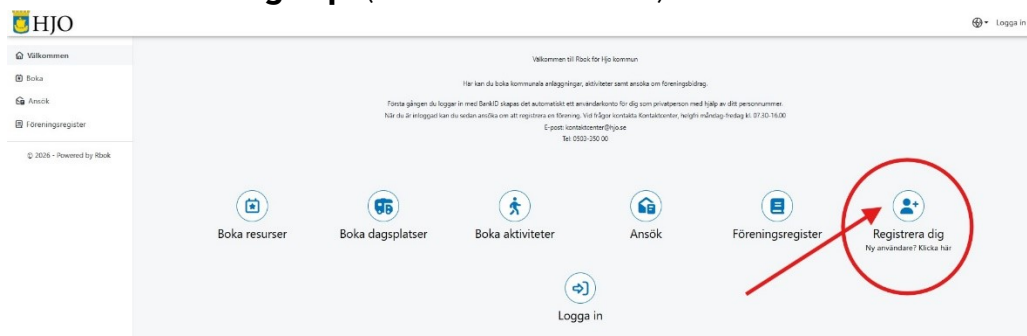


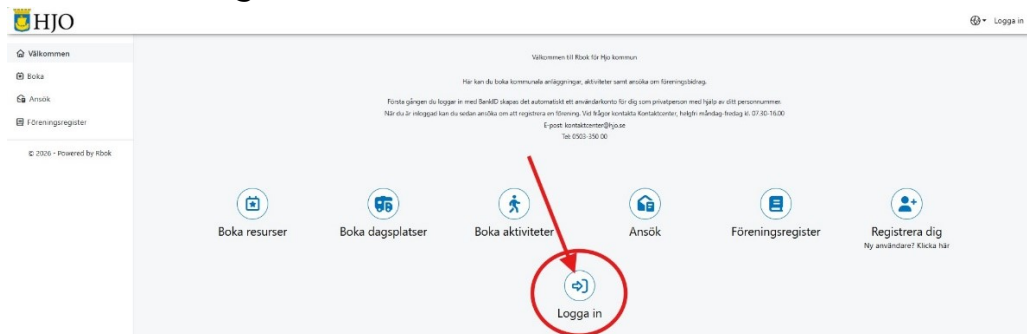
# Booking of market places in rbok

## Rbok - customer account - BankID



1. Go to <https://hjo.rbok.se>
2. New customer - **"Sign up"** (New user? Click here)

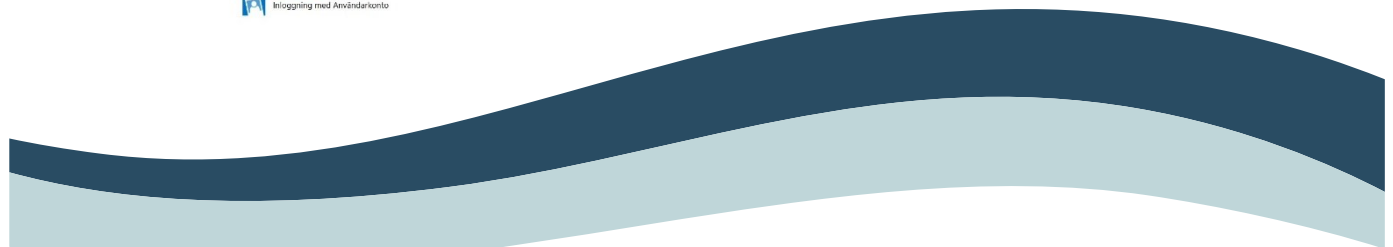


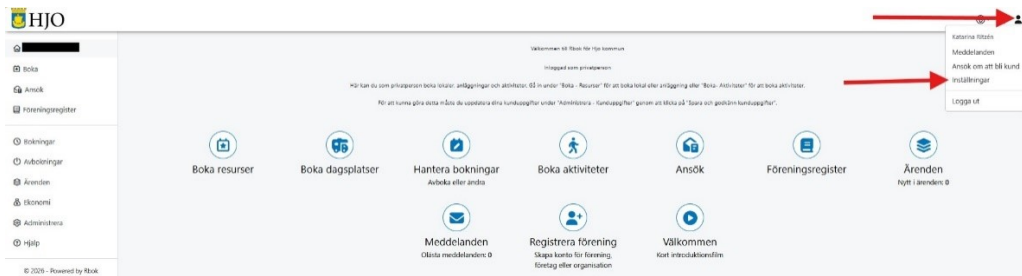
3. Read through the text that appears, and then click OK.  
Then click on **"Login"**



