CREATING A BLOCK BOOKINGS/RESERVATION

IMPORTANT – Before commencing check that the Club/Organisation/Individual is a Corporate Member – see creating a Corporate Member Procedure.

- Open Legend booking icon (Fig 1) will appear
- Click on 'Booking Sheet' to open drop down menu
- If the booking is for one specific date select the date using the calendar

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Fig 1					

- Click on the required booking area/facility from the drop down menu Fig 2 illustrates 'Main Pool' booking sheet. And displays all resource (6 Janes) within the Main Pool facility
- If only one resource/lane is required, i.e. lane 6, click on Main Pool + sign to display the linked resources, click on lane 6 from the drop down list only lane 6 will appear on the booking sheet

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Fig 2

- Right click on the required time slot
- From the pop up menu select BLOCK BOOKING option
- The following 'Member Search' screen will appear see Fig 3

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Fig 3

WARNING – A left double click on the booking screen will also bring up a members search screen – DO NOT use this function to create a reservation – booking dates will be added to the booking screen, but the booking charge will not be applied to the customer's account.

ALWAYS select the 'BLOCK BOOKING' function (as seen in Fig 2) to create a block booking/reservation

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- Search for the member using any of the search fields and click Search
- Click on the selected member and a booking option menu will appear see Fig 4

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Fig 4		/									

Select the required booking activity – this will open the booking reservation screen – see Fig 5 •

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Fig 5

Booking Tab

Reservation Name, Resource, Start Date & Time fields are automatically populated

- Start Time & Date:
- Automatically populated but can be amended
- Reservation notes:Duration Time:
 - Setup requirements can be added
- Total duration of booking in minutes
- Select additional sectors if more than one sector is required • Sectors:
- Click anywhere on the screen to close sector list

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Fig 6								

Recurrence Tab – Adding booking dates

NONE Option:

- Select this option for a single booking date.
- Additional dates CAN NOT be added

Daily Option:

- Select this option if a block booking is ongoing.
- This option requires the Daily & Range Recurrence fields to be populated see below
- Additional dates CAN be added at a later stage providing the charge option selected is Charge Per Session
- Daily Every Day(s) Field
 - Number of days between each booking date e.g. enter 7 if the booking is weekly, or enter 14 if the booking is every two weeks etc.
- Occurrence(s) Field
 - Number of bookings in the series e.g. enter 6 if the booking is for a six week period, or 52 if the booking is for a full year.

Selected Dates Option -

- This option allows the selection of specific dates E.g. where a booking is for five consecutive days, or for every Tuesday for the next six weeks.
- To add selected dates, double click on the date or select the date on the calendar and click on the Add button the booking dates will move across.

Note:

Unlike Te-Leisure, Legend does not have an Ad Infinitum function, which automatically continued updating block booking dates. If a booking is ongoing and you have entered a figure in the Occurrence Field – advise the Booking Officer of the approx. end date.

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Fig 7

Advanced Tab

- Inventory field booking activity price. If the activity price is correct there is no need to override the
 price.
- Activity can be changed clicking on the drop down menu and select alternative activity
- Capacity = Usage per booking a capacity as been pre-set for each activity, but this figure should be changed in accordance to the length of the booking (the figure should be doubled for a 2 hour slot)
- Price is automatically populated with the hourly/session price (price does not automatically increase for additional booking slot) See price override below

Price Override

• Tick override box – the following pop up will appear

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• On the pop up screen (Bookings) above select YES – this option will book all dates under the selected member. If NO is selected the full booking series will not be recorded in the member's account.

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	Recurrence Option	ns					citatine comment				
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B Main Hall	O All future instar	nces (Event only)		 Pay in Advance 							
🗄 🎹 Main Pool		1 instance(s) (Event	only)	First payment date:					_		
🕀 🎹 Room Hire	Total Instances:				OK Cancel	1					
🗉 🎹 Solitude Park	Total Event Insta	nces:			Calicei]					
Gquash Courts	Current Instance:								-		
Synthentic Pitches	Current Event Ins	itance:									
🗄 🎹 Tennis courts											
E System											
Courses	Course Attendee	Locked Group Artiv	ity Attendee *	Online Booking			0	K Cancel			
Group Activities			,								
Club: Banbridge LC (Club) User:	Eunice McMurran	Workstation:	B-BLC-WRK-012 P	rinter: No card needed (from B-BLC-V	/RK-012) in session 4094						
💷 🗵 🐼											5:05
										23/0	6/2022
CITRIX											



Single Charge Option:

Booking Charges

- Select this option for a single booking date only.
- A single charge is applied to the customer's account
- Not to be selected for multiple booking dates
- Additional booking dates can NOT be added

Charge per Session Option:

- Select this option for an ongoing booking
- Enter the correct price per booking E.G. bookings for 2 hours multiply the charge by 2
- This will show a line per booking within the billing of the member record at the correct charge per session

Note: Booking charges derive from the activity price. Legend will not automatically calculate prices where the booking exceeds the duration of the normal activity time. E.g. if a booking is for two hours – although the correct duration time has been selected (120 min.) the booking charge will remain at the activities hourly rate. Where a booking exceeds the normal activity duration, calculate the price manually and select price override to apply the new charge.

Checking Mechanisms

Check the booking screen to ensure the booking/reservation is correct – there should be a Corp icon on the booking slot.

Check the customer's account to ensure that the booking are in their account, and payment status is unpaid.

Note: Cancelling a booking must be done through FOH, cancelling the booking in this way will remove the booking and the bill from the member's record

Fig 8