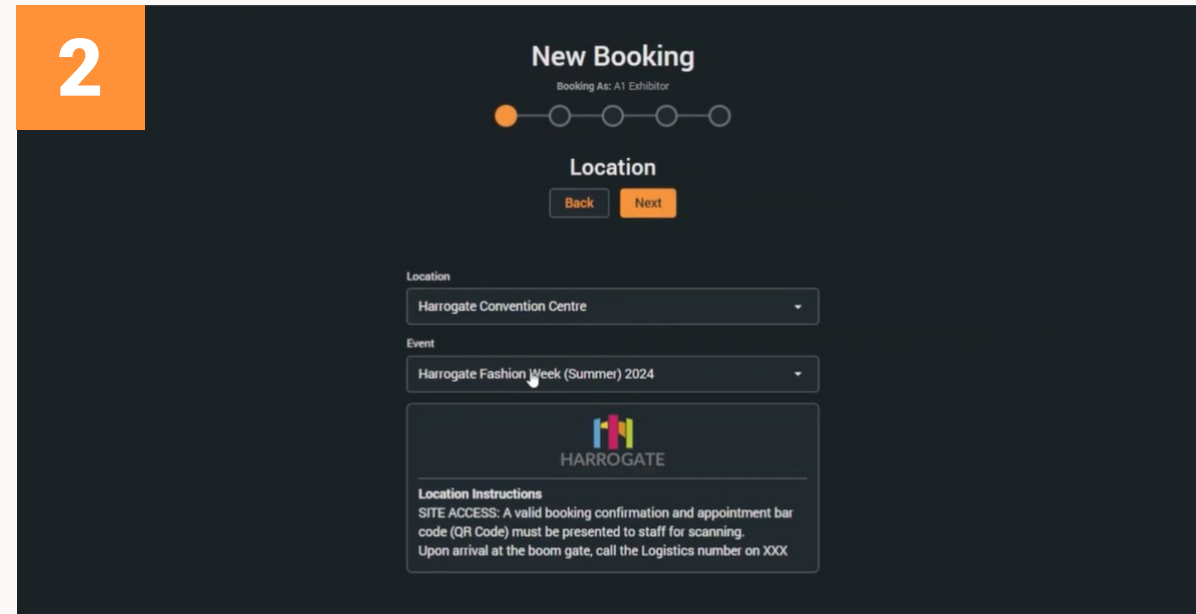




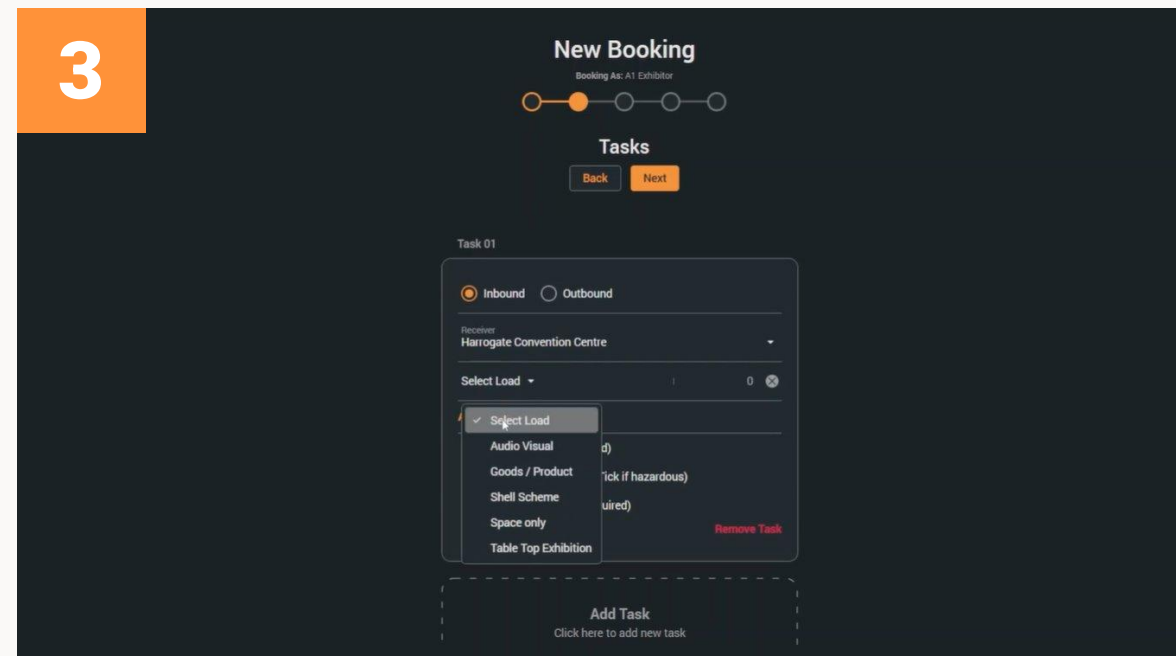
Bookings - Create a booking



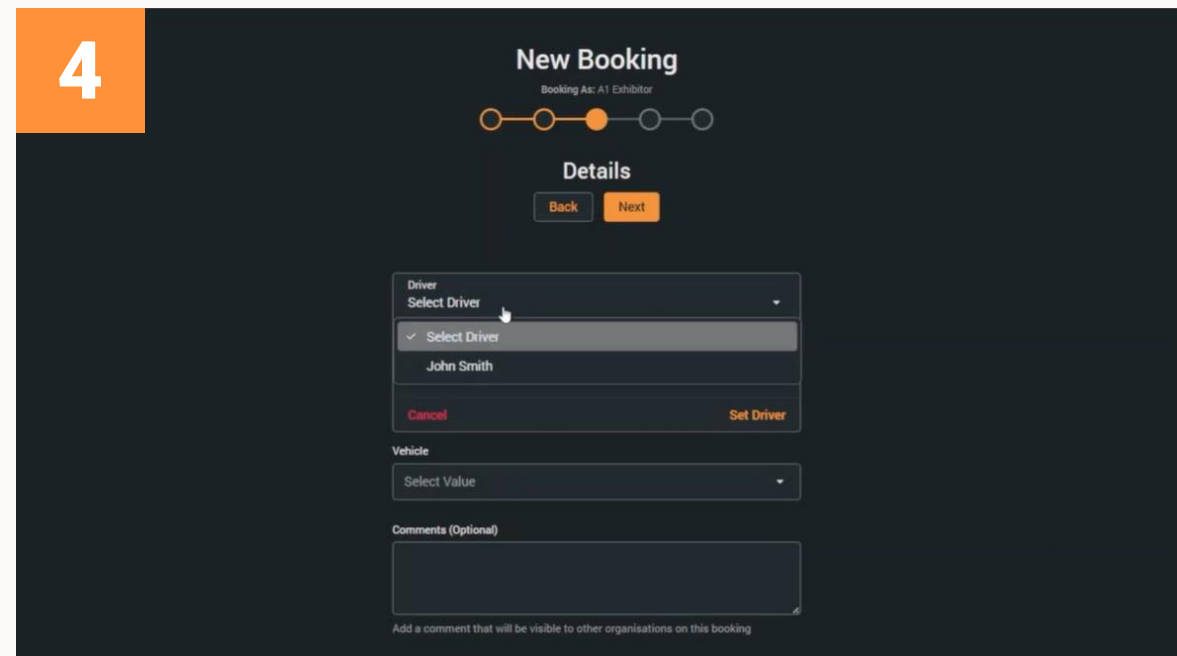
Click the New Booking button in the top right corner.



Confirm the location and event (pre-populated).



Select Inbound or Outbound booking, choose load type, and additional options.



Add driver details (from dropdown or via email).





Bookings - Create a booking

5

New Booking

Booking As: A1 Exhibitor

Progress: 1 of 4 steps

Details

[Back](#) [Next](#)

Driver (Optional)

John Smith
[Change Driver](#) [Remove](#)

Vehicle

Car

Comments (Optional)

Add a comment that will be visible to other organisations on this booking

Select vehicle type and add comments if needed.

6

New Booking

Booking As: A1 Exhibitor

Progress: 2 of 4 steps

Details

[Back](#) [Next](#)

PLEASE NOTE
Please arrive no earlier than 15 minutes prior to the confirmed booking time. Early arrivals will cause unnecessary delays and congestion.

December 2024

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Use the calendar to select a date and time for the booking.