4. Log in with **BankID** as a **private person**.

5.  **"Email"** under the person icon in the top right corner under 

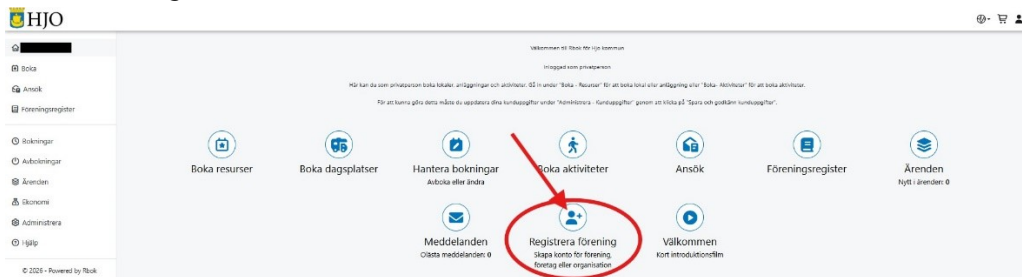




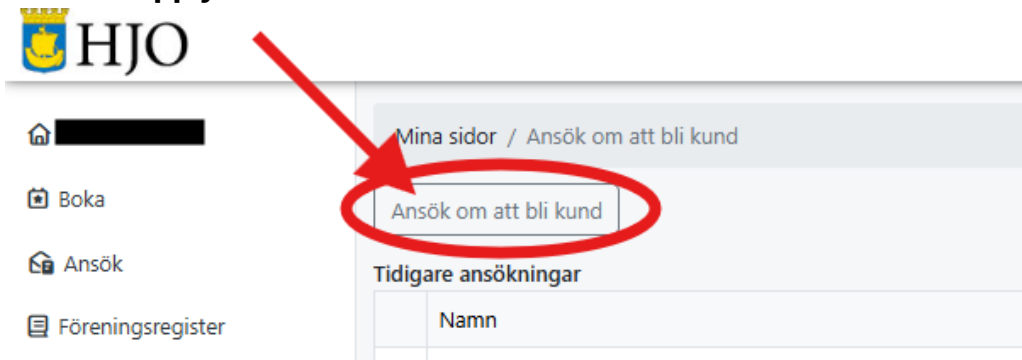
You are now registered as a private individual and can book premises as a private individual.

6. **Register association or company**

Click on "Register association"

