

Manually Adding Booking Entries

Summary: This article provide instructions on how to add a book entry

1. In the list of bookings page, click the **New Booking** button. This will open the Create New Booking page:

Bagulo Teachers Camp

Dashboard

Bookings

Refunds

Reports

Setup

Users

Admin / Bookings / New Booking

Registration number

Booking type

Check in

Check out

Category

Discount

Activity purpose

Remarks

Guest information

Guest name

Is senior guest

Guest type

Contact person

Address

Contact number

Alt contact number

Email

Reservation

Add New Reservation

2. Provide the necessary information in their respective fields.
3. To add a reservation, click the **Add New Reservation** button and provide the necessary details in their respective fields. Click the button again to add additional reservations.
4. To add addons, click the **Add New Addon** and select an addon to add. Click the button again to add additional addons.
5. To add additional fees, click the **Add New Fees** button and select a fee to add. Click the button again to add additional fees.
6. When done, click the **Create Booking** button.

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