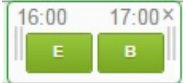


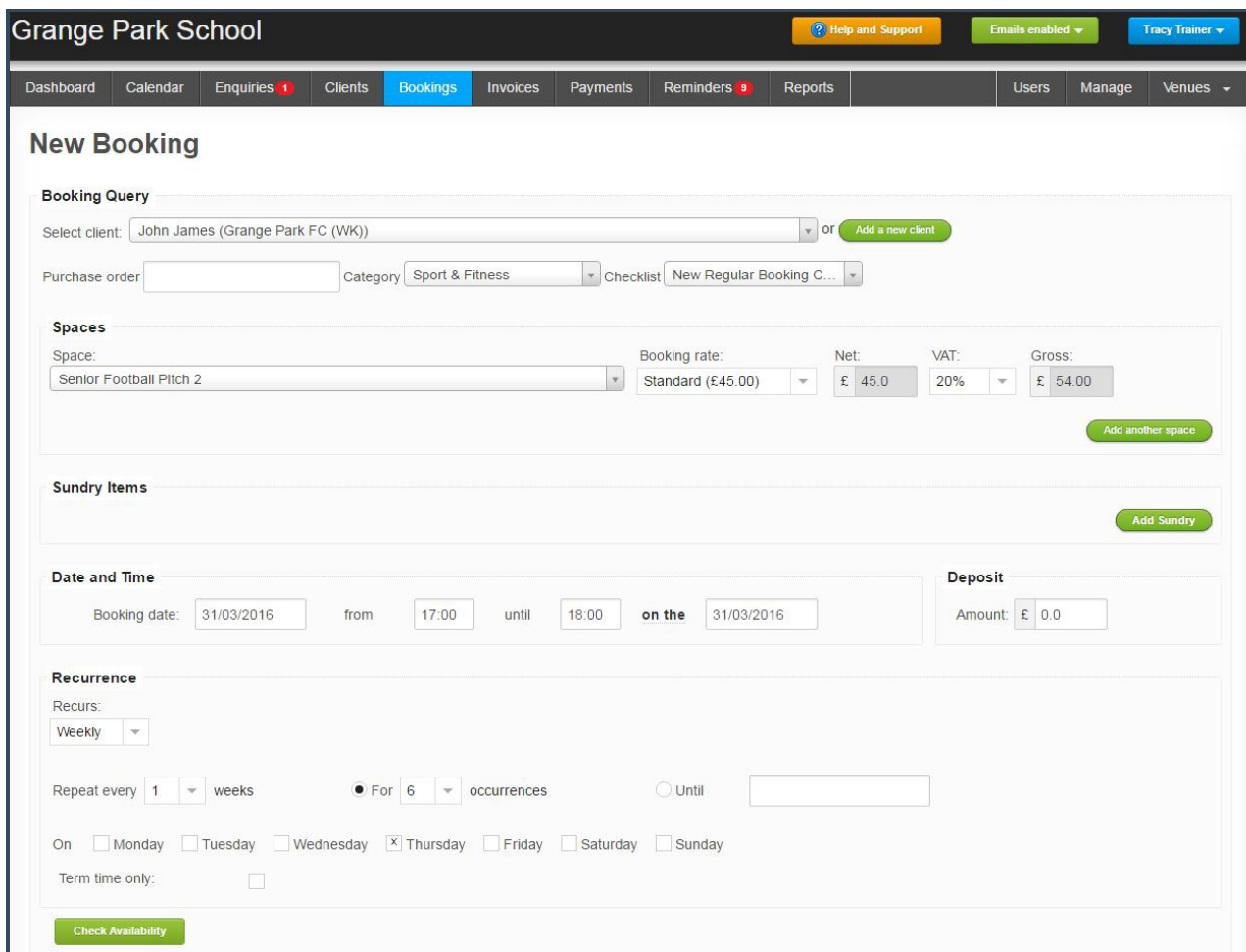
Make a provisional booking

Last Modified on 02/11/2020 4:48 pm GMT

It's time to make a booking!

If you've had an Enquiry, then simply click on  All of the information below will be carried forward.

If it's for an existing hirer, select the space & date/time from the calendar & click  . The booking form will open as below.



Grange Park School Help and Support Emails enabled Tracy Trainer

Dashboard Calendar Enquiries 1 Clients **Bookings** Invoices Payments Reminders 9 Reports Users Manage Venues

New Booking

Booking Query

Select client: John James (Grange Park FC (WK)) or [Add a new client](#)

Purchase order: Category: Sport & Fitness Checklist: New Regular Booking C...

