

# Sending an Avails Email

Updated: August 21, 2014



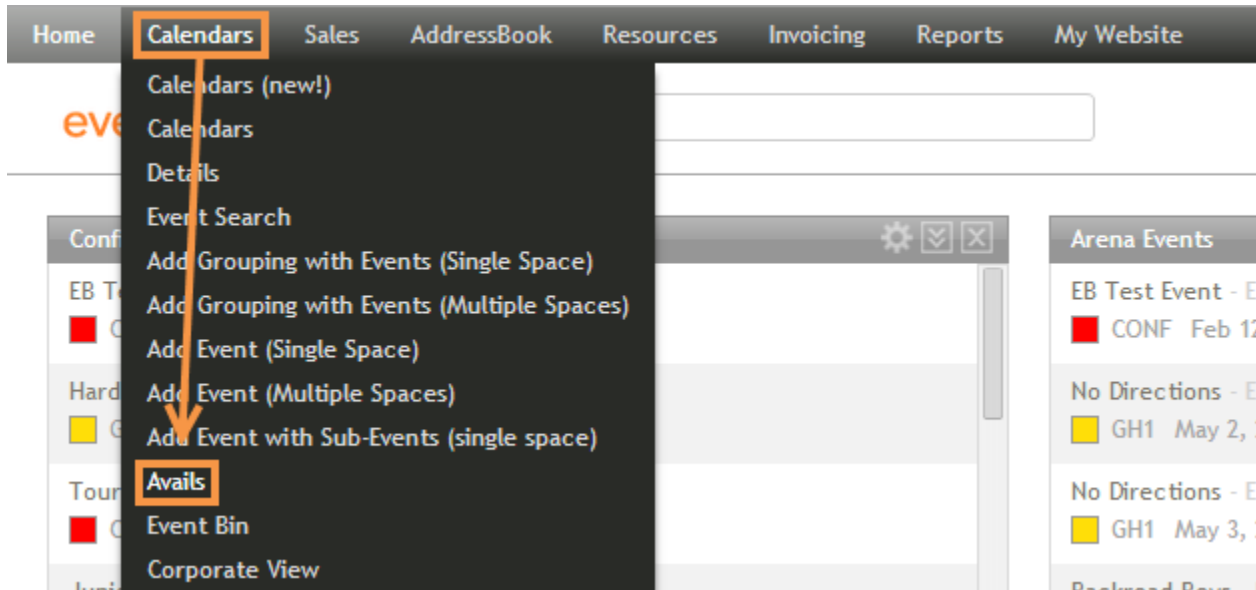
Avails let you show a potential client or promoter your availability without revealing privileged information about specific events or clients. This tutorial will walk you through sending an avails email directly through EventBooking.

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## Sending an Avails Email

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



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

### E-mail Avails

Select Preset:

- Avails Monthly ( Event )
- Avails Monthly ( Event )
- Avails Side-by-Side ( Event, Sales )
- List Avails

To:

Send me a copy

Subject:

Typically, a venue will have a calendar avails report and a side-by-side avails report.

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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	22 Granted Hold 3	23	24	25	26

Calendar Avails Example

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Dates	Venue(s)		
	Convention Center	EB Beta Arena	Grounds
Avails	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.

**Select Calendars:**

My Shortcuts [edit](#) [memorize](#)

Arena

All

[Expand All](#) [Collapse All](#)

- Convention Center
- EB Beta Arena
- Event City Lecture Hall
- Event City Theater
- Grounds

+ Add Another Cor

Send me a copy


Subject: \_\_\_\_\_


Message: \_\_\_\_\_

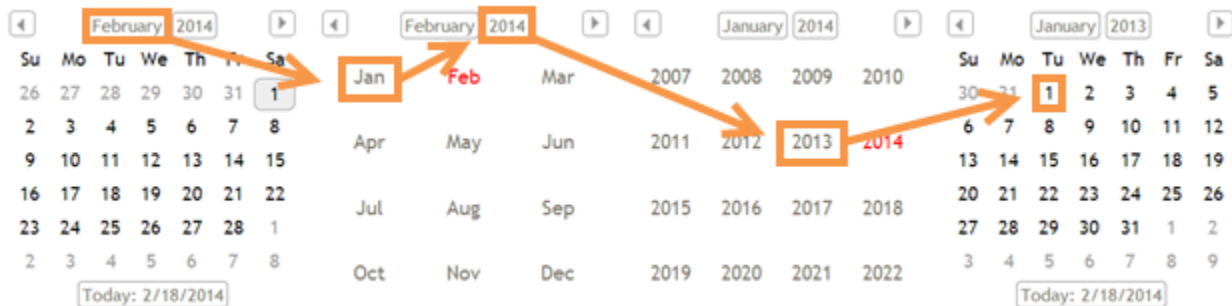
[View PDF](#) **Refresh**

- 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.

**Select Date Range:**

From: 2/1/2014 

To: 2/28/2014 



The image shows a calendar navigation interface. At the top, there are three calendar views: 'February 2014', 'February 2014', and 'January 2013'. Below these are three monthly grids. The first grid shows February 2014 with the 1st highlighted. The second grid shows a year view from 2007 to 2014, with 2013 highlighted. The third grid shows January 2013 with the 1st highlighted. Arrows indicate the flow of selection from the first grid to the second, and from the second to the third. A 'Today: 2/18/2014' indicator is present at the bottom of each grid.

6. Select the format in which you would like to send your avails by clicking the proper radio button.

**Select format**

- HTML+PDF Attachment
- HTML
- PDF
- Excel
- Text

7. Enter the recipient, subject and message of the email into their respective fields.

To:

Send me a copy

Subject:

Message:

- Click **Refresh HTML Preview** (if you are sending as HTML) to see a preview of your avails.

**Select Calendars:**  
 My Shortcuts [edit](#) [memorize](#)

Arena ▾

All

[Expand All](#) [Collapse All](#)

Convention Center

EB Beta Arena

Event City Lecture Hall

Event City Theater

Grounds

gosupport@eventbooking.com

Send me a copy

Subject: January 2012 Avails

Message: Hey! These are the spaces that are curr  
book your event.

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[View PDF](#)




**EB Beta Arena**

**January 2013**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <small>New Year's Day</small>	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

**Event City, ST**  
**EB Beta Company**  
 Capacity: 15,000  
 Janed Doe -123-456-7890

- Click **Send**.



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**E-mail Avails**

10. Click **OK** on the *Message Submitted* window.

