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

	Citrix Receiver × +	×
Home Send / Rece	Legend Desktop - Desktop Viewer	×
Legend		
👌 Eile 🔻 🛃 Mana	ge 🔻 🧳 Tools 🔻 🏄 Courses 🍰 Group Activities 🚆 Reports 💌 🔃 Help 💌	
alendar	Z Today Tomorrow Week Today T Day 5 Next 5-Days 7 Next Z-Days 8 Next 8-Days 28 Moni	መ 😓 🌶 - 🗃 🔎 🗖
June 2019 M T W T F S S		A
27 28 29 30 31 1 2	1	
3 4 5 6 7 8 9 10 11 12 19 14 15 16		
17 18 19 20 21 22 23	00:00	
24 25 26 27 28 29 30 1 2 3 4 5 6 7	01:00	
sources	03:00	
Booking Sheet	04:00	
Athletics	05:00	
🗉 🎹 Changing Facilitie	06:00	
Fitness suite	07:00	
Grass Pitches KGV Main Hall	08:00	
B KGV Room Hire	09:00	
Learner Pool	10:00	
🖲 🎹 Main Hall	11:00	
Main Pool	12:00	
Room Hire Guash Courts	13:00	
Synthetic Pitch	14:00	
🗄 🎹 Tennis courts	15:00	
Classes	16:00	
System Courses	17:00	
Group Activities	18:00	
,	19:00	
ib: BLC (Club) Us	er: Carol Brown Workstation: B-BLC-Lap-003 Printer: PullPrint on ABC-SVR-50 (from B-BLC-LAP-003) in ses	ssion 822
		12:38 07/05/2019
TRIX		0//08/2019
Re: Delivery Error CAUTION: This email	Thu 9:59	*
ig 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

Legend				esktop - Desktop Viev					
	age 🔻 🧳 Too	is 🔻 🎲 Courses 🔊 Group	Activities 🔡 Re	eports 🔻 ? Help	▼			E	1
lendar	✓ Ioday Tomorr			ays 👔 Next <u>8</u> -Days 🛛		۶ 🗆			
June 2019 🔹 🕨	La		Lane 3	Lane 4	Lane 5	Lane 6	Leisure Pool	Toddler Pool	
1 T W T F S S 27 28 29 30 31 1 2	Friday		Friday 07 Jun	Friday 07 Jun	Friday 07 Jun	Friday 07 Jun	Friday 07 Jun	Friday 07 Jun	1
3 4 5 6 7 8 9	07/06	System Booking							
10 11 12 13 14 15 16	12:00	Booking - Operation Planning							
17 18 19 20 21 22 23 24 25 26 27 28 29 30	12:30	Block Booking							
1 2 3 4 5 6 7	13/00	Reallocate Booking							
ources	43:30	Cancel Booking							
Booking Sheet	14:00	-							
Athletics	15:00	Resource Notes							
Changing Fac	15:30	Resource Details							
Fitness suite	16:00	Booking Details							
🛙 🎹 Grass Pitches	16:30	Exit Application							
🖽 KGV Main Hal	17:00								
HIII KGV Room Hi	17:30								
E III Learner Pool	18:00								
🗄 🎹 Nin Hal	18:30								
Main Pool	19:00								
Lane 1	19:30								
Lane 2	20:00								
Lane 3	20:30								
	21:00								
Lane o	22:00								
Leisure Por	22:30								
Toddler Po	23:00								
	23:30								
: BLC (Club) U	ser: Carol Brown	Workstation: B-Bi, C-Lap-003	Printer: PullPrint on ABC-	SVR-50 (from B-BLC-LAP-003) in session 822				
								12:4	40

