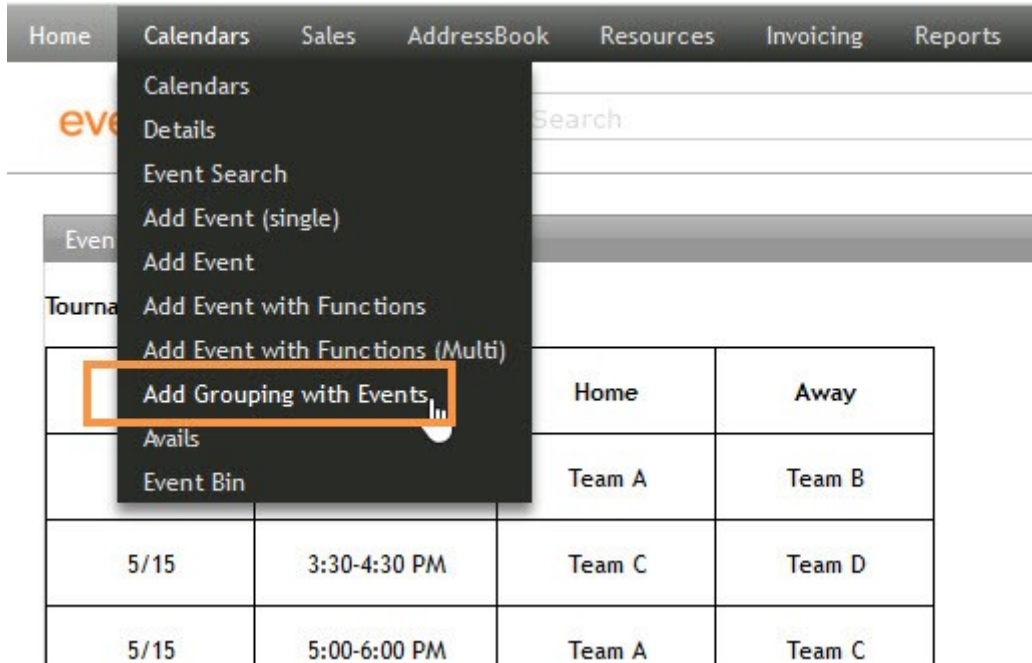


Adding a Grouping with Events

Updated: November 17, 2015

This article will walk you through adding a group of related or recurring events or holds to your calendar.

1. Hover over *Calendars* and click *Add Grouping with Events*.




The screenshot shows a software interface with a top navigation bar containing links: Home, Calendars, Sales, AddressBook, Resources, Invoicing, and Reports. Below the navigation bar, a dropdown menu is open for the 'Calendars' link. The menu items are: Calendars, Details, Event Search, Add Event (single), Add Event, Add Event with Functions, Add Event with Functions (Multi), Add Grouping with Events (highlighted with an orange box and a mouse cursor), Avails, and Event Bin. In the background, a table is visible with columns for dates, times, and team names.

		Home	Away
		Team A	Team B
5/15	3:30-4:30 PM	Team C	Team D
5/15	5:00-6:00 PM	Team A	Team C

2. Enter the name of your Grouping. This can and often should be distinct from your event names, e.g. the grouping would be titled Hockey Season 2015-2016 and your events would be titled Hockey Game.

Your Add Event form may be customized with additional fields.

[Home](#) [Calendars](#) [Sales](#) [AddressBook](#) [Resources](#) [Invoicing](#) [Reports](#)



Add Grouping with Events

Grouping Name	<input type="text" value="Hockey Season 2015-2016"/>
Where / When	+Add Event
Status	<input type="radio"/> Next Available Tentative
Type	<input type="text" value="-Type-"/>
Account/Companies	+Add Account/Companies
Contacts	+Add Contacts
Avails Display for Events	<input type="text" value="Use default setting"/> Avails Display Legend

Done

3. Click *+Add Event*.

Home

Calendars

Sales

AddressBook

Resources

Invoicing

Repo

eventbooking.com

Search

Add Grouping with Events

Grouping Name

Hockey Season 2015-2016

Where / When

[+Add Event](#)

Status

☐ Next Available Tentative

Type

-Type-

Account/Companies

[+Add Account/Companies](#)

