

## ADDING NEW PRODUCTS (as per DEMO PRODUCTS)

Use this guide to set up different types of products. To assist in adding new products, the options that have been set/modified for each product in this guide shows a screenshot – simply follow the options on each of the screens.

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## VARIABLE SUBSCRIPTION PRODUCTS

ATTRIBUTES are used for the variations of the subscription product. For example, you can have different reservation (e.g. 5 classes a month or 10 classes a month) and different duration (e.g. monthly or recurring). Under the VARIATIONS tab, you can add different prices, images, descriptions and terms for each variation.

Attributes appear on a separate tab at the bottom of the product page: Additional Information.

### 1. Category Gyms/Fitness (Bookable Product): [Fitness Class](#)

This bookable product allows **45-minute sessions** to be booked for **specific days and times**, and allows **different cost for times of the day**.

[Home](#) / [Gyms/Fitness](#) / [Fitness Class](#) / [Spinning](#) / [Fitness Class](#)



## Fitness Class

From: £8.00

This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.

This product allows **45 minute sessions** to be booked for **specific days and times**, and allows **different cost** for times of the day.

Partner  
**GYM** Demo Partner: Gym  
 ★★★★★

#### Facilities

Add facilities available.

Times are in Europe/London

NOVEMBER 2019						
M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Starts: 11:00

Ends: End time

End time: 11:45 (45 Minutes)

Book now

**Bookable Product. Product Name, Short Description:** Add Product Name. Short Description will show on the product, directly under the Price.

**Description:** Add full details for the product, this will show on the Description Tab at the bottom of the product page. You can add images and/video, quotations, bullet and numbered lists and links.

**Category:** Select the relevant category for the product.

**Tags:** Add Tags to enable Search Engines to get information about the product.

The screenshot displays the product configuration interface. At the top, there is a dropdown menu for 'Bookable product' and a text field containing 'Fitness Class'. Below this is the 'Short Description' section with a rich text editor containing the text: 'Fitness Class. This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product. This product allows 45 minute sessions to be booked for specific days and times, and allows different cost for times of the day.' The 'Description' section is currently empty. On the right side, there is a media gallery with a main image labeled 'DEMO PRODUCT' and two smaller thumbnails. Below the gallery is a 'Categories' list with checkboxes for 'Event', 'Gyms/Fitness', 'Activity Pass', 'Fitness Class', 'Pilates', 'Spinning', and 'Yoga'. The 'Fitness Class' and 'Spinning' categories are checked. Below the categories is a 'Tags' field containing 'fitness,gym class,spinning,Spinning Class'. At the bottom right, there is a 'Catalog visibility' dropdown menu set to 'Shop and search results'.

**Booking Options:** The booking duration is set under the 'Booking Options' tab. Set the duration of the session. This can be minutes or hours. If you allow the booking to be cancelled, set the cancellation terms on this screen.

The screenshot shows the 'Booking Options' configuration screen. On the left is a sidebar menu with options: 'Booking Options', 'Attributes', 'Availability', 'Cost', 'Facilities', 'Product Policies', and 'Advanced'. The main area contains the following settings:
 

- Booking duration:** Customer defined blocks of 45 Minute(s)
- Minimum duration:** 1
- Maximum duration:** 1
- Enable Calendar Range Picker?:**
- Calendar display mode:** Calendar always visible
- Requires confirmation?:**
- Can be cancelled?:**
- Booking can be cancelled until:** 1 Day(s) before the start date. A dropdown menu is open showing options: Day(s), Month(s), Day(s), Hour(s), and Minute(s).

**Attributes:** For Bookable Products showing the calendar, ignore the Attributes tab options. (Should you add Attributes, these will make no difference to the way the product performs, and will not be seen on the Product Page.)

**Availability:** To set specific days and times for the different classes, select 'All dates are... not available by default' under the 'Availability' tab. Use 'Restrict Selectable Days' and **Rules** to set available days and times.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

*Max bookings per block*

*Minimum block bookable*   in the future

*Maximum block bookable*   in the future

*Require a buffer period of*  minutes between bookings

*Adjacent Buffering?*

*All dates are...*

*Check rules against...*

*Restrict selectable days?*

*Restricted days*

*First block starts at...*

**Rules**

<i>Type</i>	<input type="text" value="Time Range (all week)"/>	
<i>From</i>	<input type="text" value="07:00"/>	<i>To</i> <input type="text" value="08:00"/>
<i>Bookable</i>	<input type="text" value="YES"/>	<i>Priority</i> <input type="text" value="10"/>

<i>Type</i>	<input type="text" value="Time Range (all week)"/>	
<i>From</i>	<input type="text" value="11:00"/>	<i>To</i> <input type="text" value="12:00"/>
<i>Bookable</i>	<input type="text" value="YES"/>	<i>Priority</i> <input type="text" value="10"/>

<i>Type</i>	<input type="text" value="Time Range (all week)"/>	
<i>From</i>	<input type="text" value="17:00"/>	<i>To</i> <input type="text" value="18:00"/>
<i>Bookable</i>	<input type="text" value="YES"/>	<i>Priority</i> <input type="text" value="10"/>

**Cost:** Base Cost is a one-off cost for the booking as a whole. Block Cost is the cost per block (per hour or day). A different cost can be set for different times or days. This is set under Rules.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

*Base cost*

*Block cost*

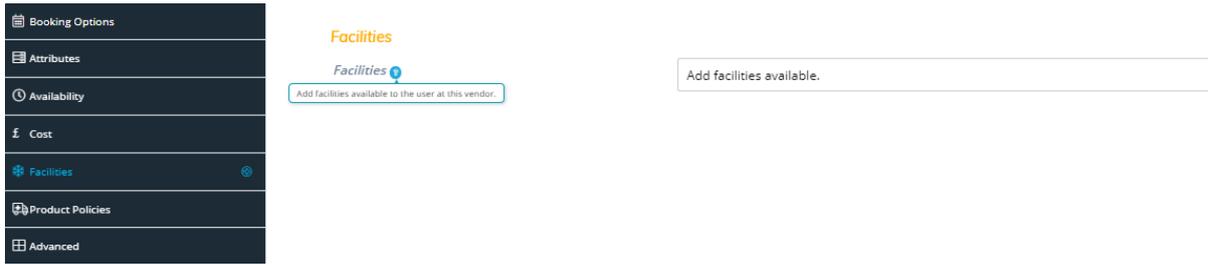
*Display cost*

**Rules**

<i>Type</i>	<input type="text" value="Time Range"/>	
<i>From</i>	<input type="text" value="11:00"/>	
<i>To</i>	<input type="text" value="15:00"/>	
<i>Base Cost</i>	<input type="text" value="-"/>	<i>Block Cost</i> <input type="text" value="2"/>
		<input type="text" value="+"/>

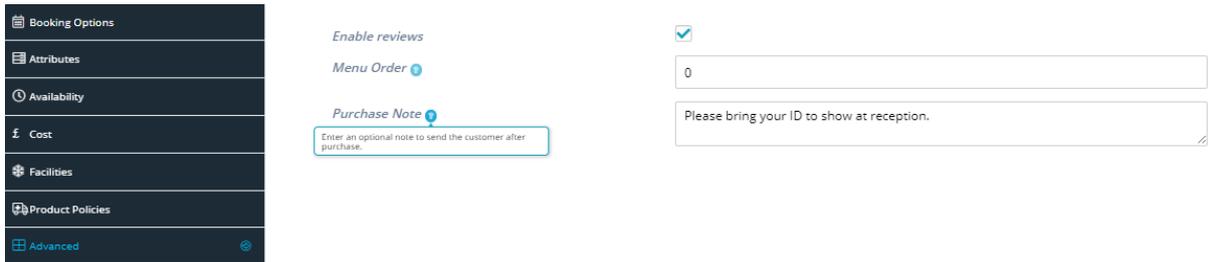
All matching rules will be applied to the booking.

**Facilities:** Add facilities available for the booking.



**Product Policies:** This is set under the Store Settings, and applies to all products.

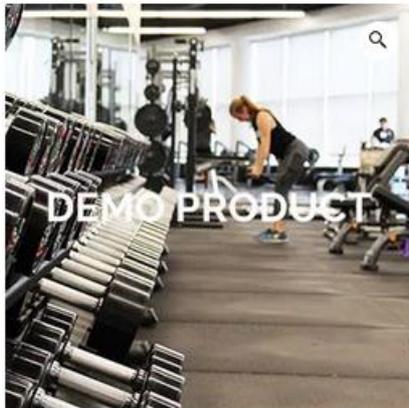
**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email.



## 2. Category Gyms/Fitness (Bookable Product): [One Day Activity Pass](#)

This bookable product allows a session to be booked for a **single day** with **unlimited access** on any day of the week, or specific days of the week.

[Home](#) / [Gyms/Fitness](#) / [Activity Pass](#) / One Day Activity Pass



# One Day Activity Pass

From: £8.00

This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.

This product setup allows a session to be booked for a **single day** with **unlimited access** on any day of the week, or specific days of the week.



### Facilities

Free Weights, Gym Equipment, Pool

Duration:

1

Day(s)

NOVEMBER 2019						
M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Booking cost: £8.00

Book now

**Bookable Product. Product Name and Short Description:** Add Product Name. Short Description will show on the product, directly under the Price.

**Description:** Add full details for the product, this will show on the Description Tab at the bottom of the product page. You can add images and/video, quotations, bullet and numbered lists and links.

**Category:** Select the relevant category for the product.

**Tags:** Add Tags to enable Search Engines to get information about the product.

The screenshot displays the product configuration interface. At the top, the product type is set to 'Bookable product' and the name is 'One Day Activity Pass'. Below this are two text editors: 'Short Description' and 'Description'. The 'Short Description' contains a demo notice and booking details. The 'Description' editor has a placeholder for full details and media. To the right, there is a media gallery with a placeholder image, a 'Categories' list with 'Gyms/Fitness' and 'Activity Pass' selected, and a 'Tags' section with 'gym day pass' added. A 'Catalog visibility' dropdown is set to 'Shop and search results'.

**Booking Options:** The booking duration is set under the 'Booking Options' tab. Set the duration of the session. This can be minutes or hours. To enable customers to select the day for their single day pass, select Booking duration as 'Customer defined blocks of 1 day'.

If you allow the booking to be cancelled, set the cancellation terms on this screen.

The 'Booking Options' configuration screen shows the following settings:
 

- Booking duration:** Customer defined blocks of 1 Day(s)
- Minimum duration:** 1
- Maximum duration:** 1
- Enable Calendar Range Picker?:**
- Calendar display mode:** Calendar always visible
- Requires confirmation?:**
- Can be cancelled?:**
- Booking can be cancelled until:** 1 Day(s) before the start date. A dropdown menu is open showing options: Day(s), Month(s), Day(s), Hour(s), Minute(s).

**Attributes:** For Bookable Products showing the calendar, ignore the Attributes tab options. (Should you add Attributes, these will make no difference to the way the product performs, and will not be seen on the Product Page.)

**Availability:** Select 'All dates are... available by default' for this single day unlimited access product. Use 'Restrict selectable days' to limit the availability to specific days of the week.

**Max bookings per block** 100

**Minimum block bookable** 0 Month(s) in the future

**Maximum block bookable** 2 Month(s) in the future

**Require a buffer period of** 0 days between bookings

**Adjacent Buffering?**

**All dates are...** available by default

**Check rules against...** All blocks being booked

**Restrict selectable days?**

**Restricted days** xMonday xTuesday xWednesday xThursday xFriday xSaturday

**First block starts at...** ...--

**Rules**

Type: Date range

From: YYYY-MM-DD To: YYYY-MM-DD

Bookable: NO Priority: [ ]

Rules with lower priority numbers will override rules with a higher priority (e.g. 9 overrides 10). Ordering is only applied within the same priority and higher order overrides lower order.

**Cost:** Base Cost is one-off cost for booking as a whole. Block Cost is the cost per block (hour or day).

**Base cost** 8 One-off cost for the booking as a whole.

**Block cost** 0

**Display cost** [ ]

**Rules**

Type: Date range

From: YYYY-MM-DD To: YYYY-MM-DD

Base Cost: + [ ] Block Cost: + [ ]

All matching rules will be applied to the booking.

