

## **Retirement Living Summit**

**ACCESS TO THE LOADING DOCK FOR DELIVERIES, COLLECTIONS, BUMP IN  
& BUMP OUT**

**ADDRESS: 40 QUEENS WHARF ROAD, BRISBANE 4000**

We have created an event-specific block within MobileDOCK for the [Retirement Living Summit](#). To ensure seamless access you are required to book your specific arrival time using the MobileDOCK booking system. Failure to book a timeslot will result in the driver being turned away.

To access The Star Brisbane MobileDOCK system and create a booking, click the link below and follow the instructions. If you are already using MobileDOCK, click the link and skip to step 3.

<https://my.mobiledock.com/connect?codes=P-6757-7493>

### **Step 1: Create a MobileDOCK account.**

Follow the prompts to sign in. Once complete, ensure you return to your original browser tab & you will have been logged in. Create your profile and enable notifications.

### **Step 2: Create your Organisation.**

This is the company that you work for. From the Organisation page, click 'Create Organisation'.

### **Step 3: Connect with Events at The Star Brisbane**

You will be asked to 'Accept Connection' with The Star Brisbane – Events.

### **Step 4: Create a Booking**

Select 'New Booking' in the top-right hand corner. Work through the required fields, remembering to click 'Next' on each page, before selecting a date & time. Submit the booking. You will receive an automatic confirmation email contained the QR code required to be shown on arrival at the loading dock. Should you booking require manual approval, our team will review these daily & assign a space at an available time. This will be confirmed by automatic confirmation email.

### **Step 5: Customise Notifications**

From the left-hand menu, select 'Account'. Click on 'Notifications' & activate the notifications for 'Time Manually Assigned or Reassigned', 'Manual Approval Required', 'Automatic Approval' & 'New Comment'. Deactivate 'Creation' email.