

Add a New Enquiry

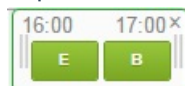
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BookingsPlus is ideal for storing all your enquiries in one place. This gives you easy access for any follow-up, as well as giving you the option to convert the enquiry to a booking.

Administrators can manually add an enquiry, either from the **[Calendar]** tab or **[Enquiries]** tab.

To add from **[Calendar]**, simply click on the relevant space & select the time. This can be

dragged to extend the times if required. Select "E" and it will open a new Enquiry form.



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One advantage of adding from the **[Calendar]** is that both the date and time selected will be pulled across into your new enquiry form!

To add from the **[Enquiries]** tab, click on the tab and then select



at the top of the page.

Once your website is live and active, clients can submit an enquiry directly to your system.

ENQUIRE FOR DRAMA STUDIO

First Name*	Last Name*	
<input type="text"/>	<input type="text"/>	
Email*	Organisation Name	
<input type="text"/>	<input type="text"/>	
Telephone Number*	Mobile Number*	
<input type="text"/>	<input type="text"/>	
Your Message*		
<input type="text"/>		
How did you hear about us?	Other Method	
<input type="text"/>	<input type="text"/>	
Date*	Start Time*	End Time*
<input type="text"/>	<input type="text" value="13"/> <input type="text" value="15"/>	<input type="text" value="13"/> <input type="text" value="15"/>

Once you receive and open this enquiry, you'll be able to see both the contact details they have populated, but also where they have enquired from on your site, and the date/time they are enquiring for.

Please see [The Enquiry form](#) for full guidance on enquiries.

