

Status and Avails

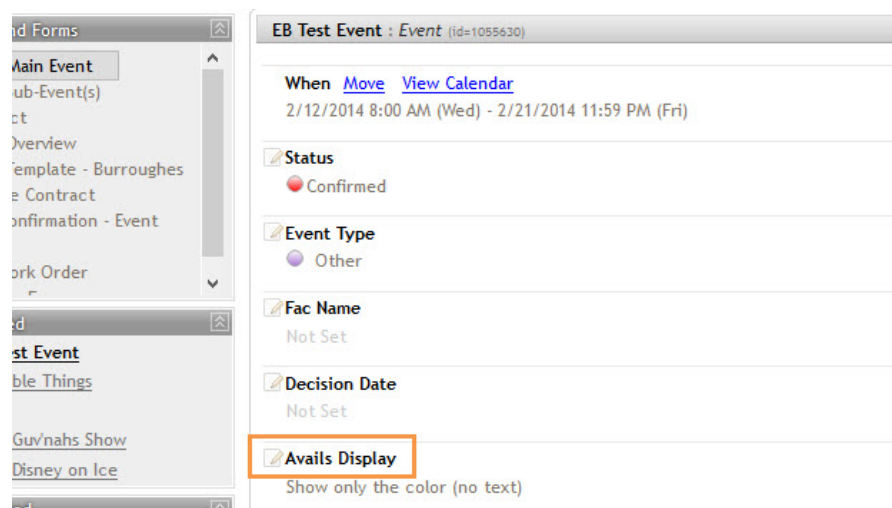
Updated: March 12, 2015

EventBooking provides an easy way to provide your avails calendar to promoters and agents you work with. Events with Tentative, Pending, Confirmed, and Blackout statuses will be shown on your avails reports.

Each account has a default setting for how each status will display on the avails. The options for each status are:

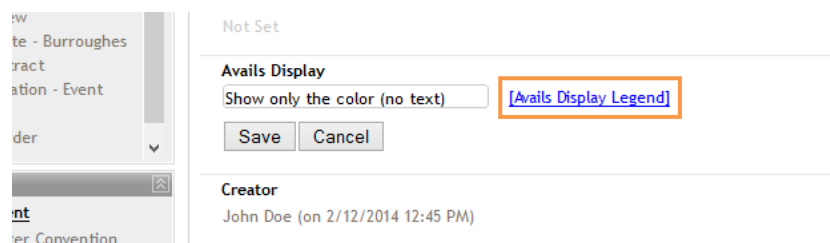
- Show the event type (along with color)
- Show the event name (along with color)
- Show only the color (no text)
- Show nothing (no color, no text)

To see what your account's default avails settings are, go to any event's details page and click the paper/pencil icon by *Avails Display*.



The screenshot shows the 'EB Test Event : Event (id=1055630)' details page. On the left is a sidebar with a menu containing 'Main Event', 'Sub-Event(s)', 'Contract', 'Overview', 'Template - Burroughes', 'Contract', 'Confirmation - Event', 'Work Order', and 'Add'. Below the menu are links for 'Add Event', 'Available Things', 'Guv'nahs Show', 'Disney on Ice', and 'Add'. The main content area shows event details: 'When' (2/12/2014 8:00 AM (Wed) - 2/21/2014 11:59 PM (Fri)) with 'Move' and 'View Calendar' links; 'Status' (Confirmed); 'Event Type' (Other); 'Fac Name' (Not Set); 'Decision Date' (Not Set); and 'Avails Display' (Show only the color (no text)). The 'Avails Display' section is highlighted with an orange box.

Click the blue *Avails Display Legend* link.



The screenshot shows the 'Avails Display' settings dialog box. On the left is a sidebar with a menu containing 'Contract', 'Confirmation - Event', 'Work Order', and 'Add'. Below the menu are links for 'Add Event', 'Available Things', 'Guv'nahs Show', 'Disney on Ice', and 'Add'. The main content area shows the 'Avails Display' settings: 'Show only the color (no text)' (selected) and a blue link '[Avails Display Legend]' (highlighted with an orange box). Below the settings are 'Save' and 'Cancel' buttons. The 'Creator' section shows 'John Doe (on 2/12/2014 12:45 PM)'.

You will be able to view a chart showing the default avails display for each status.

Avails Display Legend				
	Tentative	Confirmed	Blackout	Pending
Arena	Show only the color (no text)	Show the event name (along with color)	Show only the color (no text)	Show only the color (no text)
Arena Floor	Show only the color (no text)	Show the event name (along with color)	Show only the color (no text)	Show only the color (no text)
Restaurant	Show only the color (no text)	Show the event name (along with color)	Show only the color (no text)	Show only the color (no text)

In certain cases, you may wish to have an event show in a different way than how your account default is set. To update an individual event's avails display, please see [this article](#).