

Message for Paying Clients

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BookingsPlus provides a variety of areas where you can provide information relevant to their hiring your venue.

Each time your clients sign in, they'll be able to view a message from the venue on their Dashboard:

News: 1. Grange Park School Demo

Welcome to Lettings @ Grange Park School Demo and thank you for opening an online account!

Important Notice: Please note that permission must be sought prior to your booking if you wish to photograph or film in any part of the school.

Navigating around:

ACCOUNTS: View your account balance with detail of all transactions

INVOICES: View your paid and unpaid invoices. Click the GoCardless link on the invoice to pay online quickly and easily.


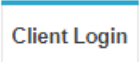
BOOKINGS: View details of your bookings in date order.

DOCUMENTS: Upload your insurance documents, first aid certificates, PAT certificates etc as requested.

HELP: Email us directly with any questions or enquiries.

PAYING BY GoCardless: Click on an invoice and then click on the GoCardless button. You will only need to input your bank details once. This is a direct debit that is completely initiated by you! We will not take payment automatically, you will always control when you pay us by clicking the button. It may take a few days to leave your bank account and for us to receive it. It's simple and quick, and you are protected by the direct debit guarantee.

There's lots of ways you can use this to help guide your clients, from giving instructions in how to navigate their account, what they need to know about attending bookings at your venue, documents they should provide, and much more.

This message can be set from your '**Manage**' tab by selecting , then opening the sub tab .

Here you can find the "Message for Paying Clients" section, where you can input your message:

Message for Paying Clients

Message to show for Billing Clients

Welcome to Lettings @ Grange Park Training School and thank you for opening an online account!

Important Notice: Please note that permission must be sought prior to your booking if you wish to photograph or film in any part of the school.

Navigating around:

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Once you've entered your message, be sure to select the  button before exiting the page. This will update for all of your clients at the venue.

TIP This section can be used to enter hyperlinks for PDF and Cloud based documents, great if you have lots of external resources you'd like hirers to be able to access. Ask our team to discuss how this might work best for you: [**support@bookingsplus.co.uk**](mailto:support@bookingsplus.co.uk)
