

# Adding a Grouping with Events Using the Quick Add

Updated: November 17, 2015

This article will walk you through using the Quick Add to add a group of related events or holds to your calendar.

1. Click each date that you would like to book. The *Quick Add* form will appear on the right side of your calendar after you select your first date, but you can continue to add as many dates as you wish. 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 displays a calendar for August 2016. A date range from August 12th to August 27th is highlighted in green. An orange box outlines this date range. To the right, the 'Quick Add' form is visible, featuring fields for 'Grouping Name', 'Event Name', and 'Applied Calendars'. The form also includes a 'Next Available Tentative' checkbox and a 'Type' dropdown. The 'Applied Calendars' section shows a list of selected calendars with their respective dates and times. The 'Address Book' section is at the bottom of the form. The calendar interface includes navigation buttons at the top and a 'Today' button.

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.

The screenshot shows a mobile application interface for creating a new event grouping. At the top, there are two tabs: "Event" and "Note". Below the tabs is a section titled "Grouping" with a text input field containing "My New Grouping". Below this input field are three more input fields: "Grouping", "Next Available Tentative" (with a yellow circle icon), and "-Type-". Below the "Grouping" section is a section titled "Event(s)". Under this section, there is a label "Applied Calendars:" followed by a button labeled "Selected (1)". Below this are four event entries, each with an "Event Name" input field, an "Applied Calendars" label, and a date range with a calendar icon. The first event has a date range of 8/27/2016 8:00 AM to 8/27/2016 11:59 PM. The second event has a date range of 8/20/2016 8:00 AM to 8/20/2016 11:59 PM. The third event has a date range of 8/19/2016 8:00 AM to 8/19/2016 11:59 PM. The fourth event has a date range of 8/12/2016 8:00 AM to 8/12/2016 11:59 PM. At the bottom of the screen, there is a section titled "Address Book" and three buttons: "Settings", "Add", and "Cancel".

Event Note

Grouping

My New Grouping

Grouping

Next Available Tentative

-Type-

Event(s)

Applied Calendars: Selected (1)

Event Name X

Applied Calendars

8/27/2016 8:00 AM 8/27/2016 11:59 PM

Event Name X

Applied Calendars

8/20/2016 8:00 AM 8/20/2016 11:59 PM

Event Name X

Applied Calendars

8/19/2016 8:00 AM 8/19/2016 11:59 PM

Event Name X

Applied Calendars

8/12/2016 8:00 AM 8/12/2016 11:59 PM

Address Book

Settings Add Cancel

3. In the drop down, select *Grouping*.

The screenshot displays a mobile application interface with a light gray background. At the top, there are two tabs: 'Event' and 'Note'. Below the tabs is a section titled 'Grouping' with a dark header. Inside this section, there is a text input field containing 'My New Grouping'. Below the input field is a dropdown menu that is open, showing a list of options: 'Grouping' (highlighted with an orange border and a hand cursor), 'Event', and 'Sales'. Below the 'Grouping' section is another section titled 'Event(s)' with a dark header. This section contains a label 'Applied Calendars:' followed by a button labeled 'Selected (1)'. Below this are four event entries, each consisting of an 'Event Name' input field, an 'X' icon, and a row of 'Applied Calendars' with two date-time slots. The first event has dates '8/27/2016 8:00 AM' and '8/27/2016 11:59 PM'. The second event has dates '8/20/2016 8:00 AM' and '8/20/2016 11:59 PM'. The third event has dates '8/19/2016 8:00 AM' and '8/19/2016 11:59 PM'. The fourth event has dates '8/12/2016 8:00 AM' and '8/12/2016 11:59 PM'. At the bottom of the screen is a section titled 'Address Book' with a dark header. Below this are three buttons: 'Settings', 'Add', and 'Cancel'.

Event Note

Grouping

My New Grouping

Grouping

Event

Sales

Event(s)

Applied Calendars: Selected (1)

Event Name X

Applied Calendars

8/27/2016 8:00 AM 8/27/2016 11:59 PM

Event Name X

Applied Calendars

8/20/2016 8:00 AM 8/20/2016 11:59 PM

Event Name X

Applied Calendars

8/19/2016 8:00 AM 8/19/2016 11:59 PM

Event Name X

Applied Calendars

8/12/2016 8:00 AM 8/12/2016 11:59 PM

Address Book

Settings Add Cancel

4. Select the status for your events. The *Next Available Tentative* option will assign each event a hold status based on what events are already booked on that day. For example, in our sample grouping the events on the 12th and 19th will be assigned a Granted Hold 1, but the events on the 20th and 27th will be assigned a Granted Hold 2 since there are already holds on those days.

