

Publish an event on What's On page

Last Modified on 21/04/2021 1:37 pm BST

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.

The screenshot displays a website interface for Grange Park School. At the top left is a logo consisting of four colored squares (yellow, orange, purple, blue) arranged in a cross pattern. To the right of the logo is a navigation bar with the following links: HOME, WHAT'S ON, OUR FACILITIES, BLOG, THE BOOKINGSPUS STORY, and CONTACT. Further right are social media icons for YouTube, Twitter, and Facebook, followed by a 'USER LOGIN' button. Below the navigation bar is a large banner image of a school hallway with the text 'GRANGE PARK SCHOOL' and 'Facilities for Hire' overlaid. Below the banner is a grid of four facility categories, each with a white icon and a dark background:

- Sports Halls & Astro Pitches For Hire (Icon: Basketball player)
- Theatre, Dance & Drama Studio For Hire (Icon: Building)
- Conference and Meeting Facilities For Hire (Icon: Two people shaking hands)
- Special Event Halls For Hire (Icon: Wedding couple)

Below the grid is a dark banner with the text 'RUN A DANCE, DRAMA OR MUSIC CLASS....' and a background image of a man and a woman dancing. At the bottom left, there is a text block: 'Grange Park School has amazing facilities that are available for hire to the local community.' At the bottom right, there is a dark orange banner with the text 'NOTICE:'.

WHAT'S ON

Friday 06 November

	Dance classes	09:00 - 10:00		Full Info
	Badminton	17:05 - 17:55	01604 677764	Full Info

Saturday 07 November

	Dance classes	08:00 - 09:00		Full Info
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Sunday 08 November

	Dance classes	08:00 - 09:00		Full Info
	Biking for beginners!	12:15 - 13:45	01604677764	Full Info

Monday 09 November

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

Publish To Website

New event

Title
Football tournament

Description
Fun & friendly football tournament for kids from U7 - U13.
Register your club's interest now!

Contact name
Grange Park FC

Contact tel
01604 123456

Contact email
grangeparkfc@gmail.com

Website link
https://www.grangeparkfc.co.uk

Photo
Choose File | 240x240 football.jpg

Time Offsets
The amount of time in minutes after the start and before the end of the booking to offset the event by on the "What's On" page.

Start Offset: 15 | End Offset: 15

Save Event **Cancel**

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:
