


Managing your lettings

Last Modified on 15/01/2021 11:23 am GMT

BookingsPlus is designed to make managing your lettings a stress-free process!

To help with this we recommend that you renew your lettings on an annual basis. We find that Sept-Aug works really well, allowing you to renew the bookings during June/July. There are a number of benefits to annual bookings:-

- less administration for yourselves (compared to renewing every 10 weeks or termly)
- security for your hirers that their space is reserved (no additional commitment on their side, just your normal cancellation terms)
- easy to see availability for new enquiries

To make light work of the renewals, be sure to use the  option (select to edit the original booking). This will replicate the previous booking & all you will need to do is amend the dates for the coming year (& your prices if you are increasing).

BookingsPlus can hold documentation for your clients e.g. Public Liability Insurance, coaching certificates etc. Make sure you use the reminders function to keep track of all the expiry dates of these documents.