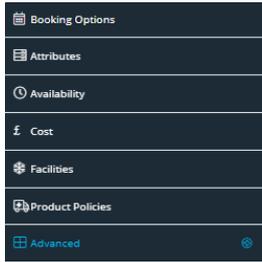
**Facilities:** Add facilities available for the booking.

**Facilities** Add facilities available to the user at this vendor.

Free Weights, Gym Equipment, Pool

**Product Policies:** This is set under the Store Settings, and applies to all products.

**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email.



Enable reviews

Menu Order

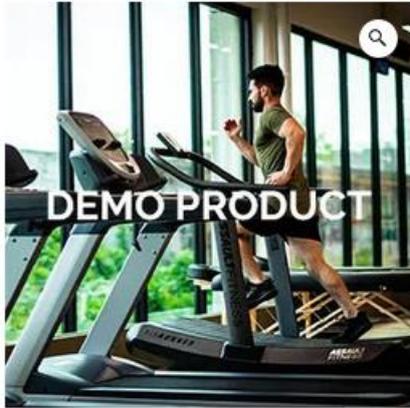
Purchase Note

Enter an optional note to send the customer after purchase.

### 3. Category Gyms/Fitness (Variable Subscription): [Pay-As-You-Go Activity Pass](#)

This bookable product allows you to book a **specified number of sessions per month**, for example, 5 Days, 10 Days or Unlimited visits in a one-month period, for a single month or on a monthly recurring subscription basis.

[Home](#) / [Gyms/Fitness](#) / [Activity Pass](#) / Pay-As-You-Go Activity Pass



## Pay-As-You-Go Activity Pass

From: £20.00 / month for 12 months

This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.

This product setup allows you to book a **specified number of sessions per month**, for example, 5 Days, 10 Days or Unlimited visits in a one month period, for a single month or on a monthly recurring subscription basis.

Partner

Demo Partner: Gym

★★★★★

#### Facilities

Free Weights, Gym Equipment, Pool

Duration

Monthly ⌵

Reservation

Choose an option ⌵

Choose an option

5 Days

10 Days

Unlimited

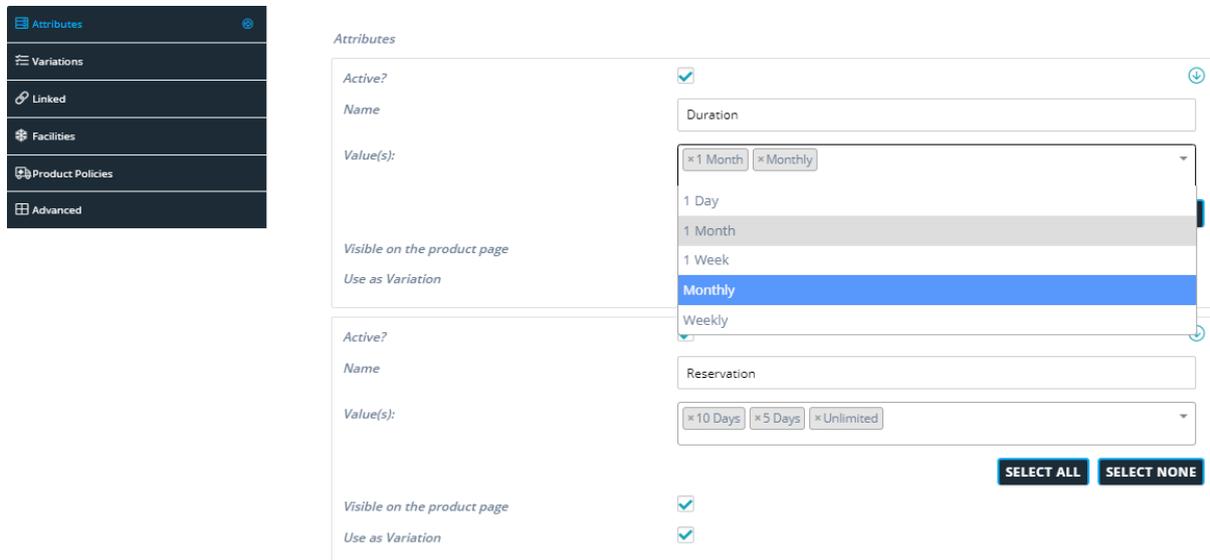
Checkout



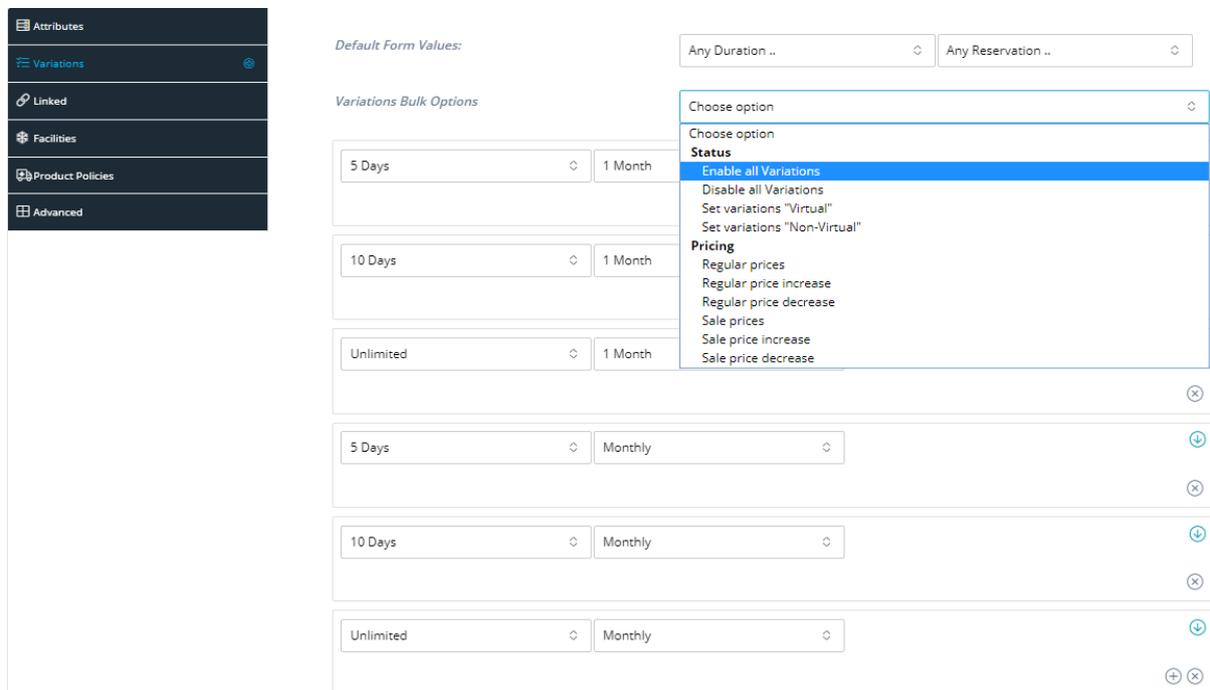
**Attributes:** For Variable Subscription Products, choose from the available Attributes. Available are: Duration and Reservation.

Options include:

- Duration: 1 Day, 1 Week, 1 Month, Weekly, Monthly
- Reservation: 1 Day, 3 Days, 5 Days, 10 Days, Unlimited



**Variations:** Variations Bulk Options – select ‘Enable all variations’. In this example product, availability is 5, 10 or Unlimited days in a 1 Month period or Monthly recurring.



On the ‘Variations’ tab, set up price and subscription options for all variations of the ‘Attributes’. Continue adding all variations as per the example below.

- Attributes
- Variations
- Linked
- Facilities
- Product Policies
- Advanced

*Default Form Values:* Any Duration .. Any Reservation ..

*Variations Bulk Options:* Choose option

5 Days 1 Month

**Enable**

*Subscription price (£)* 20 every month

*Subscription length* 1 month

*Sign-up fee (£)* e.g. 9.90

*Free Trial* day

*Image*

*Sale Price(£)*

*SKU*  [schedule](#)

*Description*  
Enjoy 5 day passes within a 1 month period from signup date. Each day pass gives you full access to all gym facilities on each of your visits.

10 Days 1 Month

Unlimited 1 Month

**Linked:** You may add ‘Up-sell’ and ‘Cross-sell’ products. Start typing a product name in the ‘Filter by product’ box, and a list of available products will show. Select products to promote with this product.

- Attributes
- Variations
- Linked
- Facilities
- Product Policies
- Advanced

*Up-sells*

*Cross-sells*  
Cross-sells are products which you promote in the cart, based on the current product.

Filter by product ...

Filter by product ...

Add your gym’s available facilities.

- Attributes
- Variations
- Linked
- Facilities
- Product Policies
- Advanced

**Facilities**

*Facilities*  
Add facilities available to the user at this vendor.

Free Weights, Gym Equipment, Pool

**Product Policies:** This is set under the Store Settings, and applies to all products.

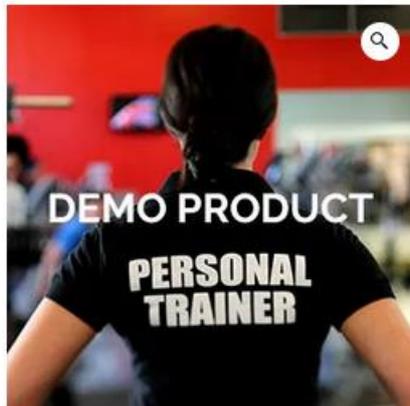
**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email.

You can also limit the number of subscriptions that a customer can purchase.

#### 4. Category Gyms/Fitness (Variable Subscription): [Register as Personal Trainer](#)

This bookable product allows you to book a **specified number of sessions per month**, for example, 5 Days, 10 Days or Unlimited sessions in a one-month period, for a single month or on a monthly recurring subscription basis.

[Home](#) / [Gyms/Fitness](#) / [Personal Trainers](#) / [Register As Personal Trainer](#)



## Register As Personal Trainer

From: £15.00 / month for 12 months with 1 day free trial and a £15.00 sign-up fee

**This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.**

This product setup allows you to book a **specified number of sessions per month**, for example, 5 Days, 10 Days or Unlimited sessions in a one month period, for a single month or on a monthly recurring subscription basis.

There is a One Day Free Trial, and sign-up fee.



### Facilities

Free Weights, Gym Equipment, Pool

Duration	Monthly
Reservation	Choose an option
	Choose an option
	5 Days
	10 Days
	Unlimited

Checkout

The Variable subscription can be used to offer private Personal Trainers a way to use your gym for their personal training sessions, enabling the gym to receive revenue and offer the instructors a venue for their training sessions. This also brings in pay-as-you-go members who use these personal trainers' services.



- Attributes
- Variations
- Linked
- Facilities
- Product Policies
- Advanced

*Attributes*

Active?

Name: Duration

Value(s): \*1 Month \*Monthly

**SELECT ALL** **SELECT NONE**

Visible on the product page

Use as Variation

Active?

Name: Reservation

Value(s): \*10 Days \*5 Days \*Unlimited

**SELECT ALL** **SELECT NONE**

Visible on the product page

Use as Variation

**Variations:** Variations Bulk Options – select ‘Enable all variations’. In this example product, availability is 5, 10 or Unlimited days in a 1 Month period or Monthly recurring.

- Attributes
- Variations
- Linked
- Facilities
- Product Policies
- Advanced

*Default Form Values:* Any Duration .. Any Reservation ..

*Variations Bulk Options*

5 Days 1 Month

10 Days 1 Month

Unlimited 1 Month

5 Days Monthly

10 Days Monthly

Unlimited Monthly

Choose option

Choose option

**Status**

- Enable all Variations
- Disable all Variations
- Set variations "Virtual"
- Set variations "Non-Virtual"

**Pricing**

- Regular prices
- Regular price increase
- Regular price decrease
- Sale prices
- Sale price increase
- Sale price decrease

On the 'Variations' tab, set up price and subscription options for all variations of the 'Attributes'. Continue adding all variations as per the example below. You can add a sign-up fee and free trial period for any/all of the variations.

The screenshot shows the 'Variations' configuration interface. On the left is a sidebar with the following menu items: Attributes, Variations (selected), Linked, Facilities, Product Policies, and Advanced. The main panel is titled 'Variations Bulk Options' and contains a 'Choose option' dropdown. Below this are five variation rows, each with a '5 Days' and '1 Month' duration selector and a 'down' arrow. The first variation is expanded to show the following settings:

- Enable:**
- Subscription price (€):** 15, every month
- Subscription length:** 1 month
- Sign-up fee (€):** 15
- Free Trial:** 0 day
- Image:**
- Sale Price(€):**
- SKU:**
- Description:**

**Linked:** You may add 'Up-sell' and 'Cross-sell' products. Start typing a product name in the 'Filter by product' box, and a list of available products will show. Select products to promote with this product.

The screenshot shows the 'Linked' configuration interface. The sidebar has 'Linked' selected. The main panel has two sections: 'Up-sells' and 'Cross-sells', each with a 'Filter by product ...' dropdown. A tooltip for 'Cross-sells' reads: 'Cross-sells are products which you promote in the cart, based on the current product.'

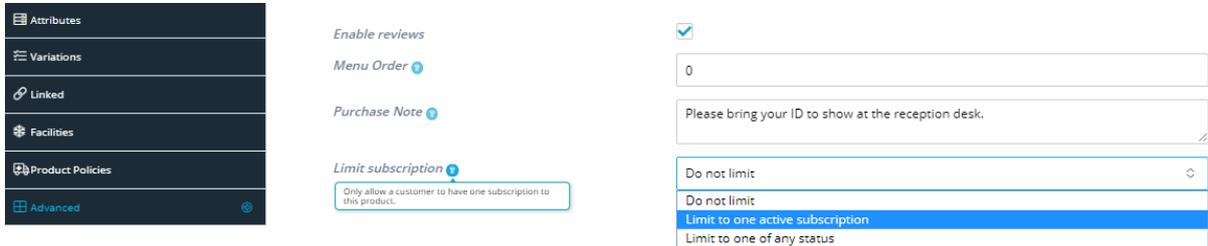
Add your gym's available facilities.

The screenshot shows the 'Facilities' configuration interface. The sidebar has 'Facilities' selected. The main panel has a 'Facilities' section with a tooltip that reads: 'Add facilities available to the user at this vendor.' Below this is a text box containing the text: 'Free Weights, Gym Equipment, Pool'.

**Product Policies:** This is set under the Store Settings, and applies to all products.

**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email.

You can also limit the number of subscriptions that a customer can purchase.



### 5. Category Venue (Bookable Product): [Fitness Studio Rental](#)

This bookable product allows you to hire out a space **in one to two-hour slots**, on **specific days of the week**.

[Home](#) / [Venue Hire](#) / [Studio](#) / [Fitness Studio Rental](#)



## Fitness Studio Rental

From: £20.00

This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.

The Gym fitness studios are available for hire by instructors and personal trainers.

Availability is **1-2 hour slots** on **specific days of the week**.

Partner

Demo Partner: Gym

★★★★★

#### Facilities

Exercise Balls, Mats, Dumbbells, Ballet Barre

Times are in Europe/London

◀ NOVEMBER 2019 ▶

M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

**Starts**

15:00
⌵

**Ends**

End time
⌵

End time

16:00 (1 Hour)

17:00 (2 Hours)

Book now

**Bookable Product. Product Name and Short Description:** Add Product Name. Short Description will show on the product, directly under the Price.

**Description:** Add full details for the product, this will show on the Description Tab at the bottom of the product page. You can add images and/video, quotations, bullet and numbered lists and links.

**Category:** Select the relevant category for the product.

**Tags:** Add Tags to enable Search Engines to get information about the product.

The screenshot shows a configuration form for a 'Bookable product'. The 'Short Description' field contains the text: 'Fitness Studio Rental. This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product. The Gym fitness studios are available for hire by instructors and personal trainers. Availability is 1-2 hour slots on specific days of the week.' The 'Description' field is currently empty. On the right, the 'Categories' section has 'Demo Product' and 'Venue Hire' selected. The 'Tags' section contains 'fitness studio, studio rental'. The 'Catalog visibility' is set to 'Shop and search results'.

**Booking Options:** The booking duration is set under the 'Booking Options' tab. Set the duration of the session. This can be minutes or hours. If you allow the booking to be cancelled, set the cancellation terms on this screen.

The 'Booking Options' tab is active, showing the following settings: 'Customer defined blocks of' is set to 1 'Hour(s)'. 'Minimum duration' is 1. 'Maximum duration' is 2. 'Enable Calendar Range Picker?' is unchecked. 'Calendar display mode' is 'Calendar always visible'. 'Requires confirmation?' is unchecked. 'Can be cancelled?' is checked. 'Booking can be cancelled until' is set to 1 'Day(s)'. A dropdown menu is open for the duration unit, showing options: Day(s), Month(s), Day(s), Hour(s), and Minute(s).

**Attributes:** For Bookable Products showing the calendar, ignore the Attributes tab options. (Should you add Attributes, these will make no difference to the way the product performs, and will not be seen on the Product Page.)

**Availability:** To set specific days and times available, select 'All dates are... not available by default' under the 'Availability' tab. Use **Rules** to set available days and times.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

*Max bookings per block*

*Minimum block bookable*   in the future

*Maximum block bookable*   in the future

*Require a buffer period of*  hours between bookings

*Adjacent Buffering?*

*All dates are...*

*Check rules against...*

*Restrict selectable days?*

*Restricted days*

*First block starts at...*

**Rules**

Type:

From:  To:

Bookable:  Priority:

Type:

From:  To:

Bookable:  Priority:

Rules with lower priority numbers will override rules with a higher priority (e.g. 9 overrides 10 ). Ordering is only applied within the same priority and higher order overrides lower order.

**Cost:** Base Cost is a one-off cost for the booking as a whole. Block Cost is the cost per block (per hour or day). A different cost can be set for different times or days. This is set under Rules.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

*Base cost*

*Block cost*

*Display cost*

**Rules**

Type:

From:  To:

Base Cost:   Block Cost:

All matching rules will be applied to the booking.

**Facilities:** Add facilities available for the booking.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

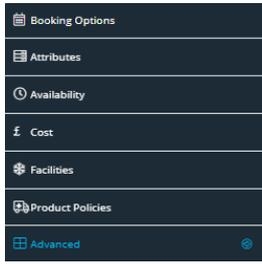
**Facilities**

*Facilities*

Add facilities available to the user at this vendor.

**Product Policies:** This is set under the Store Settings, and applies to all products.

**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email.



*Enable reviews*

*Menu Order*

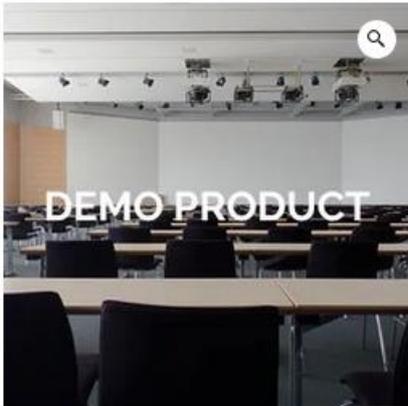
*Purchase Note*

Enter an optional note to send the customer after purchase.

6. **Category Venue (Bookable Product): [Venue Hire – Conference Centre 100 Seat](#)**

This bookable product allows you to hire out a space **by the day**, on **specific days of the week**.

[Home](#) / [Venue Hire](#) / [Meeting Room](#) / Conference Centre: 100 Seat



## Conference Centre: 100 Seat

From: £125.00

This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.

This bookable product allows you to hire out a conference space **by the day**, on **specific days of the week**.

Partner  
 Demo Partner: The View  


### Facilities

Various configurations as per your requirements, separate dining area

◀ NOVEMBER 2019 ▶

M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Booking cost: **£175.00**

[Book now](#)

**Bookable Product. Product Name and Short Description:** Add Product Name. Short Description will show on the product, directly under the Price.

**Description:** Add full details for the product, this will show on the Description Tab at the bottom of the product page. You can add images and/video, quotations, bullet and numbered lists and links.

**Category:** Select the relevant category for the product.

**Tags:** Add Tags to enable Search Engines to get information about the product.

The screenshot shows a product configuration form. At the top, there is a dropdown menu with 'Bookable product' selected. Below it is a text field containing 'Conference Centre: 100 Seat'. The 'Short Description' section has a rich text editor with the text: 'Conference Centre Bookings. This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product. This bookable product allows you to hire out a conference space by the day, on specific days of the week.' The 'Description' section also has a rich text editor with the text: 'Fully equipped conference room available for rental, Monday to Friday 8am to 6pm, Saturday 8am to 10pm.' To the right, there is a 'Categories' list with 'Venue Hire' and 'Meeting Room' checked. Below that is a 'Tags' section with a note 'Separate Product Tags with commas' and a 'Catalog visibility' dropdown set to 'Shop and search results'.

**Booking Options:** The booking duration is set under the 'Booking Options' tab. Set the duration of the session. This can be minutes or hours. If you allow the booking to be cancelled, set the cancellation terms on this screen.

The screenshot shows the 'Booking Options' configuration tab. On the left is a sidebar with navigation options: 'Booking Options', 'Attributes', 'Availability', 'Cost', 'Facilities', 'Product Policies', and 'Advanced'. The main area contains the following settings: 'Booking duration' is set to 'Customer defined blocks of' with a value of '1' and unit 'Day(s)'; 'Minimum duration' is '1'; 'Maximum duration' is '6'; 'Enable Calendar Range Picker?' is checked; 'Calendar display mode' is 'Calendar always visible'; 'Requires confirmation?' is unchecked; and 'Can be cancelled?' is unchecked.

**Attributes:** For Bookable Products showing the calendar, ignore the Attributes tab options. (Should you add Attributes, these will make no difference to the way the product performs, and will not be seen on the Product Page.)

**Availability:** To set specific days and times for the different classes, select 'All dates are... available by default' under the 'Availability' tab. Use **Rules** to set unavailable days.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

*Max bookings per block*

*Minimum block bookable*  Day(s) in the future

*Maximum block bookable*  Day(s) in the future

*Require a buffer period of*  days between bookings

*Adjacent Buffering?*

*All dates are...* available by default

*Check rules against...* All blocks being booked

*Restrict selectable days?*

*Restricted days*

*First block starts at...*

**Rules**

Type	Range of days	
From	Sunday	To Sunday
Bookable	NO	Priority

Rules with lower priority numbers will override rules with a higher priority (e.g. 9 overrides 10). Ordering is only applied within the same priority and higher order overrides lower order.

**Cost:** Base Cost is a one-off cost for the booking as a whole. Block Cost is the cost per block (per hour or day). A different cost can be set for different times or days. This is set under Rules. In this example, the cost to hire the venue is £75 plus £50 per day. So one day booking will be £125, two days will be £125 plus £50.

- Booking Options
- Tax
- Attributes
- Availability
- Cost
- Persons
- Facilities
- Add-ons
- Product Policies
- Advanced

*Base cost*

*Block cost*

*Display cost*

**Rules**

Type	Date range	
From	YYYY-MM-DD	To YYYY-MM-DD
Base Cost	+	Block Cost

All matching rules will be applied to the booking.

**Facilities:** Add facilities available for the booking.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

**Facilities**

*Facilities*

Add facilities available to the user at this vendor.

**Product Policies:** This is set under the Store Settings, and applies to all products.

**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

Enable reviews



Menu Order

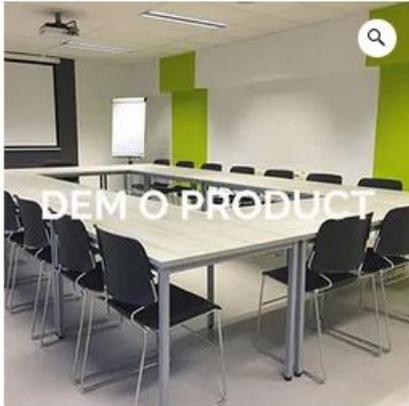
Purchase Note

Enter an optional note to send the customer after purchase.

### 7. Category Venue (Bookable Product): [Venue Hire – Meeting Room 20 Seat](#)

This bookable product allows you to hire out a space in **pre-defined blocks of 4 hours**, on **limited days of the week**.

