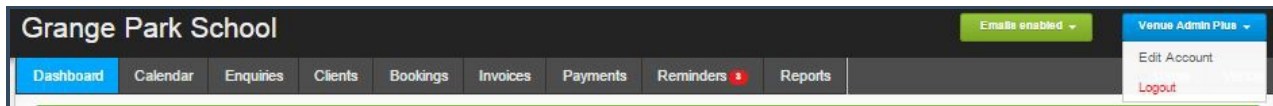


# Changing your default venue

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BookingsPlus will select one venue as your 'default' venue. If you wish to change this, it's straightforward.

Just log-in using your existing details. Once logged in, click on the blue button in the top right hand side with your name & select Edit Account.

A screenshot of a web form titled "Edit User". The form is set against a light grey background. It contains several input fields: "First name" with the value "Venue Admin", "Last name" with the value "Plus", "Email" with the value "vaplus@example.com", and "Default venue" with a dropdown menu showing "Grange Park School". Below these are three password fields: "Password (leave blank if you don't want to change it)", "Password confirmation", and "Current password (enter your current password)". At the bottom of the form are two buttons: a blue "Update" button and a grey "Back" button.

Click on the 'Default Venue' drop down box. This will list all the venues you have permission to view. Select the required school & input your password in the Current password field.

Once you click  the changes will take place.