

Client Self-Booking guide

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Guide for clients to manage their bookings online

With BookingsPlus you can allow your clients to book their own sessions online, via their client account.

This quick and simple booking tool means they can book sessions with you out of normal office hours, at a time which may be more convenient for them, online and on the go!

If you would like your clients to benefit from [Self-Booking](#), contact our Helpdesk to have this feature activated at your venue(s): **helpdesk@schoolbookings.co.uk**

Once that's activated, you can send the below information to them as a step by step guide...

1. Login to the system

Login via https://my.schoolbookings.co.uk/users/sign_in

If you forget your password, there's a link to reset your password on that login page.

Once logged in, your Dashboard will be visible. From here you'll be able to see any actions required (bookings to confirm, invoices to pay etc).

If you wish to change your password at any point, click on the blue button with your name (top right of your screen) and select 'Edit Account'.

You are required to accept the venue's booking Terms and Conditions and Privacy Policy before your account is fully functional. If you wish to read a copy of the document, simply click to download. Once you're happy and ready to sign, tick to accept.

Signed in successfully.

Welcome John Smith

You last logged in at 17.17 on Thu 29 Oct 2020

1. Grange Park School Demo

1. Grange Park School Demo Terms and Conditions

Grange Park School Privacy Policy 210820

I agree to the [Grange Park School Privacy Policy 210820](#)

Terms and Conditions of Use 210820

I agree to the [Terms and Conditions of Use 210820](#)

We take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us.

However, from time to time we would like to contact you with details of other products/services/promotions we offer. If you consent to us contacting you for this purpose please tick to say how you would like us to contact you:

Options available for 1. Grange Park School Demo

Email

Telephone

Post

Text

2. Confirm existing bookings

Any provisional bookings which have been made by the administrator will be visible on your dashboard.

You are required to check and confirm these bookings – to do this, click ‘View’ next to the booking. This will take you to the detail of the booking.

Once you’ve checked the dates/times/room which have been booked for you, click the green ‘confirm’ button at the bottom of the screen.

Please repeat this step for all provisional bookings which appear on the dashboard.

Booking #529839

1. Grange Park School Demo

🕒 Recurs from February 10th to March 3rd 2021
Client: [Susi Bee \(Susi's Bee's\)](#)

Telephone: 01604677764

Mobile:

Email: schoolbookings5+susib@gmail.com

Badminton Hire

Code of Conduct for Room Hire:

- * Leave hired areas clean & tidy as found
- * Leave the hired area promptly for the next user
- * No outdoor shoes / heels in the sports hall / gym
- * Do not consume food in the sports hall / gym

Code of Conduct for Gym Membership:

- * Sign in & out at reception
- * Respect other users
- * Report any faulty equipment to main reception

| Date | Space | Start Time | End Time | Status | Hourly Rate | Gross Cost | Payment Status | Edit | Cancel |
|------------|---------------------------|------------|----------|-------------|-----------------|-----------------|----------------|----------------------|------------------------|
| 10/02/2021 | Castle View Sports Hall 1 | 18:00 | 19:00 | Provisional | £10.00 plus VAT | £12.00 inc. VAT | Unbilled | Edit | - |
| 17/02/2021 | Castle View Sports Hall 1 | 18:00 | 19:00 | Provisional | £10.00 plus VAT | £12.00 inc. VAT | Unbilled | Edit | Cancel |
| 24/02/2021 | Castle View Sports Hall 1 | 18:00 | 19:00 | Provisional | £10.00 plus VAT | £12.00 inc. VAT | Unbilled | Edit | Cancel |
| 03/03/2021 | Castle View Sports Hall 1 | 18:00 | 19:00 | Provisional | £10.00 plus VAT | £12.00 inc. VAT | Unbilled | Edit | Cancel |

Booking Summary

Amount: £40.00

Vat: £8.00

Total booking price: £48.00

[Confirm](#)

[Back](#)

3. Check availability and make new bookings

You're able to check room availability and make new bookings via the 'Calendar' tab.

If you hire at multiple BookingsPlus venues, click the drop-down option at top right of screen to select the correct venue.

The calendar will show your bookings in green, as well as any unavailable slots in red.

To view room information, click on the room name (in blue) to the left of the calendar view.

Dashboards Account Invoices **Calendar** Bookings Documents Help

Create a booking by drag and dropping on an empty area.

