Creating Templates

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1. Creating Templates.

Templates are a way of adding Bookable Activities/Events to the bookings screen in multiples rather than one at a time.
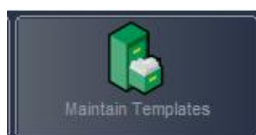
To create a template:
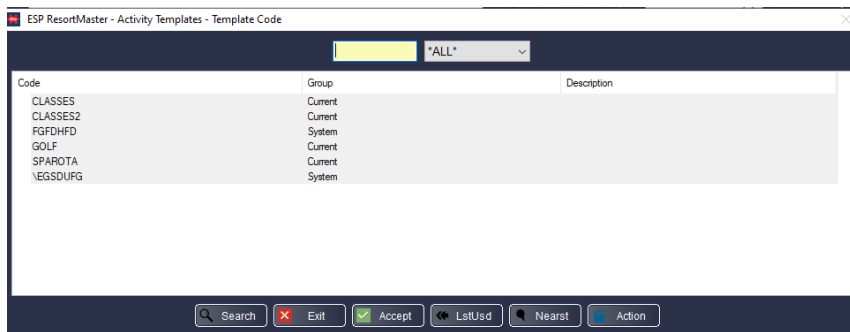

Select – **Bookings.**

Select – **Action.**

Select – **Maintain Configuration.**
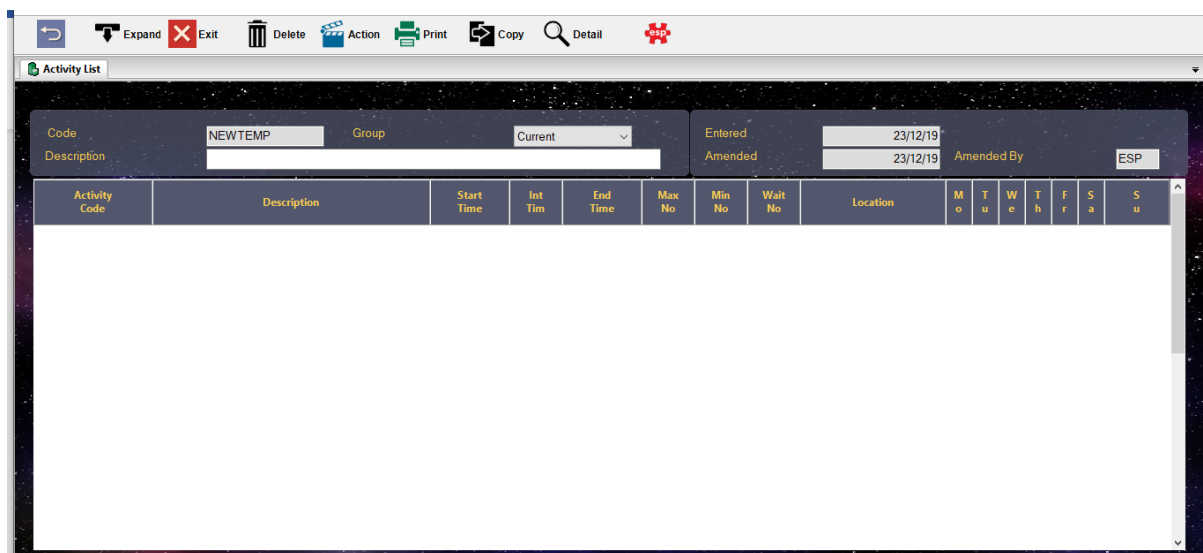

Select – **Maintain Templates.**

Select – **Create/Amend Templates.**

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

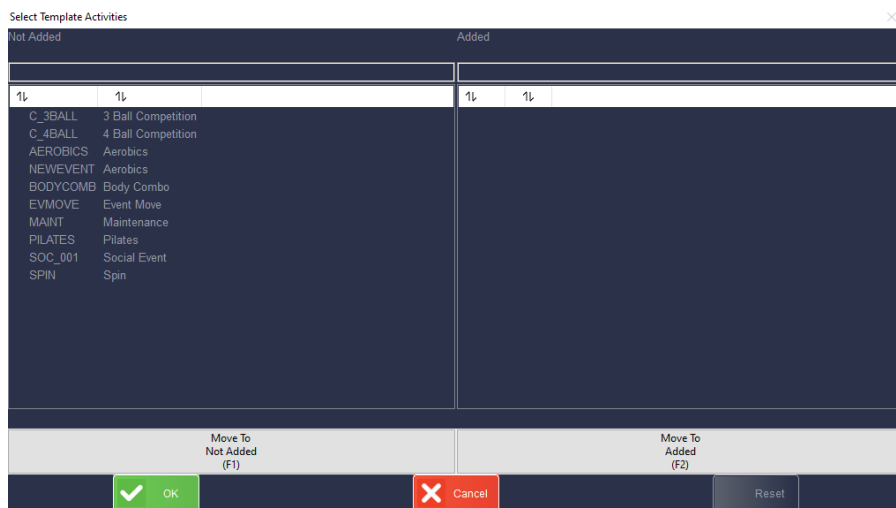The Template File will now be shown as below.

Enter a **Description** and press Return.

The cursor will now be in the Activity Code field, from here the Code may be entered directly, however, if the code is not known the F1 Help function may be used. This will show the following menu.