Contacts

[+Add Contacts](#)


Avails Display for Events

Use default setting

[Avails Display Legend](#)

Done

4. Name your events. If you leave this box blank, your events will inherit the name of the Grouping.

 **Add Event**

[All None](#) [Expand](#) [Collapse](#)

☒ ☐

 Arena

☐ EB Arena

☒ ☐

 Convention Center

☐ Theatre

☐ Stadium

☒ ☐

 Athletic Facilities

☐ Park

☐ Club EB

☐ Area Events

◀

 November 2015

▶

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Today: 11/11/2015

8:00 AM

 -

11:59 PM

[+Add Timeline](#)

Done

Cancel

5. Check the spaces where you would like to book your events.

Note: All your events will be booked in the same space. If one or more of your events are in a different space, you can add them once you've finished adding these events.

Add Event

Hockey Game

All None Expand Collapse 1

- ☒ ☒ Arena
 - ☐ Arena Floor
 - ☐ Green Room
 - ☐ Parking Lot A
 - ☐ Parking Lot B
 - ☐ Restaurant
- ☐ EB Arena
- ☒ Convention Center
 - ☐ Theatre
 - ☐ Stadium

November 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Today: 11/11/2015

8:00 AM - 11:59 PM

[+Add Timeline](#)

Done Cancel

6. If your events have the same times, update the time. The time in the box below the calendar will be applied to all your events (it can be edited before saving).

Add Event

Hockey Game

All None Expand Collapse 1

☐ ☒ ☒ Arena

- ☐ Arena Floor
- ☐ Green Room
- ☐ Parking Lot A
- ☐ Parking Lot B
- ☐ Restaurant

☐ EB Arena

☒ ☐ Convention Center

☐ Theatre

☐ Stadium

November 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Today: 11/11/2015

6:00 PM - 11:00 PM

[+Add Timeline](#)

Done Cancel

7. Select each event date; a separate line item will appear for each event you are booking. You can book dates over multiple months by using the arrow keys to move forward or backward by month. Any date(s) you have selected will be preserved.

Be careful not to click and drag if you need adjacent dates - you'll select a date range rather than individual dates!

The screenshot shows the 'Add Event' dialog box. At the top, there is a text input field containing 'Hockey Game'. Below it are links for 'All None Expand Collapse 1'. A list of locations is shown with checkboxes: Arena (checked), Arena Floor, Green Room, Parking Lot A, Parking Lot B, Restaurant, EB Arena, Convention Center, Theatre, and Stadium. A calendar for February 2016 is displayed, with dates 4, 5, 6, 11, 12, 13, 18, 19, 20, 24, 25, 26, and 27 highlighted. An orange arrow points from the calendar to the event list. The event list contains three items, each with a 'Move In/Move Out' checkbox and a date range from 6:00 PM to 11:00 PM: 2/4/2016, 2/6/2016, and 2/12/2016. At the bottom, there is a '+Add Timeline' link and 'Done' and 'Cancel' buttons.

Add Event

Hockey Game

[All](#) [None](#) [Expand](#) [Collapse](#) 1

☒ Arena

- ☐ Arena Floor
- ☐ Green Room
- ☐ Parking Lot A
- ☐ Parking Lot B
- ☐ Restaurant

☐ EB Arena

☒ Convention Center

- ☐ Theatre
- ☐ Stadium

February 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
6	7	8	9	10	11	12

Today: 11/11/2015

6:00 PM - 11:00 PM

[+Add Timeline](#)

☐ Move In/Move Out

☒ 2/4/2016 6:00 PM - 2/4/2016 11:00 PM

☐ Move In/Move Out

☒ 2/6/2016 6:00 PM - 2/6/2016 11:00 PM

☐ Move In/Move Out

☒ 2/12/2016 6:00 PM - 2/12/2016 11:00 PM

Done Cancel

8. If you would like to separate the Move In/Move Out dates/times from the Main Event dates/times, click the box by *Move In/Move Out*. Update the dates and times as needed.

Note: As you update the dates and times, they may overlap and the calendar will alert you to the conflict. Once you update all your dates and times so that they no longer overlap, the warning will go away.

