

Confirming a Provisional Booking (Hirer)

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Your hirers are able to view & confirm their bookings within BookingsPlus . This means that they will have to accept your T&C's and Privacy Policy, and also take responsibility for checking the dates/times/spaces included within their booking.

When they log onto their account, they will see the **Dashboard** tab. They will need to accept Terms and Conditions and the Privacy Policy before their 'Bookings' or 'Invoices' become visible.

The screenshot shows the BookingsPlus dashboard for a user named John Smith. The dashboard title is "1. Grange Park School Demo". The user is signed in successfully. The dashboard displays a welcome message: "Welcome John Smith" and "You last logged in at 15.24 on Mon 02 Nov 2020". Below this, there is a section titled "1. Grange Park School Demo Terms and Conditions" with two checkboxes for agreement: "I agree to the Grange Park School Privacy Policy 210820" and "I agree to the Terms and Conditions of Use 210820". At the bottom, there is a section for contact preferences: "We take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us. However, from time to time we would like to contact you with details of other products/services/promotions we offer. If you consent to us contacting you for this purpose please tick to say how you would like us to contact you: Options available for 1. Grange Park School Demo" with checkboxes for Email, Telephone, Post, and Text.

If the client tries to view invoices/bookings before they have accepted the T&C's, a red banner will appear across the top of the page. As soon as they have clicked to accept the T&C's and Privacy Policy, they will be able to see any 'Provisional Bookings' or 'Outstanding Invoices' on the 'Dashboard', as well as being able to navigate freely around the other tabs.

To confirm a booking, click on **View** hyperlink alongside the booking.

Code of Conduct for Room Hire:

- * Leave hired areas clean & tidy as found
- * Leave the hired area promptly for the next user
- * No outdoor shoes / heels in the sports hall / gym
- * Do not consume food in the sports hall / gym

Code of Conduct for Gym Membership:

- * Sign in & out at reception
- * Respect other users
- * Report any faulty equipment to main reception

Date	Space	Start Time	End Time	Status	Hourly Rate	Gross Cost	Payment Status	Edit	Cancel
18/09/2023	6th Form	18:00	19:00	Provisional	£15.00	£15.00	Unbilled	Edit	Cancel
25/09/2023	6th Form	18:00	19:00	Provisional	£15.00	£15.00	Unbilled	Edit	Cancel

Booking Summary

Amount: £30.00

Vat: £0.00

Total booking price: £30.00

[Confirm](#) [Back](#)

From this screen, they are able to scroll up/down the full list of dates under that booking. If they are correct, they can click to [Confirm](#) . If amendments are required, these can only be done by an administrator. As soon as the bookings are confirmed by the hirer, this will update on your system by an entry appearing on the 'Dashboard', the status updating to 'Confirmed' & the calendar booking showing as 'Confirmed'.

If your venue has [Instant Pay](#) switched on, clients will also see a "Pay as you Go" option when confirming. Find out more about how hirers can confirm their bookings when this option is switched on [here!](#)

With Self-Booking activated as well, hirers can amend/cancel line items within their booking before confirming. Read through [this article](#) to see what clients can alter with this activated.
