



Creating Templates

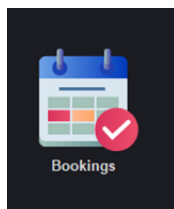
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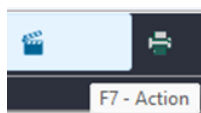
1. Creating Templates.

Templates are a way of saving a schedule of Bookable Activities/Events with times that are required. A template can then be applied to the calendar to add this series of activities into the diary for a given date range.

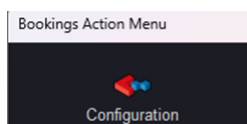
To create a template:



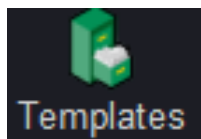
Select – **Bookings**.



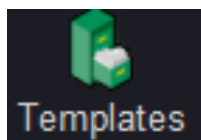
Select – **Action**.



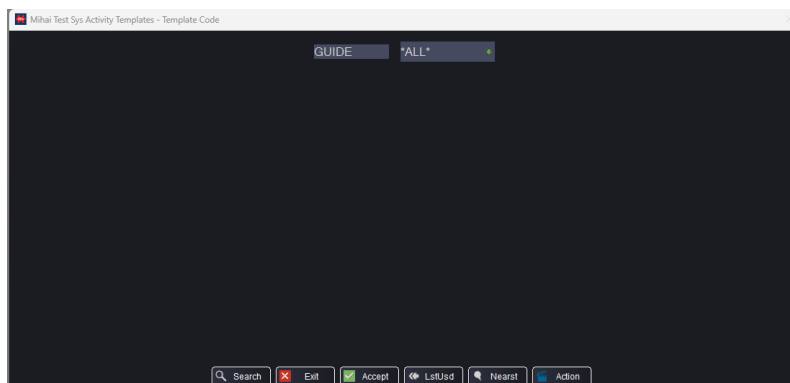
Select – **Configuration**.



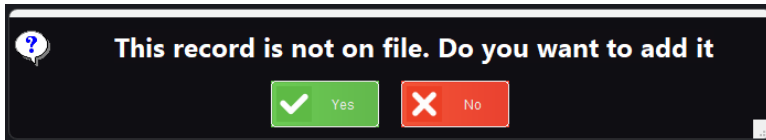
Select – **Templates**.



Select – **Templates** again.

