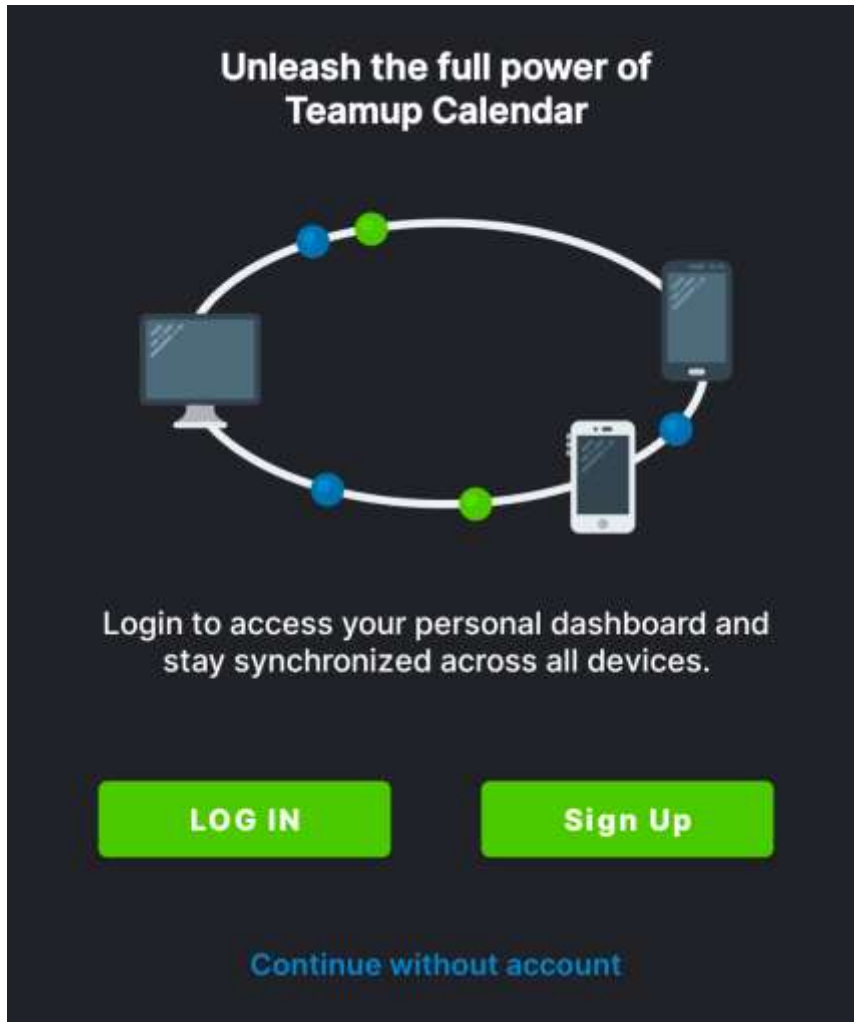


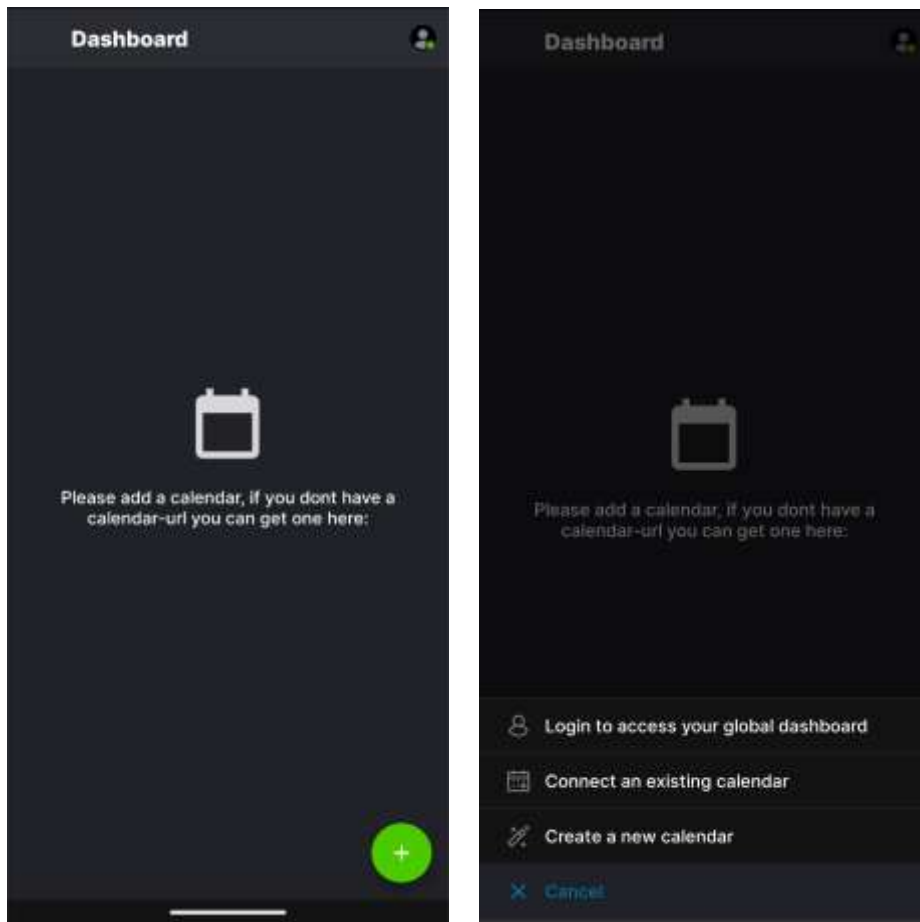
How to Use Teamup

On a Phone

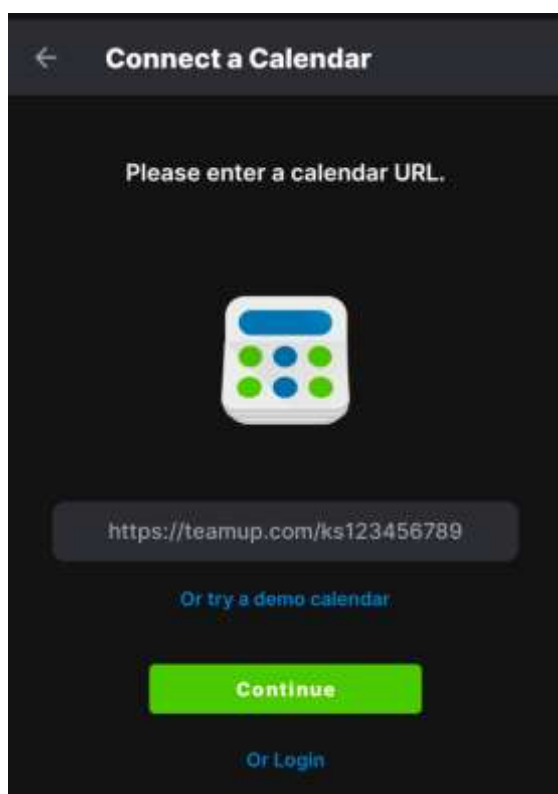
1. Install the Teamup app onto your phone ([Android](#), [iPhone](#)).
2. Once installed the you are prompted to use an login, create an account or continue without an account. You want to choose the latter “**Continue without an account**”



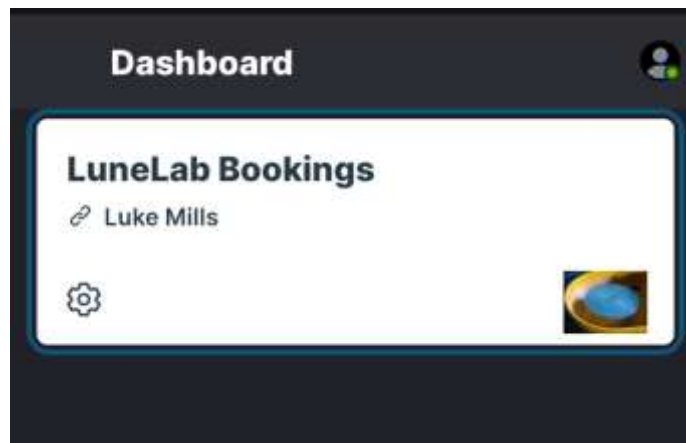
- The next stage is to add the Teamup Calendar URL that was sent to you. Select the “+” button on the next page and then select “” on the subsequent page.



