EventBooking.com Glossary

ABObject: A technical term used to refer to unique "objects" in the address book, identified in the program as people, companies, venues, and artists.

Account: An invoiced client of EventBooking.com.

Activity: An assigned task in the program that you can set to send you an e-mail reminder when a task is due. You can also assign activities to other program users.

Artist (Address Book): In the address book, an artist refers to talent or entertainment that puts on a show. Other address book objects include person (or "contact"), company, and venue.

Avails: A report showing which spaces in a calendar/venue have been reserved or have holds placed on them, and which days and times are still available. The avails report can be customized to show the name, type, and status of an event; the event type and status; status only; or nothing.

Avails (new!): A feature that allows a user to send customized calendar avails reports to contacts.

Avails (Daily Notes): Avails notes on the calendar views are included in the calendar output when you e-mail avails to someone. The other two types of daily notes are internal and public.

Avails Display: When you send limited information to a client about your availability, Avails Display determines what the client will know about the event. This may include the name, type of event, status (color only) or nothing at all (the event is invisible).

Blackout: A gray status indicating that a space in a building or on an artist calendar is not available. This status is often used to indicate building maintenance or vacation days.

Break Months: In reports or calendar view grids, this places a white-space division between the end of one month and the beginning of the next month.

Calendar: A bookable space in EventBooking.com. Calendars can be representative of venues, spaces within venues, promoters, artists, or tours.

Calendars Booked Tab: Often renamed "Spaces Used" or "Locations," this tab located on the event details page allows a users to change the calendars (may be venues, spaces, locations, or people) for an event or a sub-event.

Category: Within inventory, categories are where resource items are stored/located. Categories can also group other subcategories.

Child (Event): A hierarchical term for events in relation to each other. In the standard set-up, an event is the child of a grouping, and a sub-event is the child of an event. An event may or may not have children.

Company: An EventBooking.com grouping of users who share an address book, calendars, and can assign tasks to one another.

Company (Address Book): In the address book, a company is usually a corporation or business. Other address book objects include person (contact), venue, and artist.

Conflict Checker: A feature to alert and/or prevent two events from being booked in the same calendar at the same time.

Custom Form: A formatted document that pulls data from the EventBookig.com program for one event.

Discount: Within inventory, a percentage-based reduction in price from resource items assigned to an event (such as a 15 percent early-bird discount).

Data Source: In reports, the data source tells the report whether it needs to base the report off events, inventory items, event notes, or avails settings (to name a few).

Daily Note: Text typed on a calendar view. There are three types of daily notes: (1) Internal – can be seen by calendar users only, (2) Public – displayed on the publicity calendar and on the internal calendar, (3) Avails – displayed on the internal calendar and on the e-mail avails report.

Date Picker: The miniature calendar grid in the upper left corner of the calendar views that allows you to select the date, month, and year you want to view. Date pickers appear in other parts of the program as well, such as reports, add event forms, and event details pages.

EB Network: Expected debut in 2010. Venues, artists, and promoters will be able to communicate and share information in a user controlled, spam-free network.

Event: An event (1) reserves space on a calendar (2) has one event details page, and (3) has a one overall status (i.e. confirmed, cancelled, etc.) An event is the child of a grouping and the parent of a sub-event.

Event Bin: A mass-editing tool for events. Clicking the bin icon on the upper-right corner of an event details page places an event "in the bin" where it can be mass-edited along with other events.

Event Levels: Grouping (level 0), event (level 1), and sub-event (level 2) are the standard event levels. (Fall Weddings is an example of a grouping, Smith Wedding is an example of an event, and Smith Ceremony and Smith Reception are examples of sub-events.) Sales opportunity is an event level by itself that can be converted to an event (level 1).

Fields: In reports, fields refers to the pieces of information you can include in your report (such as event type or contact phone number).

Grouping (Event Family): A group of related events. A grouping is the parent of an event, and the grandparent of a sub-event. In the EventBooking.com Classic application, a grouping was referred to as a "Booking."

Grouping (Reports): Headings in reports that sub-divide information (such as "Group first by date, then group by sales manager").

History: A feature under reports that lists the actions taken by users in the program.

Hover (Calendar Views): Refers to the information pop-up that appears when you place your mouse over the name of an event on the calendar view. The hover displays basic event information. It can be turned on or off with display options.

