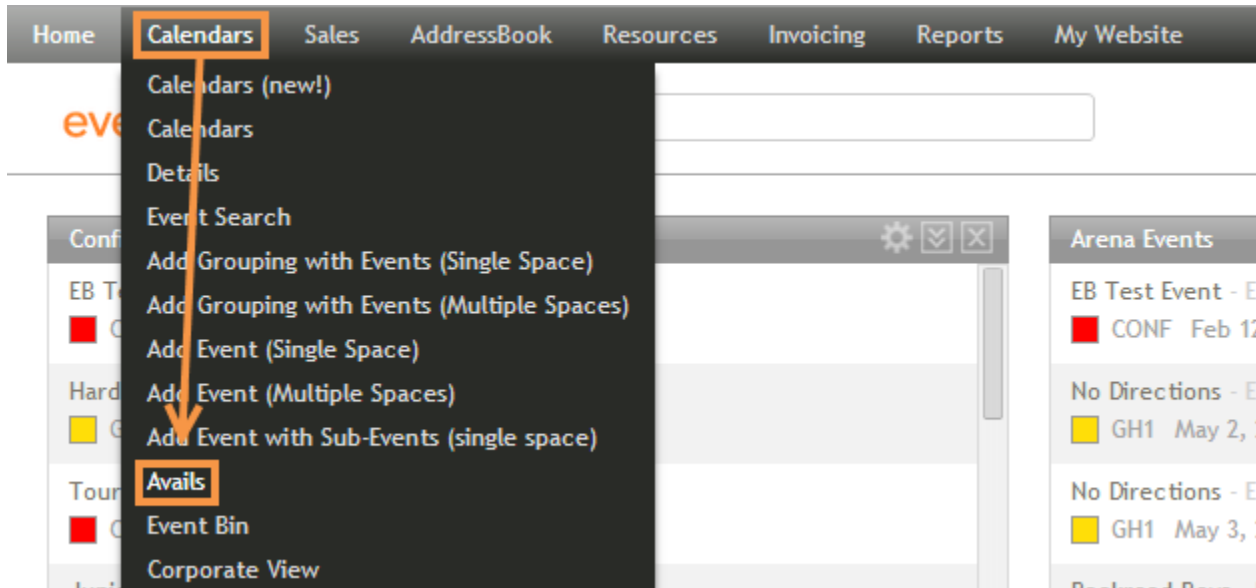# Sending an Avails Link

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.

Contents

Sending an Avails Link

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

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

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	3	4	5
		New Year's Day	Granted Hold 1		Granted Hold 1	
6	7	8	9	10	11	12
	Granted Hold 1			Confirmed	Confirmed	Confirmed
13	14	15	16	17	18	19
Confirmed		Blackout	Blackout	Blackout	Granted Hold 3	Granted Hold 3
20	21	22	23	24	25	26
Granted Hold 3	Granted Hold 3	Granted Hold 3				

Calendar Avails Example

View PDF

	Venue(s)		
	Convention Center	EB Beta Arena	Grounds
Dates	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

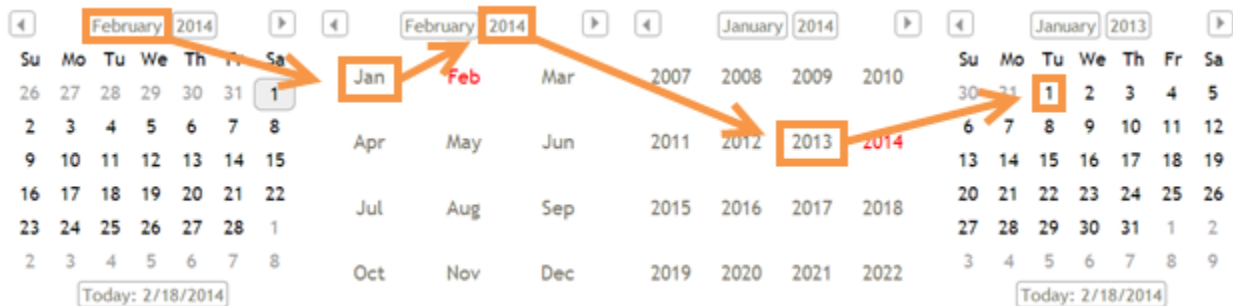4. Select a calendar shortcut from the drop-down or check the calendars you would like to be included in the avails report.

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

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**.

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.

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

eventbooking.com

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 New Year's Day	2 Granted Hold 1	3	4 Granted Hold 1	5
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		