

# Booking Events in EB

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Your events are the foundation of your EventBooking account. An event can be a game, concert, play, convention, meeting, etc. Events can be on a single date or span multiple dates.

In addition, your event can be a single, stand-alone event (Event), one of a series of related or repeating events (Grouping with Events), or a conference made up of many functions (Event with Functions/Sub-Events).

*Orange, underlined links will take you to additional information on our helpdesk.*

## Single Events

If you have a single, stand-alone event, you are able to easily book it two different ways: using the *Add Single Event* form or using the *Quick Add* on the monthly calendar.

Each method has its advantages: using the *Add Single Event* form will allow you to include additional information about your event as you are adding it, while the *Quick Add* allows you to view your calendar as you are adding dates. Depending on your venue and on the event, you may find that you come to prefer one method over the other. For step-by-step directions on each method, see the articles below:

- [Adding an event using the \*Add Single Event\* form](#)
- [Adding an event using the \*Quick Add\*](#)

## Events with Functions/Sub-Events

For conferences, conventions, and similar events you will often need to add detailed information for each space for each day of an event. You are able to add that information specifically to each space by creating a *function* (or *sub-event*) for each space for each day. This will allow you to add information specific to that space such as room setup, resources (e.g. tables, chairs, AV equipment, etc), food and beverage, and notes. You will be able to have a timeline for each function, that will populate on the main event timeline as well.

To book an event with functions, use the *Add Event with Functions* form. For step-by-step instructions, [see this article](#).

You may need to book the event before you know enough to create the functions. In this case, you would book your event with the *Add Single Event* Form and add your functions later. For instructions how to add functions to an event, [see this article](#).

## Groups of Related or Repeating Events

When you have a series of events that are related or that repeat, EB allows you to group these events into a *Grouping*. For instance, your resident sports team's season would be a *grouping* of their games (each one an *event*). Multiple concert holds (each one an *event*) would be created in a *grouping*. Groupings have also been used by clients for monthly meetings, regular exercise classes, etc.

### Why would you group your events?

- **Hold Multiple Dates:** Groupings of holds allow you to quickly book multiple dates, each with a separate hold. The grouping ties the holds together with the same agency/promoter. By booking a grouping of holds using the *Next Available Tentative* status, each hold retains its own status and is booked to the highest option available depending on whether or not existing holds exist on the date.
- **Organization and Mass Editing:** Groupings allow you to conveniently organize related events into the same family, keeping things all in one place and easier to identify and manage. By placing related events in a grouping, you gain access to a host of mass editing functionality for the entire group while each event retains independent entities and attributes.
- **Reporting and Form Generation:** Using a grouping allows the system to report on the grouping as a whole rather than just each individual event. It also allows contracts and forms to be generated over the entire grouping for multiple show dates, an entire sports season, or recurring events.

### How do you book events in groupings?

You are able to create a grouping and add events via the *Add Grouping with Events* form or via the *Quick Add*. Once again, using the add form will allow you to include additional information as you add the grouping; the Quick Add will allow you to view your calendar as you add your events. For step-by-step directions on both methods, see the articles below:

- [Adding a grouping via the Add Grouping with Events form](#)
- [Adding a grouping via the Quick Add](#)

### But I've already created my events! Can I add them to a grouping?

Yes, you can! [See this article for instructions.](#)