

WHERE TO FIND YOUR 4-DIGIT ACCESS CODE

Building Access

The front doors are open to the public from 10am–3pm while Ross House Staff are onsite. Around these hours the front doors will be locked. Afterhours access is possible with a 4-digit access code.

Meeting Room Access

A 4-digit access code is also needed to access the Ross House meeting rooms at all times.

Where do I find this Access Code?

A 4-digit access code is assigned to you with every room booking made. It can be viewed upon checkout, in your account under 'bookings', and in your booking confirmation and reminder emails (shown below). If you're having trouble locating the code please contact the Front Desk prior to the date of your booking on (03) 9650 1599 or rosshouse@rosshouse.org.au.

ON CHECKOUT

Order Details

Product	Total
3.1 Jenny Florence Room × 1 Booking Name: Test Booking Test Booking Booking #68371 Paid • September 9, 2022, 2:00 pm View my bookings → Booking #68371 Paid • 2:00pm - 4:30pm 09/09/2022 View my bookings → Unique Booking Access Code: 8132	\$0.00 (ex. tax)
Subtotal:	\$0.00 (ex. tax)
Total:	\$0.00

Order again

IN YOUR CONFIRMATION EMAILS

Order #68372 (September 5, 2022)

Product	Quantity	Price
3.1 Jenny Florence Room Booking Name: Test Booking Booking #68371 Paid • September 9, 2022, 2:00 pm View my bookings → Booking #68371 Paid • 2:00pm - 4:30pm 09/09/2022 View my bookings → Unique Booking Access Code: 8132	1	\$0.00 (ex. tax)
Subtotal:		\$0.00 (ex. tax)
Total:		\$0.00

IN YOUR ACCOUNT UNDER 'BOOKINGS'

Bookings

Book a meeting room [Click here if you require a recurring booking >](#)

Choose a date Time of day No. of people Layout Search Reset

Dashboard Billing Account details Bookings E-Bulletin Subscription Key Register Logout

If you wish to make changes to an existing booking, please [contact Ross House](#).

Print

Upcoming Bookings

ID	Booked	Order	Start Date	End Date	Status	Access Code
84808	Access code now visible under 'bookings' — 3.1 Jenny Florence Room	84809	April 5, 2023, 12:30 pm	April 5, 2023, 4:00 pm	Booked	8280
84810	Access code now visible under 'bookings' — 3.1 Jenny Florence Room	84811	April 11, 2023, 9:00 am	April 11, 2023, 9:30 am	Booked	4166

Cancel

How to resend booking confirmations via your online account.

If you can't find your booking confirmation email you can resend it to yourself via your online user account.

1. Log in to your online user account at www.rosshouse.org.au using your username and password.
2. Click on "Bookings" to see all upcoming bookings.
3. Click on the envelop icon next to the booking information. This is highlighted in the image below. NOTE: If you are not receiving the email, please ensure that your email address is correct in your Account Details.

Upcoming Bookings

ID	Booked	Order	Start Date	End Date	Status
59318	Test Booking — 0.2 Mezzanine - Sue Healy Room	59319	May 9, 2022, 8:00 pm	May 9, 2022, 9:00 pm	Booked

