



# Configuring Event Activities

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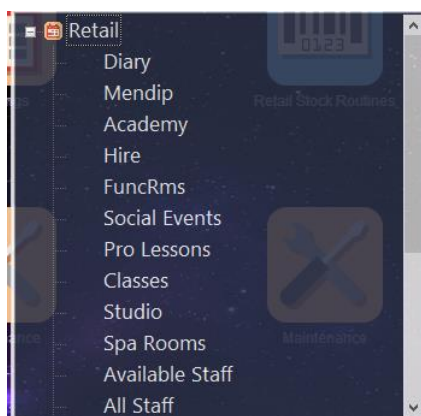
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## 1. Creating Event Activities.

To create new Event Activities:



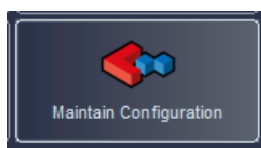
Select – **Bookings.**



Select – **Classes/Events.**



Select – **Action.**



Select – **Maintain Configuration.**



Select – **Maintain Activities.**



ESP ResortMaster - Activity File - Activity Code

Activity Code Activity Number

\*ALL\*

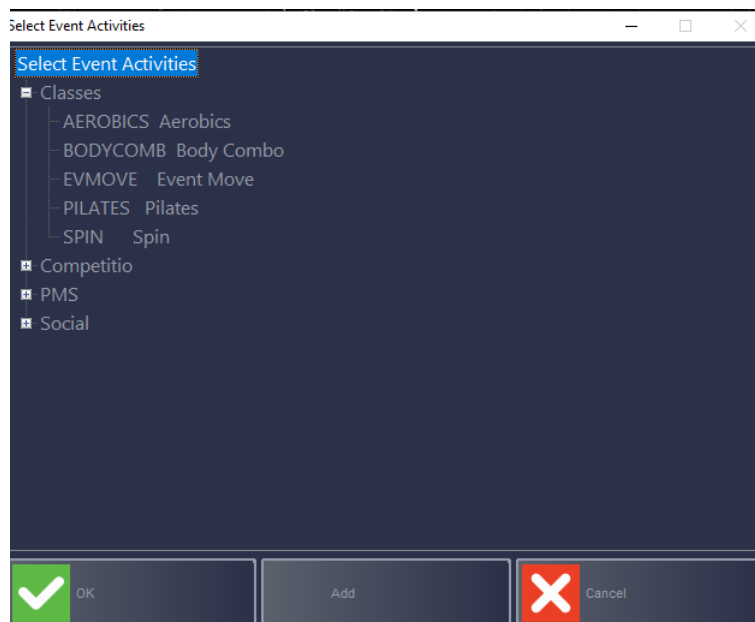
Code	Type	Desc	No	ChgType	People	Select
09_10_M	Mendip Crs	9 Holes 10th		Person	4	No
09_1_M	Mendip Crs	9 Holes 1st Mendip		Person	4	No
10_T_M	Mendip Crs	10th Tee Mendip		Person	4	Yes
18_10_M	Mendip Crs	18 Hole 10th Mendip		Person	4	No
18_1_M	Mendip Crs	18 Holes 1st Mendip		Person	4	No
1_TEE	Academy Cr	1st Tee Academy		Person	4	P&P
1_T_M	Mendip Crs	1st Tee Mendip		Person	4	Yes
ADMIN		Admin		Booking		PMS
AEROBICS	Classes	Aerobics		Person	4	Evt
ASTRO_5	Astro	5 Aside		Person	1	Cim
ASTRO_7	Astro	7 Aside Pitch		Person	1	Cim
ASTRO_F	Astro	Full Astro Pitch		Booking	1	Cim
BATHSLIP	PMS	Bath Robe & Slippers		Person		P&P
BODY01	Spa	Body Therapy Room		Booking	1	Spa
BODYCOMB	Classes	Body Combo		Person	4	Evt
BODYT01	Body Thera	Body Therapy 1	4	Person	1	Tre

Search Exit Accept LstUsd Nearst Action Tree

Select – Tree.



Select – Amend Event Activities.



Select the Event you wish to copy and Select – Add.



Enter a new code for the Event (max 8 characters) then Select - **Accept**.

Select – **Yes**.

Select the appropriate Activity Type from the list e.g. 'Event'

Enter an appropriate **Description** e.g. 'Fireworks Evening'

The **number field** should be set to '0'

The **charging type** should be set to 'Person'

The **No Per Booking** field is used to define a **maximum number of persons per booking** not the maximum number for the event.

**Accnt Code** should be left blank

Select Res must be set to 'Evt'

**Validate** is set to 'Y' if attendee tickets are required for the event.

The **VAT Code** will already be set to 'A'. If the event is to be VAT Exempt, this should be set to 'E'.



**Memb Type** can allow a membership type to be linked to the event and include discounts etc.

Select the **Parameters** tab.

**Quest 0 - 9** allows up to 10 different questionnaires to be assigned to an activity to include specific questions which must be completed upon making a booking on the activity. These boxes would be populated with the questionnaire reference code.

**Template Control** must remain Ticked.

The **Duplicate Check** option allows you to enter a time band. This will activate the booking system to check whether each individual has a duplicate booking for this event within the time-band specified from the start time of the activity.

**Time Before Hist** controls the time after the start of an event that changes are not permitted to a booking.

**Set-up Time and Breakdown Time** allows you to specify an amount of time which is required to set-up the event and time to clear equipment away.

**Identify Usage Numbers** allows a quick method of entering the number of participants onto an individual event. If this box is ticked, whenever a booking is created for this activity a box similar to the one below will be displayed to enter the number of participants.

**Book All Event** allows you to ensure that it only takes one person to book the entire event out instead of a proportion of the event. (For Group Bookings where one person hires an area but individual names are collected/recorded against the event)

**Sole Occupancy** activates the VAT Notice 742 Section 5, Land and Property / Leisure Activities to automatically refund the VAT on a booking which meets the criteria of the VAT Notice.



**Event Slot Time** allows you to specify the time band upon which the pricing is based. This would be used where the same activity takes place more than once on the same day, but for different lengths of time, as there can only be one price matrix per activity, per day.

Select F2 Exit twice to save the details entered and return to the Activity File menu.