The screenshot shows the 'Add Event' dialog box with the following elements:

- Title:** Hockey Game
- Location:** All None Expand Collapse 1
 - ☒ Arena
 - ☐ Arena Floor
 - ☐ Green Room
 - ☐ Parking Lot A
 - ☐ Parking Lot B
 - ☐ Restaurant
 - ☐ EB Arena
 - ☐ Convention Center
 - ☐ Theatre
 - ☐ Stadium

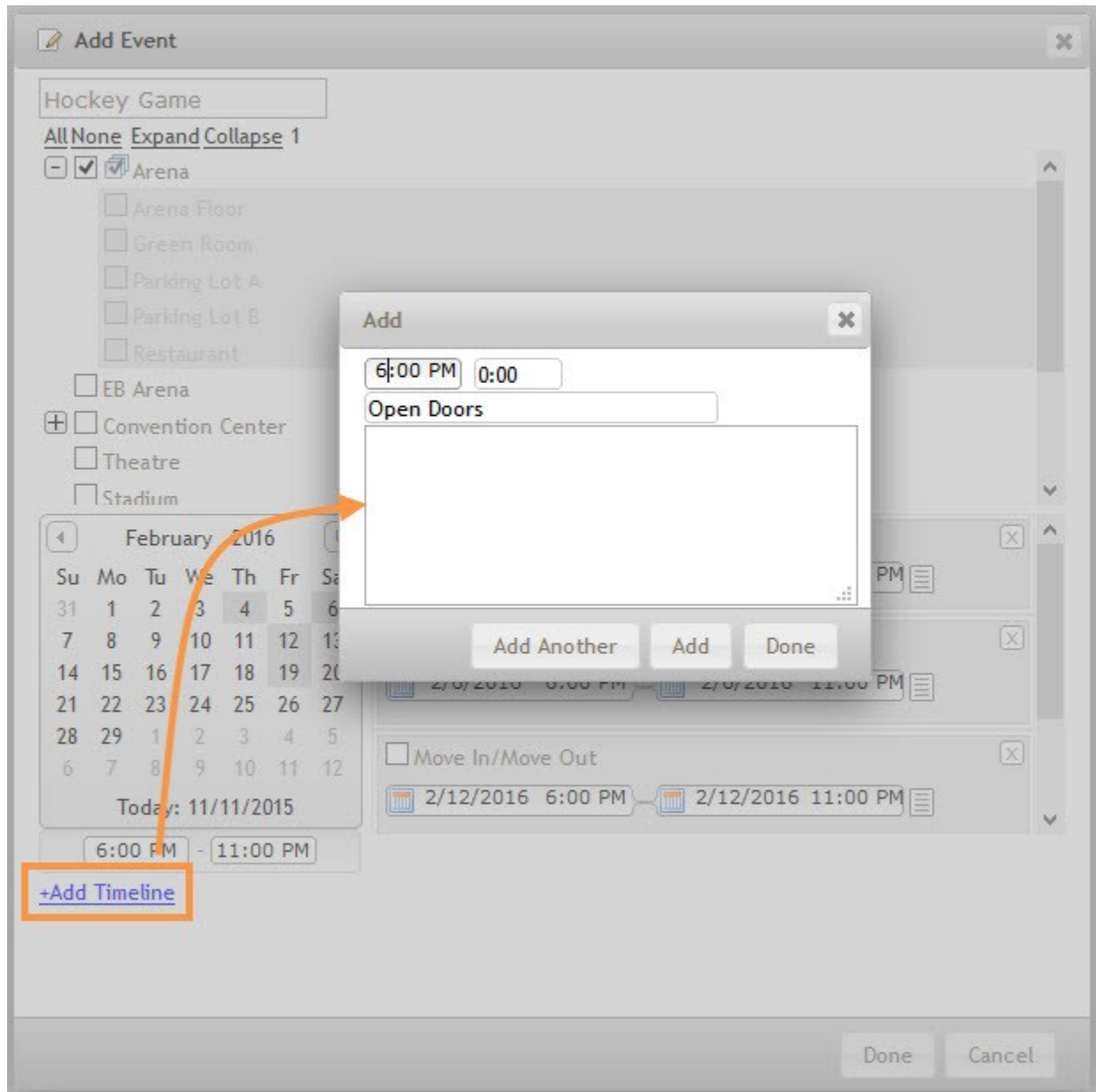
- Calendar:** February 2016
- Today: 11/11/2015
- Time range: 6:00 PM - 11:00 PM
- Move In/Move Out:**
- ☒ Move In/Move Out
 - Move In: 2/4/2016 6:00 PM - 2/4/2016 6:00 PM
 - Main Event: 2/4/2016 6:00 PM - 2/4/2016 11:00 PM
 - Move Out: 2/4/2016 11:00 PM - 2/4/2016 11:00 PM
- ☐ Move In/Move Out
 - 2/6/2016 6:00 PM - 2/6/2016 11:00 PM