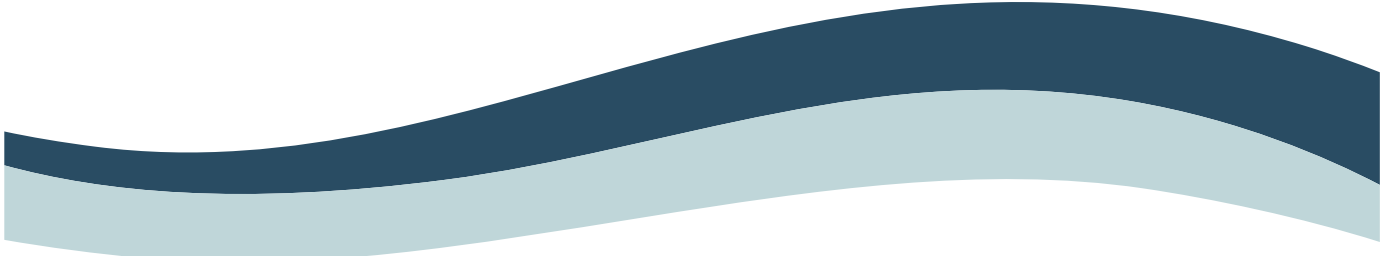


7. Click on "Apply to become a customer"

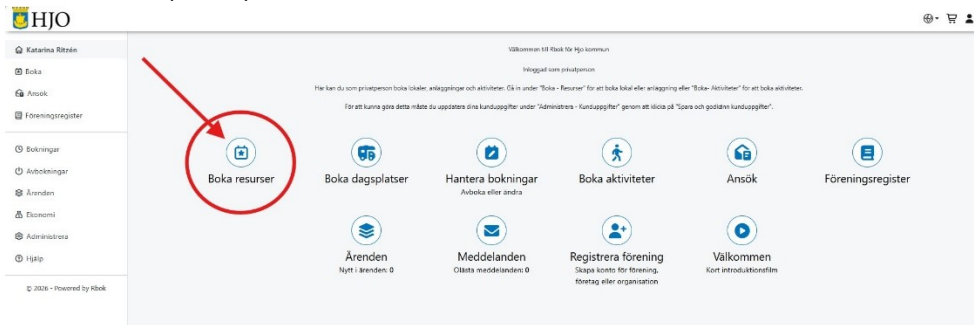


8. Click and "**Enter Customer Type**" - select Company  
 Fill out the form. Those that have a \* must be filled in.  
 Finish by clicking "**Submit**"

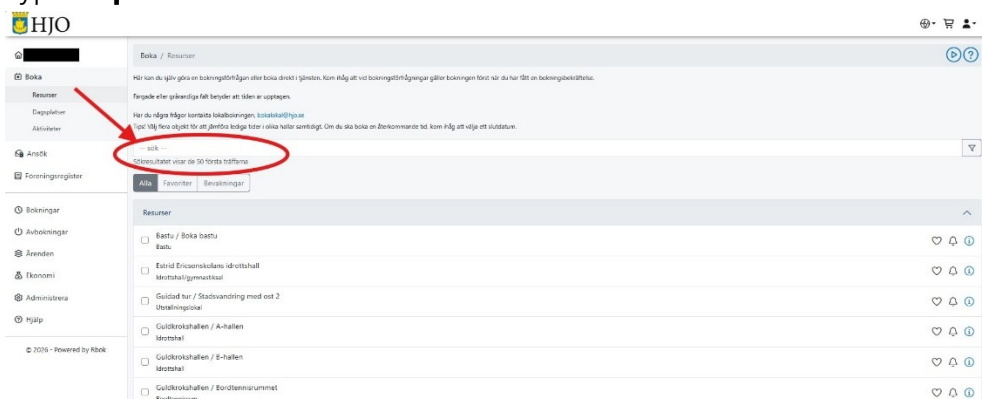
**Once this is done and approved, you can start booking.**