[Home](#) / [Venue Hire](#) / [Meeting Room](#) / Meeting Room: 20 Seat



## Meeting Room: 20 Seat

From: £60.00

### The View 20 Seat Meeting Room

This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.

This bookable product allows you to hire out a space in **pre-defined blocks of 4 hours**, on **limited days of the week**.

Partner



Demo Partner: The View

★★★★★

#### Facilities

Room facilities and equipment.

Times are in Europe/London

NOVEMBER 2019						
M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Starts: 13:00

Ends: 17:00 (4 Hours), 21:00 (8 Hours)

Book now

**Bookable Product. Product Name and Short Description:** Add Product Name. Short Description will show on the product, directly under the Price.

**Description:** Add full details for the product, this will show on the Description Tab at the bottom of the product page. You can add images and/video, quotations, bullet and numbered lists and links.

**Category:** Select the relevant category for the product.

**Tags:** Add Tags to enable Search Engines to get information about the product.

**Booking Options:** The booking duration is set under the 'Booking Options' tab. Set the duration of the session. This can be minutes or hours or blocks of hours. If you allow the booking to be cancelled, set the cancellation terms on this screen.

**Attributes:** For Bookable Products showing the calendar, ignore the Attributes tab options. (Should you add Attributes, these will make no difference to the way the product performs, and will not be seen on the Product Page.)

**Availability:** To set specific days and times for the different classes, select 'All dates are... not available by default' under the 'Availability' tab. Use **Rules** to set available days. This product requires a Buffer Period of 1 hour between bookings (time between bookings which is unavailable for bookings).

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

*Max bookings per block*

*Minimum block bookable*   in the future

*Maximum block bookable*   in the future

*Require a buffer period of*  hours between bookings

*Adjacent Buffering?*

*All dates are...*

*Check rules against...*

*Restrict selectable days?*

*Restricted days*

*First block starts at...*

**Rules**

*Type*

*From*  *To*

*Bookable*  *Priority*

Rules with lower priority numbers will override rules with a higher priority (e.g. 9 overrides 10 ). Ordering is only applied within the same priority and higher order overrides lower order.

**Cost:** Base Cost is a one-off cost for the booking as a whole. Block Cost is the cost per block (per hour or day). A different cost can be set for different times or days. This is set under Rules. In this example, the cost to hire the venue is £50 plus £10 per hour. So one hour booking will be £60, two hour will be £70 plus £10.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

*Base cost*

*Block cost*

*Display cost*

**Rules**

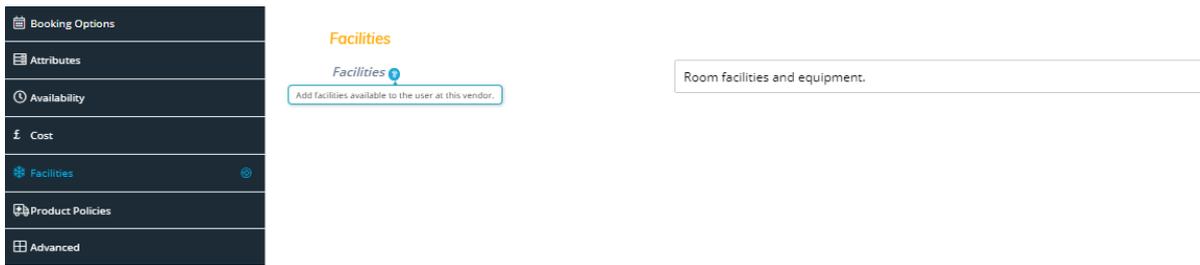
*Type*

*From*  *To*

*Base Cost*   *Block Cost*

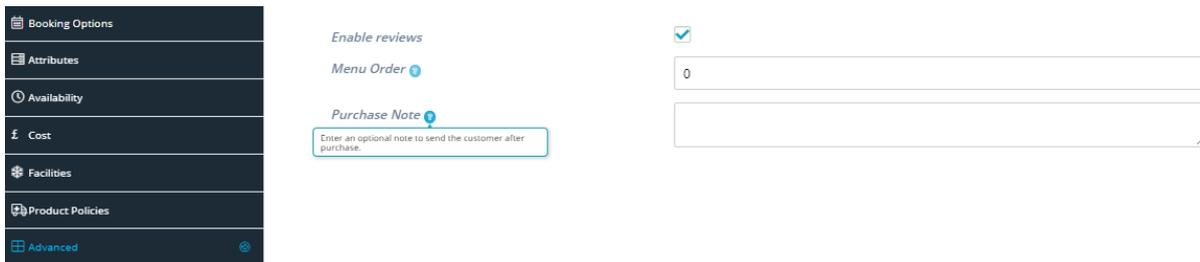
All matching rules will be applied to the booking.

**Facilities:** Add facilities available for the booking.



**Product Policies:** This is set under the Store Settings, and applies to all products.

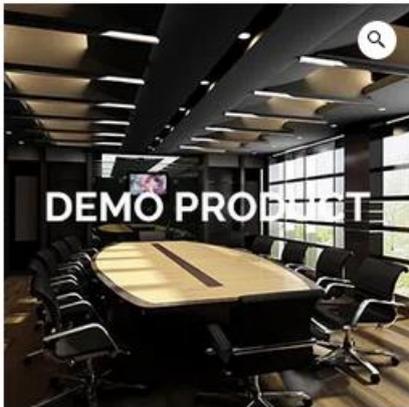
**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email.



8. Category Venue (Bookable Product): [Venue Hire – Meeting Room 12 Seat](#)

This bookable product allows you to hire out a space **by the hour**, on **specific days of the week**.

[Home](#) / [Venue Hire](#) / [Meeting Room](#) / Meeting Room: 12 Seat



## Meeting Room: 12 Seat

From: £60.00

The View 12 Seat Meeting Room

This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.

This bookable product allows you to hire out a meeting room **by the hour**, on **specific days of the week**.

Partner



Demo Partner: The View

★★★★★

### Facilities

Equipment available.

Times are in Europe/London

NOVEMBER 2019						
M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Starts:

Ends:

Booking cost: **£110.00**

[Book now](#)

**Bookable Product. Product Name and Short Description** Add Product Name. Short Description will show on the product, directly under the Price.

**Description:** Add full details for the product, this will show on the Description Tab at the bottom of the product page. You can add images and/video, quotations, bullet and numbered lists and links.

**Category:** Select the relevant category for the product.

**Tags:** Add Tags to enable Search Engines to get information about the product.

The screenshot displays the configuration interface for a bookable product. At the top, there is a text field containing 'Bookable product'. Below it is a highlighted tag 'Meeting Room: 12 Seat'. The 'Short Description' section features a rich text editor with the text: 'The View 12 Seat Meeting Room. This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product. This bookable product allows you to hire out a meeting room by the hour, on specific days of the week.' The 'Description' section also has a rich text editor with the text: 'Fully equipped meeting room available for rental, available Mondays to Fridays, excluding Bank Holidays.' To the right, there is a media gallery with a placeholder image and a 'Categories' list where 'Venue Hire' and 'Meeting Room' are selected. Below the categories are 'Tags' (with a note to separate tags with commas) and a 'Catalog visibility' dropdown set to 'Shop and search results'.

**Booking Options:** The booking duration is set under the 'Booking Options' tab. Set the duration of the session. This can be minutes or hours. If you allow the booking to be cancelled, set the cancellation terms on this screen.

The screenshot shows the 'Booking Options' configuration tab. On the left is a sidebar with navigation options: 'Booking Options', 'Attributes', 'Availability', 'Cost', 'Facilities', 'Product Policies', and 'Advanced'. The main area contains the following settings:
 

- Booking duration:** Customer defined blocks of 1 Hour(s)
- Minimum duration:** 1
- Maximum duration:** 10
- Enable Calendar Range Picker?:**
- Calendar display mode:** Calendar always visible
- Requires confirmation?:**
- Can be cancelled?:**
- Booking can be cancelled until:** 3 Day(s) before the start date. A dropdown menu is open showing options: Day(s), Month(s), Day(s), Hour(s), and Minute(s).

**Attributes:** For Bookable Products showing the calendar, ignore the Attributes tab options. (Should you add Attributes, these will make no difference to the way the product performs, and will not be seen on the Product Page.)

**Availability:** To set specific days and times for the different classes, select 'All dates are... not available by default' under the 'Availability' tab. Use **Rules** to set available days.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

*Max bookings per block*

*Minimum block bookable*   in the future

*Maximum block bookable*   in the future

*Require a buffer period of*  hours between bookings

*Adjacent Buffering?*

*All dates are...*

*Check rules against...*

*Restrict selectable days?*

*Restricted days*

*First block starts at...*

**Rules**

Type:

From:  To:

Bookable:  Priority:

Type:

From:  To:

Bookable:  Priority:

Rules with lower priority numbers will override rules with a higher priority (e.g. 9 overrides 10). Ordering is only applied within the same priority and higher order overrides lower order.

**Cost:** Base Cost is a one-off cost for the booking as a whole. Block Cost is the cost per block (per hour or day). A different cost can be set for different times or days. This is set under Rules. In this example, the cost to hire the venue is £50 plus £10 per hour. So one hour booking will be £60, two hour will be £70 plus £10.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

*Base cost*

*Block cost*

*Display cost*

**Rules**

Type:

From:  To:

Base Cost:   Block Cost:

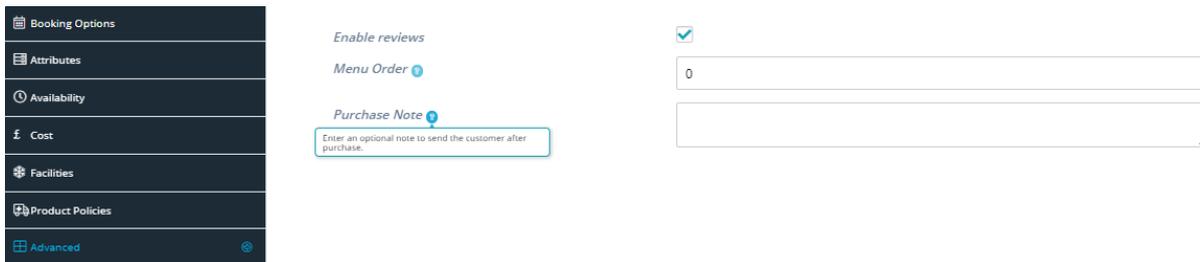
All matching rules will be applied to the booking.

**Facilities:** Add facilities available for the booking.



**Product Policies:** This is set under the Store Settings, and applies to all products.

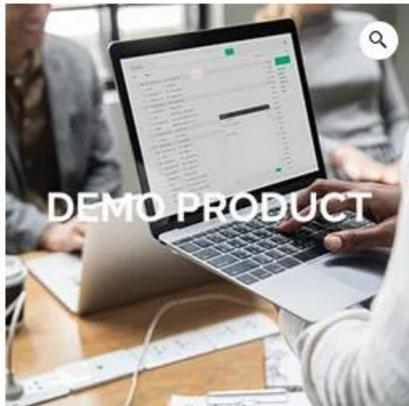
**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email.



## 9. Category Co-working (Variable Subscription): [Co-working Space by the Week](#)

This Variable Subscription allows you to book a **selected number of days per week** on a **weekly recurring basis**. No contract, you may cancel at any time and only pay for the last week booked.

[Home](#) / [Co-working](#) / Co-working Space by the Week

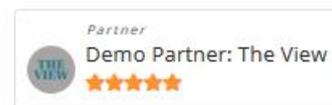


# Co-working Space by the Week

From: £25.00 / week for 52 weeks

This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.

This variable subscription allows you to book a **selected number of days per week** on a **weekly recurring basis**. No contract, you may cancel at any time and only pay for the last week booked.



### Facilities

Desk in a shared office space, refreshments available.

Duration

Reservation

[Clear](#)

£65.00 / week for 52 weeks

[Checkout](#)

**Variable Subscription. Product Name and Short Description** Add Product Name. Short Description will show on the product, directly under the Price.

**Description:** Add full details for the product, this will show on the Description Tab at the bottom of the product page. You can add images and/video, quotations, bullet and numbered lists and links.

