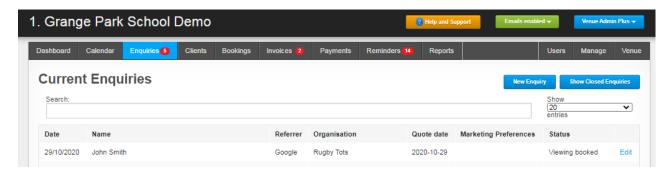
Convert to Booking

Last Modified on 11/09/2023 2:02 pm BST

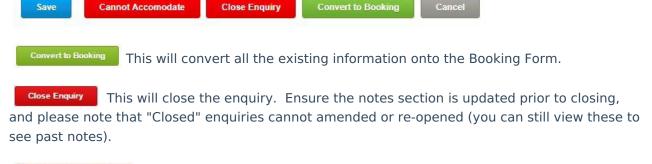
Select

Great news that your potential hirer is now ready to make a booking! It's time to convert the enquiry.

Click on [Enquiries] tab. From the list, select the enquiry and click Edit.



This will open up the enquiry you've been dealing with. There will now be additional options at the bottom of the enquiry.



Use this function for any booking which you cannot take, e.g. if the function is too large for the facilities, the booking is for a time that your venue is closed etc. Using this will help with future analysis on enquiries.

Before you can Covert the Enquiry to a Booking, you'll first need to add them as a Client. You can use the Add to Client List button to open a New Client page, with any contact details you had

entered into the enquiry pulled through. Save that Client and you'll return to the enquiry form

ready to convert the booking.

Convert to Booking and follow the 'Make a Provisional Booking' article.