Catalogue Management

How do I take bookings for workshops, classes or events?

New: your customers book their place online and pay for it straight away. Pottery workshop, soap-making class, yoga lesson, barn concert, beehive tour: anything that takes place on a set date with a limited number of places.

Opening bookings

1. open the product page, **“Booking”** tab, and tick **“Bookable product”**;
2. under **“Booking type”**, choose **“Sessions”**;
3. under **“Add sessions”**, enter the date, start time, end time if you wish, and the number of places. An optional label describes the session: “beginners”, “in English”…;
4. a workshop every Wednesday and Saturday until June? Tick **“Repeat every week”**, the days and the end date: all sessions are created in one go.

You can also close bookings a few hours before the start, giving you time to get the clay or the chairs ready.

What your customer sees

On the product page, they choose a date and see how many places are left. A full session stays visible but can no longer be chosen, and past sessions disappear on their own. They pay as for any purchase, by card, PayPal or the payment method of your choice, and can add other products to the same basket. A place in the basket is held for 30 minutes: never one place too many.

Your attendees, session by session

The **“Upcoming sessions”** table shows the places, bookings, remaining places and status (open, full, cancelled) of each session. One click shows the orders and number of places. You can add places, cancel a session and reopen it, or delete a session with no bookings.

What about appointments?

For a haircut, a treatment or a consultation, choose the **“Appointments”** type: you enter your opening hours and the length of a slot, and the customer picks a day and then a free slot. Your holidays are set under **“Closures”**.

How much does it cost?

Nothing extra: bookings are included in the subscription, with no commission on booked places. And you only pay when you sell: your subscription starts with your first order.

Learn more: online booking for workshops, classes and events.

Attached files:

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