

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

Add Space

Details

Space Name

Notes

Price

Standard hourly rate

Concession hourly rate

Custom Fields

[Add New Custom Field](#) [Edit Custom Fields](#)

Calendar Categories

Dance/Drama Meetings Outdoor Sport Indoor Sport Main Halls

[Add New Category](#)

Tags

Comma separate your tags here ...

Photographs

These should be in landscape format and at least 1040x642 pixels for retina support. Larger images will be resized and cropped to maintain the correct dimensions.

Image	File	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Photograph](#)

[Save](#) [Back](#)

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.
