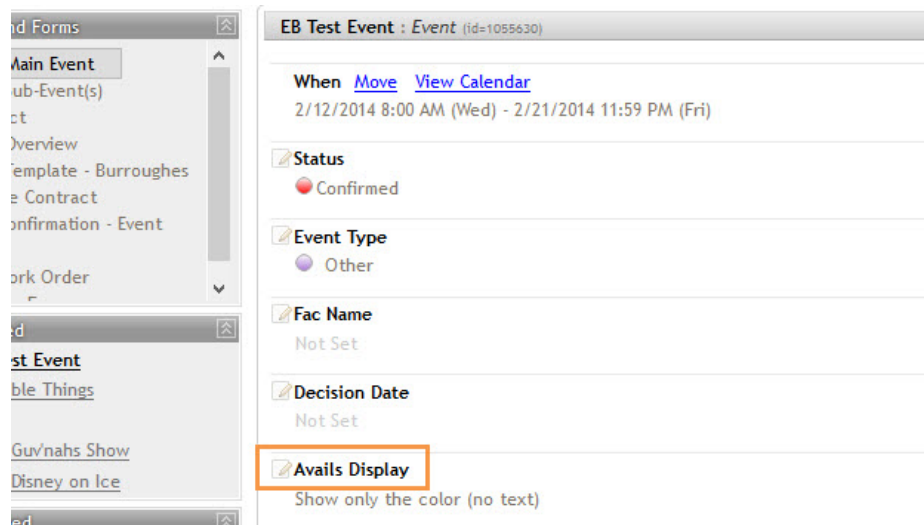


Changing How an Individual Event Shows on Your Avails

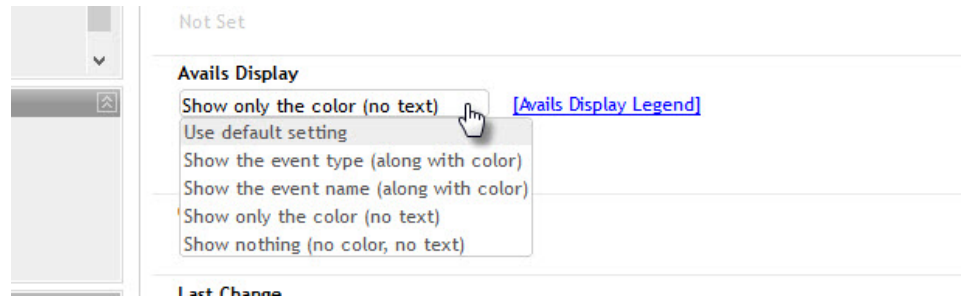
Updated: March 12, 2015

Each EventBooking account has a default setting for how an event will show on your avails report, depending on the event's status. In certain cases, you may wish to have an event show in a different way than how your account default is set.

To change how an event displays on your avails, go to the event details page and click on the paper/pencil icon by *Avails Display*.



Click in the box to display all the options.



Click on the option you would like, and then click Save.