The screenshot displays a calendar interface with a grid view on the left and a detailed event panel on the right.

**Calendar Grid:**

Friday	Saturday
5	6
	<b>Big Arena Concert</b> Arena 8:00 AM - 11:59 PM ○ Granted Hold 1
12	13
	<b>Big Arena Concert</b> Arena 8:00 AM - 11:59 PM ● Confirmed
19	20
	<b>Big Arena Concert</b> Arena 8:00 AM - 11:59 PM ○ Granted Hold 1
26	27
	<b>Big Arena Concert</b> Arena 8:00 AM - 11:59 PM ○ Granted Hold 1
2	3

**Event Details Panel (Right):**

- Event** / **Note** tabs
- Grouping** section:
  - My New Grouping
  - Grouping dropdown
  - Next Available Tentative
  - Confirmed
  - Next Available Tentative** (highlighted with an orange box)
  - Granted Hold 1
  - Granted Hold 2
  - Granted Hold 3
  - Pending Contract
  - Request for Hold
  - Blackout
  - In-House Event
  - Cancelled
- Event(s)** section:
  - Event Name: [Input field]
  - Applied: 8/20/2016 8:00 AM - 8/20/2016 11:59 PM
- Event** section:
  - Event Name: [Input field]
  - Applied: 8/19/2016 8:00 AM - 8/19/2016 11:59 PM
- Event** section:
  - Event Name: [Input field]
  - Applied: 8/12/2016 8:00 AM - 8/12/2016 11:59 PM
- Address Book** section
- Buttons: Settings, Add, Cancel

5. Select your event type.

*This list may be customized for your venue (certain accounts that are a part of a venue network may have restrictions).*

The screenshot displays a software interface for managing events. At the top, there are two tabs: 'Event' and 'Note'. Below them is a 'Grouping' section with a text input field containing 'My New Grouping', a 'Grouping' dropdown menu, and a 'Next Available Tentative' button. The main section is titled 'Event(s)' and features a dropdown menu for selecting an event type. The 'Concert' option, marked with a purple dot, is highlighted with an orange rectangular box. Other visible options include Ceremony, Church - Internal, Funeral, Meeting, Men's Club, Outside Corporate/NonProfit/Meet, Reception, Women's Club, Wedding, Convention, In-House, and Family Show. To the left of the dropdown, there are labels for 'Event', 'Applied', and a date '8/2'. Below the event type selection, there are two 'Event Name' input fields, each with an 'X' icon to its right. Under each name field is an 'Applied Calendars' section showing two date ranges: '8/19/2016 8:00 AM' to '8/19/2016 11:59 PM' and '8/12/2016 8:00 AM' to '8/12/2016 11:59 PM'. At the bottom of the interface is an 'Address Book' section. The footer contains three buttons: 'Settings', 'Add', and 'Cancel'.

6. Click on the button by *Applied Calendars*.

The screenshot shows a mobile application interface for creating an event. At the top, there are two tabs: "Event" and "Note". Below the tabs is a "Grouping" section with a text input field containing "My New Grouping". Underneath, there are three radio buttons: "Grouping", "Next Available Tentative", and "Concert". The "Event(s)" section contains a list of event entries. Each entry has an "Event Name" input field, an "Applied Calendars" label, and a button labeled "Selected (1)". The first entry's "Applied Calendars" button is highlighted with an orange box. Below the list, there is an "Address Book" section. At the bottom of the screen, there are three buttons: "Settings", "Add", and "Cancel".