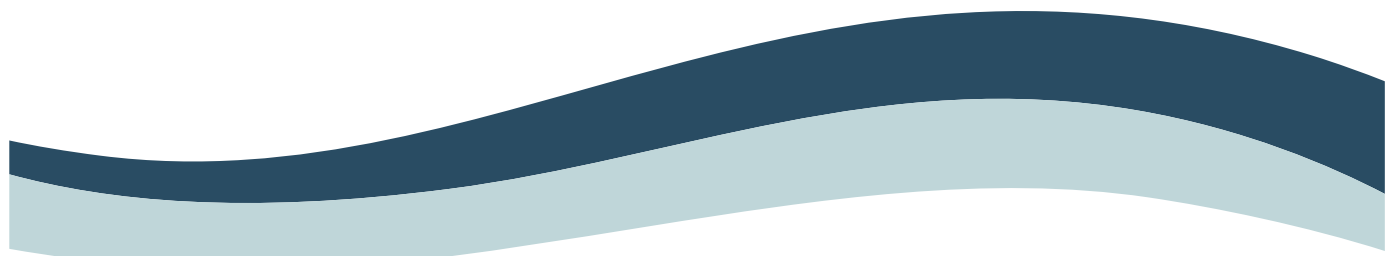
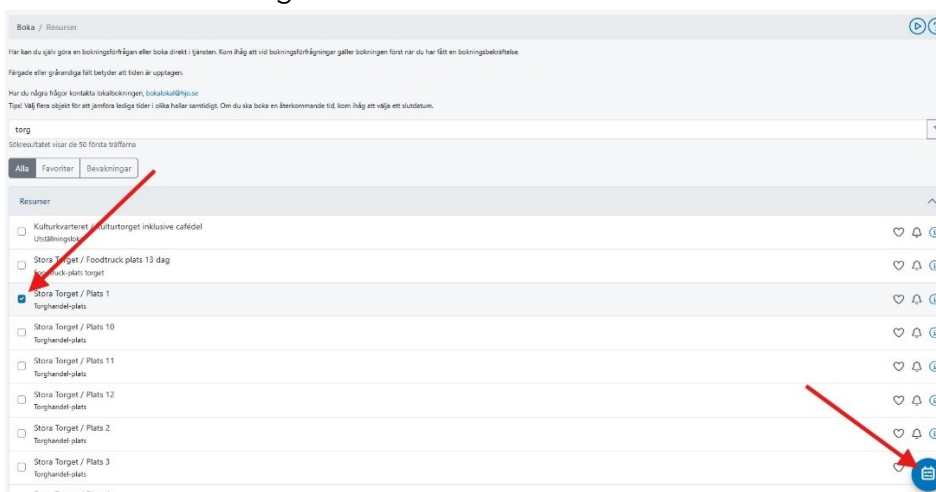
9. To book a square place - click on "Book resources"



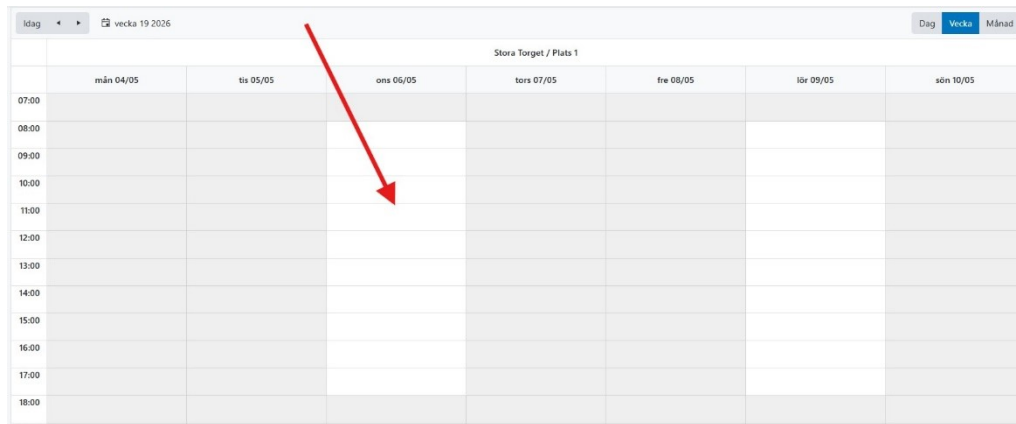
10. Type "square" in the search field.



11. Click in **ONE** location you want. Then click on the blue dot with a white calendar icon in the bottom right corner.

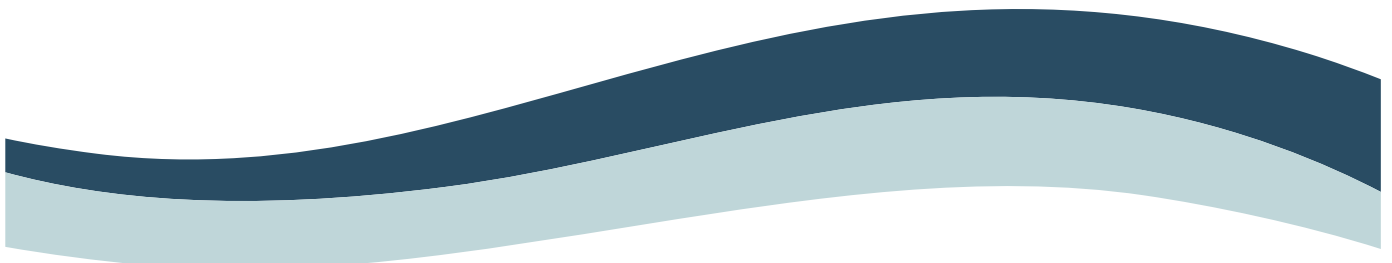


1. This will take you to the calendar. **Double-click** an available time (white time on the calendar).



	mån 04/05	tia 05/05	ons 06/05	tors 07/05	fre 08/05	lör 09/05	sön 10/05
07:00							
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							


