

Convert to Booking

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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](#).

1. Grange Park School Demo

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

Current Enquiries

Search: Show 20 entries

Date	Name	Referrer	Organisation	Quote date	Marketing Preferences	Status	
29/10/2020	John Smith	Google	Rugby Tots	2020-10-29		Viewing booked	Edit

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



Convert to Booking This will convert all the existing information onto the Booking Form.

Close Enquiry This will close the enquiry. Ensure the notes section is updated prior to closing, and please note that "Closed" enquiries cannot amended or re-opened (you can still view these to see past notes).

Cannot Accomodate 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 Convert 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.

Select **Convert to Booking** and follow the '[Make a Provisional Booking](#)' article.

