

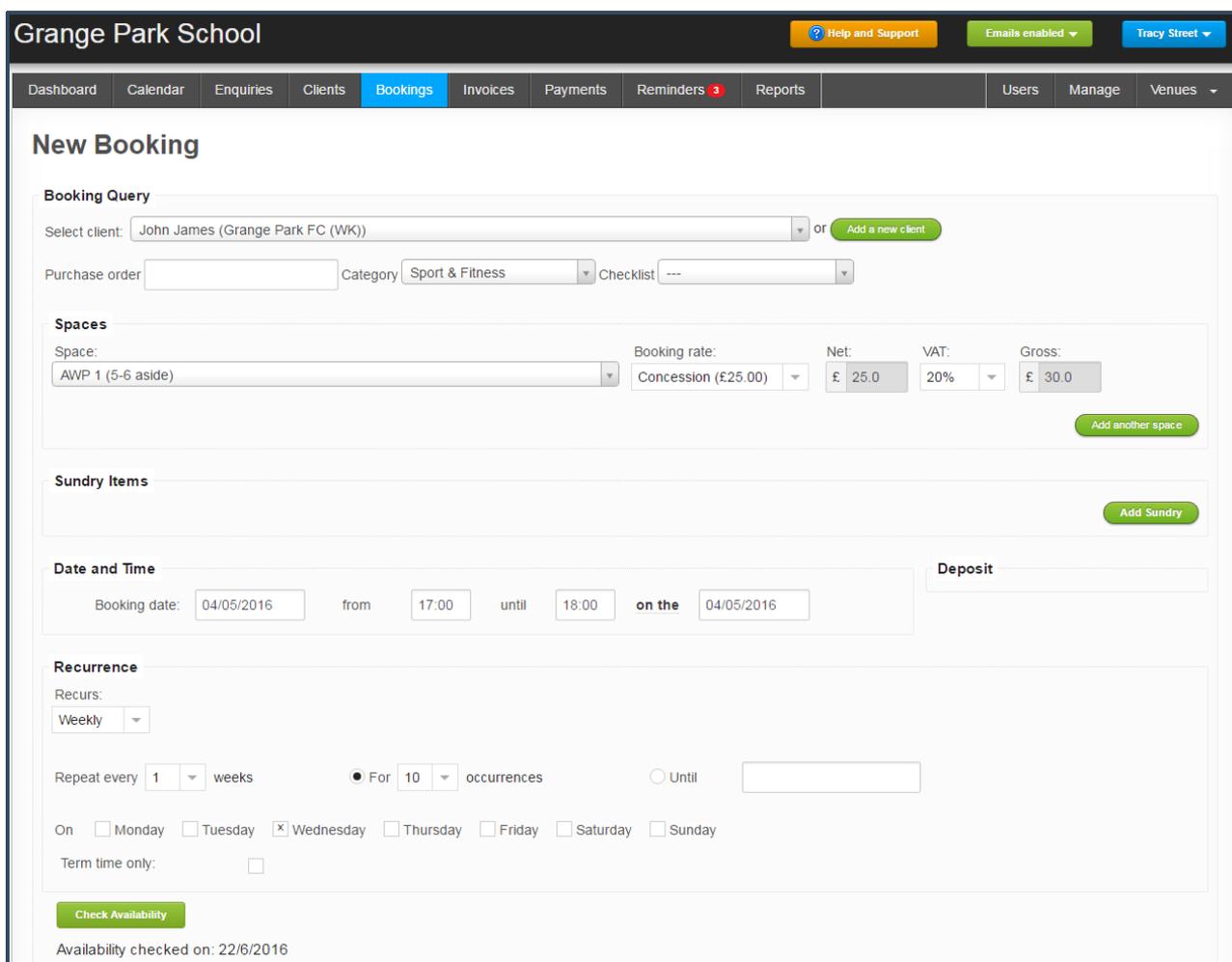
Renewing a booking

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Once a booking comes to the end of its recurrence, you will need to renew it for the hirer to continue their lettings. We've developed a renewals function, which allows you to select the current booking, click to renew and the booking form will be pre-populated with all the existing information.

To access this, click to  a booking (either via Calendar or Clients account). This will bring you to the booking form, at the bottom right of the booking form click .

The booking form will open up. As you can see in the example below, it is pre-populated with all the information from the last booking, including categories, checklists, pricing etc.



Grange Park School [Help and Support](#) [Emails enabled](#) [Tracy Street](#)

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New Booking

Booking Query

Select client: or [Add a new client](#)

Purchase order Category Checklist

Spaces

Space: Booking rate: Net: VAT: Gross: [Add another space](#)

Sundry Items [Add Sundry](#)

Date and Time Booking date: from until on the **Deposit**

Recurrence

Recurs:

Repeat every weeks For occurrences Until

On Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Term time only:

[Check Availability](#)

Availability checked on: 22/6/2016

From this screen, you can add the new date range and check availability. Any price increases to standard rates since the original booking will be reflected in the new booking.

You can then proceed to save your booking & issue the provisional booking email to the client.

Don't forget to publish to your website if required. See [Publish an event on What's On page](#)