

# Understanding Your Calendar

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## Understanding Your Calendar

Hi ,

Accessible by logging into your [BookingsPlus account](#), the calendar helps you learn more about the events booked into your venue for the current day and beyond.

The calendar is split into each individual space available for hire. Every booking is allocated a time slot and is represented with a colour code both for the booking and payment status.



**Unavailable** represents an internal booking showing that the space is unavailable for community activities. Bookings include areas set aside for parents evenings, end of year performances, exams or maintenance. These bookings are 'free' and therefore exempt from billing.

**Provisional** represents a booking placed to reserve a space at a specific time which has not yet been confirmed by your venue or the hirer.

**Booked** is a booking which has either been authorised by your venue or confirmed by the hirer. A confirmed booking can be invoiced which leads into the secondary set of payment codes (see below).

An **Unbilled** booking has not yet been invoiced.

A **Billed** booking has had an invoice generated which has not yet been marked 'paid'.

A **Part Paid** booking has had an invoice raised and a payment set against part of the booking, this could be a deposit, part payment or credit note.

A **Fully Paid** booking shows the invoice attached to that booking(s) has been paid in

A **Fully Paid** booking shows the invoice attached to that booking(s) has been paid in full. Showing fully paid bookings on the calendar could be important if your venue only allows hirers on site who have already paid in advanced.

If you have any questions regarding the calendar or any other aspect of BookingsPlus please do not hesitate to [contact us](#). You can also learn more by using the button below.

## CALENDAR OVERVIEW

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BookingsPlus is brought to you by Kajima Community who are specialists in providing lettings services to schools and community facilities. For more information visit us [here](#).

Tel +44 (0) 1604 677764 Email [bookingsplus@kajima.co.uk](mailto:bookingsplus@kajima.co.uk)

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