12. Then this box will appear:  
Click on "Show more" to see more information about the market and there is also a link to the parking map.




Resursbokning ×


Bokning [Tillägg](#) [Bokningsinformation](#)

Resurs  
Stora Torget / Plats 1

Information  
Torghandel på Stora torget, varje onsdag och lördag, kl. 8:00-18:00 året runt.  
[+ Visa mer](#) 

Återkommande

Startar  
2026-05-06  09:00  
Datum Tid

Slutar  
2026-05-06  10:00  
Datum Tid

Tillgänglig  
Tiden har varit

Aktivitet \*  
-- välj --

Pris  
200 kr

Övrig information som följer bokningen

Bokningsvillkor  
Avbokning senare än 2 dagar före bokning återbetalas ej.  
[+ Visa mer](#)  
 Godkänn bokningsvillkor

13. If you want to book ONE date, you now choose that date and fill in "Time", there you must take the whole day, which means 08:00 – 18:00.

14. If you want more dates, click in "**Recurring**"

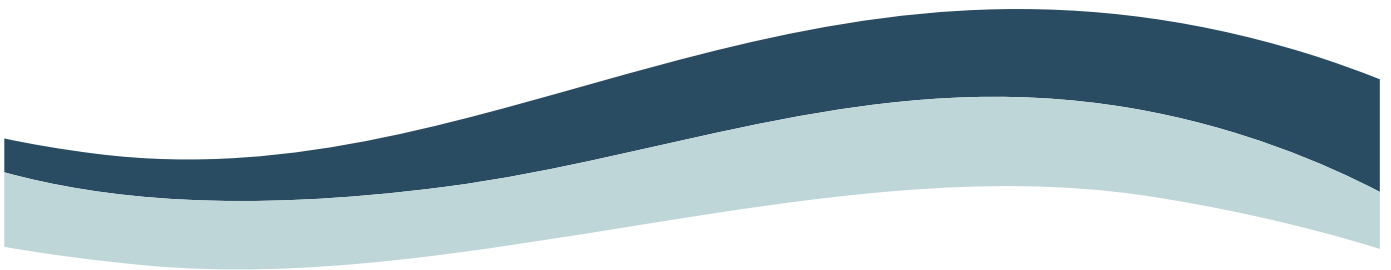
Date: from – empty. Start on a WEDNESDAY (Max 6 months)

Time: 08:00-18:00

Frequency: Select "Week"

Interval: 1

Click on "**Update**"



**Resursbokning** ×

[Bokning](#) [Tillägg](#) [Bokningsinformation](#)

Resurs  
Stora Torget / Plats 1


**Information**  
Torghandel på Stora torget, varje onsdag och lördag, kl. 8:00-18:00 året runt.  
[+ Visa mer](#)

Återkommande

Datum  
From: 2026-05-06 📅 Tom: 2026-10-06 📅

Tid  
Startar: 08:00 Slutar: 18:00

Frekvens: Vecka Intervall: 1

Tillfällen  
[Uppdatera](#) 