Internal (Daily Notes): Internal notes on the calendar views are visible to all program users with permission to view the calendars. The other two types of daily notes are public and avails.

Inventory: A pro/enterprise module for tracking resources and pricing and assigning resources to events.

Media: External files uploaded to the program, such as images, PDFs, and Word Documents.

Move In/Move Out: The part of an event that reserves a calendar space for set-up and tear-down, but is not within the time span of the main event itself.

Parent: A hierarchical term associated with the parent-child relationship. In events, a grouping is the parent of an event. An event is the parent of a sub-event. In the address book, if you place three contacts under a company that they all belong to, the company would be the "parent" of the contacts.

Permissions: Restrictions and add-ons that control what an EventBooking.com user can see and do in the program.

Person (Address Book): In the address book, a person is a specific human being, also referred to as a contact. Users in your EventBooking.com account are automatically classified in the address book as "people." The other address book objects are company, venue, and artist.

Parent (Event): A hierarchical term for events in relation to each other. In the standard set-up, a grouping is the parent of an event, and an event is the parent of a sub-event. An event may or may not have a parent.

Parent (Address book): A hierarchical term for address book objects in relation to each other. Usually if you are adding a contact, the parent is the company that the contact works for.

Public (Daily Notes): Public notes on the calendar views display on your add-on publicity calendar online (if you have one with EventBooking.com). The other two types of daily notes are internal and avails.

Record ID: The database assigns each of your events a unique record ID, (such as 132401). You can see the record ID listed for each event on the event details page, or with calendar display options.

Referral: Part of the corporate enterprise solution, this feature allows on users to refer an opportunity for business to other users in the corporation, who can then convert the referral to a sales opportunity.

Report: Aggregated information from multiple events in a formatted output.

Sales: An event level separate from groupings, events, and sub events. Sales opportunities/leads can be displayed on the regular calendar views. Sales can also be converted to events.

Service Charge: Within inventory, a percentage-based charge added to resource items assigned to an event (such as 20% gratuity).

Set: Within inventory, sets group categories.

Shadow Up: When an event covered by a "smoke screen" on the calendar views indicates that a child calendar has an event booked that may affect the availability of the parent calendar(s) you are viewing.

Shadow Down: When an event covered by a "smoke screen" on the calendar views indicates that a parent calendar has an event booked that may affect the availability of the child calendar(s) you are viewing.

Show Today Initially: A display option on the calendar views that will take you to the current date as soon as you log in. (By default the program takes you to the date you were last viewing.)

Status: Event designation that describes whether an event has been requested, confirmed, cancelled, is pending, or is a granted hold or blackout on the calendar. Many EventBooking.com clients also designate custom statuses.

Status Rank: 1 - blackout, 2 - confirmed, 3 - pending, 4 - tentative

Sub-Event: A sub-event (1) has its own event details (2) typically uses space reserved by its parent event. A sub-event is the child of an event and the grandchild of a Grouping.

Tag: A label that can be applied to an event. "Concert" is an example of an event type tag.

Tag Group: A group of labels that can be applied to events. An example is "Event Type." Tag groups can also be used to color the calendars and filter report outputs, alerts, and the Upcoming Events widget.

Tuple: A single data item (such as Event Name) that can pulled into a custom form or a report.

User: In EventBooking.com, a user has (1) a unique username (2) a password (3) permission to log in and do or see something within the EventBooking.com program.

User Management: A page that allows system administrators to update user information and send/change user passwords.

Units: Within the inventory module, a unit specifies the increment that a client is being charge for (such as an hour, a day, per person, one, or one dozen).

Venue: A building or a physical location where events take place.

Venue (Address Book): In the address book, a venue is a building or a physical location where events take place. The other address book objects are person, company, and artist.

Where Details: Display option on the calendar views that, if checked, lists multiple calendars booked by name (i.e. Arena, Theatre). If this open is unchecked, the program will summarize more than one calendar (i.e. 2 Calendars).

Widget: Located on a user's homepage, widgets are small display panels that can be customized by individual users. Corporate widgets display company-wide information; news widgets display industry news; referrals, sales, upcoming events display information within the program; the task and event search widgets perform program function;, and HTML widgets can be customized to display text, links, images, and checklists.