7

New Booking

Booking As: A1 Exhibitor

Progress: 3 of 4 steps

Confirmation

[Back](#) [Submit Booking](#)

17/12/2024 06:00 [Automatic Approval](#)

Carrier
A1 Exhibitor

Location
Harrogate Convention Centre
Harrogate Fashion Week (Summer) 2024ss

Tasks

Direction: Inbound

Receiver
Harrogate Convention Centre

Table Top Exhibition: 1

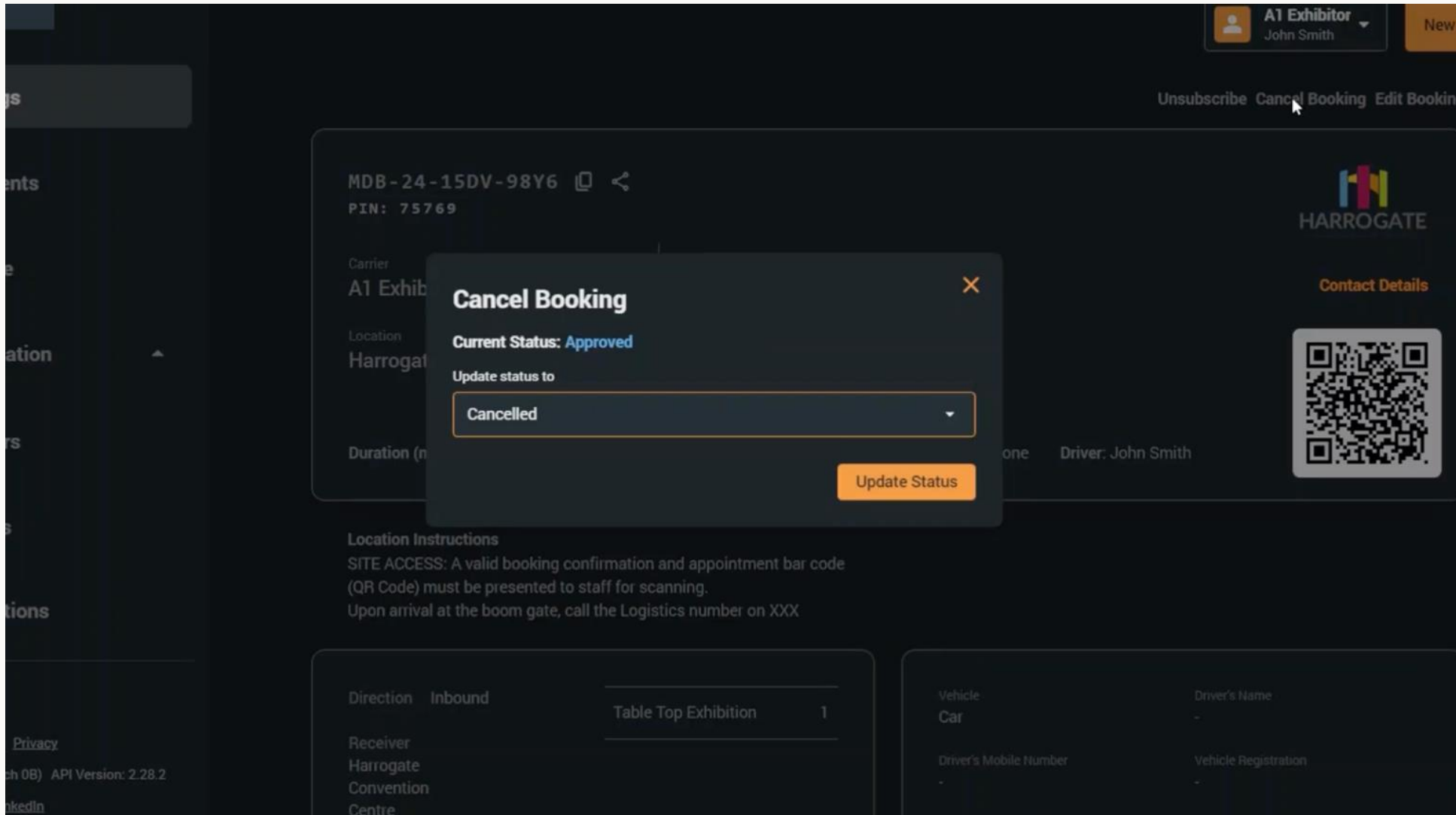
Forklift (select if required)

Vehicle: Car Driver: John Smith

Review and submit your booking.



