

Confirming a provisional booking (Hirer)

Last Modified on 03/02/2021 6:32 pm GMT

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 a user interface for '1. Grange Park School Demo'. At the top right, the user is identified as 'John Smith'. A navigation bar includes 'Dashboards', 'Account', 'Invoices', 'Calendar', 'Bookings', 'Documents', and 'Help'. A green banner contains contact information for the venue and the helpdesk. Below this, a green bar indicates the user is 'Signed in successfully'. The main content area is titled 'Welcome John Smith' and shows the user's last login time. The primary focus is on the '1. Grange Park School Demo Terms and Conditions', which includes checkboxes for agreeing to the 'Grange Park School Privacy Policy 210820' and 'Terms and Conditions of Use 210820'. A privacy notice follows, and at the bottom, there are options for how the user would like to be contacted: 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.