Spaces

Space:	Booking rate:	Net:	VAT:	Gross:
Senior Football Pitch 2	Standard (£45.00)	£ 45.0	20%	£ 54.00

[Add another space](#)

Sundry Items

[Add Sundry](#)

Date and Time

Booking date: 31/03/2016 from 17:00 until 18:00 on the 31/03/2016

Deposit

Amount: £ 0.0

Recurrence

Recurs: Weekly


Repeat every 1 weeks For 6 occurrences Until

On Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Term time only:

[Check Availability](#)

- Booking Query

- Select client from drop down box. For new clients, click  populate and Save.
- Purchase Order - will appear on the invoice (a separate invoice for each purchase order number is generated)
- Category - allows you to tag each booking. This shows on the **Bookings** tab and Bookings Value Report and is helpful for analysis. It also allows you to easily identify when special events are booked!
- Checklist - adds a pre-set checklist to your booking (eg Regular Bookings, Special Events) - you can

create these in the **Manage** tab.

- Spaces

- This will be pre-filled from the Enquiry or Calendar. It can be amended if required.

- Any additional spaces can be added via [Add another space](#)

- VAT will be set according to the Clients account (can be overridden if required)

- Sundry Items

- Ideal for ad-hoc charges eg tea/coffees.

- Note - the sundry will be replicated against each bookable space.

- Date and Time

- Select date/time of first occurrence of the booking. Only make the 'On the' date the day after if the booking goes over midnight.

- Deposit

- This field is purely a record of whether a deposit has been taken against a booking. It does not generate any financial entries.

- Recurrence

- Option for daily/weekly occurrence, select as required

- Click 'Term Time only' if required. This is based on the holiday dates predefined within your **Manage** area.

Now select

[Check Availability](#)

[Check Availability](#)

Availability checked on: 31/3/2016

Booking Details



[Edit selected](#) [Cancel selected](#)

<input type="checkbox"/>		Space	Date	Time	Available	Rate	Net	Vat	Gross	Status	
<input type="checkbox"/>		Senior Football Pitch 2	31/03/2016	18:00-19:00	Yes	£45.00	£45.00	20 %	£54.00	Unbilled	
<input type="checkbox"/>		Senior Football Pitch 2 (booked by: Football Fanatics #87060 18:00-19:00)	07/04/2016	18:00-19:00	No	£45.00	£45.00	20 %	£54.00	Unbilled	
<input type="checkbox"/>		Senior Football Pitch 2	14/04/2016	18:00-19:00	Yes	£45.00	£45.00	20 %	£54.00	Unbilled	
<input type="checkbox"/>		Senior Football Pitch 2	21/04/2016	18:00-19:00	Yes	£45.00	£45.00	20 %	£54.00	Unbilled	
<input type="checkbox"/>		Senior Football Pitch 2	28/04/2016	18:00-19:00	Yes	£45.00	£45.00	20 %	£54.00	Unbilled	
<input type="checkbox"/>		Senior Football Pitch 2	05/05/2016	18:00-19:00	Yes	£45.00	£45.00	20 %	£54.00	Unbilled	
		Total 6		6h			£270.00		£324.00		

[Check Availability Across Venues](#) [Toggle Options](#)

The table gives you a clear guide to the availability across the sessions requested. Dates appearing in Green are available, Dates in Red are either already booked by another client or the venue is closed (the narrative will explain).

Dates can be cancelled by clicking on the red cross  to the right (for single line), or by ticking box on left of line & selecting 

Editing can be done at single line level by clicking on the , or ticking box on left of line & selecting 

Select item to be edited (space or times) and click on  This will change all of the selected items to the amended fields.

See [Check Availability across Venues](#)

Once the booking dates/times have been availability checked, complete the bottom section of the booking form, providing as much information as possible.

Booking Notes

Description: (Shown on attendance sheets)
Football Training - Adults

FM Notes: (Shown on activity sheets)
Goals not required

Client Notes: (Shown on client login)
Code of Conduct for Room Hire:
* Leave hired areas clean & tidy as found
* Leave the hired area promptly for the next user


Other Notes:
S 4/2 Client aware school closed on 17/2

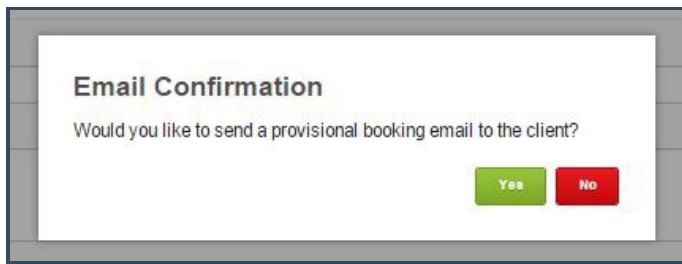
Follow up

Set a reminder

Reminder date
04/02/2016

Reminder notes
Check client has accepted T&C's and confirmed, then raise invoice

Once you click , you will have the option to send a Provisional Booking email.



If you click to send a Provisional Booking email, it will also generate a Welcome Email which contains a password & log-in instructions. See [Welcome Email](#) for further information.

For next steps on how to confirm a booking see [Confirm a Booking](#)