Select **Add/Delete Event Activities**

The items in the left-hand section are not selected and the ones in the right are selected. By highlighting the required Event and choosing F2, the Event will move to the Added section. Select OK to add the items and return to the template.
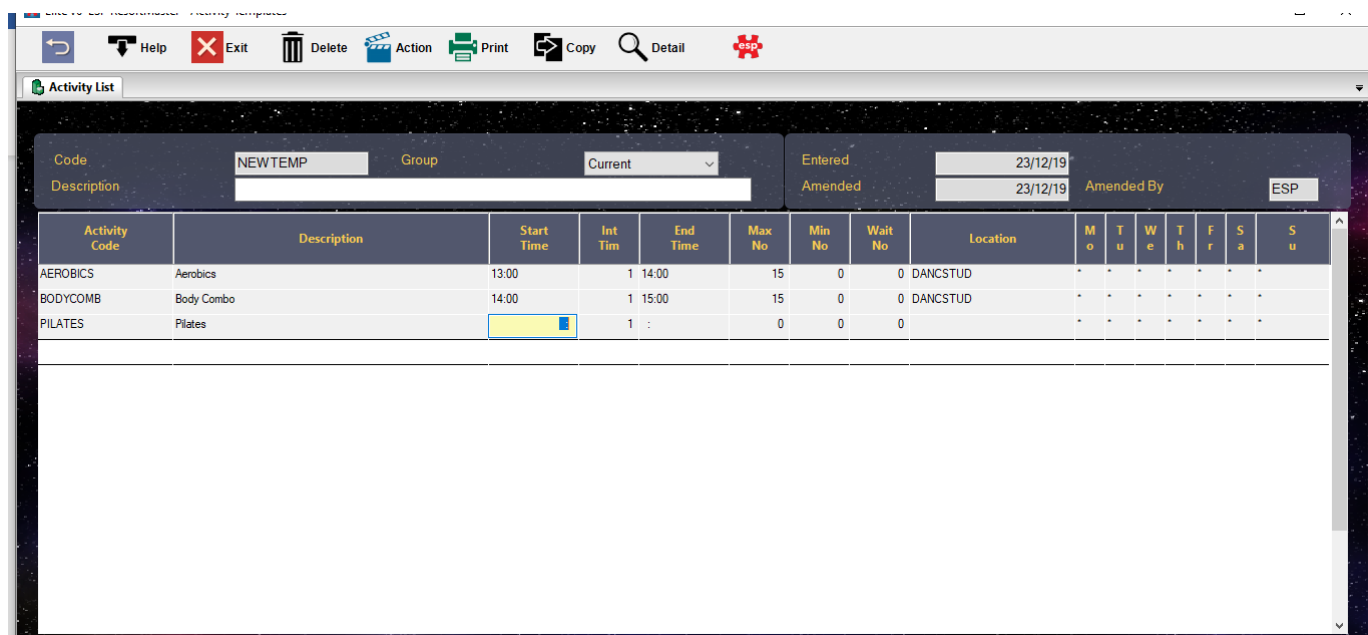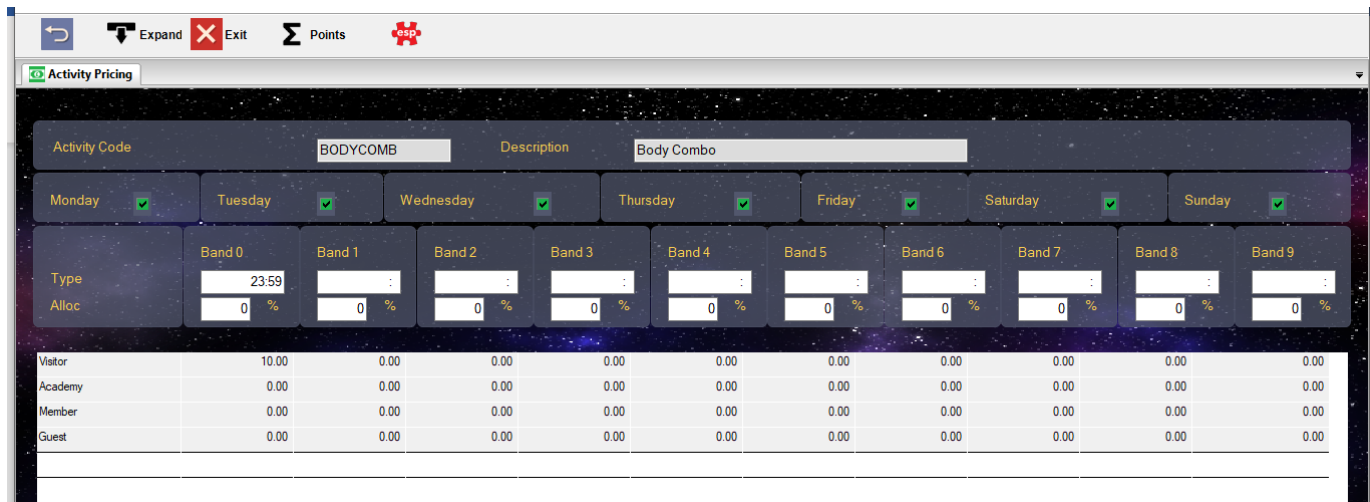

The Start and End times may now be entered along with the Minimum and Maximum participants in the Template File. A location must also be specified from the drop-down list in the Location column.
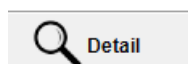
The Prices must now be set. Select **F10 Detail** and the menu below will appear.
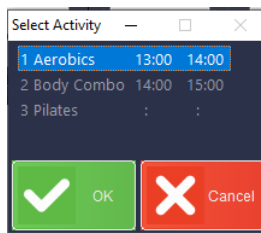
Select OK or click the Event title and the Activity Pricing page will be shown.

Select the days the event is required by using the check boxes at the top

Highlight the box underneath Band 0, enter '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.

The template is now complete.