**Category:** Select the relevant category for the product.

**Tags:** Add Tags to enable Search Engines to get information about the product.

Variable subscription

Co-working Space by the Week

*Short Description*

Add Media

**B I U** [Quote] [List] [Link] [Undo] [Redo] [Link]

**Co-Working Office Space**

This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.

This variable subscription allows you to book a **selected number of days per week** on a **weekly recurring basis**. No contract, you may cancel at any time and only pay for the last week booked.

*Description*

Add Media

Paragraph [B I] [List] [Quote] [Link] [Table]



- Categories*
- Co-working
  - Demo Product
  - Event
  - Gyms/Fitness
  - Meeting
  - Parking
  - Venue Hire

*Tags*

Co-working, Meeting, Office Share

[Choose from the most used tags](#)

*Catalog visibility:*

Shop and search results

**Attributes:** For Variable Subscription Products, choose from the available Attributes. Available are: Duration and Reservation.

Options include:

- Duration: 1 Day, 1 Week, 1 Month, Weekly, Monthly
- Reservation: 1 Day, 3 Days, 5 Days, 10 Days, Unlimited

The screenshot shows the 'Attributes' configuration page. On the left is a sidebar with menu items: Attributes, Variations, Linked, Facilities, Product Policies, and Advanced. The main area is titled 'Attributes' and contains two attribute configuration cards. Each card has the following fields: 'Active?' (checked), 'Name' (text input), 'Value(s):' (dropdown menu), 'Visible on the product page' (checked), and 'Use as Variation' (checked). The first card is for 'Duration' with a 'Weekly' value. The second card is for 'Reservation' with values '1 Day', '3 Days', and '5 Days'. Both cards have 'SELECT ALL' and 'SELECT NONE' buttons.

**Variations:** Variations Bulk Options – select ‘Enable all variations’. In this example product, availability is 5, 10 or Unlimited days in a 1 Month period or Monthly recurring.

The screenshot shows the 'Variations Bulk Options' configuration page. On the left is the same sidebar as in the previous screenshot. The main area is titled 'Variations Bulk Options'. At the top, 'Default Form Values' are set to 'Weekly' and '1 Day'. Below this, there are three rows of variation options, each with a dropdown menu and a 'Weekly' label. A dropdown menu is open, showing a list of options: 'Choose option', 'Status' (with sub-options 'Enable all Variations', 'Disable all Variations', 'Set variations "Virtual"', and 'Set variations "Non-Virtual"'), and 'Pricing' (with sub-options 'Regular prices', 'Regular price increase', 'Regular price decrease', 'Sale prices', 'Sale price increase', and 'Sale price decrease').

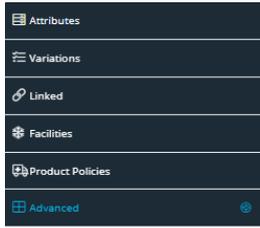
On the 'Variations' tab, set up price and subscription options for all variations of the 'Attributes'. Continue adding all variations as per the example below.

**Linked:** You may add 'Up-sell' and 'Cross-sell' products. Start typing a product name in the 'Filter by product' box, and a list of available products will show. Select products to promote with this product.

**Facilities:** Add facilities available for the booking.

**Product Policies:** This is set under the Store Settings, and applies to all products.

**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email. You can also limit the number of subscriptions a customer may purchase.



Enable reviews

Menu Order ?

Purchase Note ?

Limit subscription ?

Only allow a customer to have one subscription to this product.



Limit to one active subscription ▾

Do not limit

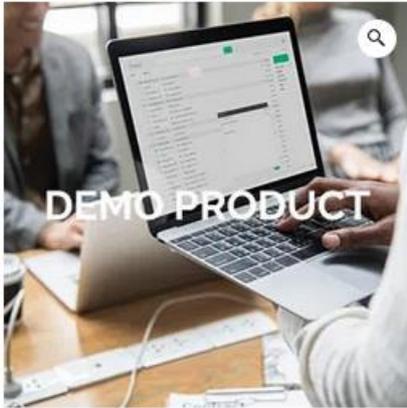
Limit to one active subscription

Limit to one of any status

## 10. Category Co-working (Variable Subscription): [Co-working Space by the Month](#)

This Variable Subscription allows you to book a **selected number of days in a month**, for a single month or on a **monthly recurring basis**.

[Home](#) / [Co-working](#) / Co-working Space by the Month



### Co-working Space by the Month

From: £125.00 / month for 12 months

This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.

This variable subscription allows you to book a **selected number of days in a month**, for a **single month** or on a **monthly recurring basis**.



#### Facilities

Desk in a shared office space, refreshments available.

Duration

Reservation

[Clear](#)

£225.00 / month for 12 months

[Checkout](#)



- Attributes
- Variations
- Linked
- Facilities
- Product Policies
- Advanced

*Attributes*

Active?

Name: Duration

Value(s): × 1 Month × Monthly

**SELECT ALL** **SELECT NONE**

Visible on the product page

Use as Variation

Active?

Name: Reservation

Value(s): × 10 Days × 5 Days × Unlimited

**SELECT ALL** **SELECT NONE**

Visible on the product page

Use as Variation

**Variations:** Variations Bulk Options – select ‘Enable all variations’. In this example product, availability is 5, 10 or Unlimited days in a 1 Month period or Monthly recurring.

- Attributes
- Variations
- Linked
- Facilities
- Product Policies
- Advanced

*Default Form Values:* 1 Month 10 Days

*Variations Bulk Options*

5 Days 1 Month

10 Days 1 Month

Unlimited 1 Month

5 Days Monthly

10 Days Monthly

Unlimited Monthly

Choose option

Choose option

**Status**

- Enable all Variations
- Disable all Variations
- Set variations "Virtual"
- Set variations "Non-Virtual"

**Pricing**

- Regular prices
- Regular price increase
- Regular price decrease
- Sale prices
- Sale price increase
- Sale price decrease

On the 'Variations' tab, set up price and subscription options for all variations of the 'Attributes'. Continue adding all variations as per the example below.

**Linked:** You may add 'Up-sell' and 'Cross-sell' products. Start typing a product name in the 'Filter by product' box, and a list of available products will show. Select products to promote with this product.

**Facilities:** Add facilities available for the booking.

**Product Policies:** This is set under the Store Settings, and applies to all products.

**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email. You can also limit the number of subscriptions a customer may purchase.

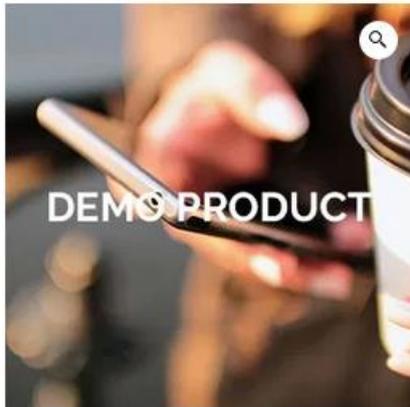
The screenshot displays the 'Advanced' configuration tab. On the left, a sidebar lists various settings: Attributes, Variations, Linked, Facilities, Product Policies, and Advanced (which is selected). The main content area is divided into several sections:

- Enable reviews:** A checkbox that is checked.
- Menu Order:** A text input field containing the number '0'.
- Purchase Note:** A text area for adding a note to the booking confirmation email.
- Limit subscription:** A section with a tooltip that reads "Only allow a customer to have one subscription to this product." Below it is a dropdown menu with the following options:
  - Limit to one active subscription
  - Do not limit
  - Limit to one active subscription (highlighted in blue)
  - Limit to one of any status

### 11. Category Meeting/Visit (Bookable Product): [Visitor Registration](#)

This bookable product allows you to register for a **time slot by the hour** on **specific days of the week**.

[Home](#) / [Meeting/Visit](#) / [Visitor Registration](#)



## Visitor Registration

This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.

This bookable product allows you to book a **time slot by the hour** on **specific days** of the week.

Partner  
 Demo Partner: The View  
 ★★★★★

#### Facilities

Free parking

Times are in Europe/London

NOVEMBER 2019						
M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Starts: 14:00

Ends:

- 15:00 (1 Hour)
- 16:00 (2 Hours)
- 17:00 (3 Hours)

**Bookable Product. Product Name and Short Description:** Add Product Name. Short Description will show on the product, directly under the Price.

**Description:** Add full details for the product, this will show on the Description Tab at the bottom of the product page. You can add images and/video, quotations, bullet and numbered lists and links.

**Category:** Select the relevant category for the product.

**Tags:** Add Tags to enable Search Engines to get information about the product.

The screenshot displays a product configuration form. At the top, there is a dropdown menu for 'Bookable product' and a text field containing 'Visitor Registration'. Below this is a 'Short Description' section with a rich text editor containing the text: 'Demo: Visitor Registration. This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product. This bookable product allows you to book a time slot by the hour on specific days of the week.' The 'Description' section also features a rich text editor with the text: 'On arrival at The View, you will scan a QR code at the entrance using your mobile phone, to register your attendance.' To the right, there is a 'Categories' list with checkboxes for 'Co-working', 'Demo Product', 'Event', 'Gyms/Fitness', 'Meeting/Visit', 'Parking', and 'Venue Hire'. Below the categories is a 'Tags' section with a checkbox for 'Separate Product Tags with commas' and a dropdown for 'Catalog visibility' set to 'Shop and search results'.

**Booking Options:** The booking duration is set under the 'Booking Options' tab. This can be minutes or hours. If you allow the booking to be cancelled, set the cancellation terms on this screen.

If the booking requires confirmation, check the 'Requires confirmation' box. An email will be sent to the Partner Admin for approval, before a booking confirmation and access code is sent to the customer.

The screenshot shows the 'Booking Options' configuration tab. On the left is a sidebar with navigation options: 'Booking Options', 'Attributes', 'Availability', 'Cost', 'Facilities', 'Product Policies', and 'Advanced'. The main area contains the following settings:
 

- Booking duration:** Customer defined blocks of 1 Hour(s)
- Minimum duration:** 1
- Maximum duration:** 10
- Enable Calendar Range Picker?:**
- Calendar display mode:** Calendar always visible
- Requires confirmation?:**
- Can be cancelled?:**
- Booking can be cancelled until:** 1 Hour(s) before the start date.

**Attributes:** For Bookable Products showing the calendar, ignore the Attributes tab options. (Should you add Attributes, these will make no difference to the way the product performs, and will not be seen on the Product Page.)

**Availability:** To set specific days and times for when visitors may register to visit your business, select 'All dates are... not available by default' under the 'Availability' tab. Use **Rules** to set available days.

**Cost:** Base Cost is a one-off cost for the booking as a whole. Block Cost is the cost per block (per hour or day). This is set under Rules. In this example, there is no cost for visitor registration.

**Facilities:** Add facilities available for the booking.

**Product Policies:** This is set under the Store Settings, and applies to all products.

**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email.

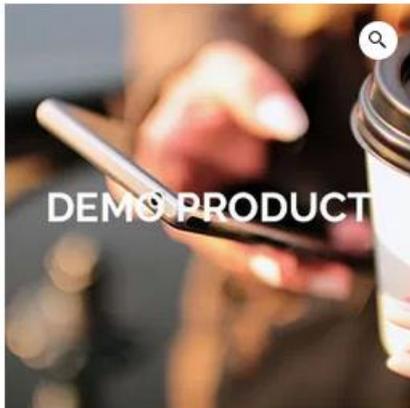
The screenshot displays the 'Advanced' configuration tab. On the left, a dark sidebar lists menu items: Booking Options, Attributes, Availability, Cost, Facilities, Product Policies, and Advanced (highlighted). The main content area includes:

- Enable reviews:** A checkbox that is currently unchecked.
- Menu Order:** A numeric input field containing the value '0'.
- Purchase Note:** A text input field with a placeholder text: "Enter an optional note to send the customer after purchase."

## 12. Category Meeting/Visit (Bookable Product): [Staff Unlimited Access](#)

This bookable product allows **unlimited access** for a **one-year period (365 days)** from the day the booking is made.

[Home](#) / [Meeting/Visit](#) / [Staff Unlimited Access](#)



# Staff Unlimited Access

This bookable product allows **unlimited access** for a **one-year period (365 days)** from the day the booking is made.

Download the FONENTRY App for easy mobile access.