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

					Legend Desktop		ver				
Legend											
File 🔻 💐 Mana	ge 🔻	🥢 Tool			-	-					2
		×	Member Search							×	=
June 2019	✓ Ioda	iy T <u>o</u> morr La		Name	Birthday	Post Code /	Mem, No.	Barcode	Status	Leisure Pool	Toddler Pool
T W T F S S	-	Wednesd	Barcode:		,					Wednesday 26 Jun	Wednesday 26 Jun
28 29 30 31 1 2	- 1	26/06									
4 5 6 7 8 9		20/00	Membership Number:								
18 19 20 21 22 23	12:00		membership Number:								
25 26 27 28 29 30	12:30										
234567	13:30										
urces	14:00		Postcode:								
Booking Sheet _	14:30										
Athletics	15:00										
Changing Faci	15:30		Name:								
III Fitness suite	16:00										
Grass Pitches	16:30										
III KGV Main Hal	17:00		☑ Hide Lapsed								
III KGV Room Hi	17:30		Hide Cancelled								
I Learner Pool	18:00		I Select all clubs								
III Main Hal	18:30										
III Main Pool	19:00		Search Cancel								
- III Lane 1	19:30										
-III Lane 2	20:00		-Result Navigation								
Lane 3	20:30										
- Lane 4	21:00										
- III Lane 5	21:30		Select								
- Lane 6	22:00		Select								
- Leisure Por - Toddler Po	22:30										
	23:00										
>	23:30										
BLC (Club) Us	er: Carol I	Brown	Workstation: B-BL	C-Lap-003 Printer: Micr	rosoft Print to PDF						
											14:17 26/06/2

