Update your school logo

If your venue has changed its logo, don't forget to update BookingsPlus!

Your logo is stored in 2 places within the system - on invoices and also on your website. They are both accessed by clicking on the **[Manage]** tab.

Invoices: Click [Edit Venue] select the [Billing] tab, scroll down to the bottom left & replace the logo with your new version (note size guidelines). Once done, click [Save] at top right. Please note that if you do update your logo, this will be updated across historic invoices.

Website with a Classic Template: From the Manage tab click [Edit Website] select the [Imagery] tab & scroll down to section for 'Homepage Logo' to replace the logo with your new version (note size guidelines) & click [Save] in top right.

Websites with Vancouver and Calgary Templates: From the Manage tab click [Edit Website] select the [General] tab & scroll down to section for 'Logo' to replace the logo with your new version (note size guidelines) & click [Save] in top right.

TIP: Always check the website once you are finished to make sure you are happy with the end result!