



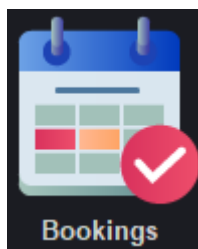
# Activity Pricing

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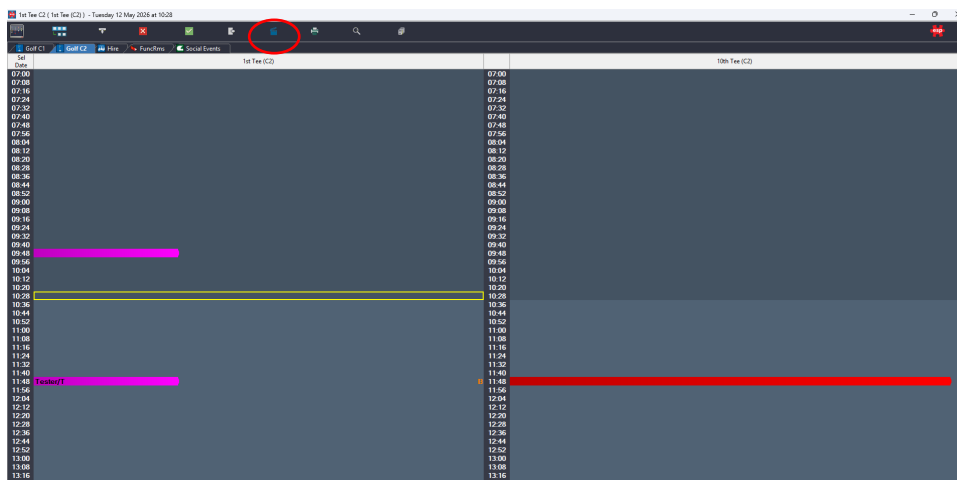
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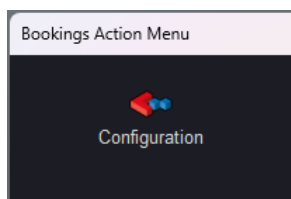
## 1. Changing Activity Pricing for a date range



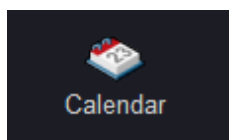
From the ESP desktop, **click** into Bookings.



Now once in the booking screen, **select** the Action button from the top toolbar.



Then **select** 'Configuration' from the menu



Now from the new menu, **select** 'Calendar'

This will bring you to the calendar page.



The first thing you will need to do is **select** the period you wish to price the activity for.

You can enter the start date manually in the start date field or use the calendar and double click the start date.

If you are clicking on the calendar instead, follow the below:

From the box on the screen, **select** 'set as start date'.

Now follow the same process to set the end date for the pricing structure.

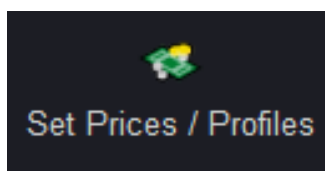
Some notes to keep in mind:

- Although we enter the end date, the pricing structure will continue after the end date if no other pricing structure is put in place for after this period.
- If you are also setting up weekend pricing at a different time compared to now, you need to set the start date on the first weekend day of the month you select. This ensures that you do not have to rework pricing and the weekday pricing is already populated.



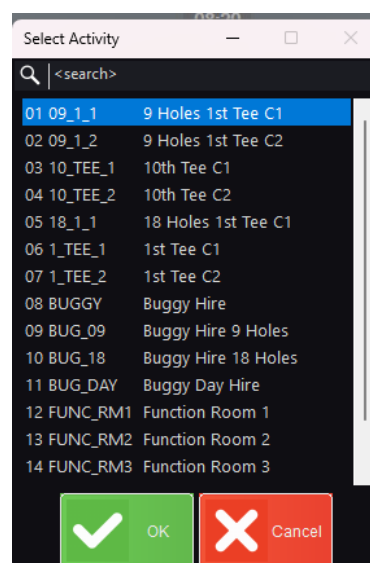
Once you have finished populating start and end dates, **select** Action from the toolbar.

There will then be some options that appear on the screen.



