Setting up calendar categories

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Within the Calendar view of BookingsPlus there is the option to narrow your view to rooms which are suitable for a certain purpose ie. indoor sports (sports hall/gym), dance/drama (drama studio/dance/gym/hall) etc.

These can be fully customised to your venue, we will have set-up suggestions initially, but we do recommend that you check that they are fitting for you.

Grange Park Schoo	ol Demo					Relp and Supp	ort Ema	ls ena	bled 👻	Master Venue	Admin 🔫
ashboard Calendar Enquiries	Clients	Bookings	Invoices 🔼	Payments	Reminders	14 Reports			Users	Manage	Venue
Thursday 29 October, 2	020										
Unavailable Provisional Booked	l	View	booked rooms o	only	Category:	All		•	Date:	29/10/202	0
🛿 Unbilled 😰 Billed 😰 Part Paid 😰 F	Fully Paid					All	<u> </u>			🗲 Today	-
0	16:00	17:00	18:00	19	:00	All Halls AWP			22:00	23:00	
1. Venue Notes ky Warner						Castle View					
						Dance		- 2-			
1. Venue Notes 2						Dance/Drama					
Classroom B2				Site	usi Bedford	Education		•			
Swimming Pool				(S	avid Stubbs [wim Fit)	3					

To amend this, you'll need to enter the 'Manage' area of your booking system. This is done via the Manage tab.

Calendar Categories		
School use	Edit	Delete
Dance/Drama	Edit	Delete
Meetings	Edit	Delete
Outdoor Sport	Edit	Delete
Indoor Sport	Edit	Delete
Main Halls	Edit	Delete
New Category		
lick the New Category and complet	e the pop-u	o box.

On the [**Venue Management**] tab, you will see the following section:

You now need to select the various rooms which can fall under this category. This is done from the [**Venue Management**] tab. Under the **Bookable Spaces**, select the relevant space & click on 'Edit'

Details	Price
Space Name	Standard hourly rate
Sports Hall	£
Notes	Concession hourly rate
Multi-use sports hall with markings for basketball, football and 3 x badminton courts.	£
Dimensions: 26m x 15m	~
Calendar Categories	
-	
School use X Dance/Drama Meetings Outdoor Sport X Indoor Sport X	Main Halls
-	Main Hails
School use X Dance/Drama Meetings Outdoor Sport X Indoor Sport X	Main Hails
School use X Dance/Drama Meetings Outdoor Sport X Indoor Sport X	Main Haiis
School use X Dance/Drama Meetings Outdoor Sport X Indoor Sport Add New Category	Main Haiis

Under the **Calendar Categories** section, click the new category you've set up & click