

Overview - Calendar

Last Modified on 18/02/2022 3:31 pm GMT

The Calendar is a day-at-a-time view within BookingsPlus. It is colour coded for bookings & payments, providing an easy to analyse visual guide to that evening's activities.

A key to the colours/icons used in the page is at the top for reference.

Down the left hand side are all the bookable spaces for your school. The default calendar view is to 'View booked rooms only'. Uncheck this box to view all rooms available.

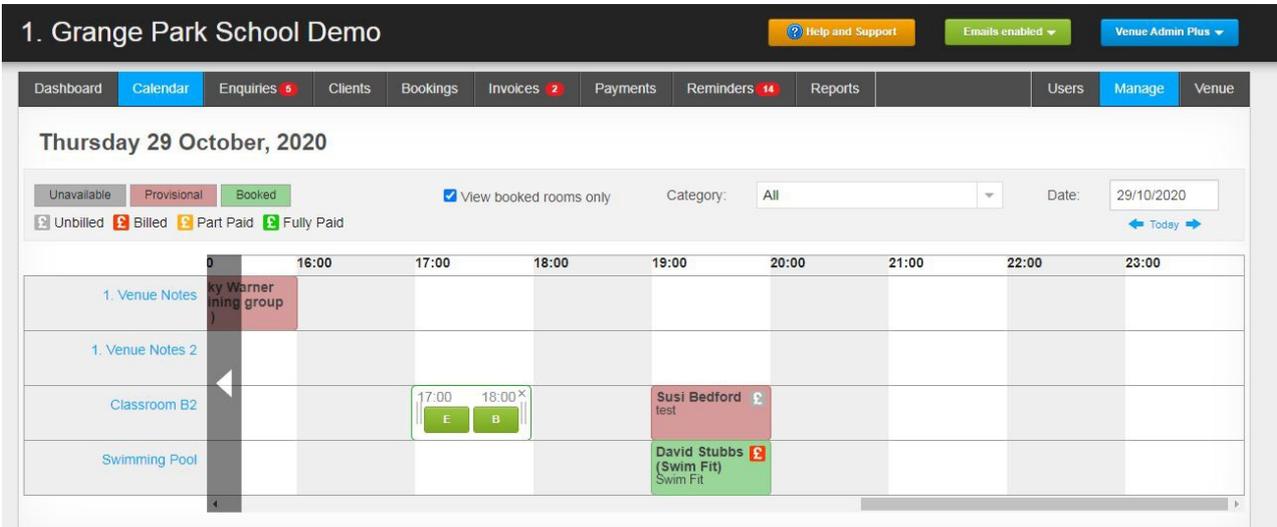
If Calendar Categories have been allocated to Bookable Spaces in the Venue Management setup, the category drop down box will allow the user to view the relevant spaces. This way availability for facilities which are suitable for a particular activity can be checked at a glance. By selecting dance/drama this would only show those rooms that would potentially be suitable e.g. dance studio, drama studio, main hall, sports hall, gymnasium.

Find out more about [Calendar Categories](#)

You can either make an Enquiry or a Booking directly from the calendar. To do this, simply click on the calendar for the required room. It will default to a 1 hr booking as shown.



You can then extend this booking time either way if required. To make an enquiry, click  for a booking, click .



1. Grange Park School Demo

Dashboard | **Calendar** | Enquiries 5 | Clients | Bookings | Invoices 2 | Payments | Reminders 14 | Reports | Users | Manage | Venue

Thursday 29 October, 2020

Unavailable | Provisional | Booked | View booked rooms only | Category: All | Date: 29/10/2020

Unbilled | Billed | Part Paid | Fully Paid

| | 16:00 | 17:00 | 18:00 | 19:00 | 20:00 | 21:00 | 22:00 | 23:00 |
|------------------|--------------------------|--------------------|-------|--|-------|-------|-------|-------|
| 1. Venue Notes | ky Warner ining group | | | | | | | |
| 1. Venue Notes 2 | | | | | | | | |
| Classroom B2 | | 17:00 18:00 E B | | Susi Bedford test | | | | |
| Swimming Pool | | | | David Stubbs (Swim Fit) Swim Fit | | | | |

Click on any calendar booking to find out more...

1. Grange Park School Demo

Help and Support | Emails enabled | Venue Admin Plus

Dashboard | Calendar | Enquiries 6 | Clients | Bookings | Invoices 2 | Payments | Reminders 14 | Reports | Users | Manage | Venue

Thursday 29 October, 2020

Unavailable | Provisional | Booked

View booked rooms only | Category: All | Date: 29/10/2020

Unbilled | Billed | Part Paid | Fully Paid

Meeting

From October 29th to November 12th 2020

Client: Susi Bedford

Telephone: 01604677764 | Mobile:

Email: schoolbookings5+susib@gmail.com

Booking taken by Venue Admin Plus on 29 October, 2020 at 16:30

Email provisional | Cancel | Confirm | Edit | View Booking | Close

You can also view further information on the rooms down the left hand side of the calendar by clicking the blue room's name. A pop up will appear. You can store useful information here about the Standard and Concessionary hourly pricing, a description of the space (such as available equipment and suitable activities) and also photographs of the space. This information is for administrator use only. If any changes are required, simply click on the 'Edit' button at the bottom.

Primary Hall
 Rates: £25/£20

Small hall ideal for dance/drama, childrens parties, martial arts etc

EQUIPMENT AVAILABLE
 Tables / Chairs
 Kitchen Facility Available

SUITABLE ACTIVITIES
 Dance / Drama
 Martial arts
 Childrens parties
 Small conferences



View | Edit | Close

Alternatively you can also make any amendments to the information showing here from the [Venue Management] tab. Under the Bookable Spaces, select the space that you would like to tweak & click on 'Edit'.