Changes - Canceling a booking



The screenshot displays a web interface for managing bookings. At the top right, a user profile for 'A1 Exhibitor John Smith' is visible, along with navigation links for 'Unsubscribe', 'Cancel Booking', and 'Edit Booking'. The main content area shows booking details for 'MDB-24-15DV-98Y6' with a PIN of '75769'. A modal dialog titled 'Cancel Booking' is open, showing the current status as 'Approved' and an 'Update status to' dropdown menu set to 'Cancelled'. An 'Update Status' button is located at the bottom of the modal. To the right of the booking details is a QR code and a 'Contact Details' link. Below the booking details, there are sections for 'Location Instructions' and a table of booking items.

| Direction | Inbound | Table Top Exhibition | 1 |
|-----------|-----------------------------|----------------------|---|
| Receiver | Harrogate Convention Centre | | |

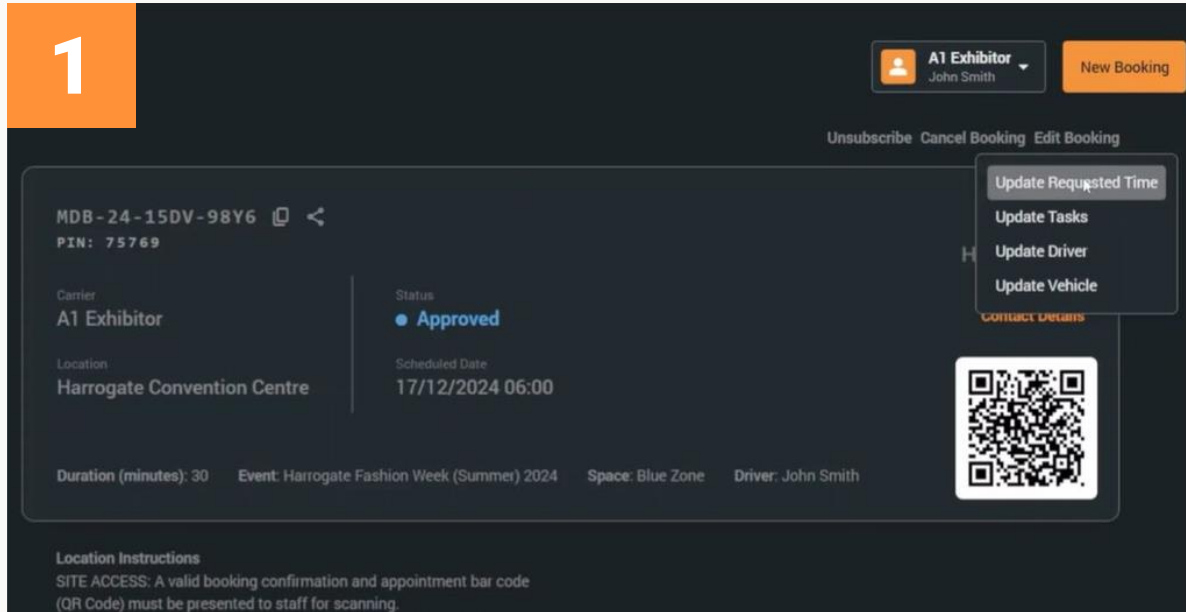
| Vehicle | Driver's Name |
|------------------------|----------------------|
| Car | - |
| Driver's Mobile Number | Vehicle Registration |
| - | - |

Click Cancel Booking to remove it if no longer required.



