

Booking categories

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Booking categories help to decipher and classify different types of bookings. They are also very useful to analyse bookings for tax purposes, such as to understand how much bookings value is associated with bookings that are not classed as 'primary purpose'.

To create a new or edit an existing booking category go to the **Manage** tab in the top right hand side of your screen and scroll down to the Booking Categories.

The below is an example of different types of booking categories you could have. Also consider whether having categories called 'New Bookings' or 'Regular bookings' may help to identify conversion of enquiries.

Booking Categories			
Name	Bookings		
Sport & Fitness	281	Edit	Delete
Dance & Drama	90	Edit	Delete
Special Events	40	Edit	Delete
Kids Parties	23	Edit	Delete
Conference & Education	63	Edit	Delete
School	27	Edit	Delete

[New Booking Category](#)

To edit an existing Category name click [Edit](#), change the name and click [Save](#)

To Create a New Booking Category click [New Booking Category](#) type the name and click [Save](#) . It's that simple!

Then when creating a booking, you can select a category from the Category drop down at the top of the Booking Form:

Category --- Che

-
- Sport & Fitness
- Dance & Drama
- Special Events
- Kids Parties
- Conference & Education
- School

You will then be able to filter by these on the Bookings Value, Bookings Information and Cancelled Bookings Reports, as well as at the top of the Bookings Tab:

Filter by: [Space \(69\)](#)

Search:

[Date](#) [Start time](#)

- Category --
- Category --
- Sport & Fitness
- Dance & Drama
- Special Events
- Kids Parties
- Conference & Education
- School

If you have any questions about Bookings Categories, or would like any further information please don't hesitate to get in touch with our helpdesk on helpdesk@bookingsplus.co.uk or give us a ring on 01604 677764
