

Sending an Avails Link

Updated: August 21, 2014



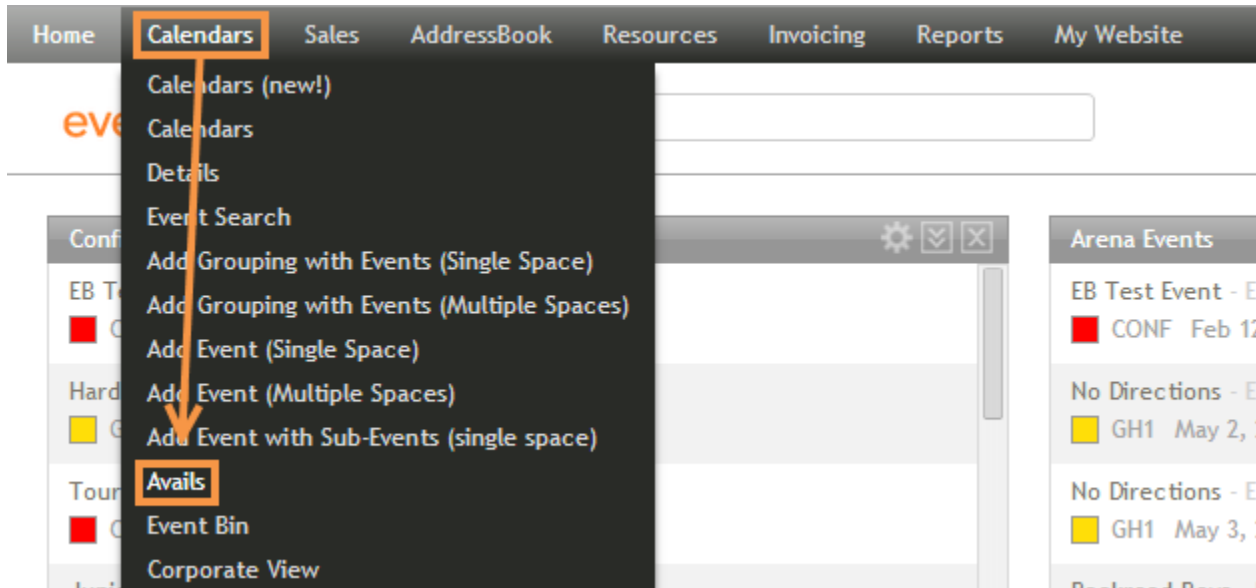
Avails let you show a potential client or promoter your availability without revealing privileged information about specific events or clients. When sending an avails report, the *Generate Link* option allows you to send the avails from your own email account, reducing the risk that the message sent from EB will be flagged as spam. *Generate Link* also allows recipients to view your avails report as a web page, removing the difficulties of viewing through email.

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Sending an Avails Link

1. Hover over **Calendars**.
2. Click **Avails**.



3. Select your avails preset from the drop-down menu.

E-mail Avails

[Send](#)[Generate Link](#)

Select Preset:

- Avails Monthly (Event)
- Avails Monthly (Event)
- Avails Side-by-Side (Event, Sales)
- List Avails



To:

[+ Add Another Contact](#)[Clear](#)☒ Send me a copy

Subject:

Typically, a venue will have a calendar avails report and a side-by-side avails report.

[View PDF](#)

EB Beta Arena						
January 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 	2 Granted Hold 1	3	4 Granted Hold 1	5
		New Year's Day				
6	7 Granted Hold 1	8	9	10 Confirmed	11 Confirmed	12 Confirmed
13 Confirmed	14	15 Blackout	16 Blackout	17 Blackout	18 Granted Hold 3	19 Granted Hold 3
20 Granted Hold 3	21 Granted Hold 3	22 Granted Hold 3	23	24 	25	26

Calendar Avails Example

[View PDF](#)

Dates	Venue(s)		
	Convention Center	EB Beta Arena	Grounds
	Avails	Avails	Avails
1/1/2013 Tuesday	Pending		
1/2/2013 Wednesday	Pending	Granted Hold 1	Confirmed
1/3/2013 Thursday	Pending		
1/4/2013 Friday		Granted Hold 1	Confirmed
1/5/2013 Saturday			
1/6/2013 Sunday			Granted Hold 1
1/7/2013 Monday		Granted Hold 1	
1/8/2013 Tuesday			
1/9/2013 Wednesday	Pending		Confirmed
1/10/2013 Thursday	Pending	Confirmed	
1/11/2013 Friday	Pending	Confirmed	Confirmed
1/12/2013 Saturday		Confirmed	
1/13/2013 Sunday		Confirmed	Granted Hold 1
1/14/2013 Monday			
1/15/2013 Tuesday		Blackout	

Side-by-Side Avails Example

- Select a calendar shortcut from the drop-down or check the calendars you would like to be included in the avails report.