Changes - Editing a booking

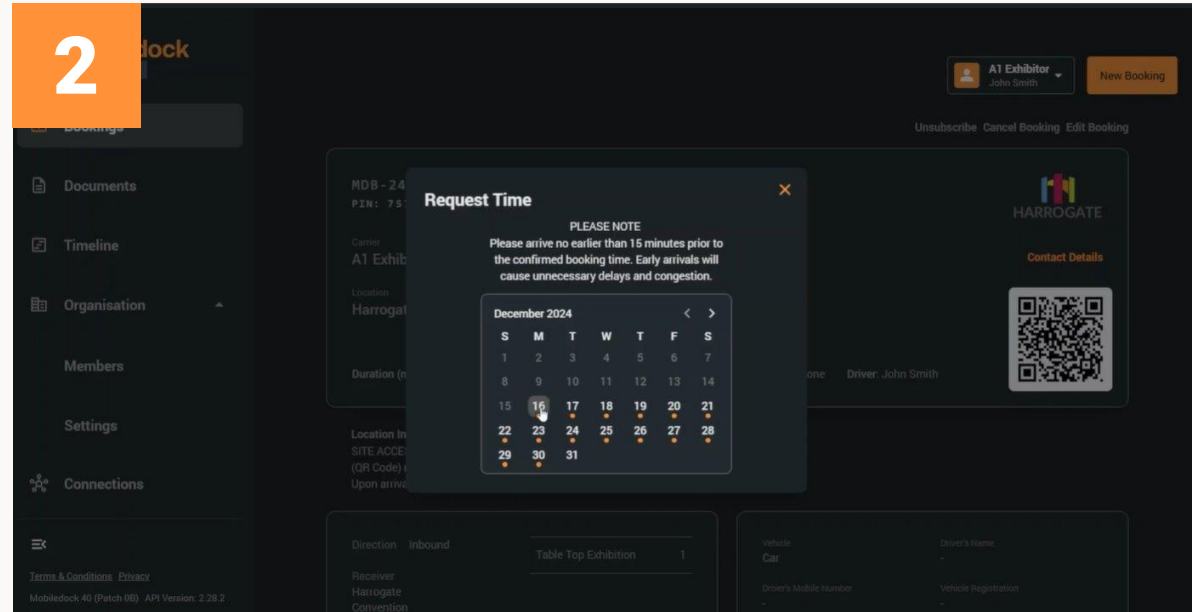
1



The screenshot shows the booking details page for a booking with ID MDB-24-15DV-98Y6 and PIN 75769. The carrier is A1 Exhibitor, the location is Harrogate Convention Centre, and the scheduled date is 17/12/2024 at 06:00. The status is 'Approved'. A menu is open over the 'Edit Booking' link, showing options: 'Update Requested Time', 'Update Tasks', 'Update Driver', and 'Update Vehicle'. A QR code is visible on the right side of the page.

Click Edit Booking to Update booking details, such as requested time, task, driver, or vehicle.