Calendar of Bookings

Location and account for bookings
Grange Park Training - Carl Carlson

Past Unavailable Your Bookings **Wednesday, 19 July 2017** Change Date
19/07/2017

| Spaces | 6am | 7am | 8am | 9am | 10am | 11am | 12pm | 1pm | 2pm | 3pm | 4pm | 5pm | 6pm | 7pm | 8pm | 9pm |
|---------------------|-----|-----|-----|-----|------|------|------|-----|-----|-----|-----|-------------|-------------|-----|-----|-----|
| 6th Form | | | | | | | | | | | | Unavailable | | | | |
| Astro 1 | | | | | | | | | | | | | Unavailable | | | |
| Astro 2 | | | | | | | | | | | | | Unavailable | | | |
| Drama Studio | | | | | | | | | | | | | | | | |
| Gym | | | | | | | | | | | Una | Una | | | | |
| Main Hall | | | | | | | | | | | | | | | | |
| Sports Hall Court 1 | | | | | | | | | | | | | | | | |

If the room has a * after the name it means that it is a 'slotted space', where availability is restricted to a block, rather than being able to select the start and end time. The Slots that are set up against that venue will show at the top of the calendar table:

Past Unavailable Your Bookings **Tuesday, 3 November 2020** Change Date
03/11/2020

Note: Spaces marked with * may only be booked at the times Weekday Evening Slot (17:00-23:00), Weekday Afternoon Slot (15:00-17:00)

| Spaces | 6am | 7am | 8am | 9am | 10am | 11am | 12pm | 1pm | 2pm | 3pm | 4pm | 5pm | 6pm | 7pm | 8pm | 9pm |
|--|-----|-----|-----|-----|------|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1. Venue Notes | | | | | | | | | | | | | | | | |
| Astro Pitch frequently used 7v7 8v8 9 | | | | | | | | | | | | | | | | |
| Astro Pitch (markings for 7aside, 9 as | | | | | | | | | | | | | | | | |
| * AWP 1 (5 aside)- 7 aside Pitch A | | | | | | | | | | | | | | | | |
| * AWP 2 (5 aside) - 7 aside Pitch A | | | | | | | | | | | | | | | | |

To make a new booking, click and drag on the time you require against the room name. This will take you to a page to see the Booking Summary, and give you the option to either **Book** to create the booking for one date, or **Refine Search** to add additional occurrences.

New Booking

Confirm your spaces

To find alternative dates or to recur your booking, click 'Refine Search'. Click 'Book' to book just the available dates.

Refine Search

Wed 10 Feb 2021, 18:00 - 19:00

| Space | Hourly Rate | Net Cost | VAT | Gross Cost | |
|--|-------------|----------|--------|------------|-----------|
| Badminton Court 2 The 4 badminton court sports hall is a fully sprung wooden flooring and suitable for most performance and recreational sports. It is hard wearing and multi purpose giving optimum ball bounce, shock-absorption, resilience and friction. Lighting lux levels suitable for competition standard Basketball, Volleyball, netball and Badminton. A net can divide the hall in two. EQUIPMENT AVAILABLE, 5AS Goals, Netball / Badminton / Volleyball Posts, Cricket Nets (2 Bays), Basketball Rings (2 main and 8 practice), Gymnastics Equipment All Halls | £7.50 | £7.50 | 20.0 % | £9.00 | Available |

Please let us know what activity is taking place

E.g Training course for 5 people

Purchase Order Number

#####

Booking Summary

Amount: £7.50

Vat: £1.50

Total booking price: £9.00

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Book

Refine Search

If you select a slotted room, it will default to the slot that covers the time frame you selected:

New Booking

Confirm your spaces

To find alternative dates or to recur your booking, click 'Refine Search'. Click 'Book' to book just the available dates.

Refine Search

Wed 10 Feb 2021, 17:00 - 23:00

| Space | Hourly Rate | Net Cost | VAT | Gross Cost | |
|-----------------------------------|-------------|----------|--------|------------|-----------|
| AWP 2 (5 aside) - 7 aside Pitch A | £35.00 | £210.00 | 20.0 % | £252.00 | Available |
| AWP | | | | | |

Please let us know what activity is taking place

E.g Training course for 5 people

Purchase Order Number

#####

Booking Summary

Amount: £210.00

Vat: £42.00

Total booking price: £252.00

Total payable now: £ 252.00

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Book

Refine Search

If you would like to make it a recurring booking, click the **Refine Search** button. The screen will be pre-filled with previous selections, simply select the recurrences required and click 'Check availability'. The full selection of dates will be shown, any dates in green are available, red indicates unavailable. If dates are unavailable you can click **Refine search** again, select another suitable space and check availability again.

Dashboards Account Invoices Calendar **Bookings** Documents Help

New Booking

Select the type of room(s) are you looking to book?

Conference & Education Facilities Dance, Music and Drama Studios
 Gym Membership Sports Facilities

Select all spaces you would like to book.

Drama Studio (£25.00) Gym (£35.00) Main Hall (£45.00)

All costs are per hour, excluding vat

Date and Time

Please select the date and times you prefer.

Booking date: 19/07/2017 At 14:30 until 15:00 on the 19/07/2017

Would you like to recur your booking?