Partner



Demo Partner: The View

★★★★★

### Facilities

Free parking

Duration:

1

× 365 days

NOVEMBER 2019						
M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Booking cost: **£0.00**

[Check Availability](#)

**Bookable Product. Product Name and Short Description:** Add Product Name. Short Description will show on the product, directly under the Price.

**Description:** Add full details for the product, this will show on the Description Tab at the bottom of the product page. You can add images and/video, quotations, bullet and numbered lists and links.

**Category:** Select the relevant category for the product.

**Tags:** Add Tags to enable Search Engines to get information about the product.

The screenshot shows a configuration interface for a bookable product. At the top, there is a text input field containing 'Bookable product'. Below it is a yellow-highlighted text field containing 'Staff Unlimited Access'. The 'Short Description' section features a rich text editor with the text: 'Unlimited Staff Access. This bookable product allows unlimited access for a one-year period (365 days) from the day the booking is made. Download the FONENTRY App for easy mobile access.' The 'Description' section is currently empty. On the right side, there is a 'Categories' list with options: Co-working, Demo Product, Event, Gyms/Fitness, Meeting/Visit (checked), Parking, and Venue Hire. Below the categories is a 'Tags' section with a note: 'Separate Product Tags with commas' and a link 'Choose from the most used tags'. At the bottom right, there is a 'Catalog visibility' dropdown menu set to 'Shop and search results'.

**Booking Options:** The booking duration is set under the 'Booking Options' tab. Booking duration for this example is set as 'Customer defined blocks of... 365 days'. This will allow a staff member to have access for a one-year period from the day the booking is made.

This booking requires confirmation, so check the 'Requires confirmation' box. An email will be sent to the Partner Admin for approval, before a booking confirmation and access code is sent to the staff member.

The screenshot shows the 'Booking Options' configuration tab. On the left is a sidebar menu with options: Booking Options (selected), Attributes, Availability, Cost, Facilities, Product Policies, and Advanced. The main configuration area includes:
 

- Booking duration:** Customer defined blocks of 365 Day(s)
- Minimum duration:** 1
- Maximum duration:** 1
- Enable Calendar Range Picker?:**
- Calendar display mode:** Calendar always visible
- Requires confirmation?:**
- Can be cancelled?:**

**Attributes:** For Bookable Products showing the calendar, ignore the Attributes tab options. (Should you add Attributes, these will make no difference to the way the product performs, and will not be seen on the Product Page.)

**Availability:** Select 'All dates are... available by default' under the 'Availability' tab, and Restrict selectable days to the days of the week when your business is open for staff access. This will allow unlimited access on each of the selected days.

You can also use Rules to specify times of the day when staff may not access your premises. To allow only certain times of the day, select 'All dates are... not available by default', and set the available times using Rules.

Type	From	To	Bookable	Priority
Date range	YYYY-MM-DD	YYYY-MM-DD	NO	

Rules with lower priority numbers will override rules with a higher priority (e.g. 9 overrides 10). Ordering is only applied within the same priority and higher order overrides lower order.

**Cost:** Base Cost is a one-off cost for the booking as a whole. Block Cost is the cost per block (per hour or day). This is set under Rules. In this example, there is no cost for staff registration.

Type	From	To	Base Cost	Block Cost
Date range	YYYY-MM-DD	YYYY-MM-DD	+	+

All matching rules will be applied to the booking.

**Facilities:** Add facilities available for the booking.

**Product Policies:** This is set under the Store Settings, and applies to all products.

**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email.

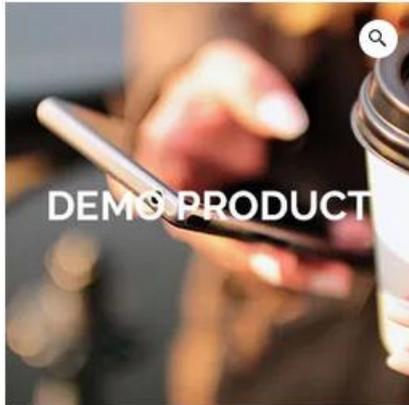
The screenshot shows the 'Advanced' settings page for Product Policies. On the left is a dark sidebar menu with the following items: Booking Options, Attributes, Availability, Cost, Facilities, Product Policies, and Advanced (highlighted in blue). The main content area has a light background and contains three settings:

- Enable reviews:** A checkbox that is currently unchecked.
- Menu Order:** A text input field containing the number '0'.
- Purchase Note:** A text area with a blue question mark icon. Below the text area is a small blue-bordered box containing the text: "Enter an optional note to send the customer after purchase."

### 13. Category Meeting/Visit (Bookable Product): [Meeting Pre-Registration](#)

This bookable product allows you to register for a **time slot by the hour** on **specific days of the week**.

[Home](#) / [Meeting/Visit](#) / Meeting Pre-Registration



## Meeting Pre-Registration

### Demo: Meeting Pre-Registration

This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.

This bookable product allows you to book for a **specified time slot on a specific day**, with limited availability.

Partner  
 Demo Partner: The View  
★★★★★

#### Facilities

Free parking

Times are in Europe/London

NOVEMBER 2019						
M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Starts: 10:00

Ends:

**Bookable Product. Product Name and Short Description:** Add Product Name. To enable the Product Name to be shown on the product listing, type in the Product Name at the top of the Short Description. Short Description will show on the product, directly under the Price.

**Description:** Add full details for the product, this will show on the Description Tab at the bottom of the product page.

**Category:** Select the relevant category for the product.

**Tags:** Add Tags to enable Search Engines to get information about the product.

The screenshot shows a product creation form. At the top, there is a text input field containing "Bookable product". Below it is another field with "Meeting Pre-Registration". The "Short Description" section has a rich text editor with the text: "Demo: Meeting Pre-Registration. This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product. This bookable product allows you to book for a specified time slot on a specific day, with limited availability." The "Description" section has another rich text editor with the text: "On arrival at The View, you will scan a QR code at the entrance using your mobile phone, to register your attendance." To the right, there is a "Categories" list with checkboxes for "Co-working", "Demo Product", "Event", "Gyms/Fitness", "Meeting/Visit", "Parking", and "Venue Hire". Below that is a "Tags" section with a note "Separate Product Tags with commas" and a "Catalog visibility" dropdown set to "Shop and search results".

**Booking Options:** The booking duration is set under the 'Booking Options' tab. Set the duration of the session. This can be minutes or hours. If you allow the booking to be cancelled, set the cancellation terms on this screen.

If the booking requires confirmation, check the 'Requires confirmation' box. An email will be sent to the Partner Admin for approval, before a booking confirmation and access code is sent to the customer.

In this example, the meeting duration is 4 hours.

The screenshot shows the "Booking Options" configuration screen. On the left is a sidebar with menu items: "Booking Options", "Attributes", "Availability", "Cost", "Facilities", "Product Policies", and "Advanced". The main area contains the following settings:
 

- Booking duration:** Customer defined blocks of 4 Hour(s)
- Minimum duration:** 1
- Maximum duration:** 4
- Enable Calendar Range Picker?**
- Calendar display mode:** Calendar always visible
- Requires confirmation?**
- Can be cancelled?**
- Booking can be cancelled until:** 2 Day(s) before the start date. A dropdown menu is open showing options: Day(s), Month(s), Day(s), Hour(s), and Minute(s).

**Attributes:** For Bookable Products showing the calendar, ignore the Attributes tab options. (Should you add Attributes, these will make no difference to the way the product performs, and will not be seen on the Product Page.)

**Availability:** To set specific day and time for a meeting, select 'All dates are... not available by default' under the 'Availability' tab. Use **Rules** to set the day, time and duration of the meeting.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

*Max bookings per block*

*Minimum block bookable*  Day(s) in the future

*Maximum block bookable*  Day(s) in the future

*Require a buffer period of*  hours between bookings

*Adjacent Buffering?*

*All dates are...*

*Check rules against...*

*Restrict selectable days?*

*Restricted days*

*First block starts at...*

**Rules**

Type:

From:  To:

From:  To:

Bookable:  Priority:

Rules with lower priority numbers will override rules with a higher priority (e.g. 9 overrides 10). Ordering is only applied within the same priority and higher order overrides lower order.

**Cost:** Base Cost is a one-off cost for the booking as a whole. Block Cost is the cost per block (per hour or day). This is set under Rules. In this example, there is no cost for meeting pre-registration.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

*Base cost*

*Block cost*

*Display cost*

**Rules**

Type:

From:  To:

Base Cost:

Block Cost:

All matching rules will be applied to the booking.

**Facilities:** Add facilities available for the booking.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

Facilities

*Facilities*

Add facilities available to the user at this vendor.

**Product Policies:** This is set under the Store Settings, and applies to all products.

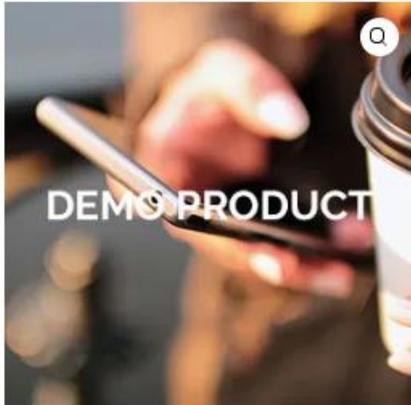
**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email.



14. Category Meeting/Visit (Bookable Product): [Meeting – Search Results only](#)

You can set up a meeting product to enable your attendees to register their attendance, but have the visibility of this meeting set to show on your Partner Page only when searched for by product name.

[Home](#) / [Meeting/Visit](#) / Demo: Private Meeting: #987654 – Search Results only



# Demo: Private Meeting: #987654 – Search Results only

Meeting: #987654

This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.

This bookable product allows you to register attendance for a **specific time slot** on a **specific day**. Visibility is set to 'Search Results only'. This product can only be viewed by people who have the unique product URL or who know the exact name of the product, and search for this.

Partner



Demo Partner: The View

★★★★★

Facilities

Free parking

Times are in Europe/London

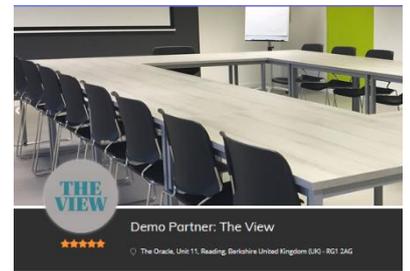
NOVEMBER 2019						
M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Starts: 10:00

Ends: 14:00 (4 Hours)

Booking cost: £0.00

[Book now](#)



Demo Partner: The View

★★★★★

The Oracle, Unit 11, Reading, Berkshire United Kingdom RG1 2AG

LOCATION



PRODUCTS ABOUT POLICES REVIEW

Home / Store / Demo Partner: The View / Products

Showing all 1 result:



Demo: Private Meeting: #987654 – Search Results only

[Read more](#)

KEYWORD SEARCH

#987654

FONENTRY APP

GET IT ON Google Play

Download on the App Store

**Bookable Product. Product Name and Short Description:** Add Product Name. Short Description will show on the product, directly under the Price.

**Description:** Add full details for the product, this will show on the Description Tab at the bottom of the product page. You can add images and/video, quotations, bullet and numbered lists and links.

**Category:** Select the relevant category for the product.

**Tags:** Add Tags to enable Search Engines to get information about the product.

The screenshot shows a product configuration form. At the top, there is a dropdown menu for 'Bookable product'. Below it is a text field containing 'Demo: Private Meeting: #987654 - Search Results only'. The 'Short Description' section has a rich text editor with the text: 'Meeting: #987654. This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product. This bookable product allows you to register attendance for a specific time slot on a specific day. Visibility is set to 'Search Results only'. This product can only be viewed by people who have the unique product URL or who know the exact name of the product, and search for this.' The 'Description' section has a rich text editor with the text: 'On arrival at The View, you will scan a QR code at the entrance using your mobile phone, to register your attendance.' To the right, there is a 'Categories' section with checkboxes for 'Co-working', 'Demo Product', 'Event', 'Gyms/Fitness', 'Meeting/Visit', 'Parking', and 'Venue Hire'. Below that is a 'Tags' section with a note 'Separate Product Tags with commas' and a dropdown menu for 'Catalog visibility' set to 'Search results only'.