Event Note

Grouping

My New Grouping

Grouping

Next Available Tentative

Concert

Event(s)

Applied Calendars: Selected (1)

Event Name X

Applied Calendars

8/27/2016 8:00 AM 8/27/2016 11:59 PM

Event Name X

Applied Calendars

8/20/2016 8:00 AM 8/20/2016 11:59 PM

Event Name X

Applied Calendars

8/19/2016 8:00 AM 8/19/2016 11:59 PM

Event Name X

Applied Calendars

8/12/2016 8:00 AM 8/12/2016 11:59 PM

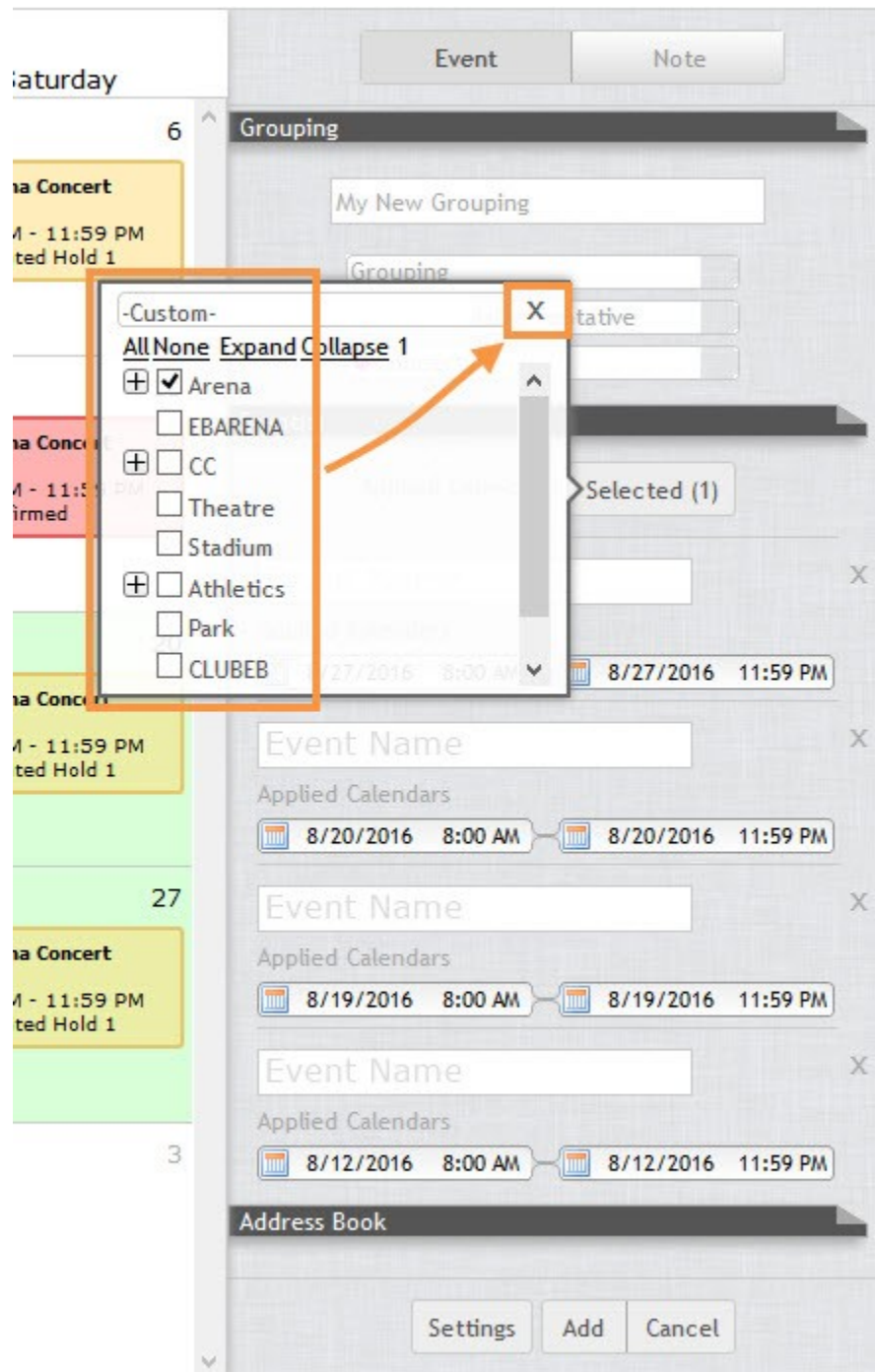
Address Book

Settings Add Cancel



7. In the popup box, confirm or change your calendar(s). Click the X in the right corner of the box to close the popup - your changes will be saved.