An orange box highlights the 'Move In/Move Out' section, and an orange arrow points to the checkbox. The 'Main Event' and 'Move Out' times are also highlighted with an orange box.

[+Add Timeline](#)

Done Cancel

9. You can also click *+Add Timeline* to apply a timeline such as show times or load-in times to each event.



10. Once your spaces, dates, and times are all entered as you wish, click *Done*.

Add Event

Hockey Game

All None Expand Collapse 1

☐ Arena

☐ Arena Floor

☐ Green Room

☐ Parking Lot A

☐ Parking Lot B

☐ Restaurant

☐ EB Arena

☒ Convention Center

☐ Theatre

☐ Stadium

February 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
6	7	8	9	10	11	12

Today: 11/11/2015

6:00 PM - 11:00 PM

☐ Move In/Move Out

☐ Move In/Move Out

☐ Move In/Move Out

2/4/2016 6:00 PM

2/4/2016 11:00 PM

2/6/2016 6:00 PM

2/6/2016 11:00 PM

2/12/2016 6:00 PM

2/12/2016 11:00 PM

+Add Timeline

☒ 7:00 PM Open Doors

☒ 8:00 PM Event Time

Done

Cancel

11. You will see a list of your events and event information. You may edit the event name if you wish.

If you need to add additional events to your grouping (including events in different spaces), simply click +Add Event again and follow the steps above. If you've made an error and need to remove an event, click the X to the far right of the event (not the X by the event's name).
















Add Grouping with Events

Grouping Name	<input type="text" value="Hockey Season 2015-2016"/>	
Where / When	<div><div><input type="text" value="Hockey Game"/> X</div><div>Arena 2/4/2016 6:00 PM - 11:00 PM (Thu) Open Doors: 6:00 PM X</div><div>Event Time: 8:00 PM</div></div> <div><input type="text" value="Hockey Game"/> X</div> <div>Arena 2/6/2016 6:00 PM - 11:00 PM (Sat) Open Doors: 6:00 PM X</div> <div>Event Time: 8:00 PM</div> <div><input type="text" value="Hockey Game"/> X</div> <div>Arena 2/12/2016 6:00 PM - 11:00 PM (Fri) Open Doors: 6:00 PM X</div> <div>Event Time: 8:00 PM</div> <div><input type="text" value="Hockey Game"/> X</div> <div>Arena 2/19/2016 6:00 PM - 11:00 PM (Fri) Open Doors: 6:00 PM X</div> <div>Event Time: 8:00 PM</div> <div>+Add Event</div>	
Status	<input type="text" value="Next Available Tentative"/>	
Type	<input type="text" value="-Type-"/>	
Account/Companies	+Add Account/Companies	
Contacts	+Add Contacts	
Avails Display for Events	<input type="text" value="Use default setting"/> Avails Display Legend	

12. Choose the status of your events from the drop down list.

If you are adding a group of holds, we recommend using Next Available Tentative. It will choose the next open hold for each date. For example, if there is already a Granted Hold 1 on one of the dates you are booking that event will be booked as a Granted Hold 2, but if there are no holds on a date, that event will be booked as a Granted Hold 1.
