**Booking Options:** The booking duration is set under the 'Booking Options' tab. Set the duration of the session. This can be minutes or hours. If you allow the booking to be cancelled, set the cancellation terms on this screen.

If the booking requires confirmation, check the 'Requires confirmation' box. An email will be sent to the Partner Admin for approval, before a booking confirmation and access code is sent to the customer.

In this example, the meeting duration is 4 hours.

The screenshot shows the 'Booking Options' configuration tab. On the left is a sidebar with menu items: 'Booking Options', 'Attributes', 'Availability', 'Cost', 'Facilities', 'Product Policies', and 'Advanced'. The main content area has the following settings: 'Booking duration' is set to 'Customer defined blocks of 4 Hour(s)'; 'Minimum duration' is 1; 'Maximum duration' is 4; 'Enable Calendar Range Picker?' is unchecked; 'Calendar display mode' is 'Calendar always visible'; 'Requires confirmation?' is unchecked; 'Can be cancelled?' is checked; and 'Booking can be cancelled until' is set to 2 with a dropdown menu open showing options: 'Day(s)', 'Month(s)', 'Day(s)', 'Hour(s)', and 'Minute(s)'. The text 'before the start date.' is visible to the right of the dropdown.

**Attributes:** For Bookable Products showing the calendar, ignore the Attributes tab options. (Should you add Attributes, these will make no difference to the way the product performs, and will not be seen on the Product Page.)

**Availability:** To set specific day and time for a meeting, select 'All dates are... not available by default' under the 'Availability' tab. Use **Rules** to set the day, time and duration of the meeting.

**Booking Options**

- Attributes
- Availability**
- Cost
- Facilities
- Product Policies
- Advanced

Max bookings per block

Minimum block bookable  Day(s)

Maximum block bookable  Day(s)

Require a buffer period of  hours between bookings

Adjacent Buffering?

All dates are...

Check rules against...

Restrict selectable days?

Restricted days

First block starts at...

**Rules**

Type

From  To

From  To

Bookable  Priority

Rules with lower priority numbers will override rules with a higher priority (e.g. 9 overrides 10). Ordering is only applied within the same priority and higher order overrides lower order.

**Cost:** Base Cost is a one-off cost for the booking as a whole. Block Cost is the cost per block (per hour or day). This is set under Rules. In this example, there is no cost for meeting pre-registration.

**Booking Options**

- Attributes
- Availability
- Cost**
- Facilities
- Product Policies
- Advanced

Base cost

Block cost

Display cost

**Rules**

Type

From  To

Base Cost  Block Cost

All matching rules will be applied to the booking.

**Facilities:** Add facilities available for the booking.

**Booking Options**

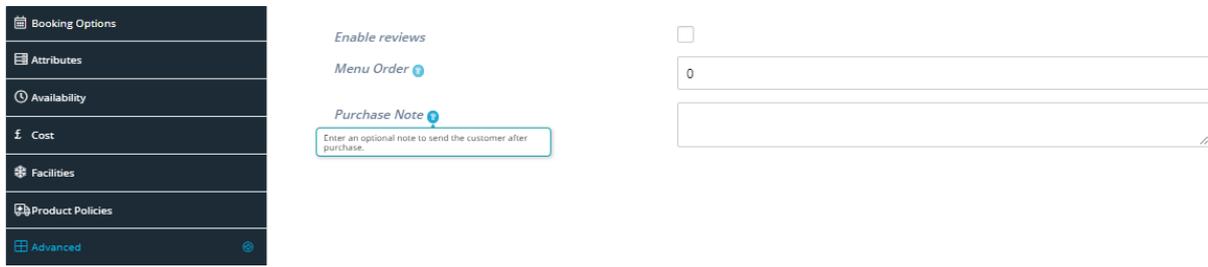
- Attributes
- Availability
- Cost
- Facilities**
- Product Policies
- Advanced

**Facilities**

Add facilities available to the user at this vendor.

**Product Policies:** This is set under the Store Settings, and applies to all products.

**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email.

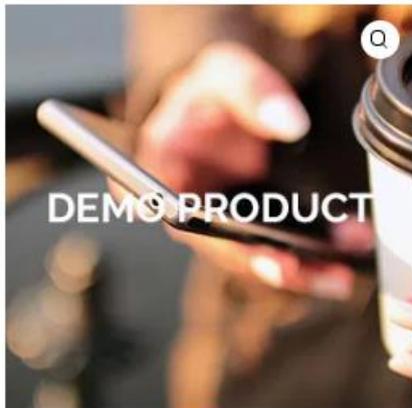


### 15. Category Meeting/Visit (Bookable Product): Meeting – Hidden

You can set up a meeting product to enable your attendees to register their attendance, but have the visibility of this meeting set as a Hidden product. This bookable product will be visible only to invitees who have been given the URL to view the meeting – they will access the meeting registration page only through the URL, the meeting will not be visible or searchable on the Partner’s Page.

This product can only be accessed through the URL <https://fonentry.com/product/example-meeting-456789-hidden/>

[Home](#) / [Meeting/Visit](#) / Meeting #456789: Hidden



## Meeting #456789: Hidden

Meeting #456789

This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.

This bookable product allows you to register attendance for a **specific time slot** on a **specific day**. Visibility is set to 'Hidden'. This product can only be viewed by people who have the unique product URL.

Partner  
Demo Partner: The View  
★★★★★

#### Facilities

Free parking

Times are in Europe/London

NOVEMBER 2019						
M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Starts: 10:00

Ends: End time (dropdown menu)  
End time  
14:00 (4 Hours)

Book now

After creating the product, click VIEW at the bottom of the setup page. Copy the URL of your product, and send this to invitees. They will then be able to register for the meeting by clicking on the URL.

Booking Options

Attributes

Availability

Cost

Facilities

Product Policies

Advanced

Booking duration: Customer defined blocks of 4 Hour(s)

Minimum duration: 1

Maximum duration: 1

Enable Calendar Range Picker?

Calendar display mode: Calendar always visible

Requires confirmation?

Can be cancelled?

VIEW DRAFT SUBMIT

URL to share with invitees:

https://fonentry.com/product/example-meeting-456789-hidden/

**Bookable Product. Product Name and Short Description:** Add Product Name. Short Description will show on the product, directly under the Price.

**Description:** Add full details for the product, this will show on the Description Tab at the bottom of the product page. You can add images and/video, quotations, bullet and numbered lists and links.

**Category:** Select the relevant category for the product.

**Tags:** Add Tags to enable Search Engines to get information about the product.

The screenshot shows a configuration interface for a bookable product. At the top, there is a text input field containing "Bookable product". Below it is a field for "Meeting #456789: Hidden". The "Short Description" section features a rich text editor with the text: "Meeting #456789. This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product. This bookable product allows you to register attendance for a specific time slot on a specific day. Visibility is set to 'Hidden'. This product can only be viewed by people who have the unique product URL." The "Description" section has another rich text editor with the text: "On arrival at The View, you will scan a QR code at the entrance using your mobile phone, to register your attendance." On the right side, there is a "Categories" list with checkboxes for "Co-working", "Demo Product" (checked), "Event", "Gyms/Fitness", "Meeting/Visit" (checked), "Parking", and "Venue Hire". Below that is a "Tags" section with a note "Separate Product Tags with commas" and a dropdown menu for "Catalog visibility" set to "Hidden".

**Booking Options:** The booking duration is set under the 'Booking Options' tab. Set the duration of the session. This can be minutes or hours. If you allow the booking to be cancelled, set the cancellation terms on this screen.

If the booking requires confirmation, check the 'Requires confirmation' box. An email will be sent to the Partner Admin for approval, before a booking confirmation and access code is sent to the customer.

In this example, the meeting duration is 4 hours.

The screenshot shows the "Booking Options" configuration tab. On the left is a sidebar menu with options: "Booking Options", "Attributes", "Availability", "Cost", "Facilities", "Product Policies", and "Advanced". The main content area includes:
 

- Booking duration:** "Customer defined blocks of" (dropdown), "4" (input), "Hour(s)" (dropdown).
- Minimum duration:** "1" (input).
- Maximum duration:** "4" (input).
- Enable Calendar Range Picker?:**
- Calendar display mode:** "Calendar always visible" (dropdown).
- Requires confirmation?:**
- Can be cancelled?:**
- Booking can be cancelled until:** "2" (input), a dropdown menu with "Day(s)" selected, "Month(s)", "Hour(s)", and "Minute(s)", followed by the text "before the start date."

**Attributes:** For Bookable Products showing the calendar, ignore the Attributes tab options. (Should you add Attributes, these will make no difference to the way the product performs, and will not be seen on the Product Page.)

**Availability:** To set specific day and time for a meeting, select 'All dates are... not available by default' under the 'Availability' tab. Use **Rules** to set the day, time and duration of the meeting.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

*Max bookings per block*

*Minimum block bookable*  Day(s) in the future

*Maximum block bookable*  Day(s) in the future

*Require a buffer period of*  hours between bookings

*Adjacent Buffering?*

*All dates are...* not-available by default

*Check rules against...* All blocks being booked

*Restrict selectable days?*

*Restricted days* Monday

*First block starts at...* ...--

**Rules**

Type: Date Range with time

From: 2019-11-25 To: 2019-11-25

From: 10:00 To: 14:00

Bookable: YES Priority: 1

Rules with lower priority numbers will override rules with a higher priority (e.g. 9 overrides 10). Ordering is only applied within the same priority and higher order overrides lower order.

**Cost:** Base Cost is a one-off cost for the booking as a whole. Block Cost is the cost per block (per hour or day). This is set under Rules. In this example, there is no cost for meeting pre-registration.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

*Base cost*

*Block cost*

*Display cost*

**Rules**

Type: Date range

From: YYYY-MM-DD To: YYYY-MM-DD

Base Cost: +  Block Cost: +

All matching rules will be applied to the booking.

**Facilities:** Add facilities available for the booking.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

Facilities

*Facilities* Add facilities available to the user at this vendor.

Free parking

**Product Policies:** This is set under the Store Settings, and applies to all products.

**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email.



## 16. Category Event (Bookable Product): [Event – Free Registration](#)

This bookable product allows you to take registrations for a free event, on a **specific date and time**, with **limited duration** and **ticket availability**.

[Home](#) / [Event](#) / Event – Free Registration

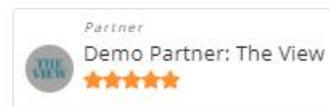


# Event – Free Registration

Demo: Free Book Launch

This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.

This bookable product allows you to take registrations for a free event, on a **specific date and time**, with **limited duration** and **limited ticket availability**.



### Facilities

Free parking. Refreshments will be served.

Times are in Europe/London

NOVEMBER 2019						
M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Starts:

Ends:

Booking cost: £0.00

[Book now](#)

**Bookable Product. Product Name and Short Description** Add Product Name. Short Description will show on the product, directly under the Price.

**Description:** Add full details for the product, this will show on the Description Tab at the bottom of the product page. You can add images and/video, quotations, bullet and numbered lists and links.

**Category:** Select the relevant category for the product.

**Tags:** Add Tags to enable Search Engines to get information about the product.

The screenshot shows a product configuration interface. At the top, there is a text input field containing "Bookable product". Below it is a text input field with "Event - Free Registration" in orange text. The "Short Description" section features a rich text editor with a toolbar and a text area containing: "Demo: Free Book Launch", "This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.", and "This bookable product allows you to take registrations for a free event, on a specific date and time, with limited duration and limited ticket availability." The "Description" section also has a rich text editor with a text area containing: "On arrival at The View, you will scan a QR code at the entrance using your mobile phone, to register your attendance." To the right, there is a "Categories" list with checkboxes for "Co-working", "Demo Product", "Event", "Gyms/Fitness", "Meeting/Visit", "Parking", and "Venue Hire". Below that is a "Tags" section with a note "Separate Product Tags with commas" and a "Catalog visibility" dropdown set to "Shop and search results".

**Booking Options:** The booking duration is set under the 'Booking Options' tab. This can be minutes, hours or days. If you allow the booking to be cancelled, set the cancellation terms on this screen.

If the booking requires confirmation, check the 'Requires confirmation' box. An email will be sent to the Partner Admin for approval, before a booking confirmation and access code is sent to the customer.

