

Confirm a booking

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Once you've got a Provisional booking in the calendar, it needs to be confirmed in order for it to appear on your Activity/Attendance reports for site staff & also to raise an invoice.

Best practice is for your hirers to confirm their own bookings, this means they have to accept the T&C's before they can proceed & also ensures that they take responsibility for checking their bookings. When you make the provisional booking, you are able to send an automated email to the hirer to let them know they have a booking to confirm. Click here to see [Hirers process to confirm a booking](#)

There may be cases when you need to confirm a booking. To do this, locate the booking - either from the **[Calendar]** or **[Client]** tab.

Once you've clicked on the booking, a pop-up box will appear with options.

Click on the **Confirm** button & you will be given the option to either confirm the whole booking or just one occurrence. When you've chosen the option, another pop-up appears.

By sending the email, they will receive a generic email stating they have a confirmed booking, with a link to their account.