Add Grouping with Events

Grouping Name	<input type="text" value="Hockey Season 2015-2016"/>	
Where / When	<div><div><input type="text" value="Hockey Game"/></div><div>X</div><div> Arena 2/4/2016 6:00 PM - 11:00 PM</div></div>	
	<div><div><input type="text" value="Hockey Game"/></div><div>X</div><div> Arena 2/6/2016 6:00 PM - 11:00 PM</div></div>	
	<div><div><input type="text" value="Hockey Game"/></div><div>X</div><div> Arena 2/12/2016 6:00 PM - 11:00 PM</div></div>	
	<div><div><input type="text" value="Hockey Game"/></div><div>X</div><div> Arena 2/19/2016 6:00 PM - 11:00 PM</div></div>	
	+Add Event	
Status	<div><div> Next Available Tentative</div><div> Confirmed</div><div> Next Available Tentative</div><div> Granted Hold 1</div><div> Granted Hold 2</div><div> Granted Hold 3</div><div> Pending Contract</div><div> Request for Hold</div><div> Blackout</div><div> In-House Event</div><div> Cancelled</div></div>	
Type		
Account/Companies		
Contacts		
Avails Display for Events		
<div>Done</div>		

13. Select your event type.

Depending on your avails settings, some events will show the Event Type on your avails reports. This list may be customized for your venue (certain accounts that are a part of a venue network may have restrictions).

Add Grouping with Events

Grouping Name	<input type="text" value="Hockey Season 2015-2016"/>												
Where / When	<table><tr><td><input type="text" value="Hockey Game"/></td><td>X</td><td> Arena 2/4/2016 6:00 PM - 11:00 PM</td></tr><tr><td><input type="text" value="Hockey Game"/></td><td>X</td><td> Arena 2/6/2016 6:00 PM - 11:00 PM</td></tr><tr><td><input type="text" value="Hockey Game"/></td><td>X</td><td> Arena 2/12/2016 6:00 PM - 11:00 PM</td></tr><tr><td><input type="text" value="Hockey Game"/></td><td>X</td><td> Arena 2/19/2016 6:00 PM - 11:00 PM</td></tr></table>	<input type="text" value="Hockey Game"/>	X	 Arena 2/4/2016 6:00 PM - 11:00 PM	<input type="text" value="Hockey Game"/>	X	 Arena 2/6/2016 6:00 PM - 11:00 PM	<input type="text" value="Hockey Game"/>	X	 Arena 2/12/2016 6:00 PM - 11:00 PM	<input type="text" value="Hockey Game"/>	X	 Arena 2/19/2016 6:00 PM - 11:00 PM
<input type="text" value="Hockey Game"/>	X	 Arena 2/4/2016 6:00 PM - 11:00 PM											
<input type="text" value="Hockey Game"/>	X	 Arena 2/6/2016 6:00 PM - 11:00 PM											
<input type="text" value="Hockey Game"/>	X	 Arena 2/12/2016 6:00 PM - 11:00 PM											
<input type="text" value="Hockey Game"/>	X	 Arena 2/19/2016 6:00 PM - 11:00 PM											
	+Add Event												
Status	<input type="text" value="Next Available Tentative"/>												
Type	<div><div>-Type-</div><div><div> Funeral</div><div> Meeting</div><div> Men's Club</div><div> Outside Corporate/NonProfit/Meet</div><div>Reception</div><div>Women's Club</div><div>Wedding</div><div> Convention</div><div> In-House</div><div> Family Show</div><div> Job Fair</div><div> Sporting Event</div><div> Theatre</div><div> Transient</div></div></div>												
Account/Companies													
Contacts													
Avails Display for Events													

14. Attach a contact from your address book. Click *+Add Account/Company*. Type the name of the company you are working with to search for *Company* address book objects in your account. Click on the company you wish to attach to your event.

Add Grouping with Events

Grouping Name

Where / When

Hockey Game	X	Arena 2/4/2016 6:00 PM - 11:00 PM
Hockey Game	X	Arena 2/6/2016 6:00 PM - 11:00 PM
Hockey Game	X	Arena 2/12/2016 6:00 PM - 11:00 PM
Hockey Game	X	Arena 2/19/2016 6:00 PM - 11:00 PM

Add Company

Role

Name

- Big (id=638)
- BIG Mgmt Company (id=578)
- Big Promoter LLC (id=561)

Account/Companies [+Add Account/Companies](#)

Contacts [+Add Contacts](#)

Avails Display for Events
[Avails Display Legend](#)

Done

15. If the company doesn't appear in your search, you can click *+create new* to add a new contact to your address book. Fill out your new contact's information and click *Add*.