In this example, the event duration is 3 hours.

The screenshot shows the "Booking Options" configuration tab. On the left is a dark sidebar menu with options: "Booking Options", "Attributes", "Availability", "Cost", "Facilities", "Product Policies", and "Advanced". The main content area has the following settings: "Booking duration" set to "Customer defined blocks of" 3 "Hour(s)"; "Minimum duration" set to 1; "Maximum duration" set to 1; "Enable Calendar Range Picker?" with an unchecked checkbox; "Calendar display mode" set to "Calendar always visible"; "Requires confirmation?" with an unchecked checkbox; and "Can be cancelled?" with an unchecked checkbox.

**Attributes:** For Bookable Products showing the calendar, ignore the Attributes tab options. (Should you add Attributes, these will make no difference to the way the product performs, and will not be seen on the Product Page.)

**Availability:** To set specific day and time for the event, select 'All dates are... not available by default' under the 'Availability' tab. Use **Rules** to set the day, time and duration of the meeting.

**Booking Options**

- Attributes
- Availability**
- Cost
- Facilities
- Product Policies
- Advanced

Max bookings per block

Minimum block bookable  Day(s) in the future

Maximum block bookable  Month(s) in the future

Require a buffer period of  hours between bookings

Adjacent Buffering?

All dates are...

Check rules against...

Restrict selectable days?

Restricted days

First block starts at...

**Rules**

Type

From  To

From  To

Bookable  Priority

Rules with lower priority numbers will override rules with a higher priority (e.g. 9 overrides 10). Ordering is only applied within the same priority and higher order overrides lower order.

**Cost:** Base Cost is a one-off cost for the booking as a whole. Block Cost is the cost per block (per hour or day). This is set under Rules. In this example, there is no cost for the event registration.

**Booking Options**

- Attributes
- Availability
- Cost**
- Facilities
- Product Policies
- Advanced

Base cost

Block cost

Display cost

**Rules**

Type

From  To

Base Cost  Block Cost

All matching rules will be applied to the booking.

**Facilities:** Add facilities available for the booking.

**Booking Options**

- Attributes
- Availability
- Cost
- Facilities**
- Product Policies
- Advanced

**Facilities**

Add facilities available to the user at this vendor.

Free parking. Refreshments will be served.

**Product Policies:** This is set under the Store Settings, and applies to all products.

**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email.

The screenshot displays the 'Advanced' configuration tab. On the left, a dark sidebar lists menu items: Booking Options, Attributes, Availability, Cost, Facilities, Product Policies, and Advanced (highlighted). The main content area includes:

- Enable reviews:** A checkbox that is currently unchecked.
- Menu Order:** A text input field containing the number '0'.
- Purchase Note:** A text area for entering a note. A tooltip below it reads: "Enter an optional note to send the customer after purchase."

17. Category Event (Bookable Product): [Event – Tickets](#)

This bookable product allows you to take sell tickets for an event, on a **specific date and time**, with **limited duration** and **ticket availability**.

[Home](#) / [Event](#) / Event – Tickets



## Event – Tickets

From: £10.00

This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.

This bookable product will allow you to sell tickets for an event, on a **specific time and date**, with **limited duration** and **ticket availability**.

Partner  
 Demo Partner: The View  
 ★★★★★

### Facilities

Times are in Europe/London

NOVEMBER 2019						
M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Starts: 14:00      Ends: 17:00 (3 Hours)

Booking cost: £10.00

[Book now](#)

**Bookable Product. Product Name and Short Description:** Add Product Name. Short Description will show on the product, directly under the Price.

**Description:** Add full details for the product, this will show on the Description Tab at the bottom of the product page. You can add images and/video, quotations, bullet and numbered lists and links.

**Category:** Select the relevant category for the product.

**Tags:** Add Tags to enable Search Engines to get information about the product.

The screenshot shows a configuration form for a bookable product. At the top, there is a text field containing 'Bookable product'. Below it is a dropdown menu for 'Event - Tickets'. The 'Short Description' section features a rich text editor with the text: 'Paid Event: Tech Talk' and 'This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product. This bookable product will allow you to sell tickets for an event, on a specific time and date, with limited duration and ticket availability.' The 'Description' section has another rich text editor with the placeholder text: 'Add images and/or video and full description of the event.' To the right, there is a 'Categories' list with 'Demo Product' and 'Event' selected, and a 'Tags' section with a note to separate tags with commas. At the bottom right, there is a 'Catalog visibility' dropdown set to 'Shop and search results'.

**Booking Options:** The booking duration is set under the 'Booking Options' tab. This can be minutes, hours or days. If you allow the booking to be cancelled, set the cancellation terms on this screen.

If the booking requires confirmation, check the 'Requires confirmation' box. An email will be sent to the Partner Admin for approval, before a booking confirmation and access code is sent to the customer.

In this example, the event duration is 3 hours.

The screenshot shows the 'Booking Options' configuration tab. On the left is a sidebar with navigation options: Booking Options, Attributes, Availability, Cost, Facilities, Product Policies, and Advanced. The main area contains the following settings: 'Booking duration' is set to 'Customer defined blocks of 3 Hour(s)'; 'Minimum duration' is 1; 'Maximum duration' is 1; 'Enable Calendar Range Picker?' is unchecked; 'Calendar display mode' is 'Calendar always visible'; 'Requires confirmation?' is unchecked; and 'Can be cancelled?' is unchecked.

**Attributes:** For Bookable Products showing the calendar, ignore the Attributes tab options. (Should you add Attributes, these will make no difference to the way the product performs, and will not be seen on the Product Page.)

**Availability:** To set specific day and time for the event, select 'All dates are... not available by default' under the 'Availability' tab. Use **Rules** to set the day, time and duration of the meeting.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

**Max bookings per block** 100

**Minimum block bookable** 0 Month(s) in the future

**Maximum block bookable** 3 Month(s) in the future

**Require a buffer period of** 0 hours between bookings

**Adjacent Buffering?**

**All dates are...** not-available by default

**Check rules against...** All blocks being booked

**Restrict selectable days?**

**Restricted days** [Dropdown]

**First block starts at...** [Time]

**Rules**

Type: Date Range with time

From: 2019-11-27 To: 2019-11-27

From: 14:00 To: 17:00

Bookable: YES Priority: 10

Rules with lower priority numbers will override rules with a higher priority (e.g. 9 overrides 10). Ordering is only applied within the same priority and higher order overrides lower order.

**Cost:** Base Cost is a one-off cost for the booking as a whole. Block Cost is the cost per block (per hour or day). This is set under Rules. In this example, there is no cost for the event registration.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

**Base cost** 10

**Block cost** 0

**Display cost** [Text]

**Rules**

Type: Date range

From: YYYY-MM-DD To: YYYY-MM-DD

Base Cost: + [Text] Block Cost: + [Text]

All matching rules will be applied to the booking.

**Facilities:** Add facilities available for the booking.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

Facilities

**Facilities** Add facilities available at this event.

Add facilities available to the user at this vendor.

**Product Policies:** This is set under the Store Settings, and applies to all products.

**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

Enable reviews

Menu Order

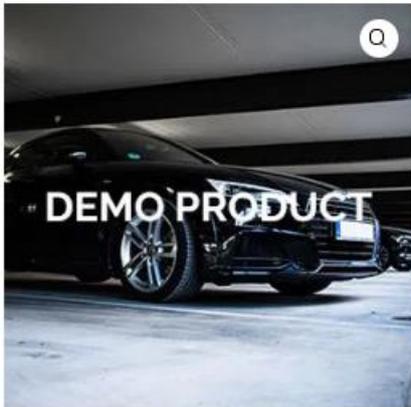
Purchase Note

Enter an optional note to send the customer after purchase.

### 18. Category Parking (Bookable Product): [Parking](#)

This bookable product allows bookings for a **day or range of consecutive days**.

[Home](#) / [Parking](#) / [Parking](#)



## Parking

★★★★★ (1 customer review)

From: £8.00

Multi-storey Parking Garage

This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product.

This bookable product allows bookings for a **day or range of consecutive days**.

Partner



Demo Partner: Parking Garage

★★★★★

#### Facilities

Electric Vehicle charging points, Disabled Parking Bays, Extra Long Parking Bays

NOVEMBER 2019						
M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Booking cost: £24.00

[Book now](#)

**Bookable Product. Product Name and Short Description:** Add Product Name. Short Description will show on the product, directly under the Price.

**Description:** Add full details for the product, this will show on the Description Tab at the bottom of the product page. You can add images and/video, quotations, bullet and numbered lists and links.

**Category:** Select the relevant category for the product.

**Tags:** Add Tags to enable Search Engines to get information about the product.

The screenshot shows a configuration interface for a bookable product. At the top, there is a text input field containing "Bookable product". Below it is a dropdown menu with "Parking" selected. The "Short Description" section features a rich text editor with the text: "Multi-storey Parking Garage" and "This is a demo product and no orders for this product will be fulfilled. Please do not purchase this product. This bookable product allows bookings for a day or range of consecutive days." The "Description" section is currently empty. On the right side, there is a "Categories" list with "Demo Product" and "Parking" checked. Below that, a "Tags" field contains "Parking, prepaid parking". At the bottom right, the "Catalog visibility" is set to "Shop and search results".

**Booking Options:** The booking duration is set under the 'Booking Options' tab. If you allow the booking to be cancelled, set the cancellation terms on this screen.

If the booking requires confirmation, check the 'Requires confirmation' box. An email will be sent to the Partner Admin for approval, before a booking confirmation and access code is sent to the customer.

This example product has Booking duration as 'Customer defined blocks of 1 day', with a maximum number of days bookable being 7 days. Enable Calendar Range Picker to allow the customer to choose a range of days on the calendar.

The screenshot shows the "Booking Options" configuration tab. On the left is a sidebar menu with options: Booking Options, Attributes, Availability, Cost, Facilities, Product Policies, and Advanced. The main area contains the following settings:
 

- Booking duration:** Customer defined blocks of 1 Day(s)
- Minimum duration:** 1
- Maximum duration:** 7
- Enable Calendar Range Picker?:**
- Calendar display mode:** Calendar always visible
- Requires confirmation?:**
- Can be cancelled?:**

**Attributes:** For Bookable Products showing the calendar, ignore the Attributes tab options. (Should you add Attributes, these will make no difference to the way the product performs, and will not be seen on the Product Page.)

**Availability:** In this example product, the customer may book any day of the week. Select ‘All dates are... available by default’ under the ‘Availability’ tab. Since this booking is by the day, there is no need to specify available times, which would be set using Rules.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

*Max bookings per block*

*Minimum block bookable*   in the future

*Maximum block bookable*   in the future

*Require a buffer period of*  days between bookings

*Adjacent Buffering?*

*All dates are...*

*Check rules against...*

*Restrict selectable days?*

*Restricted days*

*First block starts at...*

**Rules**

Type:

From:  To:

Bookable:  Priority:

Rules with lower priority numbers will override rules with a higher priority (e.g. 9 overrides 10). Ordering is only applied within the same priority and higher order overrides lower order.

**Cost:** Base Cost is a one-off cost for the booking as a whole. Block Cost is the cost per block (per hour or day). This is set under Rules. In this example, there is no cost for the event registration.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

*Base cost*

*Block cost*

*Display cost*

**Rules**

Type:

From:  To:

Base Cost:   Block Cost:

All matching rules will be applied to the booking.

**Facilities:** Add facilities available for the booking.

- Booking Options
- Attributes
- Availability
- Cost
- Facilities
- Product Policies
- Advanced

**Facilities**

*Facilities*

**Product Policies:** This is set under the Store Settings, and applies to all products.

**Advanced:** You may add a note to your customers on the 'Advanced' tab – this will appear on the customer's booking confirmation email.



The screenshot displays the 'Advanced' configuration tab. On the left, a dark sidebar menu lists various options: Booking Options, Attributes, Availability, Cost, Facilities, Product Policies, and Advanced (which is highlighted in blue). The main content area includes:

- Enable reviews:** A checkbox that is currently unchecked.
- Menu Order:** A text input field containing the number '0'.
- Purchase Note:** A section with a blue header and a text box below it. The text box contains the instruction: "Enter an optional note to send the customer after purchase."