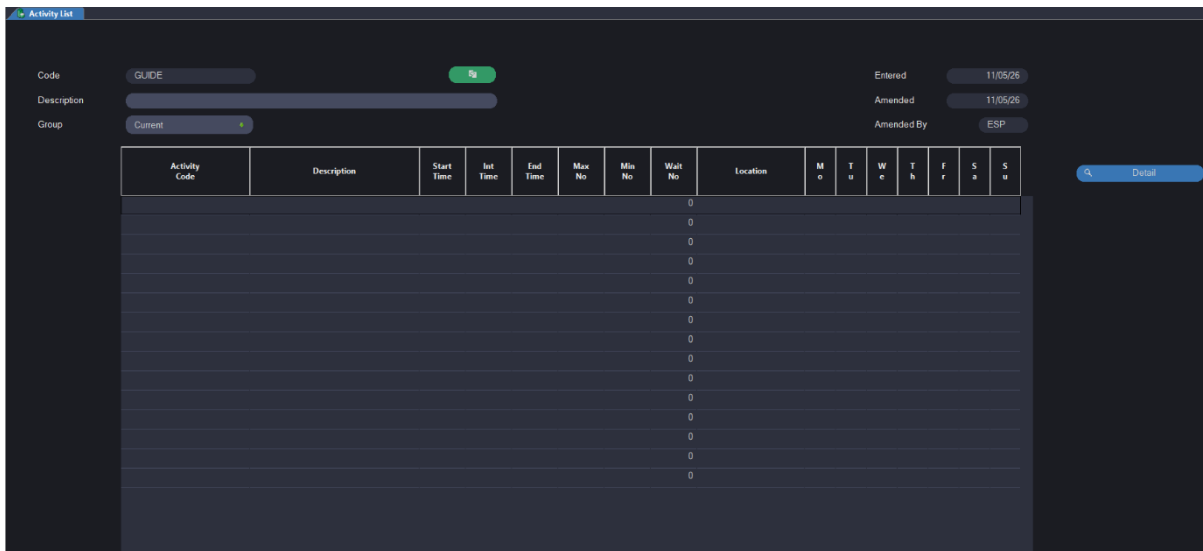


A new unique code must be entered (maximum of 8 characters). Press **Enter** or **F3 Accept**

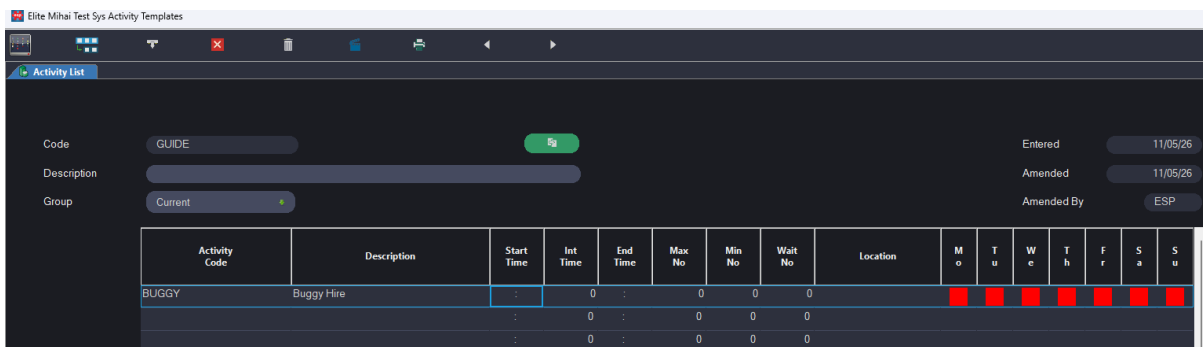


When a new code is entered, it is not on file, so you will be asked if you want to add it. In this instance, you need to click Yes.

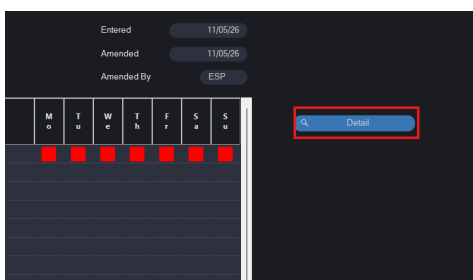
The Template File will now be shown as below.



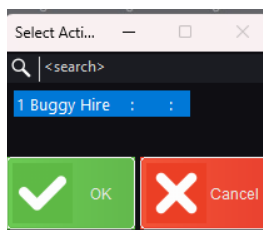
Firstly, you would need to enter an Activity Code. From here, the Code may be entered directly, however if the code is not known, there will be a list of existing ones you can choose from once you start typing at least one letter.



The Start and End times may now be entered along with the Minimum and Maximum participants in the Template File. A location may also be specified from the drop-down list in the Location column.



The Prices must now be set. Select **Detail** and the menu below will appear.

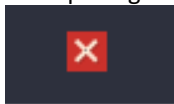


Select OK or click the Event title and the Activity Pricing page will be shown.



- Select the days the event is required by enabling the toggles on the right
- Highlight the time box above Band 0 and enter the time which the first band of pricing will apply up to. If a different band of pricing applies after this time, this should be entered in Band1 and then Band2 etc. The final price band should always run up to 23:59.
If there is one price for the entire day Band0 can be entered as '23:59'.
- Double click in the left-hand column and select the relevant Pricing Groups.
- Enter the price for the activity, dependent upon whether the activity has been configured as per person or per booking.

Once pricing has been set, you can exit back to the template using the Exit menu button.



These steps can be repeated for each activity on the template; once complete the Exit button on the menu will save and exit.