Add Company

Role **None**

Name

Parent

Title

Phone

Phone2

Email

Email2

Address

Address2

Address3

Address4

City St Postal Code

Country

Website

Note ☐ Private?

Group ☐ Associations
☐ City Contacts
☐ Not for Profit
☐ Christmas Card

<< back

Add Cancel

16. You may also assign a *Role* to the company from the drop down list. This role is often used in reports and custom forms, and can be customized for your account.

Add Grouping with Events

Grouping Name: Hockey Season 2015-2016

Where / When:

Hockey Game	X	Arena 2/4/2016 6:00 PM - 11:00
Hockey Game	X	Arena 2/6/2016 6:00 PM - 11:00
Hockey Game	X	Arena 2/12/2016 6:00 PM - 11:00
Hockey Game	X	Arena 2/19/2016 6:00 PM - 11:00

Account/Company:

Role: None

Name: None

Client Account

Booking Agency

Caterer

Promoter

Contacts: [+Add Contacts](#)

Avails Display for Events: Use default setting
[Avails Display Legend](#)

Done

17. Click *Add* to finish adding your contact to your event.

Add Grouping with Events

Grouping Name	Hockey Season 2015-2016	
Where / When	Hockey Game	X Arena 2/4/2016 6:00 PM - 11:00 F
	Hockey Game	X Arena 2/6/2016 6:00 PM - 11:00 F
	Hockey Game	X Arena 2/12/2016 6:00 PM - 11:00
	Hockey Game	X 2/19/2016 6:00 PM - 11:00
Status		
Type		
Account/Companies	+Add Account/Companies	
Contacts	+Add Contacts	
Avals Display for Events	Use default setting	
	Avals Display Legend	

Done

Add Company

Role Promoter






Name Big Promoter LLC

[+create new](#)

Add Cancel

18. Click *+Add Contacts* and repeat the above steps to add a person to your event.

Add Grouping with Events

Grouping Name	<input type="text" value="Hockey Season 2015-2016"/>
Where / When	<div><div><input type="text" value="Hockey Game"/> X</div><div> Arena 2/4/2016 6:00 PM - 11:00 I</div></div> <div><div><input type="text" value="Hockey Game"/> X</div><div> Arena 2/6/2016 6:00 PM - 11:00 I</div></div> <div><div><input type="text" value="Hockey Game"/> X</div><div> Arena 2/12/2016 6:00 PM - 11:00</div></div> <div><div><input type="text" value="Hockey Game"/> X</div><div> Arena 2/19/2016 6:00 PM - 11:00</div></div> <div>+Add Event</div>
Status	<input type="text" value="Next Available Tentative"/>
Type	<input type="text" value="Sporting Event"/>
Account/Companies	<div><div> Big Promoter LLC (Promoter) X</div><div>+Add Account/Companies</div></div>
Contacts	<div><div>+Add Contacts</div></div>
Avails Display for Events	<div><div><input type="text" value="Use default setting"/></div><div>Avails Display Legend</div></div>

19. If you wish this event to appear differently in your avails than it would by default, you may edit that in the drop down.

If you are not sure what your avails display default is, click Avails Display Legend for the key. If you would like to modify your default avails settings, please contact us.