Select Calendars:

My Shortcuts [edit](#) [memorize](#)

Arena

☐ All

[Expand All](#) [Collapse All](#)

- ☐ Convention Center
- ☒ EB Beta Arena
- ☐ Event City Lecture Hall
- ☐ Event City Theater
- ☐ Grounds

[+ Add Another Cor](#)

☒ Send me a copy

Subject:

Message:

[View PDF](#)

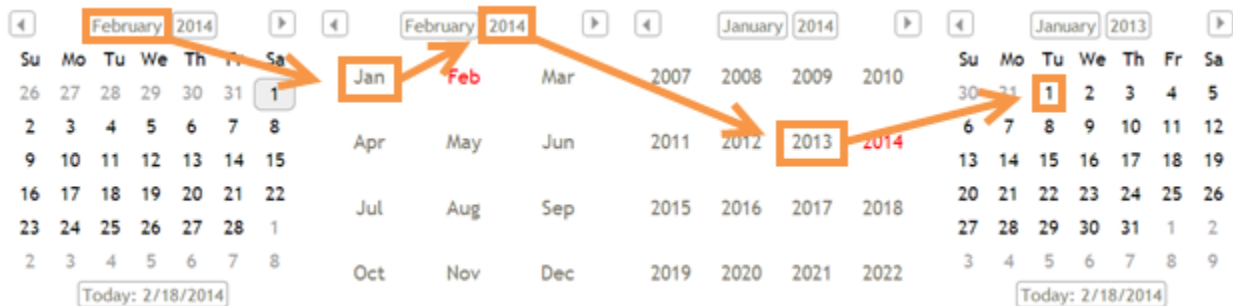
[Refresh](#)

- Set the date range by typing the dates directly into the fields, or click the calendar icon and pick them from the visual menu.

Select Date Range:

From: 2/1/2014

To: 2/28/2014



6. Click **Refresh HTML Preview**.
7. Enter at least a subject.
Note: Your subject will appear on the generated avails page.
8. Click **Generate Link**.

The screenshot shows a web form for generating an avails link. At the top, there are two buttons: 'Send' and 'Generate Link'. Below them is a 'To:' field with a search icon. Underneath the 'To:' field are two buttons: '+ Add Another Contact' and 'Clear'. Below these is a checkbox labeled 'Send me a copy' which is checked. Below the checkbox is a 'Subject:' field with the text 'Example Subject'. Below the 'Subject:' field is a 'Message:' field. Below the 'Message:' field is a 'View PDF' button. To the right of the 'View PDF' button is a red button labeled 'Refresh HTML Preview'. An orange arrow points from the 'Generate Link' button to the 'Subject:' field. Another orange arrow points from the 'Refresh HTML Preview' button to the 'Subject:' field.

9. You now have the option to either:
 - a. Copy and paste the link into your email, or
 - b. Click **link** to bring up a new email in your default mail client that will have your avails link and other information from EventBooking already entered.

The screenshot shows a dialog box titled 'Avails'. Inside the dialog box, there is an orange circle with a white exclamation mark. To the right of the circle is the text 'Copy and paste this url in your email...'. Below this text is a text box containing the URL 'http://go.eventbooking.com/DispatchView.aspx?wl=48A8D.689218B7'. Below the text box is the text 'Or click this link'. The word 'link' is highlighted with an orange box. In the bottom right corner of the dialog box is an 'OK' button.

Following the link will take the recipient to a page similar to the one shown below.

Note: This web page will **not** update automatically. When changes are made to your calendar, a new avails report must be sent out in order to include the latest updates.

- From: John Doe
- Date: Thursday, March 20, 2014 12:00:32 PM
- Subject: Example Subject



Event City, ST
EB Beta Company
 Capacity: 15,000
 Janed Doe -123-456-7890

EB Beta Arena

January 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Granted Hold 1	3	4 Granted Hold 1	5
		New Year's Day				
6	7 Granted Hold 1	8	9	10 Confirmed	11 Confirmed	12 Confirmed
13 Confirmed	14	15 Blackout	16 Blackout	17 Blackout	18 Granted Hold 3	19 Granted Hold 3
20 Granted Hold 3	21 Granted Hold 3 Martin Luther King Jr. Day	22 Granted Hold 3	23	24 Birth of the Prophet	25	26
27	28	29	30	31		