Repeat every 1 weeks For 1 occurrences Until

On Monday Tuesday Wednesday Thursday Friday

Check Availability Back

Slotted rooms will show the available blocks here, rather than a start and end time:

Select the type of room(s) are you looking to book

- AWP
- Castle View
- Education
- Frequently Used
- Kids Party Rooms
- Sports Hall 3
- Test
- All Halls
- Dance/Drama
- Event Halls
- Gym Membership
- Lighting equipment
- Sports Halls
- sports facilities

Select all spaces you would like to book

AWP 1 (5 aside)- 7 aside Pitch A (£50.00) AWP 2 (5 aside) - 7 aside Pitch A (£35.00) AWP 3 (5 aside) - 7 aside Pitch B (£35.00)

AWP 4 (5 aside) - 7 aside Pitch B (£20.00)

All costs are per hour, excluding vat

Purchase order number

#####

Date and Time

Please select the date and times you prefer.

Booking date: Weekday Evening Slot (17:00-23:00) Weekday Afternoon Slot (15:00-17:00)

Would you like to recur your booking?

Once you are happy with all of the dates shown, scroll to the bottom of the page to enter a short description of the activity taking place, enter a Purchase Order (if required), tick to agree to the Terms and Conditions and click **Book**.

Once the booking has been made, you'll receive a confirmation email and the venue will arrange an invoice for the booking.

All your bookings can be viewed via the 'Bookings' tab. All your invoices can be viewed via the 'Invoices' tab.

4. Edit or cancel existing bookings

To edit a **single** booking, locate the booking from the 'Calendar' tab. Click the booking and amend the space and time, on the pop-up form.

From the calendar page, you're also able to drag and drop your booking into another room and drag to change the times. Both of these actions will create the pop-up to confirm your changes:

Edit Booking

Change Location:

Art Classroom ▼

Change Time:

Date: 16/08/2017

From: 17:00

To: 18:00

| | |
|-------------------|---------------|
| Hourly rate: | £20.00 |
| Net cost: | £20.00 |
| VAT: | 20% |
| Gross cost | £24.00 |

Booking description

Code of Conduct for Room Hire:

- * Leave hired areas clean & tidy as found
- * Leave the hired area promptly for the next user
- * No outdoor shoes / heels in the sports hall / gym

For Slotted rooms, again the start and end time will be replaced by all slots set up for that date:

Edit Booking

Change Location:

AWP 1 (5 aside)- 7 aside Pitch A

Change Time:

Date:

05/11/2020

Weekday Evening Slot (17:00-23:00)
 Weekday Afternoon Slot (15:00-17:00)

| | |
|-------------------|----------------|
| Hourly rate: | £50.00 |
| Net cost: | £100.00 |
| VAT: | 20.0% |
| Gross cost | £120.00 |

Booking description

5 aside football

To edit a **recurring** booking, click on the bookings tab. From the detailed view, you can use the filters to locate your booking. Alternatively, switch to the summary view to see a high level list of your bookings.

From the booking form (shown below), you'll be able to edit each line item as required. Cancellations can be made from the same screen.

Booking #187558

Grange Park Training

Net Cost: £144.00

🕒 Recurs from July 19th to August 23rd 2017

Client: [Carl Carlson](#)

Telephone:

Mobile:

Email: schoolbookings5+carlc@gmail.com

Code of Conduct for Room Hire:

- * Leave hired areas clean & tidy as found
- * Leave the hired area promptly for the next user
- * No outdoor shoes / heels in the sports hall / gym
- * Do not consume food in the sports hall / gym

Code of Conduct for Gym Membership:

- * Sign in & out at reception
- * Respect other users
- * Report any faulty equipment to main reception

| Date | Space | Start Time | End Time | Status | Hourly Rate | Gross Cost | Payment Status | | |
|------------|---------------|------------|----------|-----------|-----------------|-----------------|----------------|----------------------|------------------------|
| 19/07/2017 | Art Classroom | 17:00 | 18:00 | Confirmed | £20.00 plus VAT | £24.00 inc. VAT | Billed | - | - |
| 26/07/2017 | Art Classroom | 17:00 | 18:00 | Confirmed | £20.00 plus VAT | £24.00 inc. VAT | Billed | - | - |
| 02/08/2017 | Art Classroom | 17:00 | 18:00 | Confirmed | £20.00 plus VAT | £24.00 inc. VAT | Unbilled | Edit | Cancel |
| 09/08/2017 | Art Classroom | 17:00 | 18:00 | Confirmed | £20.00 plus VAT | £24.00 inc. VAT | Unbilled | Edit | Cancel |
| 16/08/2017 | Art Classroom | 17:00 | 18:00 | Confirmed | £20.00 plus VAT | £24.00 inc. VAT | Unbilled | Edit | Cancel |
| 23/08/2017 | Art Classroom | 17:00 | 18:00 | Confirmed | £20.00 plus VAT | £24.00 inc. VAT | Unbilled | Edit | Cancel |

Please note: you'll be unable to cancel if your booking is in the past or less than 48 hours away.

Should you wish to cancel multiple booking lines, or the entire booking, contact the administration team for that venue and they can make those changes for you.

If on the 'Check Availability' page you are given a total payable now, and once you click to create your booking it is showing as Tentative; then your venue will have set up **Instant Payment**. This means you will be required to pay for this and past calendar months, before securing your bookings. View our Knowledge Owl [here](#) for further information on this.