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

Execute Manage Today			Legend Desktop - Desktop Viewer											
Elle Mange Top Member Search Calendar Top Member Search Mane Bitthday Post Code Mem. No. Barcode Status M T. V T. F. S Bitthday Post Code Mem. No. Barcode Status Les M T. V T. F. S Bitthday Post Code Mem. No. Barcode Status I T. V T. F. S Bitthday Post Code Membership Bitthday Bitthday Bitthday Post Code Membership Bitthday	Legend													
Calendar I Dedy Tigmer March 2019 Barcode: Name Birthday Post Code / Mem. No. Barcode. 10 11 2 13 14 15 15 Birthday Post Code / Mem. No. Barcode. 10 11 2 13 14 15 15 Birthday Post Code / Mem. No. Barcode. Frid 10 11 2 13 14 15 15 Birthday Birthda			Tool	*	101	-								
Dunc 2019 Image: Second S		· · · · · ·	Member Search							X				
M T W T S S 27 28 29 30 31 34 5 7 7 8 9 7 7 8 9 7 7 8 9 7 7 8 9 7 7 8 9 7 7 8 9 7 7 8 9 7 7 8 9 7 7 8 9 7 7 8 9 7 7 8 9 7 7 8 7 7 8 7 7 7 8 7 </th <th></th> <th></th> <th></th> <th>Name</th> <th>Birthday</th> <th>Post Code /</th> <th>Mem. No.</th> <th>Barcode</th> <th>Status</th> <th>le</th>				Name	Birthday	Post Code /	Mem. No.	Barcode	Status	le				
22 22 30 30 31 1 2 07/06 3 4 5 6 7 8 9 10 11 12 13 14 15 16 1200 12 3 4 5 6 7 8 9 13 4 5 5 6 7 1330 12 3 4 5 5 6 1330 12 3 4 5 5 6 1330 12 3 4 5 5 6 1330 12 3 4 5 5 6 1330 12 3 4 5 6 7 1330 12 3 4 5 6 7 1330 12 3 4 5 6 7 1330 12 3 4 5 6 7 1330 12 3 4 5 6 7 1330 12 3 4 5 6 7 1330 12 3 4 5 6 7 1330 12 3 4 5 6 7 1330 12 3 4 5 6 7 1330 12 3 4 5 6 7 1330 12 3 4 5 6 7 1330 12 3 4 5 6 7 1330 12 3 4 5 6 7 1330 12 3 4 5 6 7 1330 12 3 4 5 6 7 1330 12 3 4 5 6 7 1330 12 3 4 5 6 7 1330 13 4 5 6 1590 14 16 Cancelled 1490 15 10 10 10 1330 1330 16 10 11 1330 1330		F		Banbridge Swim	imi 🧹	BT25 15X	BI CBSC	BLCBSC	Active					
3 4 5 6 7 8 9 9 1200 Membership Number: 17 18 19 20 21 22 3 1230 1230 1230 14 2 3 4 5 6 7 1330 Potcode: 1330 17 18 19 20 21 22 3 1330 Potcode: 1400 18 10 00 21 22 3 1450 1450 1450 18 10 00 21 22 3 1450 1450 1450 18 10 00 21 22 3 1450 1450 1450 19 III Charging Fac 1450 1450 1450 19 III Charging Fac 1550 1450 1450 19 III Charging Fac 1550 1741 1462 Cancelled IIII Chane 1 1770 If Hide Cancelled If Sign IIII Leane 1 1730 If Sign Search Cancelled IIII Lane 1 1230 1230 Search Cancelled IIII Lane 1 1230 1230 Search Cancel IIII Lane 1 1230 1230 Search Cancel IIII Lane 1 1230 1230 Search Cancel IIIII Lane 2 1230 1230 Select 110 Cub<		07/	06											
17 18 19 20 21 22 21 23 24 25 20 1300 12.30 BLCBSC 24 25 25 27 28 29 30 1300 1330 Postcode: 10 Booking Sheet 14:30 15:50 11 Changing Fac 15:50 15:60 11 Changing Fac 15:50 17:00 12 Changing Fac 15:30 17:00 12 Changing Fac 15:30 17:00 12 Changing Fac 15:30 17:00 13 Elemer Pool 15:30 17:00 13 Elemer A 17:00 17:00 12 Elemer A 10:00 10:00 12 Elemer A 10:00 10:00 <th></th>														
24 25 26 27 28 29 30 1 2 3 4 5 6 7 1330 1330 Pottcode: Resources 1430 1430 Image: High State														
1 2 3 4 5 6 7 1330 Postcode: Image: Construction of the state of t			BLCBSC											
Resources 4400 # # Athletics # # KGV Noom Hi # # KGV Noom Hi # # Kov Noom Hi # # Lane 1 # # Lane 2 # # Lane 3 # # Lane 5 # # Lane 5 # # Lane 5 # # Lane 6 # # Lane 7	1 2 3 4 5 6 7													
Image: Second Sheet Athletics 14:30 Image: Second Sheet Athletics 14:30 Image: Second Sheet Athletics 15:00	Resources	l ————	Postcode:	_										
Image: Second Secon														
Image: Second				/										
Image: Second			Name:											
Image: Serie Seri														
Image: Second														
Image: Second Hill 17:30 Image: Second Hill 17:30 Image: Second Hill 17:30 Image: Second Hill Image: Second Hill Image: Second Hill 18:30 Image: Second Hill Image: Second Hill Image: Second Hill 19:30 Second Hill Image: Second Hill Image: Second Hill Image: Second Hill 19:30 Second Hill Second Hill Image: Second Hill Image: Second Hill Image: Second Hill 19:30 Second Hill Image: Second Hill <td< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<>														
Image: Search Search Cancel Image: Search Cancel Image: Search Search Cancel Image: Search Cancel Image: Search Cancel Image: Search Cancel <td< th=""><th>🗉 🎹 KGV Room Hi</th><th></th><th>☑ Hide Cancelled</th><th>\backslash</th><th></th><th></th><th></th><th></th><th></th><th></th></td<>	🗉 🎹 KGV Room Hi		☑ Hide Cancelled	\backslash										
Image: Search Cancel Image: Search Cancel Image: Search	🗉 🎹 Learner Pool	18:00	Select all clubs											
Image: Select Image: Select Image: Select Select <th>🕀 🎹 Main Hall</th> <th>18:30</th> <th></th> <th>Χ</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	🕀 🎹 Main Hall	18:30		Χ										
Image: Select	🖃 🎹 Main Pool	19:00	Search Cancel											
Image: Select selection of the selection of	- III Lane 1	19:30		-										
Image: Select Image: Select Image: Select	- 🛄 Lane 2	20:00	-Result Navigation											
Image: Club: 21:30 21:30 Image: Club: 22:30 22:30 Image: Club: 23:30 23:30 Club: BLC (Club) User: Carol Brown Workstation: B-BLC-Lap-003 Printer: Pullement on ABC-SVR-50 (from B-BLC-LAP-003) in session 822	- 🛄 Lane 3	20:30												
Image: Club: BLC (Club) User: Carol Brown Workstation: B-BLC-Lap-003 Printer: PullPrint on ABC-SVR-50 (from B-BLC-LAP-003) in session 822		21:00	(2) (2) (2)											
Image: Club: BLC (Club) User: Carol Brown Workstation:B-BLC-Lap-003 Printer: PullPrint on ABC-SVR-50 (from B-BLC-LAP-003) in session 822		21:30												
Club: BLC (Club) User: Carol Brown Workstation: B-BLC-Lap-003 Printer: PullPrint on ABC-SVR-50 (from B-BLC-LAP-003) in session 822		22:00	Select											
Club: BLC (Club) User: Carol Brown Workstation: B-BLC-Lap-003 Printer: Pullemint on ABC-SVR-50 (from B-BLC-LAP-003) in session 822		22:30												
Club: BLC (Club) User: Carol Brown Workstation: B-BLC-Lap-003 Printer: PullPrint on ABC-SVR-50 (from B-BLC-LAP-003) in session 822	🗆 🛄 Toddler Po 🗸	23:00												
	< >	23:30												
Eig 3	Club: BLC (Club) U	Iser: Carol Brown	Workstation:B-B	LC-Lap-003 Printer: Pull	rint on ABC-SVR-50 (f	rom B-BLC-LAP-00	3) in session 822							
Fig 3	-													
Fig 3														
Fig 3			/		$\langle \rangle$									
	Fig 3	/	/		\backslash									

