Personalise default times on calendar

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Within BookingsPlus you are able to amend the Calendar view to suit your venue's opening hours.

This will be for your view only for the venues you have access to. It will not affect other users.

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

In the My Default Calendar times section, select the times you require & click [Update]

Booking Categories

Name	Bookings		
Sport & Fitness	380	Edit	Delete
Dance & Drama	119	Edit	Delete
Special Events	57	Edit	Delete
Kids Parties	27	Edit	Delete
Conference & Education	74	Edit	Delete
School	28	Edit	Delete
AYR	15	Edit	Delete
OO	12	Edit	Delete
BB	13	Edit	Delete
SE	1	Edit	Delete

New Booking Category

Calendar Categories

Name	Spaces	Use slots?		
All Halls	10	No	Edit	
AWP	4	Yes	Edit	
Castle View	9	No	Edit	
Dance	0	No	Edit	Delete
Dance/Drama	7	No	Edit	
Education	10	No	Edit	
Event Halls	7	No	Edit	
Events	0	No	Edit	Delete
Frequently Used	12	No	Edit	
Gym Membership	1	No	Edit	
Kids Parties	0	No	Edit	Delete

School closure	01/03/2022	31/03/2022	Edit	Delete

Add Closure

Client Flags

Reason			
Late Payer		Edit	Delete
Damages		Edit	Delete
BACS payer		Edit	Delete
No invoice reminder		Edit	Delete

Add Client Flag

Client Booking Slots

Name	From	To	Days of the Week
Weekday Evening Slot	17:00	23:00	Monday, Tuesday, Wednesday, Thursday, Friday
weekend	01:00	02:00	Sunday, Saturday
Weekday Afternoon Slot	15:00	17:00	Monday, Tuesday, Wednesday, Thursday, Friday

My Default Calendar times

NB. This will affect all my venues

Default weekday time

16:00

Default weekend time

16:00

Default holiday time

16:00

Update