

Adding Space to an Existing Event or Sub-Event

Updated: April 22, 2015

If you have already created an event and find that you need to add additional spaces to it, you are able to do so using the *Spaces Used* tab.

*You can also add space to an existing sub-event. Be sure to follow the directions below to add the space to the main event **first**, then follow the same directions on the sub-event level.*

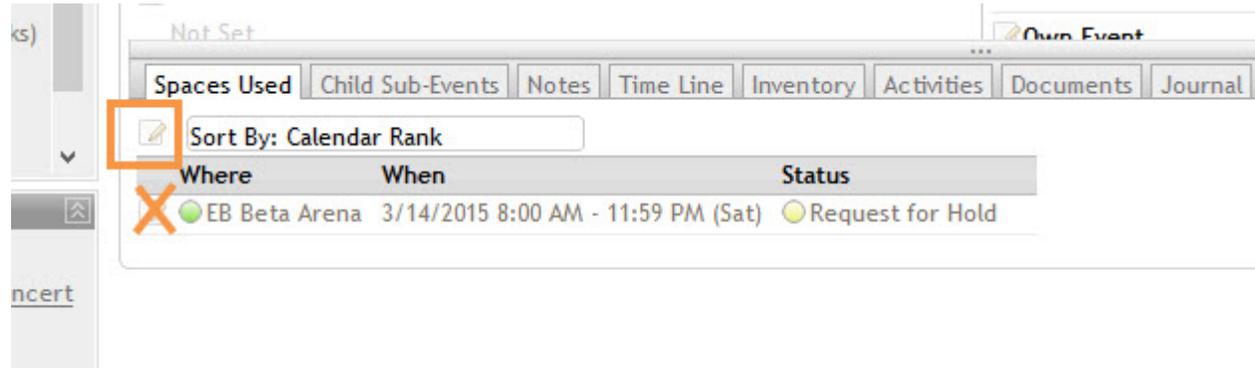
1. Go to the event details page for your event.
2. Most items have the edit ("paper and pencil") icon next to them, but *Where* may not. If it doesn't, go to the *Spaces Used* tab.

Note: Your tab may be called Spaces Booked, and your tabs may be in a different order than the screenshots below.

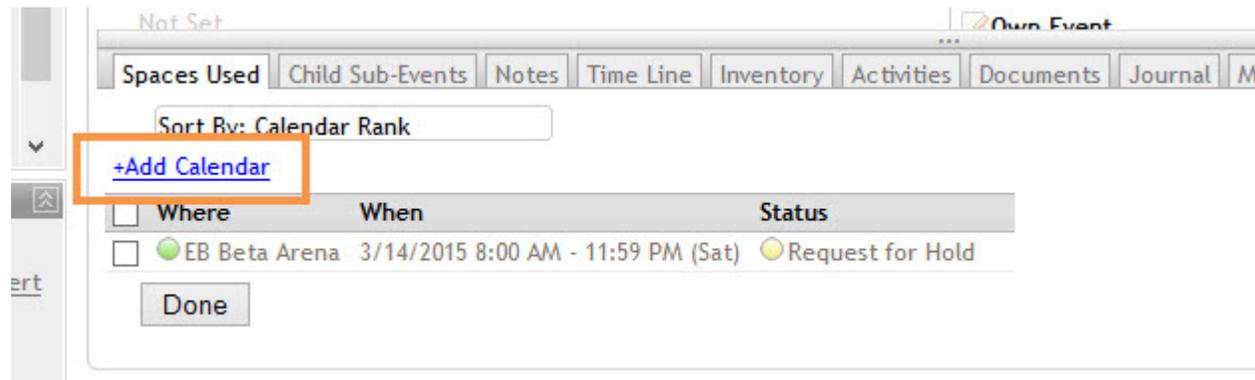
The screenshot displays the event details for 'White Day' (id=803767). The 'Where' field is highlighted with an orange box and contains 'EB Beta Arena'. An orange arrow points from this box to the 'Spaces Used' tab, which is also highlighted with an orange box. The 'Spaces Used' tab is active, showing a table with columns 'Where', 'When', and 'Status'. The table contains one entry: 'EB Beta Arena' for the date '3/14/2015 8:00 AM - 11:59 PM (Sat)' with a status of 'Request for Hold'. Other tabs visible include 'Child Sub-Events', 'Notes', 'Time Line', 'Inventory', 'Activities', 'Documents', 'Journal', and 'M'. The 'Event Name' is 'White Day', 'When' is '3/14/2015 8:00 AM - 11:59 PM (Sat)', 'Status' is 'Request for Hold', and 'Event Type' is 'Not Set'. The 'Fac Name' and 'Decision Date' are also 'Not Set'. The right sidebar shows 'Showtimes' with a start time of '3/14/2015 (Sat) 8:30', and other fields like 'Company', 'Contact(s)', 'Sales Manager', 'Event Coordinator', and 'Event Revenue' are all 'None' or 'Not Set'.