- 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

		· · · · · ·	· ····					
<mark>∱n E</mark> ile ▼ ≂ Man Calendar	`		day 1 Day 5 Ne				• • •	
 June 2019 ► 		Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane	
MTWTFSS		Friday 07 Jun	Friday 07 Jun	Friday 07 Jun	Friday 07 Jun	n Friday 07 1	un Friday 07	Jun Friday 07 Jun
27 28 29 30 31 1 2 3 4 5 6 7 8 9	0	7/06/2019 (*	🙎 Select the reso	urce			X	
10 11 12 13 14 15 16	12:00			-1.4.1	1			
17 18 19 20 21 22 23	12:30		Bann Lane Hire	Child one to	Hire of learner	Private 1-2-1 1.5HR	Private 1-2-1 1HR	
24 25 26 27 28 29 30 1 2 3 4 5 6 7	13:00		per hr	one	pool	1.5HK	THK	
	13:30							
Resources	14:00							
Booking Sheet	14:30							
Athletics	15:00							
🖲 🎹 Changing Faci	15:30							
🖲 🎹 Fitness suite	16:00							
Grass Pitches	16:30							
GV Main Hal GV Main Hal GV Room Hi	17:00							
E III Learner Pool	17:30							
Main Hall	18:00							
Main Pool	19:00							
Lane 1	19:00							
Lane 2	20:00							
Lane 3	20:30							
Lane 4	21:00							
Lane 5	21:30							
Lane 6	22:00							
Leisure Poc	22:30							
Toddler Po	23:00							

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

					Legend Des							
	Reservation	n: Main Pool	- 07/06/2019 17	:00		+						
🏠 <u>F</u> ile 🔻 💐 Manag	Reservation Name:	Banbridge Swi	imming Club					Reference No:	<not de<="" td=""><td>fined yet></td><td>Hide Details</td><td>1</td></not>	fined yet>	Hide Details	1
Calendar 🗸	Resource:	Main Pool						Linked Resources:	Resource	ce		Γ.
	Resource Notes:								[Bann La	ane Hire per hr]		
M T W T F S S 27 28 29 30 31 1 2	Reservation Notes:											k -
3 4 5 6 7 8 9	Start Time:	07/06/2019	~ 17:00	*								
10 11 12 13 14 15 16	Duration:	30 🗸	minutes					Status:	Booked		\sim	
17 18 19 20 21 22 23 24 25 26 27 28 29 30	Sectors:	Lane 1										
1 2 3 4 5 6 7		✓ Lane 1		^								_
Resources	Bookings	Lane 2			Advanced							_
Booking Sheet	O Name	Lane 3			Mobile	1	Nork (Tel)	Home (Tel)	Membership Ty	Paid	
Athletics	Banbridge Sw	/in 🗌 Lane 5								Block Booking	No	i -
🗉 🎹 Changing Faci		<u> </u>										
🗉 🎹 Fitness suite												
🗉 🎹 Grass Pitches												
⊞ IIII KGV Main Hal												(L
E III KGV Room Hi												1
Learner Pool Main Hall												í-
Main Pool												í-
Lane 1												í -
Lane 2	/											i -
- IIII Lane 3												i E
- III Lane 4	1/											
- III Lane 5	/											
Eane 6												(L
Leisure Poc	Add Member Add	d Non-Member	Member Detail Car	ncel Booking	Recur Member	Change Status	Print Booking	Print Receipt	Contact Info	o. Pay (Capacity 1/1	í.
Toddler Po				* 0-1 2						ОК	Cancel	íl –
			oup Activity Attendee	* Online Bo	-					UK UK		6
Club: BLC (Club)	r: Caror brown	WU	пкатанон: р-рес-сар-с	ius Princer: Puin	PTINE ON ADC-SVP	-50 (110111 8-61.)	C-LAP-005) III SESS	1011 822				1(1