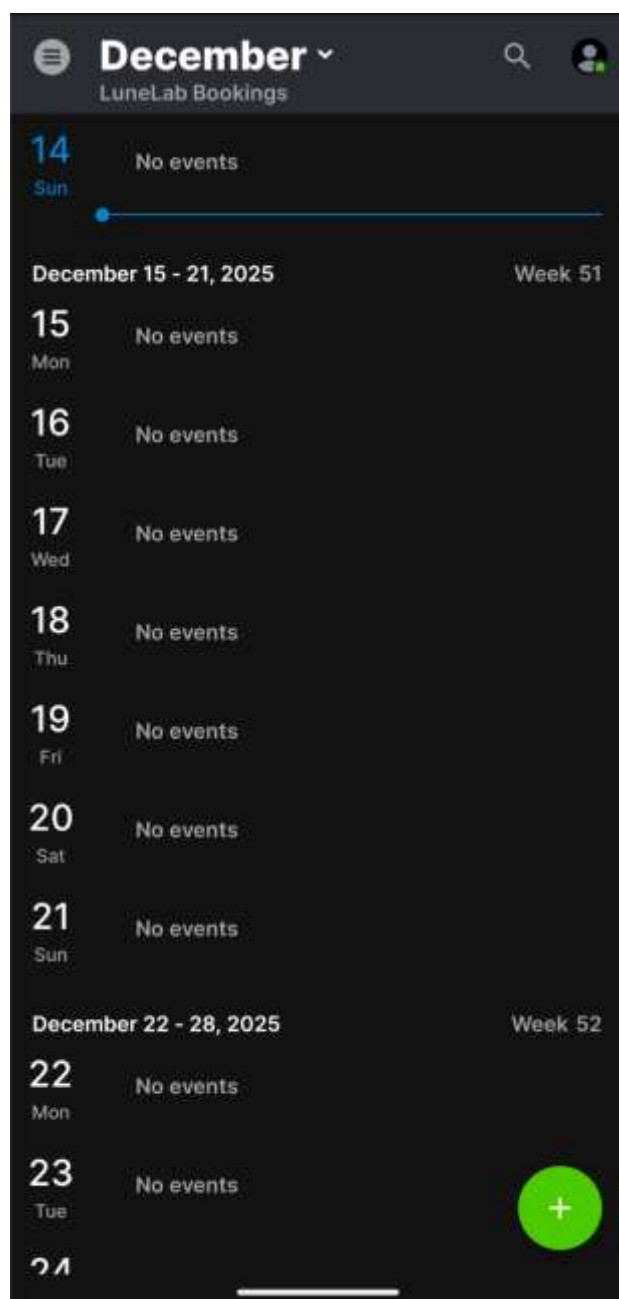
- Paste in the Teamup Calendar URL that you were sent in the following screen to connect to the LuneLab bookings calendar.



5. The next screen confirms that you have connected to the calendar and shows your “Dashboard” view. Clicking on the person icon in the top-right corner will give you the option to access the Dashboard again.



6. Tap on the “LuneLab Bookings” to see the calendar. To make a booking either tap on the date you want or tap on the “+” sign.



7. On the booking screen, enter your name, time period for the booking and then select which space(s) you want (called “sub-calendars”).

✕ **Edit event** ✓ ⚙️

Member Name (required)

