Add Room tags to use the 'Check Availability Across Venues' function

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Within BookingsPlus, we have a function where you can check availability at other venues under your control. This is ideal for multi-site schools, academy or health centre clusters, local authorities or centrally managed schools.

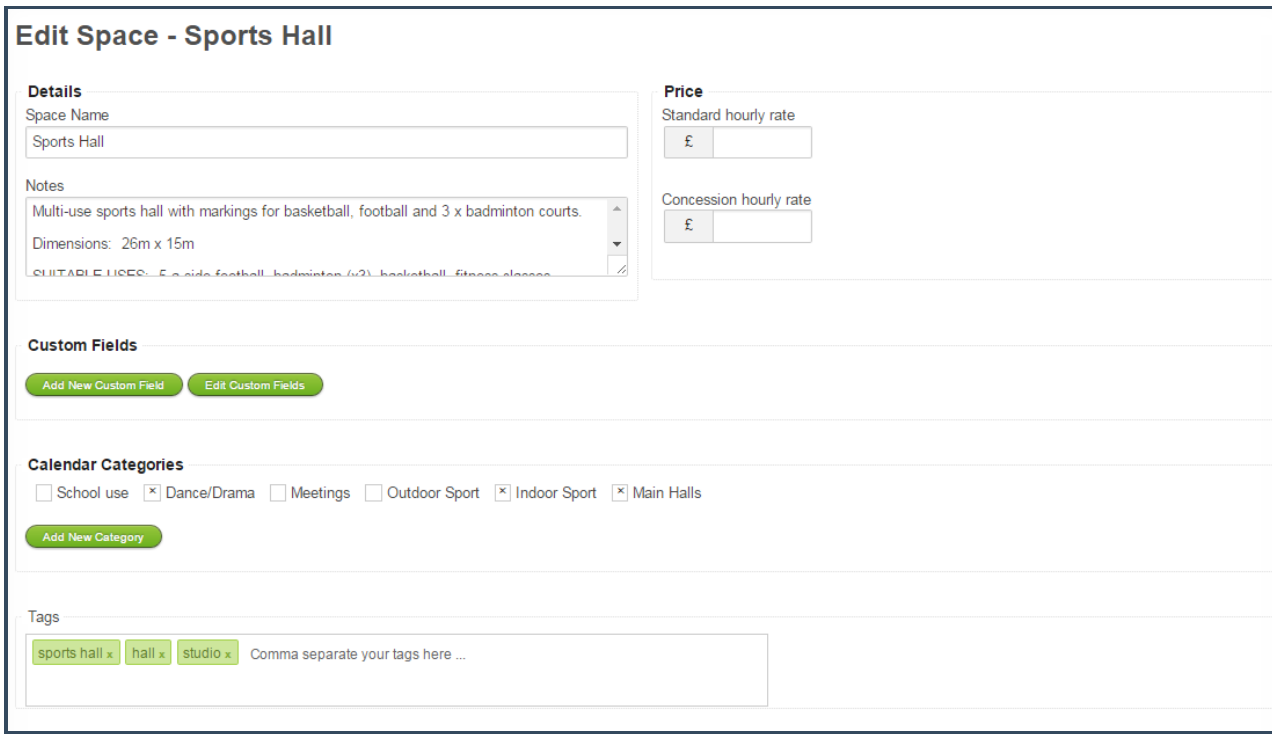
To make this work, BookingsPlus uses a tagging system, so it can understand the potential uses of a space. We will have set this up initially for you, but if you add any additional spaces it helps to understand how it works.

The standard tags we use the system are:

TAG NAME	Use for the following spaces:
Astro	Astroturf pitches / AWP
Pitch	Grass pitches for rugby or football
Hall	Any sports hall, events hall, gymnasium
Studio	Use for dance studio's / drama studios
Std Class	Standard Classrooms
Spl Class	Specialist classrooms eg, cookery, tech, ICT
muga	Outdoor Tennis / Netball Courts / MUGA Area
Meeting	Meeting rooms

You are welcome to add your own tags for your venues if you wish. Just make sure it's exactly the same format throughout.

To add the tags, click to edit a bookable space. Under the 'tags' header, simply type in the relevant tag above. Press 'Enter' once done & the tag will appear.



For more information on how to use the check availability function seeCheck availability across venues