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

Kent and a second second					•			
	Reservation	: Main Pool - 07/06	/2019 17:00					<u> </u>
衸 <u>F</u> ile 🔻 💐 Mana	g Reservation Name:	Banbridge Swimming Club				Reference No:	<not defined="" yet=""></not>	Hide Details
Calendar	Resource:	Main Pool				Linked Resources:	Resource	
✓ June 2019 ►	Resource Notes:						[Bann Lane Hire per	hr]
MTWTFSS	Reservation Notes:							-
27 28 29 30 31 1 2								
3 4 5 6 7 8 9	Start Time:	07/06/2019	~ 17:00	*				
10 11 12 13 14 15 16 17 18 19 20 21 22 23	Duration:	60 🗸 minutes				Status:	Booked	~
24 25 26 27 28 29 30	Sectors:	Lane 1, Lane 2, Lane 3						
1 2 3 4 5 6 7								
Resources	Bookings	Recurrence	Waiting List	Advanced]			
🗉 🎹 Booking Sheet 🛛 🔺	ONone	Daily						
Athletics	Daily	Every 7	day(s)					
🗉 🎹 Changing Faci	-							
🗉 🎹 Fitness suite	O Selected Dates							
🗉 🎹 Grass Pitches		Range of recurrence						
🖲 🎹 KGV Main Hal		Énd After: 10	occurrence(s)					
🗉 🎹 KGV Room Hi								
🗉 🎹 Learner Pool								
🗉 🎹 Main Hall								
🗉 🎹 Main Pool	1 / 1							
- 🛄 Lane 1								
- III Lane 2	1 / 1							
- IIII Lane 3								
- III Lane 4	1 / 1							
- IIII Lane 5								
- III Lane 6	1 / 1							
- Leisure Poc								
🗆 🛄 Toddler Po 🗸								
< >>		Locked Group Activit	y Attendee * On	ine Booking				OK Cancel
Club: BLC (Club) Us	el: Caror brown	WORKSLALION:		я: Рипрппс оп АБС-БУК-БО	(ITUIII D-DEC-LAP-005) III Set	ISIUII 022		
:								
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.

Home Insert Design	lavout References Mailings Review View I	DYMO Label V	Tell me what you want t	o do		
		Legend Deskt	top - Desktop Viewe	er		
Legend			: + :::::			
	Provention: Main Pool - 07/06/2019 17:30					
🏠 📴 🔻 🛃 Manag	Reservation Name: Banbridge Swimming Club	1		Reference No:	<not defined="" yet=""></not>	<u>Hide Details</u>
Calendar	Resource: Main Pool	1		Linked Resources:	Resource	
	Resource Notes:	1			[Bann Lane Hire per hr]	
MTWTFSS	Reservation Notes:	i				
27 28 29 30 31 1 2 3 4 5 6 7 8 9	Start Time: 07/06/2019 V 17:30	1				
10 11 12 13 14 15 16	Duration: 60 v minutes			Status:	Booked	~
17 18 19 20 21 22 23	Sectors: Lane 1, Lane 2, Lane 3				L	
24 25 26 27 28 29 30 1 2 3 4 5 6 7		1				
	Bookings Recurrence Waiting List	Advanced				
Resources	Bookings Recurrence Walting List		Patronage			
Booking Sheet Athletics	Inventory: Main Pool Lane Hire		Inventory:	Main Pool Lane Hire		
Athletics Granging Faci		£26.00				
Fitness suite	Capacity: 1 Override		Attendance Booked:	1 Atte	endance Confirmed:	
Grass Pitches	Third party quota: Override		- Additional			
B III KGV Main Hal			Inventory:	<none></none>	\sim	
HI KGV Room Hi			Attendance Booked:	0 Atte	endance Confirmed:	
🗄 🎹 Learner Pool	Recurrence Options					
🗉 🎹 Main Hall	Only this Instance					
🖻 🎹 Main Pool	All future instances (Event only)					
- III Lane 1	1 instance(s) (Event only)					
Lane 2	Total Instances:					
Lane 3	Total Event Instances:					
	Current Instance:					
Lane 6	Current Event Instance:					
Leisure Poc						
Toddler Po						
< V	Course Attendee Locked Group Activity Attendee * Online	Booking			ок	Cancel
Club: BLC (Club) Use		PUIIPTINE ON ADC-SVK-	SU (ITUIII D-DEC-EAP-003) I	m session ozzj		