🕒 All-day ☐

Sun 14 Dec 13:00

Sun 14 Dec 14:00

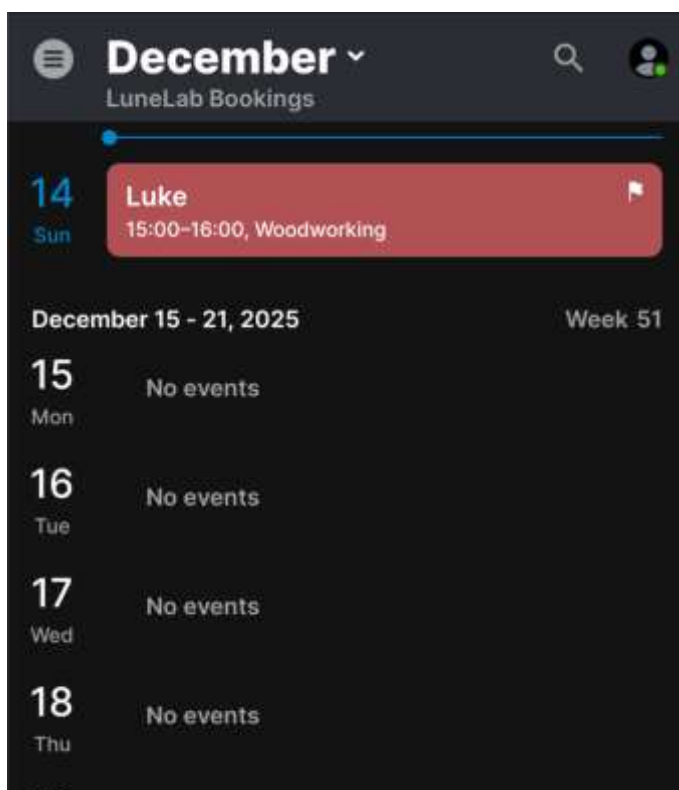
🔄 Does not repeat

☰ Sub-calendars

📄 Description [📤 Upload](#)