You need to **click** 'Set Prices / Profiles'

From the pop-up, **select** the activity you wish to price

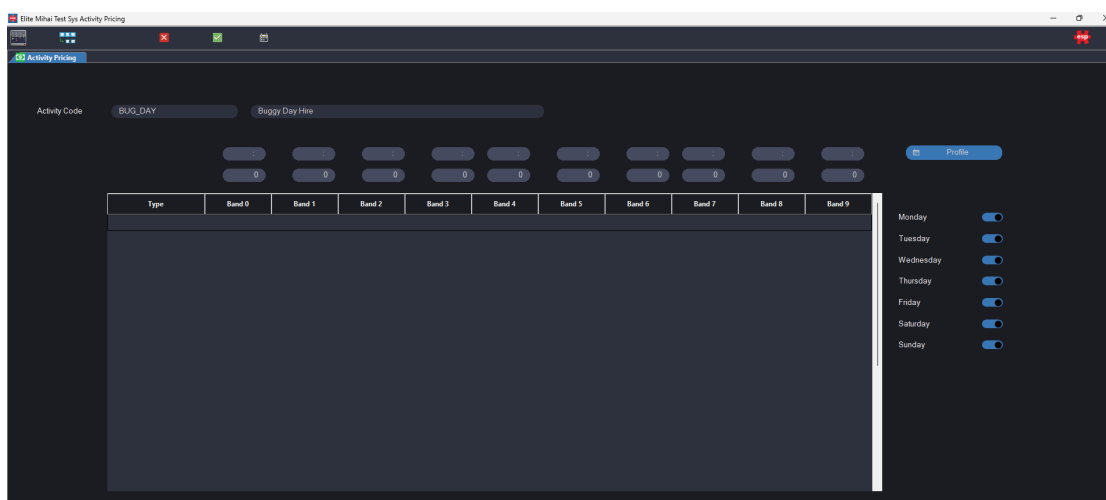


This will now bring you to the pricing matrix scheme.

On the top line will be the activity code and the description.

The toggles on the right show the days of the week. You can **click** the toggles next to the days of the week you don't want the scheduled pricing to be running on.

A blue toggle means they are **selected** and the pricing will apply.





BUG\_DAY Buggy Day Hire

	:	:	:	:	:	:	:	:	:	:
	0	0	0	0	0	0	0	0	0	0
Type	Band 0	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9

The times we enter are the times we wish to end the pricing band - not to start the pricing band.

Elite will automatically assume the pricing band starts at 1 minute past midnight.

BUG\_DAY Buggy Day Hire

	11:59	15:59	23:59	:	:	:	:	:	:	:
	0	0	0	0	0	0	0	0	0	0
Type	Band 0	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9

In this instance we will price in 3 bands. Always enter the last band at 23:59 as this will ensure the correct charges are applied up until the end of the day. It is also good practice to end the band 1 minute prior to when you want the new band to start.

Now that we've completed the timings, we now need to enter the price types.



In the matrix, click the top box in the left-hand column.

BUG\_DAY Buggy Day Hire

11:59 15:59 23:59 : : : : : : : :

0 0 0 0 0 0 0 0 0 0

Type	Band 0	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9
Visitor										
Guest										
Member										
WebProm1										
WebProm2										
WebProm3										

Always **select** the visitor as the first pricing band as this will apply to your default rate.

BUG\_DAY Buggy Day Hire

11:59 15:59 23:59 : : : : : : : :

0 0 0 0 0 0 0 0 0 0

Type	Band 0	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9
Visitor	35.00	25.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Guest	25.00	20.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Now **select** the rest of the price types you wish to include.

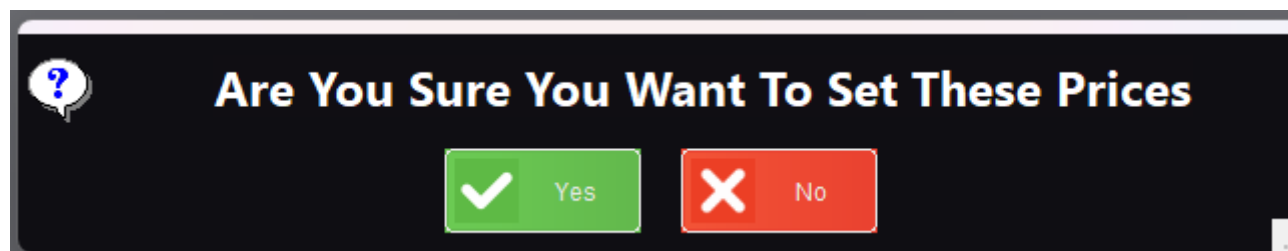
If the price type associated to a customer has not been added to the pricing matrix, the system will automatically charge the default rate.



