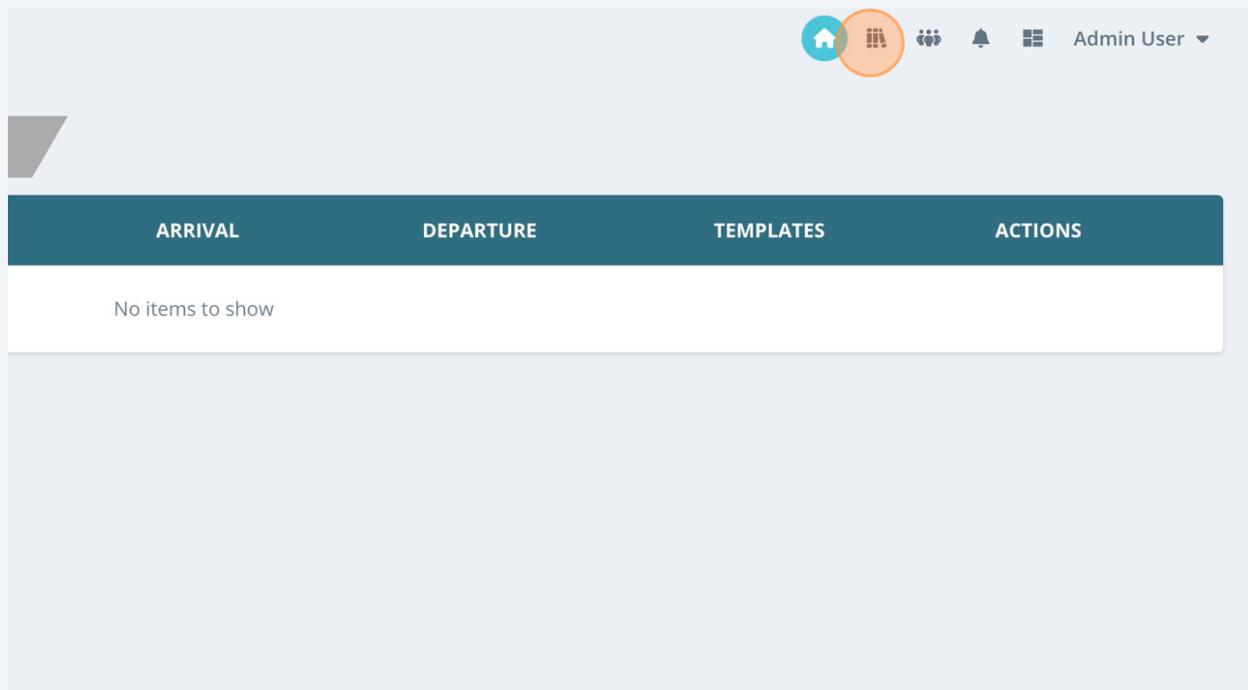


How to add a bookable time for a Venue? (Applicable for Groups only)

This guide offers step-by-step instructions on adding bookable times for a venue. It is suitable for groups and enables users to select specific times for a venue, ensuring that teams submit group requests within the established hour range.

1 Navigate to your GO Software URL and click on the Library Icon.



2 Click "Venues"

Libraries

Events Venues Content

Title	Description	Segment	Levels	Attributes	Private
PROPERTY My \$PARTY\$ Party Copy Event Template ID		Explore	Circles Food Music Phantom Folktales	The Quirk The Glamorous The Indulgence	
PROPERTY My Polka Party Copy Event Template ID		Explore	Circles Food Music Phantom Folktales	The Quirk The Glamorous The Indulgence	
PROPERTY This is a new party Copy Event Template ID		Revel	Doors	The Quirk	

3 Click on as existing Venue.

Libraries

Events Venues Content

Name	Deck	Occupancy	Types	Configurations
High Street Shops	6	15	Onboard Revenue Restaurant Crew Space	Shop Open: 15 Shop Open No Sales: 15 DJ: 15
The Pump Room	3	75	Crew Space	Gym: 75
The Manor	6	175	Entertainment Space Bar Restaurant Bookable	Dinner Show: 125 Late Night Show: 150 Night Club: 175 Class: 100 Movie: 150 Muster: 175

4

Select the corresponding hours of operation by clicking on the drop-down "Start" & "End" time.