Where	When	Status
EB Beta Arena	3/14/2015 8:00 AM - 11:59 PM (Sat)	Request for Hold

3. Click the edit icon next to *Sort By*.

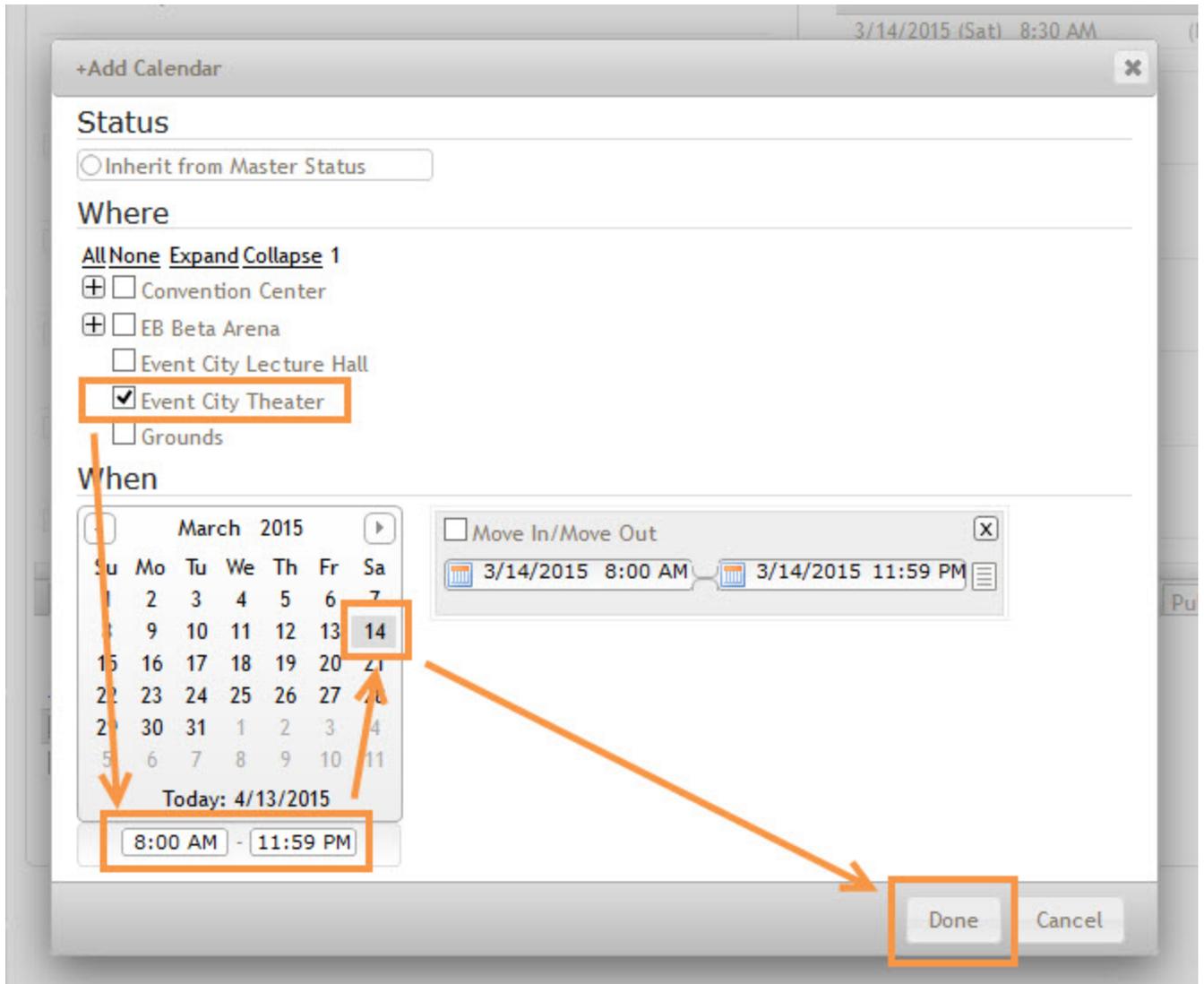


4. Click *Add Calendar*.



5. In the dialogue box:

- Leave the status as *Inherit from Master Status*. This ensures the status for this space will always match the status of the event.
- Choose your additional space(s).
- Adjust the time (if necessary) and click the date(s) of your event. The date and time should match the date and time of the event. *See note below!*
- Click *Done*



6. The additional space has now been added to the event.

The screenshot displays the 'White Day : Event (id=803767)' details in a software interface. The main panel shows the following information:

- Event Name:** White Day
- Where:** EB Beta Arena, Event City Theater
- When:** 3/14/2015 8:00 AM - 11:59 PM (Sat) (with links for Move and View Calendar)
- Status:** Request for Hold
- Event Type:** Not Set
- Fac Name:** Not Set
- Decision Date:** Not Set

On the right side, there are additional fields:

- Showtimes:** Start 3/14/2015 (Sat) 8:00 AM
- Company:** None (+Add)
- Contact(s):** None (+Add)
- Sales Manager:** Not Set
- Event Coordinator:** Not Set
- Event Revenue:** -
- Own Event:** (checkbox)

Below the main details is a navigation bar with tabs: Spaces Used, Child Sub-Events, Notes, Time Line, Inventory, Activities, Documents, Journal. Below the navigation bar is a 'Sort By: Calendar Rank' dropdown and a table of spaces used for the event.

Where	When	Status	
EB Beta Arena	3/14/2015 8:00 AM - 11:59 PM (Sat)	Request for Hold	X
Event City Theater	3/14/2015 8:00 AM - 11:59 PM (Sat)	Request for Hold	X

Important Notes

- If you add space to an event and the date/time do not match, the event's date and time will be updated to include it.

For example: if an event is from 7:00-10:00 PM and you add a space from 8:00 AM to 11:59 PM, the time of the event will be expanded to the latter.

- DO NOT use this feature to book multiple or recurring events. If you use the *Spaces Used* tab to book multiple events, your avails will not display properly and your reports will not contain accurate information.

For example: if you have games in the Arena on the 14th, 17th, and 19th, do not use the Spaces Used tab to add the Arena on those three dates to the event. Each game should be its own separate event which can then be included in a grouping (See [Moving an Event Into a Grouping](#) and [All About Groupings](#)).