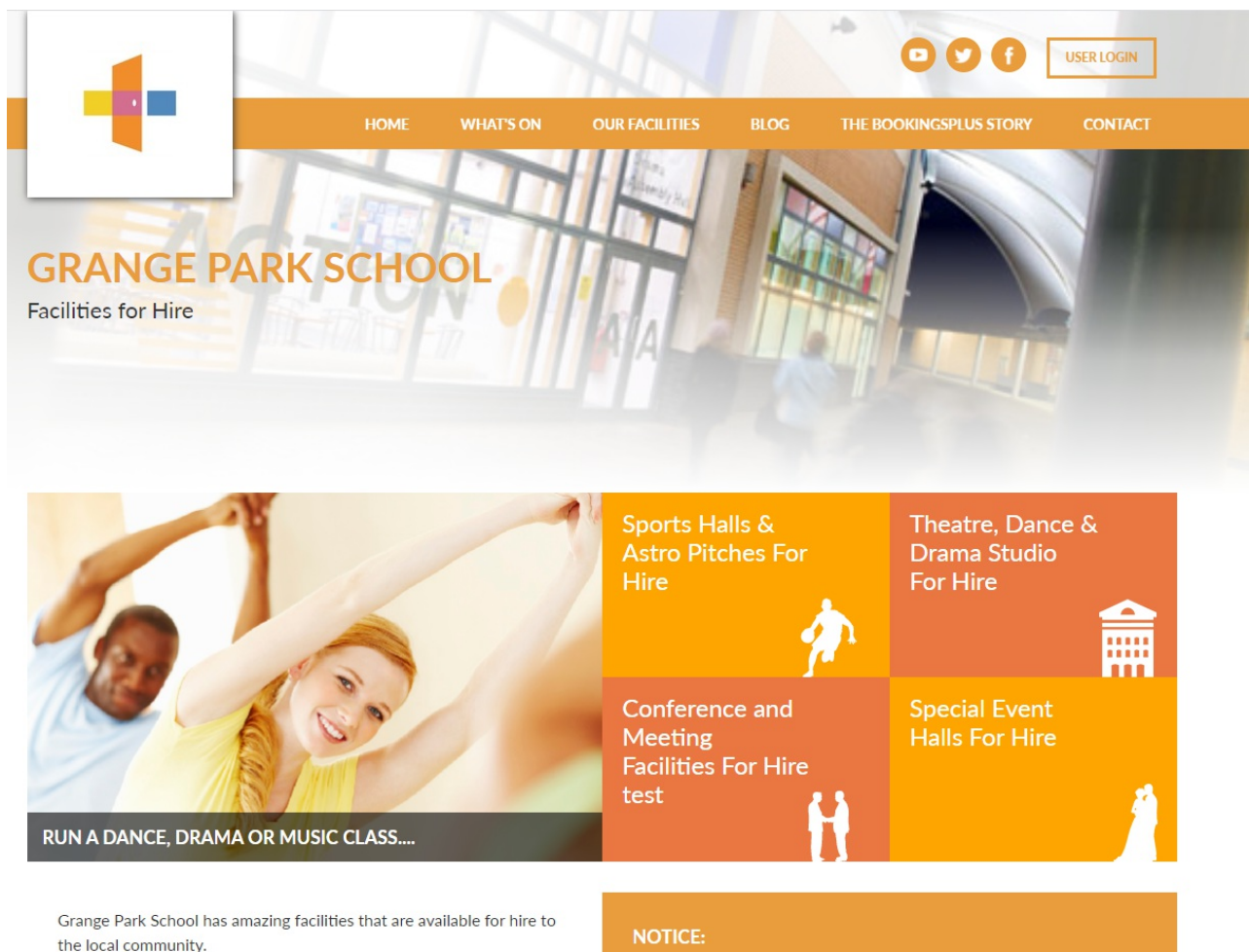


# Publish an event on What's On page

Last Modified on 06/11/2020 9:50 am GMT

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 the Grange Park School website. At the top left is a logo consisting of four colored squares (orange, purple, blue, yellow) arranged in a cross pattern. To the right of the logo is a navigation menu with the following items: HOME, WHAT'S ON, OUR FACILITIES, BLOG, THE BOOKINGSPLUS STORY, and CONTACT. Further right are social media icons for YouTube, Twitter, and Facebook, followed by a 'USER LOGIN' button. Below the navigation is a large hero image of a school hallway with the text 'GRANGE PARK SCHOOL' and 'Facilities for Hire' overlaid. Below the hero image is a grid of four facility hire options, each with a corresponding icon: 'Sports Halls & Astro Pitches For Hire' (basketball icon), 'Theatre, Dance & Drama Studio For Hire' (classroom icon), 'Conference and Meeting Facilities For Hire test' (two people icon), and 'Special Event Halls For Hire' (wedding icon). Below the grid is a dark banner with the text 'RUN A DANCE, DRAMA OR MUSIC CLASS....'. At the bottom left, there is a text box stating 'Grange Park School has amazing facilities that are available for hire to the local community.' At the bottom right, there is a dark orange box with the text 'NOTICE:'.

Grange Park School has amazing facilities that are available for hire to the local community.

NOTICE:

Friday 06 November

	Dance classes	09:00 - 10:00		<a href="#">Full Info</a>
	Badminton	17:05 - 17:55	01604 677764	<a href="#">Full Info</a>

Saturday 07 November

	Dance classes	08:00 - 09:00		<a href="#">Full Info</a>
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Sunday 08 November

	Dance classes	08:00 - 09:00		<a href="#">Full Info</a>
	Biking for beginners!	12:15 - 13:45	01604677764	<a href="#">Full Info</a>

Monday 09 November

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

[Publish To Website](#)

Dashboard | Calendar | Enquiries | Clients | Bookings | Invoices | Payments | Reminders 8 | Reports | Users | Manage | Venues

## New event

Title  
Football tournament

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

Contact name  
Grange Park FC

Contact tel  
01604 675849

Contact email  
xyz@example.com

**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

[Save Event](#)

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:

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