The screenshot shows a modal window for editing a venue's booking hours. On the left, a list of venues is visible, with 'The Pump Room' selected. The modal contains the following sections:

- Location:** Radio buttons for 'Unassigned' (selected), 'Fwd', 'Mid', 'Aft', 'Unassigned', 'Prt', and 'Stb'.
- Booking Hours:** A table with columns 'Start', 'End', and 'State'.

Start	End	State	
7:00 AM	9:00 AM	Open	🗑️
12:00pm	02:00pm	Open	🗑️
- Hours:** A '+ Add Period' button.
- Display Options:** An upward arrow icon.
- Buttons:** 'Archive' (red) and 'Submit' (green) buttons.

At the bottom right of the modal, the text 'Late Night: 115' and 'Muster: 115' is visible.

5

Click "Add Period" to add multiple opening hours to a venue.

The screenshot shows the same venue management interface as in step 4, but with 'The Manor' selected. The 'Add Period' button is highlighted with an orange circle. The 'Hours' table now contains one entry:

Start	End	State	
08:00am	09:00am	Open	🗑️

The 'Archive' and 'Submit' buttons are visible at the bottom right of the modal.

6 Click "Submit" when finished.

Unassigned Unassigned
 Fwd Prt
 Mid Stb
 Aft

Booking Hours

Hours

Start	End	State	
08:00am	09:00am	Open	
6:00 AM	6:00 AM	Open	

+ Add Period

Display Options ^

Archive Submit

Late Night: 115
Muster: 115

15 Onboard Revenue Shop Open: 15

7 When creating a group request, on the left side, the white section displays the venue's availability as added in the Venue Library.

Tip: You can click and drag to set the day, start time, and end time of this booking!

	Genoa	Naples	Messina	Valletta	At sea	Barcelona
6:00	5/12/2024	5/13/2024	5/14/2024	5/15/2024	5/16/2024	5/17/2024
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
13:00						
14:00						
15:00						
16:00						
17:00						
18:00						
19:00						
20:00						
21:00						
22:00						
23:00						

BOOKING NAME *
Birthday

START TIME * END TIME *
12:15 PM 03:15 PM

FOOD & BEVERAGES
Enter food or beverage name...

ENTERTAINMENT
Enter entertainment name...

HOUSEKEEPING REQUESTS

VENUE CONFIGURATION
None

BOOKING NOTES

BOOKING FILES
None

8

If the requested time falls outside the venue's opening hours, the system will display the following alert in yellow on the lower section of the page:

"To submit this booking, its time must be within open bookings hours as specified on the venue."

The screenshot displays a booking interface. On the left is a calendar grid with columns for Genoa (5/12/2024), Naples (5/13/2024), Messina (5/14/2024), Valletta (5/15/2024), At sea (5/16/2024), and Barcelona (5/17/2024). The rows represent hours from 6:00 to 5:00. A purple block is visible at 12:00 on the 12th, and a grey block is at 12:00 on the 13th. On the right is a booking form with the following sections:

- BOOKING NAME ***: Birthday
- START TIME ***: 12:15 PM
- END TIME ***: 03:15 PM
- GUESTS (MIN. 0)**: 1
- FOOD & BEVERAGES**: Enter food or beverage name...
- ENTERTAINMENT**: Enter entertainment name...
- HOUSEKEEPING REQUESTS**
- VENUE CONFIGURATION**: None
- BOOKING NOTES**
- BOOKING FILES**: None, with a "Choose File" button and the note "File name changes will only take effect when form is submitted".

A yellow alert banner at the bottom of the form reads: "To submit this booking, its time must be within open bookings hours as specified on the venue." Below the alert, the following information is displayed:

- Group Selected: ABSA Group
- Voyage Selected: EU20240512GOAGOA (Day 1)
- Venue Selected: La Brasserie Buffet

Navigation buttons include "Go Back", "Save as Draft", and "Finish: Create Group Booking".