Amend automated emails

Within BookingsPlus is a bank of generic emails which are sent to your clients at various stages throughout the booking process.

You have full control over the content of the emails & we suggest that you review them periodically to ensure they are worded in accordance with your lettings procedures.

The emails are located within the [**Manage**] section of your system. Click on **Edit Venue** and select the [Emails] tab.

Each email can be fully customised to your needs. Simply read through the content & type in your amendments. At certain points, you will notice code such as %NAME% or %PASSWORD%. This is where client specific information is pulled from BookingsPlus into the email, so ensure you don't amend any of these sections. Otherwise, change what you need!

Once you've finished, just click **Save** .