Add Grouping with Events

Grouping Name	<input type="text" value="Hockey Season 2015-2016"/>												
Where / When	<table><tr><td><input type="text" value="Hockey Game"/></td><td>X</td><td> Arena 2/4/2016 6:00 PM - 11:00 PM</td></tr><tr><td><input type="text" value="Hockey Game"/></td><td>X</td><td> Arena 2/6/2016 6:00 PM - 11:00 PM</td></tr><tr><td><input type="text" value="Hockey Game"/></td><td>X</td><td> Arena 2/12/2016 6:00 PM - 11:00 PM</td></tr><tr><td><input type="text" value="Hockey Game"/></td><td>X</td><td> Arena 2/19/2016 6:00 PM - 11:00 PM</td></tr></table> +Add Event	<input type="text" value="Hockey Game"/>	X	Arena 2/4/2016 6:00 PM - 11:00 PM	<input type="text" value="Hockey Game"/>	X	Arena 2/6/2016 6:00 PM - 11:00 PM	<input type="text" value="Hockey Game"/>	X	Arena 2/12/2016 6:00 PM - 11:00 PM	<input type="text" value="Hockey Game"/>	X	Arena 2/19/2016 6:00 PM - 11:00 PM
<input type="text" value="Hockey Game"/>	X	Arena 2/4/2016 6:00 PM - 11:00 PM											
<input type="text" value="Hockey Game"/>	X	Arena 2/6/2016 6:00 PM - 11:00 PM											
<input type="text" value="Hockey Game"/>	X	Arena 2/12/2016 6:00 PM - 11:00 PM											
<input type="text" value="Hockey Game"/>	X	Arena 2/19/2016 6:00 PM - 11:00 PM											
Status	<input type="text" value="Next Available Tentative"/>												
Type	<input type="text" value="Sporting Event"/>												
Account/Companies	Big Promoter LLC (Promoter) <input type="text" value="X"/> +Add Account/Companies												
Contacts	+Add Contacts												
Avails Display for Events	<div><input type="text" value="Use default setting"/> <input type="text" value="Use default setting"/> <input type="text" value="Show the event type (along with color)"/> <input type="text" value="Show the event name (along with color)"/> <input type="text" value="Show only the color (no text)"/> <input type="text" value="Show nothing (no color, no text)"/></div>												

Done

20. When all your event information is as you wish, click *Done* to create your grouping and book your events.

Add Grouping with Events

Grouping Name	<input type="text" value="Hockey Season 2015-2016"/>												
Where / When	<table><tr><td><input type="text" value="Hockey Game"/></td><td>X</td><td> Arena 2/4/2016 6:00 PM - 11:00 I</td></tr><tr><td><input type="text" value="Hockey Game"/></td><td>X</td><td> Arena 2/6/2016 6:00 PM - 11:00 I</td></tr><tr><td><input type="text" value="Hockey Game"/></td><td>X</td><td> Arena 2/12/2016 6:00 PM - 11:00</td></tr><tr><td><input type="text" value="Hockey Game"/></td><td>X</td><td> Arena 2/19/2016 6:00 PM - 11:00</td></tr></table> +Add Event	<input type="text" value="Hockey Game"/>	X	 Arena 2/4/2016 6:00 PM - 11:00 I	<input type="text" value="Hockey Game"/>	X	 Arena 2/6/2016 6:00 PM - 11:00 I	<input type="text" value="Hockey Game"/>	X	 Arena 2/12/2016 6:00 PM - 11:00	<input type="text" value="Hockey Game"/>	X	 Arena 2/19/2016 6:00 PM - 11:00
<input type="text" value="Hockey Game"/>	X	 Arena 2/4/2016 6:00 PM - 11:00 I											
<input type="text" value="Hockey Game"/>	X	 Arena 2/6/2016 6:00 PM - 11:00 I											
<input type="text" value="Hockey Game"/>	X	 Arena 2/12/2016 6:00 PM - 11:00											
<input type="text" value="Hockey Game"/>	X	 Arena 2/19/2016 6:00 PM - 11:00											
Status	<input type="text" value="Next Available Tentative"/>												
Type	<input type="text" value="Sporting Event"/>												
Account/Companies	 Big Promoter LLC (Promoter) <input type="text" value="X"/> +Add Account/Companies												
Contacts	+Add Contacts												
Avails Display for Events	<input type="text" value="Use default setting"/> Avails Display Legend												

21. Your grouping has been created and your events are booked.

Event Family

04 PM 6:00 PM - Hockey Season 2015-2016

04 PM 6:00 PM - Hockey Game

06 PM 6:00 PM - Hockey Game

12 PM 6:00 PM - Hockey Game

19 PM 6:00 PM - Hockey Game

Reports and Forms

☐ Filter Events

Event Report (by Function) Copy

Last Viewed

1. Daniel Tosh | Tosh.o

2. Girl Scouts Convention

3. Amway Regional Meeting

4. Amway Regional Meeting

5. Sports Season

Most Viewed

(52) Guys & Dolls

(23) 2015 EB Banquet

(12) Lead & Succeed Day 1 Seminar

(8) Job Fair

(7) Concert

Hockey Season 2015-2016 : Grouping (id=9485)