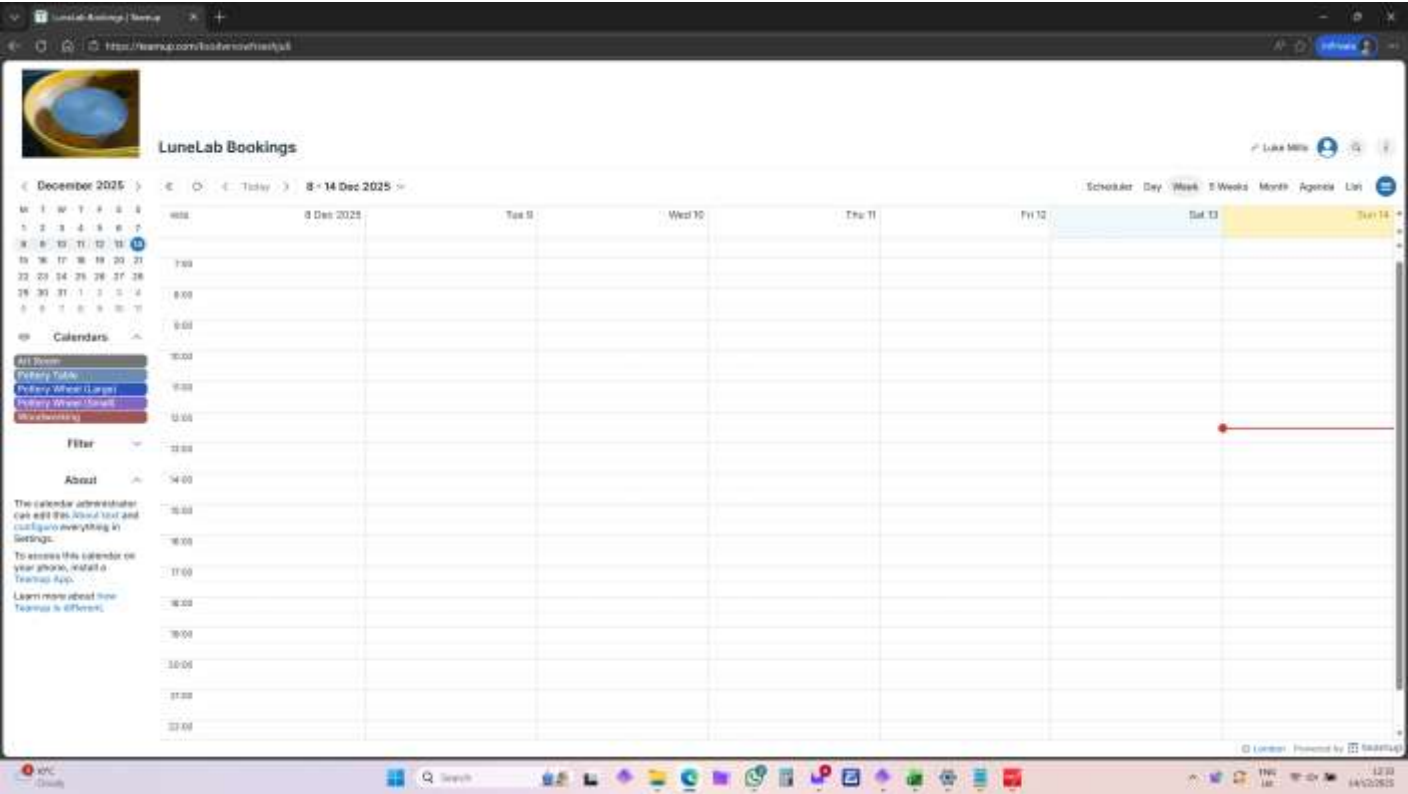
🗑️ **Delete event**

8. You will see your booking on the calendar which you can change or delete.

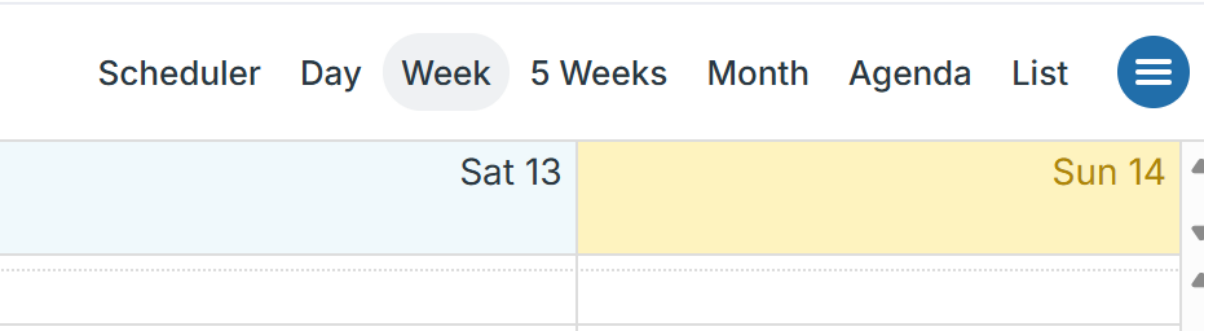


On a Computer

1. Using the Booking link sent to you, you will see something like this:



2. You can change the view using the menu in the top-right corner;



3. You can filter and view the different spaces using the calendars on the left-hand side:

The screenshot shows a calendar interface. On the left, there is a vertical sidebar with a 'Calendars' section and a 'Filter' section. The 'Calendars' section lists five spaces: 'Art Room' (brown), 'Pottery Table' (blue), 'Pottery Wheel (Large)' (dark blue), 'Pottery Wheel (Small)' (purple), and 'Woodworking' (red). The 'Filter' section has a dropdown menu with 'by keyword' and 'by sub-calendar' (selected). Below the dropdown, the same five spaces are listed again. At the bottom of the sidebar, there is a link 'configure everything in Settings.' and the text 'To access this calendar on'. On the right, a vertical time slot is visible, ranging from 9:00 to 18:00 in one-hour increments.

4. Click on the date/time slot that you wish to book and a window will pop-up for you to enter the details of the booking:

The screenshot shows a booking form pop-up window. At the top, there is a text input field labeled 'Member Name' and a close button (X). Below this, there are two rows of date and time selection. The first row is labeled 'From' and has date '08/12/2025' and time '13:30'. The second row is labeled 'To' and has date '08/12/2025' and time '14:30'. To the right of these fields is a green 'Save' button with a checkmark. Below the date and time fields, there are two checkboxes: 'All day' and 'Repeats'. Below these is a section labeled 'Calendar' with a dropdown menu that says 'Select or type'. At the bottom, there is a section labeled 'Description' with a large text area for input.

5. Enter your name, select the time period and select which Calendars (ie. spaces) you wish to book and save:

Luke Mills

From

08/12/2025

13:30

To

08/12/2025

14:30

☐ All day

☐ Repeats

Calendar

✕ Pottery Table

✕ Pottery Wheel (Large)

Description

Happy to share the space if someone wishes to use the small wheel

✓ Save

6. Your booking should appear in the main calendar:



7. Clicking on the booking will allow you to edit it:

Luke Mills

Mon 8 Dec 2025, 13:30 - 14:30

✕

Calendar

Pottery Table

Pottery Wheel (Large)

Description

Happy to share the space if someone wishes to use the small wheel

Edit

Print

Share

Created 2 minutes ago by Luke Mills