## Confirm a booking

Last Modified on 02/11/2020 4:50 pm GMT

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.

Grange Park School		(?) Help and Support	Emails enabled 🔻 Tracy Trainer 👻
Dashboard Calendar Enquiries 1 Clients	Bookings Invoices Payments Reminders	Reports	Users Manage Venues -
Thursday 31 March, 2016			
Unavailable Provisional Booked	View booked rooms only Category:	All	▼ Date: 31/03/2016
D 16:00	Football training - adults From March 31st to May 19th 2016		← Today ➡ 22:00 23:00
AV Equipment	Client: John James (Grande Park EC (WK))		-
Badminton Court 1	Telephone: 01604 675849 Mobile:	07917 859456	
Badminton Court 3	Email: schoolbookings5+johnjames@gmail.com		
Badminton Court 4	Booking taken by Tracy Trainer on 31 March, 2016	at 12:31	3
Classroom B1	Email provisional Cancel Confirm Ed	dit View Booking Close	
Dance Studio	NO equipment		
Fitness Suite	Mickey mouse (gyms for us) E Fitness class		
Main Hall		Finance Text  (DA Test) Test Hire	
Primary Hall	Bob Summerfield (School Booking) Parents Meeting		
Rydon - Art Room	Layla Jayne 💽 art class		
Senior Football Pltch 2	John James ( (Grange Park FC (WK))	5	
Conjus Fastball Ditab 1			

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

Click on the **Contrem** 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.