

# All About Status

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Every event has a *status*. An event's status describes whether it has been requested, confirmed, cancelled, is pending, is a granted hold or a blackout. The status lets everyone know at a glance where an event is in the booking process. An event's status also lets the EventBooking conflict checker know how to react if another event is requested at the same time and in the same space.

You are able to customize the statuses on your account to fit your building and your workflow. All statuses will be in one of several categories that trigger different behaviors in EB.

**Request for Hold:** A request for hold is simply that - a request. No hold is granted, and no space is held. The conflict checker ignores requests.

**Tentative:** Tentative statuses are "granted hold" statuses. You are able to have multiple tentative statuses on the same date, but they will have a priority order (granted hold 1, granted hold 2, etc).

The Next Available Tentative status will add a tentative status on a date in the next available priority. This is especially useful if you are adding a group of holds where some of the dates already have holds on them.

*Please note: If you release a Granted Hold 1, you will need to bump up any other holds on that date - they will not move up automatically. Auto-promotion of holds is a much-requested feature that we have considered but will not be implementing at this time.*

**Pending:** A pending status can be used if, for example, you've sent a contract and are awaiting a reply. The conflict checker will not allow a tentative event to be placed on a date where there is already a pending event.

**Confirmed:** Confirmed events are definite events, and the conflict checker will not allow any other events to be placed in that place at that time.

**Cancelled:** Changing an event's status to Cancelled will release the space that it is booked in. Rather than deleting an event that has been cancelled or a hold that has been released, using a cancelled status will allow you to have the historical record of the event or hold.

**Blackout:** Blackout statuses are used to show dates where your building cannot be booked. The conflict checker will not allow you to book events when there is already a blackout.

**Inherit from Master Status:** Inherit from Master Status is used when you are creating events or booking space within an event family. For example:

- If you have events in a grouping and all the events should have the same status, set the event status as Inherit. You are then able to set and update the status as Granted Hold, Confirmed, etc at the Grouping level. The events will always match the grouping.
- If you have a single event which you add additional spaces to using the "Spaces Used" tab, be sure to set the status on the space as Inherit. This ensures that the status on the spaces will update as you update the status of the event.