

Checking availability on an Enquiry

Last Modified on 11/09/2023 1:50 pm BST

An enquiry can be received via your website, or added manually by the administrator, and is listed on the **Enquiries** tab.

Once you've added your enquiry to BookingsPlus, you can get a clear idea of the availability of your chosen sessions. Click on [Toggle details](#) half way down the form on the right, and then enter the space/dates/times you would like to check, and add any recurrence required. Click [Check Availability](#)

The **Enquiry details** table will show the results of your search. Lines in **green** are available, lines in **red** are either booked or the venue is closed.

Date and Time

Date: from until on the

Recurrence

Rekurs:

Repeat every weeks For occurrences Until

On Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Term time only:

[Check Availability](#) Availability checked on: 11/2/2016

Enquiry details

[Edit selected](#)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Badminton Court 1"/>	<input type="text" value="19:00"/>	<input type="text" value="20:00"/>	<input type="text" value="Standard (£ 7.5)"/>	<input type="text" value="None"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	Space	Date	Time	Available	Rate	Net	Vat	Gross	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 Badminton Court 1 (booked by: AFC Bloggs 19:00-20:00)	11/02/2016	19:00-20:00	No	£7.50	£7.50	0%	£7.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2 Badminton Court 1 Grange Park School is closed on 18/02/2016 (February Half Term)	18/02/2016	19:00-20:00	Yes	£7.50	£7.50	0%	£7.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3 Badminton Court 1	25/02/2016	19:00-20:00	Yes	£7.50	£7.50	0%	£7.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4 Badminton Court 1	03/03/2016	19:00-20:00	Yes	£7.50	£7.50	0%	£7.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5 Badminton Court 1	10/03/2016	19:00-20:00	Yes	£7.50	£7.50	0%	£7.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6 Badminton Court 1	17/03/2016	19:00-20:00	Yes	£7.50	£7.50	0%	£7.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7 Badminton Court 1	24/03/2016	19:00-20:00	Yes	£7.50	£7.50	0%	£7.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8 Badminton Court 1	31/03/2016	19:00-20:00	Yes	£7.50	£7.50	0%	£7.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Total 8		8h			£60.00		£60.00			

[Check Availability Across Venues](#) [Toggle Options](#)

It's easy to amend the results. In the example above, 2 sessions were unavailable for different reasons.

- Item 1 - Booked by another hirer.

Why not see if you can offer an alternative court that day? To do this select the pencil icon , amend the details in the drop down options and . The results of the new search will appear in the table, if it is unavailable it will be **red** and you can repeat the process.

- Item 2 - Venue Closed.

In this scenario, it's likely you would just cancel that weeks booking. To do this, click on the red cross  and the session will be deleted.

If you need to edit multiple lines at once, you can use the check boxes on the left to choose the relevant dates, then use the **Enquiry details** [Edit selected](#) to toggle editing a series of lines together!