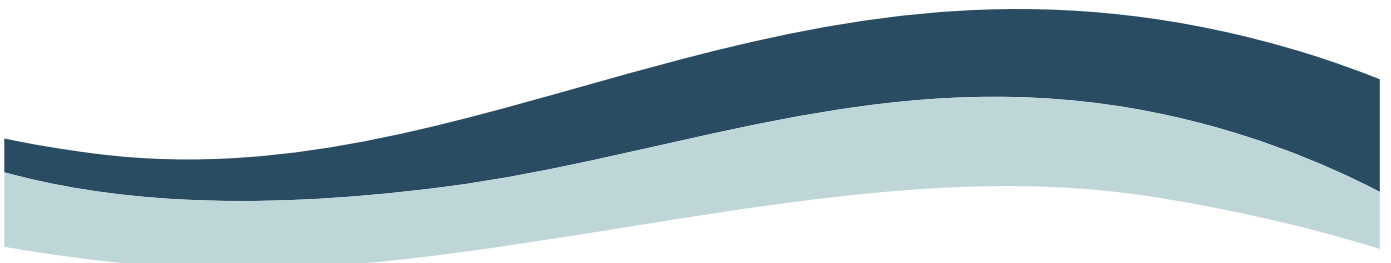
Aktivitet \*  
-- välj --

Pris  
[Uppdatera](#)

Övrig information som följer bokningen

**Bokningsvillkor**  
Avbokning senare än 2 dagar före bokning återbetalas ej.  
[+ Visa mer](#)  
 Godkänn bokningsvillkor

15. Then all WEDNESDAYS will first appear, click out the days you DON'T want.  
Then select "**Activity**" - Market trade day rental



From: 2026-05-06 To: 2026-10-06

Tid: 08:00 - 18:00

Startar: Startar Slutar

Frekvens: Vecka Intervall: 1

Tillfällen

- 2026-05-06 Ons (v.19) *Tiden har varit*
- 2026-05-13 Ons (v.20)
- 2026-05-20 Ons (v.21)
- 2026-05-27 Ons (v.22)
- 2026-06-03 Ons (v.23)
- 2026-06-10 Ons (v.24)
- 2026-06-17 Ons (v.25)
- 2026-06-24 Ons (v.26)
- 2026-07-01 Ons (v.27)
- 2026-07-08 Ons (v.28)
- 2026-07-15 Ons (v.29)
- 2026-07-22 Ons (v.30)
- 2026-07-29 Ons (v.31)
- 2026-08-05 Ons (v.32)
- 2026-08-12 Ons (v.33)
- 2026-08-19 Ons (v.34)
- 2026-08-26 Ons (v.35)
- 2026-09-02 Ons (v.36)
- 2026-09-09 Ons (v.37)
- 2026-09-16 Ons (v.38)
- 2026-09-23 Ons (v.39)
- 2026-09-30 Ons (v.40)

Antal: 21 av 22

Aktivitet \*  
-- välj --

16. Click on "**Add-ons**" to select more locations. It is only possible to select seats that are directly adjacent.

Resursbokning ×

[Bokning](#) **Tillägg** [Bokningsinformation](#)

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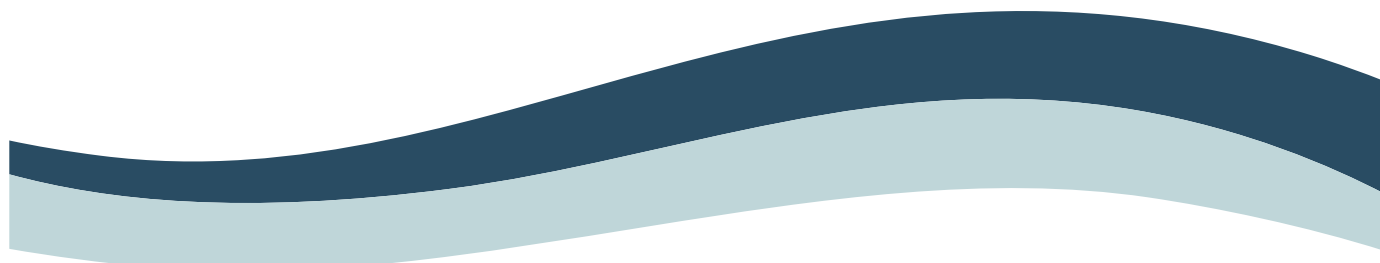
Stora Torget / Plats 2  
2026-05-06 09:00 - 2026-05-06 10:00  
 Inkludera