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

	гажни кетег	ences tominings they	NE-00 01E-00	Legend Desktop - Desktop View	er			
				+				
	Preservation	n: Main Pool - 07/06/20	019 17:30					
Eile Solution Manage Calendar Image Image Image M T W T F S 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 12 23 24 25 26 27 28 29 30 7 7	Reservation Name: Resource: Resource Notes: Reservation Notes: Start Time: Duration: Sectors:	Banbridge Swimming Club Main Pool 07/06/2019 60 v minutes Lane 1, Lane 2, Lane 3	17:30	и и ф		ence No: d Resources:	<not defined="" yet=""> Resource [Bann Lane Hire per hr] Booked</not>	Hide Details
1 2 3 4 5 6 7 Resources	Bookings	Recurrence	Waiting I 🇃	Bookings				
Booking Sheet Booking Sheet Booking Sheet Grass Pitches Grass P	Capacity: Third party quota: Recurrence Option Only this Instar All future instar	IS Ince Inces (Event only) Iinstance(s) (Event only) Inces:	V Oven	This is recurred schedule , do you want to booking for current members in whole se schedules ? Yes No			Indance Confirmed:	
< · · · · · · · · · · · · · · · · · · ·	Course Attendee	Locked Group Activity Af		ine Booking	III SESSION 62	4	ОК	Cancel

• 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.

Legend Desktop - Desktop Viev	ver								-		×
Legend											
LUE MANAGEMENT SYSTEMS	Reservation	n: Main Hall - 12/09	/2022 10:45					×			
🕎 File 🔻 🚽 Manage-								Hide Details			х
Calendar	Reservation Name:	Banbridge Legends Club)			Reference No: Linked Resources:	<not defined="" yet=""></not>	ride Details			
 September 2022 	Resource:	Main Hall				Linked Resources.	Resource		M	H Court 6	-
M I W I P 3	Resource Notes:						[Bann Main Hall 4 Cou	rtsj		day 12 Sep	
29 30 31 1 2 3 5 6 7 8 9 10	Reservation Notes:			Booking charge	option	X					
12 13 14 15 16 17	Start Time:		 10:45 	booking charge i	spaon						
19 20 21 22 23 24	Duration:	30 v minutes		Select booking charge option		15:	Booked	\sim			-
26 27 28 29 30 1 3 4 5 6 7 8	Sectors:	MH Court 1, MH Court	2, MH Court 3, MH C								-
3 4 5 6 7 8											-
Resources	Bookings	Recurrence	Waiting Li	 Single charge 		14.80			09:30-10:15	i (Legs Bums ar	nd
🕀 🎹 Squash				Charge per session (x1) <u>f</u>	14.80			Tums] (0/3 Tums	0) Legs Bums	an
🗄 🎹 Tennis	Inventory:	1ain Hall 4 Courts	V Overrig		Grand total: £	14.80 n Hall 4 Court	s - Non Profit Gr		rums		
Classes	Capacity:		1 Overrig				endance Confirmed:				
Locations Athletics				Automatic Payment		ALL	endance commed.				
the time of t	Third party quota:		Overrio			_					
Fitness suite				Payment Type:		×	\sim				ŀ
Grass Pitches	Recurrence Option			Payment Day: 1st of	Month	Att	endance Confirmed:				
	Only this Instar			Pay in Arrears							
Learner Pool											
🕀 🛄 Main Hall		nces (Event only)		Pay in Advance							-
🕀 🎹 Main Pool		1 instance(s) (Event	only)	First payment date:							
🕀 🎹 Room Hire	Total Instances:				OK Can	rel					
🕀 🎹 Solitude Park	Total Event Insta										
Image: Squash Courts	Current Instance: Current Event Ins										
Synthentic Pitches	Current Event Ins	tance:									
Tennis courts											
System Courses											
Group Activities	Course Attendee	Locked Group Activ	ity Attendee *	Online Booking			0	K Cancel			
-			· · · · ·	-							Ŧ
Club: Banbridge LC (Club) User: E	unice McMurran	Workstation:	B-BLC-WRK-012 Pr	inter: No card needed (from B	BLC-WRK-012) in session	n 4094					
	-									15:05	
👬 🎭 😒 🚓	100									23/06/2	



Single Charge Option:

- 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