Actions

Event Search

Grouping Name

Hockey Season 2015-2016

Spaces Used

Arena

Date Range

[Move](#) [View Calendar](#)

2/4/2016 6:00 PM (Thu) - 2/19/2016 11:00 PM (Fri)

Status

Request for Hold

Type

Sporting Event

Showtimes

Start	End	Description
2/4/2016 (Thu) 8:00 PM		(No Description)
2/6/2016 (Sat) 8:00 PM		(No Description)
2/12/2016 (Fri) 8:00 PM		(No Description)
2/19/2016 (Fri) 8:00 PM		(No Description)

Companies

[+Add](#)

Big Promoter LLC (Promoter)

Contacts

[+Add](#)

None

Creator

Linda Moyer (on 11/12/2015 11:44 AM)

Last Change

11/12/2015 11:44 AM by Linda Moyer

Child Events

Notes

Time Line

Activities

Documents

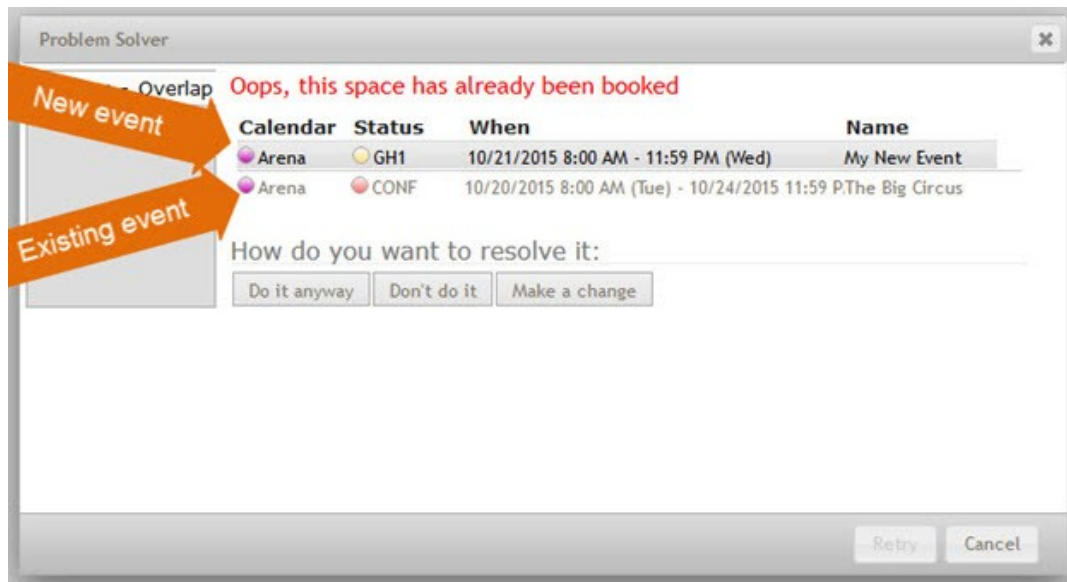
Journal

History

[Mass Edit](#) [Mass Edit When](#)

Name	Where	When	Status	Type
Hockey Game	Arena	2/4/2016 6:00 PM - 11:00 PM (Thu)	Granted Hold 1	Sporting Event
Hockey Game	Arena	2/6/2016 6:00 PM - 11:00 PM (Sat)	Granted Hold 2	Sporting Event
Hockey Game	Arena	2/12/2016 6:00 PM - 11:00 PM (Fri)	Granted Hold 2	Sporting Event
Hockey Game	Arena	2/19/2016 6:00 PM - 11:00 PM (Fri)	Granted Hold 2	Sporting Event

If the space you are attempting to book is already booked at that time, you will receive an alert from the conflict checker. The first event listed is the event you are attempting to add. The second event is the existing event that it is conflicting with.



You have three options at this point:

- Click *Don't do it* and then *Retry*. This will cancel adding the event and return you to the *Add Event* form.
- Click *Make a Change*. This will allow you to choose a different status and/or a different date and time. Once you updated the event information, click *Retry* to book your event.
- Click *Do it Anyway*. This option will double-book your space. Not all accounts have this option.

