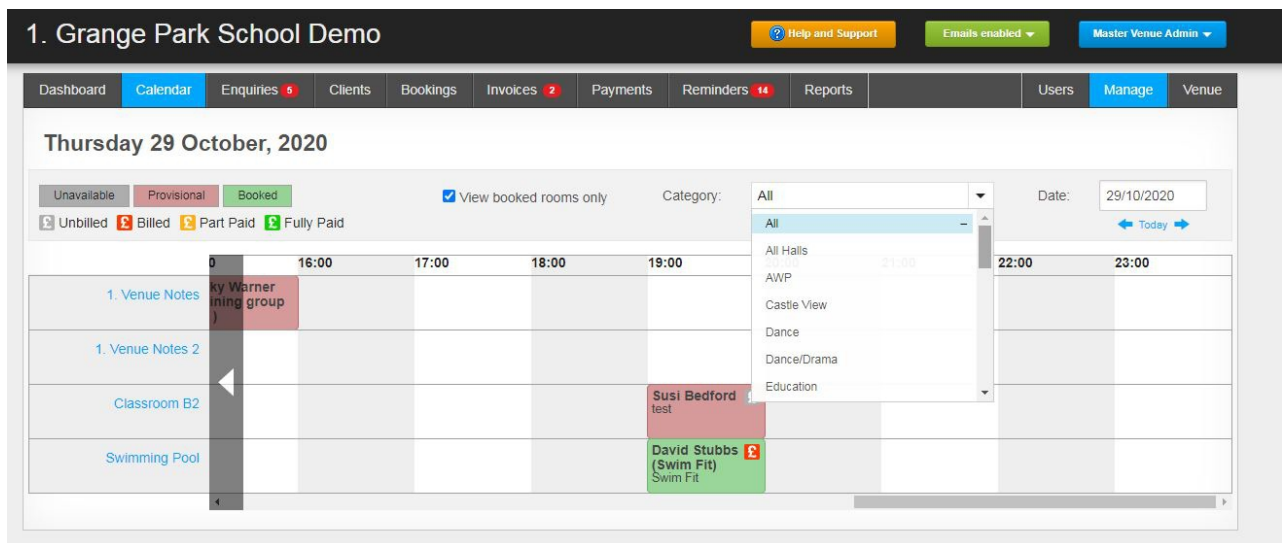


Setting up calendar categories

Last Modified on 18/02/2022 3:34 pm GMT

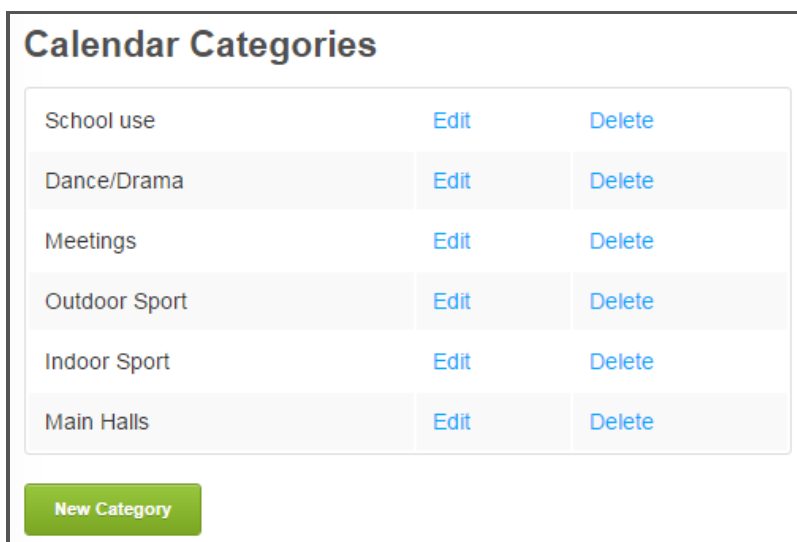
Within the Calendar view of BookingsPlus there is the option to narrow your view to rooms which are suitable for a certain purpose ie. indoor sports (sports hall/gym), dance/drama (drama studio/dance/gym/hall) etc.

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.



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

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



Click the [New Category](#) and complete the pop-up box.

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**

Edit Space - Sports Hall

Details

Space Name

Sports Hall

Notes

Multi-use sports hall with markings for basketball, football and 3 x badminton courts.

Dimensions: 26m x 15m

SUITABLE USES: 5-a-side football, badminton (x3), basketball, fitness classes

Price

Standard hourly rate

£

Concession hourly rate

£

Custom Fields

Add New Custom Field

Edit Custom Fields

Calendar Categories

School use Dance/Drama Meetings Outdoor Sport Indoor Sport Main Halls

Add New Category

Tags

sports hall x hall x studio x Comma separate your tags here ...

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

Save