---

Stora Torget / Plats 3  
2026-05-06 09:00 - 2026-05-06 10:00  
 Inkludera

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17. Include the seats you want to include in your booking. Click on "**update**"



Resursbokning ×

[Bokning](#) [Tillägg](#) [Bokningsinformation](#)

Stora Torget / Plats 2  
2026-05-06 09:00 - 2026-05-06 10:00  
 Inkludera  
Tillgänglig  
[Uppdatera](#)  
Pris  
[Uppdatera](#)  
Övrig information som följer bokningen

Stora Torget / Plats 3  
2026-05-06 09:00 - 2026-05-06 10:00  
 Inkludera

[Lägg i kundvagn](#) [Avbryt](#)

18. Go back to "Booking" again by clicking on the blue text "**Booking**"

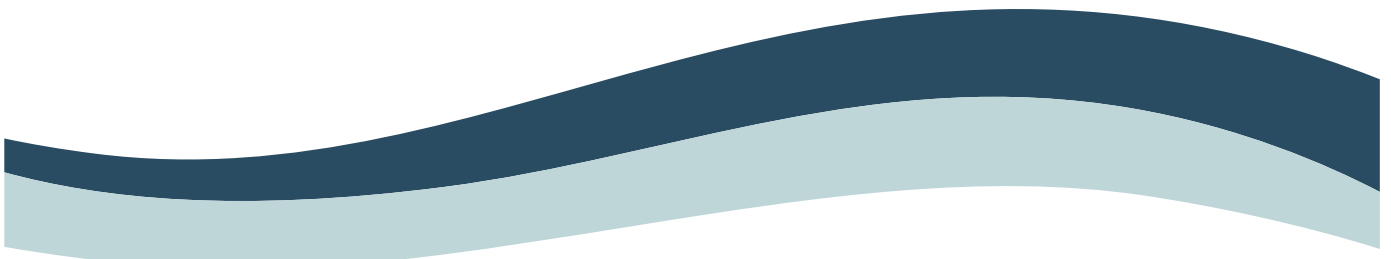
Resursbokning ×

[Bokning](#) [Tillägg](#) [Bokningsinformation](#)

Stora Torget / Plats 2  
08:00 - 18:00  
 Inkludera  
Pris (summa för samtliga tillfällen)  
4 200 kr  
Övrig information som följer bokningen

Stora Torget / Plats 3  
08:00 - 18:00  
 Inkludera

19. Scroll to the bottom, click on "**Show more**" There you will find booking conditions and "Local regulations for market trade in Hjo."



**Bokningsvillkor**  
 Avbokning senare än 2 dagar före bokning återbetalas ej.  
 + Visa mer  
 Godkänn bokningsvillkor

20. Accept booking conditions and "**Add to cart**"

**Bokningsvillkor**  
 Avbokning senare än 2 dagar före bokning återbetalas ej.  
 Genom att godkänna bokningsvillkoren godkänner och intygar jag samtidig att jag läst och förstått de Lokala ordningsföreskrifterna för torghandeln i Hjo  
 - Visa mindre  
 Godkänn bokningsvillkor  
 Bokningsvillkoren måste godkännas