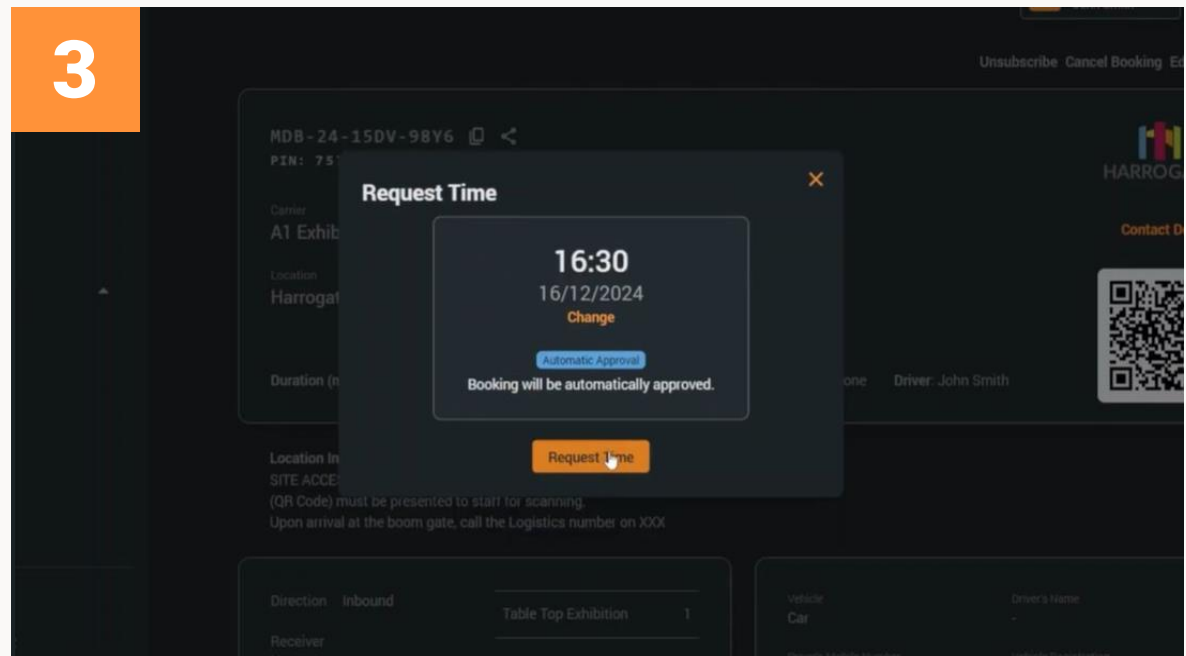
2



The screenshot shows the 'Request Time' dialog box. It contains a 'PLEASE NOTE' section stating: 'Please arrive no earlier than 15 minutes prior to the confirmed booking time. Early arrivals will cause unnecessary delays and congestion.' Below this is a calendar for December 2024. The date 16/12/2024 is selected. The dialog also shows the current time as 16:30 and a 'Change' button. The background shows the booking details page with the 'Request Time' dialog overlaid.

If updating the time, use the booking calendar to select a new date and time.

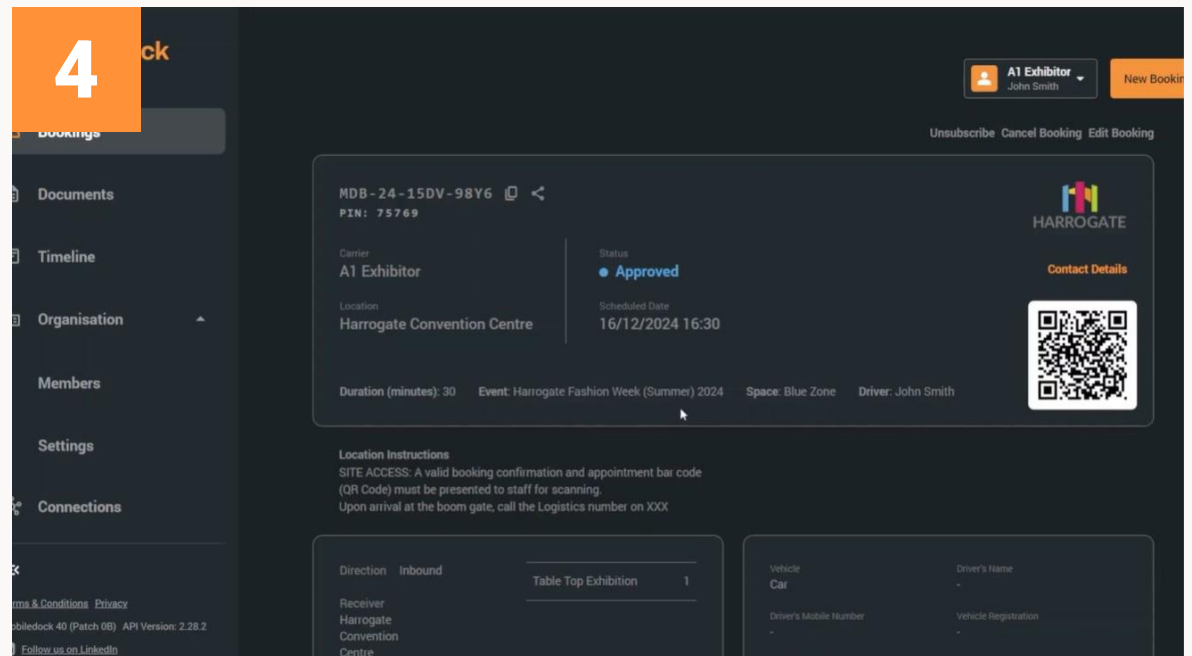
3



The screenshot shows the 'Request Time' dialog box with the 'Request Time' button highlighted. The dialog displays the selected time as 16:30 on 16/12/2024. Below the time and date, there is a 'Change' button and a message: 'Booking will be automatically approved.' The background shows the booking details page with the 'Request Time' dialog overlaid.

Confirm changes.

4



The screenshot shows the booking details page after the time has been updated. The scheduled date is now 16/12/2024 at 16:30. The status remains 'Approved'. The QR code and other booking details are visible. The background shows the booking details page with the 'Request Time' dialog overlaid.

The new time and potentially updated space will be displayed.

