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.

▼ y 1 → weeks ● F									
y 1 v weeks									
y 1 - weeks									
y 1 👻 weeks									
Repeat every 1 - weeks For 8 - occurrences									
ndav Tuesdav Wednesdav	× Thursday f	Friday Saturday	Sunday						
only:		,)						
in a fact from the part of the fact from the fact from the state of the st									
Availability checked on: 11/2/2	016								
ails									
				Standard (£ 🔻					
Badminton Court 1		19:00 20:00		7.5		None •			0,
Space	Date	Time	Available	Rate	Net	Vat	Gross		
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	2*	
Badminton Court 1 Grange Park School i closed on 18/02/2016 (February Half Term	18/02/2016	19:00-20:00	Yes	£7.50	£7.50	0%	£7.50	1×	
Badminton Court 1	25/02/2016	19:00-20:00	Yes	£7.50	£7.50	0 %	£7.50	28	
Badminton Court 1	03/03/2016	19:00-20:00	Yes	£7.50	£7.50	0 %	£7.50	28	
Badminton Court 1	10/03/2016	19:00-20:00	Yes	£7.50	£7.50	0 %	£7.50	Z X	
Badminton Court 1	17/03/2016	19:00-20:00	Yes	£7.50	£7.50	0 %	£7.50	/*	
Badminton Court 1	24/03/2016	19:00-20:00	Yes	£7.50	£7.50	0 %	£7.50	1*	
Badminton Court 1	31/03/2016	19:00-20:00	Yes	£7.50	£7.50	0%	£7.50	18	
	nly: Availability checked on: 11/2/20 ails Badminton Court 1 Badminton Court 1 Badminton Court 1 Grange Park School is closed on 18/02/2016 (February Half Term) Badminton Court 1 Badminton Co	Availability checked on: 11/2/2016 alis Badminton Court 1 area brown b	Availability checked on: 11/2/2015 aiis Badminton Court 1 - 1/9:00 20:00 Space Date Time Badminton Court 1 Grange Park School is Badminton Court 1 Grange P	Availability checked on: 11/2/2015 attices Availability checked on: 11/2/2015 Availability checked on: 11/2/2015 Badminton Court 1 array of the state of the s	Availability checked on: 11/2/2015 Availability checked on: 11/2/2015 Badminton Court 1 • Badminton Court 1 • Badminton Court 1 (booked by: AFC Bloggs 19:00-20:00) 11/02/2016 11/02/2016 19:00-20:00 No 67.50 Badminton Court 1 (booked by: AFC Bloggs 19:00-20:00) 11/02/2016 19:00-20:00 No 67.50 Badminton Court 1 Grange Park School is closed on 18/02/2016 (February Half Term) 18/02/2016 19:00-20:00 Yes 67.50 Badminton Court 1 10/03/2016 19:00-20:00 Yes 67.50 Badminton Court 1 10/03/2016 19:00-20:00 Yes 67.50 Badminton Court 1 17/03/2016 19:00-20:00 Yes 67.50 Badminton Court 1 1003/2016 19:00-20:00 Yes 67.50 <	Availability checked on: 11/2/2015 status Badminton Court 1 • Badminton Court 1 • 11/2/2016 11/00/2010 Not Space Date 11/00/2016	Availability checked or: 11/2/2015 Badminton Court 1 (booked by: AFC 110/2/2016) 19:00-20:00 No. 57.50 Note 7.50 Vat Badminton Court 1 (booked by: AFC 110/2/2016) 19:00-20:00 No. 57.50 17.5 Vat Badminton Court 1 (booked by: AFC 110/2/2016) 19:00-20:00 No. 57.50 17.5 Vat Badminton Court 1 Grange Park Schoolis 18:02/2016 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.4 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.5 Badminton Court 1 Grange Park Schoolis 19:00-20:00 Yes 57.50 57.50 0.5 Badminton Court 1 57.50 0.5 B	Availability checked on: 11/2/2015 Badminton Court 1 Courted and Section 11/2/2016 11:00 20:00 11:00	Availability checked on: 11/2/2018 Availability checked on: 11/2/2018 Badminton Court 1 Badminton Court 1 Date Time Availability checked on: 11/2/2016 Space Date Time Available Radminton Court 1 Goange Park School in M02/2016 Badminton Court 1 Goange Park School in M03/2016 M03/2016

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 \checkmark , amend the details in the drop down options and 2. 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 Edit selected to toggle editing a series of lines together!