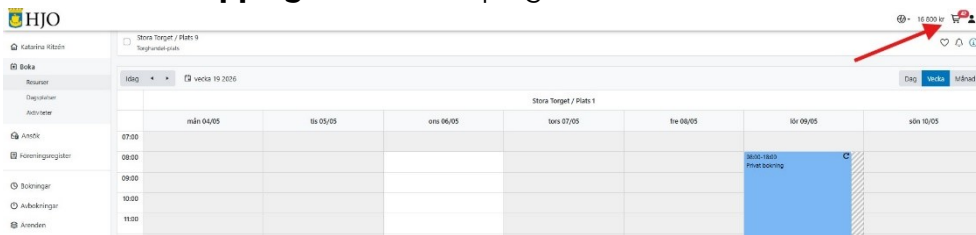
Kunde inte spara pga följande

- Bokningsvillkoren måste godkännas

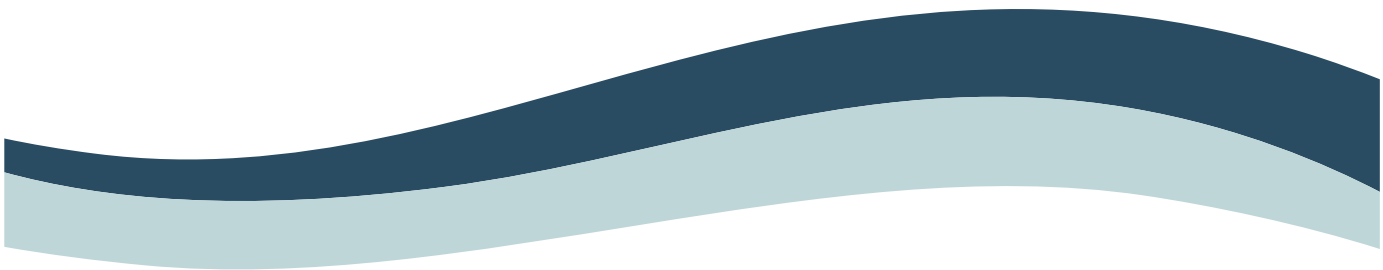
Lägg i kundvagn   Avbryt

21. If you also want to add SATURDAYS, you do all the steps from again. **Point 14** but choose a start date that starts on a SATURDAY. Otherwise, move on to paragraph 22.

22. Click on the **shopping cart** in the top right corner.



23. All selected dates line up, scroll to the bottom, select payment method and then **"Finish"**



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**C**  2026-09-30 08:00 - 18:00 10 tim  
Stora Torget / Plats 2 (2026-09-30 08:00 - 2026-09-30, 10 tim)

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**C**  2026-10-03 08:00 - 18:00 10 tim  
Stora Torget / Plats 2 (2026-10-03 08:00 - 2026-10-03, 10 tim)

Summa 1€

Betalmetod   Faktura  Direktbetalning

Fakturaadress  


*Genom att slutföra ärendet godkänner du fakturaadressen.*

*OBS ej slutförda bokningar rensas varje natt*

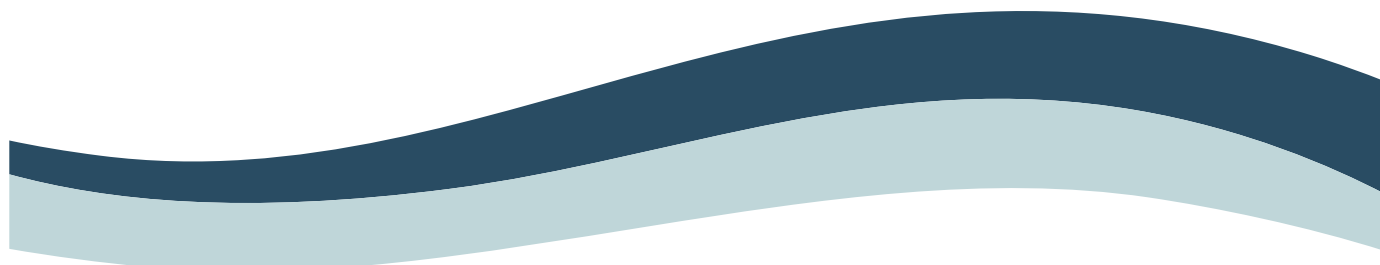
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**24.** Then an email marked "**Hjo municipality**" - **Resource booking(s) request approved** is sent to the specified address. There you will find more information and which dates have been booked.

Cancellations of appointments can be made here but also under "Bookings - Resources" or "Bookings - Lists".





To cancel an appointment on a resource:

1. Double-click the time you want to cancel.
2. If it is a **single time**:
3. Click "Cancel".
4. Read through the text and click "Yes" to cancel the appointment.
5. If it's a **recurring time**:
6. Choose to open "Full series" by confirming with "OK".
7. Then click "Cancel" at the bottom of the page.
8. Tick off the times in the list that you want to cancel.
9. Read the text and click "Yes" and you want to cancel selected times.

