# Add a new space to bookings system

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There's no limit within BookingsPlus to the number of bookable spaces you can have.  If you need to add any additional spaces once you are up and running, simply follow this process:

Click on the **[Manage]** tab, this will take you to the sub tab**[Venue Management]** and scroll down to the heading Bookable Spaces, click on [New Space]



From here you can add the Space Name of what would like the space to be called.

In the Notes section, add a description of the space, what it is suitable for, any equipment available and any restrictions.

You can then add in the Standard and Concessionary Price, tick which Calendar Category is most suitable, add any Tags, photographs and click Save.

If none of the calendar categories are suitable, additional categories can also be added from Venue Management tab under the heading Calendar Categories and click New Category.

Click here for further details about tags how to add one and what they do

**TIP:**  We recommend to check once a new space has been created to make sure it's looking just as you intended.

This is best done by clicking on the space name in the calendar.