*You are able to set the default calendars for the Quick Add. [See this article.](#)*



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

Event

Note

Grouping

My New Grouping

Grouping

Next Available Tentative

Concert

Event(s)

Applied Calendars: Selected (1)

Concert Hold

X

Applied Calendars

8/27/2016 8:00 AM 8/27/2016 11:59 PM

Concert Hold

X

Applied Calendars

8/20/2016 8:00 AM 8/20/2016 11:59 PM

Concert Hold

X

Applied Calendars

8/19/2016 8:00 AM 8/19/2016 11:59 PM

Concert Hold

X

Applied Calendars

8/12/2016 8:00 AM 8/12/2016 11:59 PM

Address Book

+Add

Settings Add Cancel



9. Adjust the time or date(s) of your events as needed.

Event

Note

Grouping

My New Grouping

Grouping

☐ Next Available Tentative



☒ Concert

Event(s)

Applied Calendars: Selected (1)



Concert Hold X

Applied Calendars

 8/27/2016 8:00 AM  8/27/2016 11:59 PM



Concert Hold X

Applied Calendars

 8/20/2016 8:00 AM  8/20/2016 11:59 PM



Concert Hold X

Applied Calendars

 8/19/2016 8:00 AM  8/19/2016 11:59 PM

Concert Hold X

Applied Calendars

 8/12/2016 8:00 AM  8/12/2016 11:59 PM

Address Book

+Add

Settings Add Cancel

10. Click **+Add** to attach a contact (or contacts) from your address book, or create a new one.

For step-by-step instructions on adding a contact, [see this article](#).

The screenshot shows a mobile application interface for adding an event. At the top, there are two tabs: "Event" and "Note". Below the tabs is a "Grouping" section with a text input field containing "My New Grouping". Underneath this are three radio buttons: "Grouping", "Next Available Tentative", and "Concert". The "Event(s)" section follows, showing a list of events. Each event entry consists of a text input field containing "Concert Hold", a close button (X), and a section labeled "Applied Calendars" with two date and time slots. The events listed are for 8/27/2016, 8/20/2016, 8/19/2016, and 8/12/2016, all from 8:00 AM to 11:59 PM. At the bottom of the main content area is the "Address Book" section, which contains a "+Add" button highlighted by an orange box. The very bottom of the screen has three buttons: "Settings", "Add", and "Cancel".

11. Click *Add* at the bottom of the form to create your grouping and book your events.

The screenshot shows a mobile application interface for creating a grouping and booking events. At the top, there are two tabs: "Event" and "Note". Below the tabs is a section titled "Grouping" with a text input field containing "My New Grouping". Underneath this are three radio button options: "Grouping", "Next Available Tentative", and "Concert". Below the "Grouping" section is a section titled "Event(s)". This section has a label "Applied Calendars:" followed by a button labeled "Selected (1)". There are four event entries, each with a text input field containing "Concert Hold" and a close button "X". Each entry also has a label "Applied Calendars" and a date range with a calendar icon. The date ranges are: 8/27/2016 8:00 AM to 8/27/2016 11:59 PM, 8/20/2016 8:00 AM to 8/20/2016 11:59 PM, 8/19/2016 8:00 AM to 8/19/2016 11:59 PM, and 8/12/2016 8:00 AM to 8/12/2016 11:59 PM. Below the event entries is a section titled "Address Book" with a "+Add" button. At the bottom of the form are three buttons: "Settings", "Add", and "Cancel". The "Add" button is highlighted with an orange border.

Event Note

Grouping

My New Grouping

Grouping

Next Available Tentative

Concert

Event(s)

Applied Calendars: Selected (1)

Concert Hold X

Applied Calendars

8/27/2016 8:00 AM 8/27/2016 11:59 PM

Concert Hold X

Applied Calendars

8/20/2016 8:00 AM 8/20/2016 11:59 PM

Concert Hold X

Applied Calendars

8/19/2016 8:00 AM 8/19/2016 11:59 PM

Concert Hold X

Applied Calendars

8/12/2016 8:00 AM 8/12/2016 11:59 PM

Address Book

+Add

Settings Add Cancel

12. Your grouping is created and your events are booked.

