

How to add a bookable time for a Venue?



This guide is also available as a video. Click the link below to watch:

[scribehow.com/embed-preview/How to add a bookab...](https://scribehow.com/embed-preview/How%20to%20add%20a%20bookab...)

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.

<div>Itinerary Templates Settings</div>							
SAILING		DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATE
RIVIERA MAYA 31		8/21/2025	1	Miami	--	04:00pm	
		8/22/2025	2	At Sea	--	--	
		8/23/2025	3	Isla de Roatan	12:00pm	06:00pm	
		8/24/2025	4	Costa Maya	08:00am	06:00pm	
		8/25/2025	5	Cozumel	07:00am	06:00pm	

2 Click "Venues" to open the Venue Library.

The screenshot shows the Venue Library interface. The 'Venues' tab is selected and highlighted with an orange circle. The interface includes a sidebar with filters and a main table with columns: ACCESS, TITLE, and DESCRIPTION. The table lists several venues, each with a 'Property' icon and a 'Copy ID' link.

ACCESS	TITLE	DESCRIPTION
Property	Welcome onboard with Captain \$CAPTAINNAME\$	
Property	Test Event 1	
Property	test end time	test end time
Property	Test	

3 Double Click on an existing Venue or click on the "edit" icon to open the venue details.

The screenshot shows the Venue Library interface. The 'Venues' tab is selected. The table lists various venues with columns: NAME, LEVEL, TYPES, ENDPOINTS, PRIVATE, and IMAGES. The 'Lounge' row is highlighted, and the 'edit' icon (pencil) is circled in orange.

NAME	LEVEL	TYPES	ENDPOINTS	PRIVATE	IMAGES
Library Copy ID	1	ENTERTAINMENT	All		0
Lounge Copy ID	7	ENTERTAINMENT	All		0
Atrium Copy ID	6	ENTERTAINMENT	All		0
Baby Club Copy ID	1	ENTERTAINMENT	All		0
Zipline Copy ID	2	ENTERTAINMENT	All		0
Club Copy ID	8	ENTERTAINMENT	All		0
Casino Copy ID	7	ENTERTAINMENT	All		0

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Select hours of operation you'd like to enter by clicking on the drop-down "Start" & "End" time.

The screenshot shows a modal window for configuring booking hours. At the top, there are radio buttons for 'Fwd', 'Mid', 'Aft', 'Prt', and 'Stb'. Below this is a section titled 'BOOKING HOURS' with a table containing columns for 'Start', 'End', and 'State'. The 'Start' and 'End' columns have dropdown menus, and the 'State' column has a dropdown menu with 'Open' selected. An orange circle highlights the 'Start' dropdown menu. Below the table is a '+ Add Period' button. To the right of the table is a 'Save Booking Hours' button. Below the 'BOOKING HOURS' section is a 'Display Options' section with two checkboxes: 'Not Bookable for Groups' and 'Private (hide from endpoints)'. At the bottom is an 'Endpoints' section with a dropdown menu showing 'All'. The background shows a sidebar with 'The Avenir' venue selected and a main area with 'ENDPOINTS' and 'PRIVATE' tabs.

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

This screenshot is similar to the previous one, showing the same modal window. However, an orange circle now highlights the '+ Add Period' button instead of the 'Start' dropdown menu. The rest of the interface, including the 'BOOKING HOURS' table, 'Display Options', and 'Endpoints' section, remains the same.

6 Click "Save Booking Hours".

The screenshot shows a web interface for managing booking hours. On the left is a sidebar with filters for dates, options, type, and fields. The main area has sections for 'BOOKING HOURS' (with start/end times and state), 'Display Options' (checkboxes for group booking and privacy), and 'Endpoints' (a list of endpoints). A dark blue button labeled 'Save Booking Hours' is highlighted with an orange circle. On the right is a table with columns 'ENDPOINTS' and 'PRIVATE', showing a list of endpoints.

7 Click "Submit" when finished.

The screenshot shows the same web interface as step 6, but with additional options. Below the 'Endpoints' list, there is an 'Audience' section with a dropdown menu set to 'All'. At the bottom right, there are two buttons: 'Archive' (red) and 'Submit' (green). The 'Submit' button is highlighted with an orange circle. The sidebar and main content area are the same as in step 6.

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

No markers

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

	Miami 8/28/2025	At Sea 8/29/2025	Cozumel 8/30/2025	Miami 8/31/2025
6:00				
7:00				
8:00				
9:00				
10:00				
11:00				
12:00p				
1:00p				
2:00p				
3:00p				
4:00p				
5:00p				
6:00p				
7:00p				
8:00p				
9:00p				
10:00p				
11:00p				
12:00				
1:00				
2:00				

Occupancy Prediction

Create Group Booking THE AVENIR

3. Group Event Details

GROUP EVENT DETAILS Clear Form

START TIME *

12:45

END TIME *

15:00

GUESTS (MIN. 0)

1

SET UP TIME (MINUTES)

0

BREAKDOWN TIME (MINUTES)

0

FOOD & BEVERAGES

Enter food or beverage name...

ENTERTAINMENT

Enter entertainment name...

HOUSEKEEPING REQUESTS

VENUE CONFIGURATION

None

GROUP EVENT NOTES

B

I

U

Group Selected: TEST GROUP Saturday

Voyage Selected: RIVIERA MAYA 31 (Day 2)

Date Selected: 8/29/2025

Venue Selected: Lounge

Go Back

Save as Draft

Finish: Create Group Booking

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If you are a Group User and the requested time falls outside the venue's booking 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."

If you are a Group Admin, you will not see the yellow alert as this permission level has no booking restrictions.

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

	Genoa 5/12/2024	Naples 5/13/2024	Messina 5/14/2024	Valletta 5/15/2024	At sea 5/16/2024	Barcelona 5/17/2024
6:00						
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						
0:00						
1:00						
2:00						
3:00						
4:00						
5:00						

BOOKING NAME * [Clear Form](#)

START TIME * **END TIME *** **GUESTS (MIN. 0)**

FOOD & BEVERAGES

ENTERTAINMENT

HOUSEKEEPING REQUESTS

VENUE CONFIGURATION

BOOKING NOTES

BOOKING FILES

[Choose File](#) File name changes will only take effect when form is submitted

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

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

[Go Back](#) [Save as Draft](#) [Finish: Create Group Booking](#)