ESP interface showing a confirmation screen for setting prices. The screen displays a table of prices for different bands (0-9) for Visitor and Guest types. A green tick icon and 'F3 - Accept' button are visible at the top.

Type	Band 0	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9
Visitor	35.00	25.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Guest	25.00	20.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

If you wish to set these prices, then **press F3 to Accept**, or click the Green tick as pictured below.

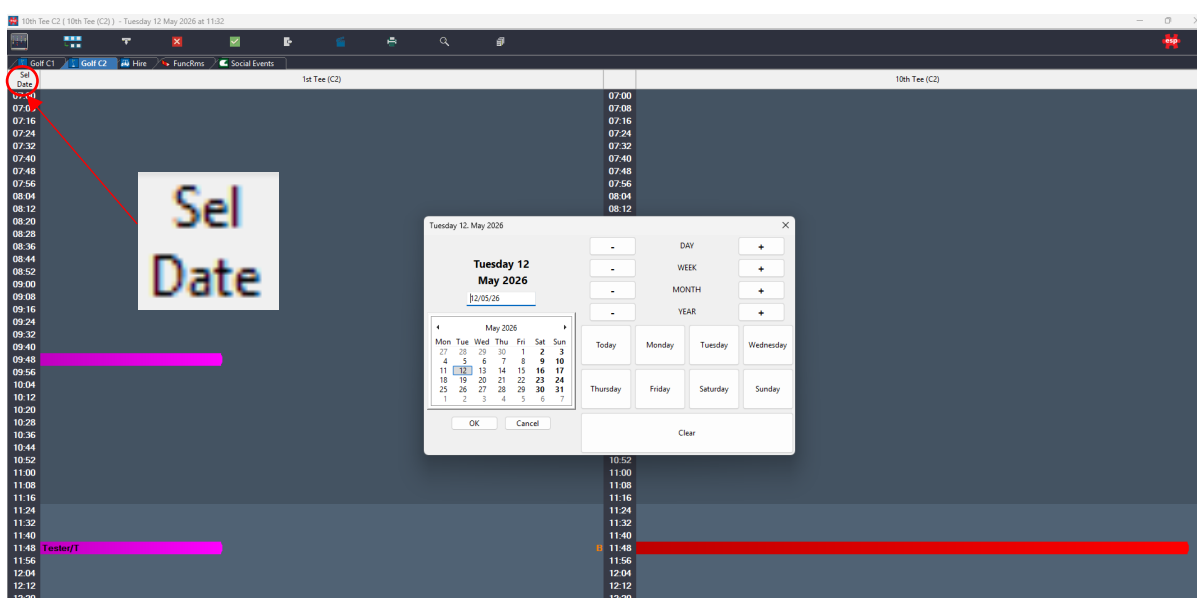


To confirm the new prices, click Yes.

## 2. One-Off Date Activity Pricing

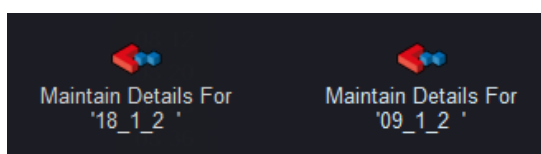


From the ESP desktop **select** the booking diary icon. Then select the activity you want to change the pricing for.

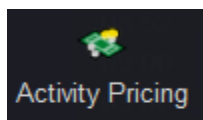


Once on this page, **select** 'Sel Date' and select the date you wish to change the pricing structure for.

Once the date is selected, **select** the activity you wish to change the pricing structure for. Now press the Action button.



Then **select** 'Maintain Details' for the activity you require



Then **select** the activity pricing option

This will now bring up the current prices, price types and time bands set.

Type	Band 0	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9
Visitor	45.00	45.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Guest	25.00	20.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Amend to suit all your requirements. Once you have done this, click the red Exit cross on the toolbar, and this will automatically save your amendments.

This will now take you back to the booking page. You have now successfully applied activity pricing. The pricing has only changed for this chosen activity on this chosen date.