



Individual Bookings

Table of Contents

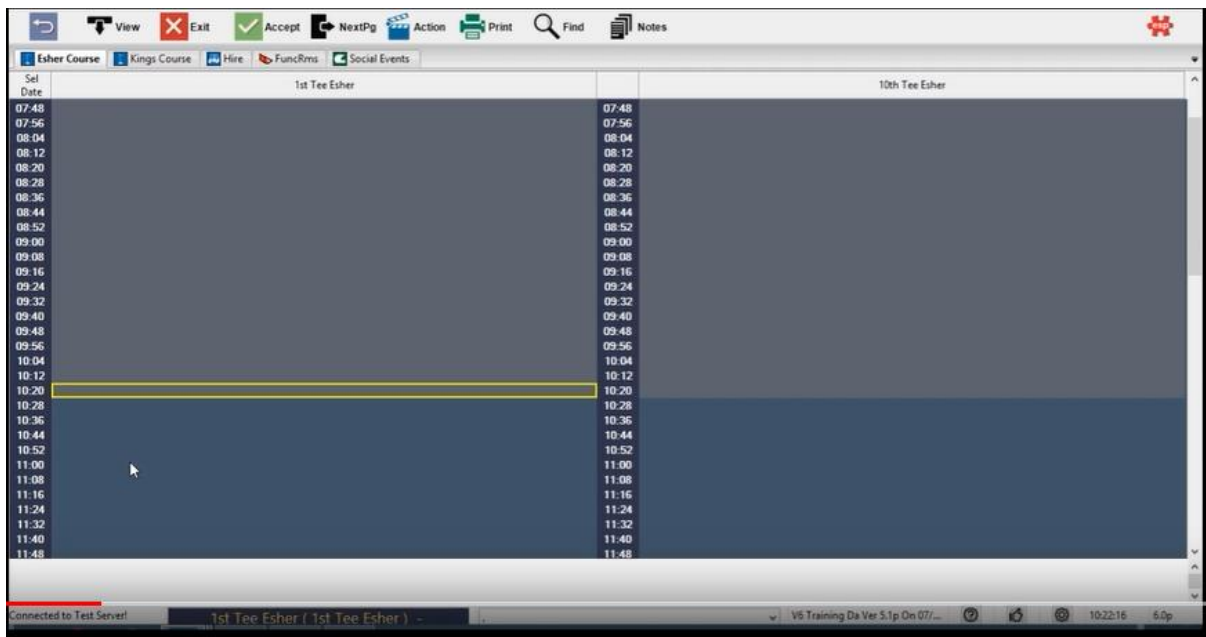
Creating a Individual Booking.....	2
------------------------------------	---

Creating a Individual Booking

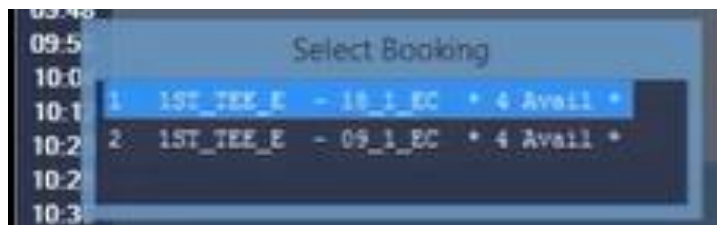
1. From the main ESP desktop select the booking diary



2. From the drop-down box that appears select where your chosen activity is going to take place
3. From the screen that appears, double click the time the activity begins



4. This will then bring up an activity box, select which one is applicable





5. This will now bring up the individual bookings tab. Start typing their name and this will automatically select them as a visitor with visitor pricing.

Reference	A	S	Name	Type	Amount	Deposit	Ar
-----------	---	---	------	------	--------	---------	----

6. If they are a member you can enter this by either:
 - a. Selecting the line and then tapping the card
 - b. Or entering their address code i.e. SMITJ01 (John Smith).
 - c. Selecting the line, press F1 and search through the member list.

Type	Date	Note
------	------	------



7. Accept the record by pressing accept again

The screenshot shows a software interface with a top navigation bar containing buttons for 'Exit', 'Accept', 'PrevPg', 'NextPg', 'First', 'Last', 'Prev', 'Next', and 'Assoc'. The 'Accept' button is circled in red. Below the navigation bar, there are several sections for data entry:

- Personal Details:** Adr Code (HOWEB01), Surname (Howe), Firstname (Bob), Title (Mr), Group, Enid (09/10/17), Amid (07/01/19), By (ESP).
- Membership Info:** Type (Member), Membership No (122345), Account Refnce.
- Address:** Addr 1 (Kimpton Link), Addr 2 (Kimpton Road), Addr 3, Town (SUTTON), Country (Surrey), Post Code (SM39QP).
- Contact Info:** Home Tel, Work Tel, Other, Mobile, Gender (Male), DoB (07/11/1981), Age (37).
- E-Mail:** Field with a 'Pvt' checkbox and an 'Attachments' icon.
- Notes:** A table with columns for 'Type', 'Date', and 'Note'.

8. If they are not already in your system, please see our SOP to creating an individual record.
9. From the booking screen we can now see that our customer has been booked in.
10. Select exit to save.