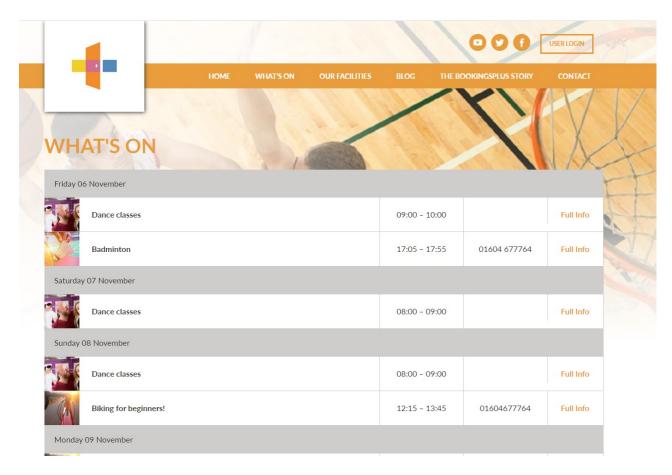
Publish an event on What's On page

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Your website is an integral part of the BookingsPlus system - it's a great way to showcase your facilities as well as the activities which are happening in your venue. This offers a marketing opportunity to your hirer's, ensuring their classes remain popular. It's also useful for the local community to see what is on offer at your venue & contact the hirer directly to find out more information.

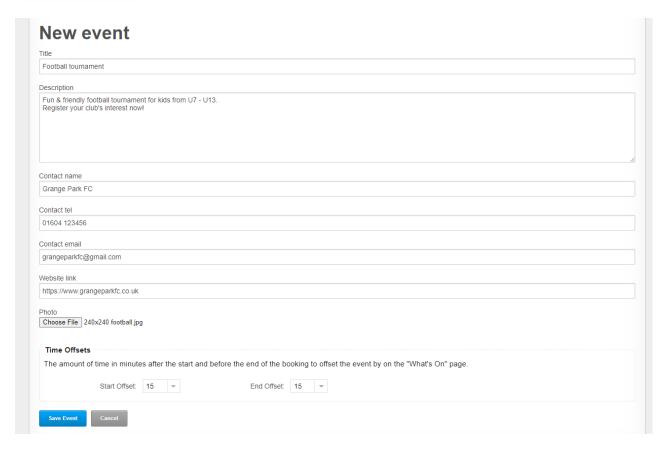
It's easy to publish classes to your What's On page and once you've published it, any changes and cancellations made to the initial booking will be shown on the What's On page, so no updates required. (Please note - if you choose to renew the booking, you will need to repeat these steps to publish the class). The screen shots below are from our Calgary Template. With our Vancouver and Calgary templates, you have the additional option to hide the What's On page.





Firstly, select the booking you wish to publish. Scroll down to the bottom of the booking form & click

Publish To Website



Fill in the form. Please ensure you have permission to display clients phone numbers/emails (if the client has a

website, then take the details from there as these are already publicised or even use a link to your clients Facebook page).

The start offset & end offset are there in case the class times are different to the actual booking times. This can happen when set-up time is included in a booking. For example, a cricket net booking may be from 9:00 - 10:30, however the first and last 15 mins are for setting up/packing away of the cricket nets. Using the offset means that the event will appear on the What's On page from 9.15-10.15am which is the time the session is open to the public.

Once completed, click to



The booking will now appear on the What's On page. Any subsequent amendments to the booking eg times, cancelled dates etc will automatically update.

Watch our video tutorial: