

GO Reserve: Flagged Section Guide Overview

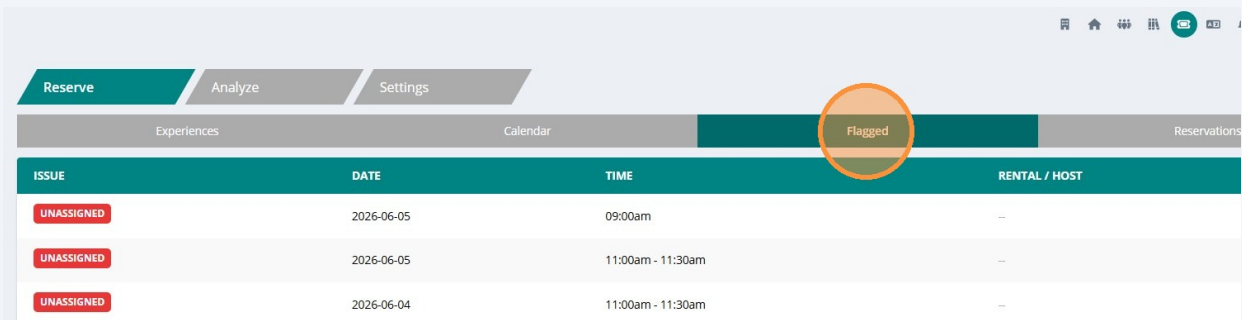
Learn how to use the Flagged section to identify and manage reservations assigned to unavailable timeslots, including reassigning reservations, adding occurrences, and configuring price overrides.

1 Navigate to your **GO URL** and go to the GO Reserve page.

2 Click the **"Flagged"** tab to open the Flagged reservations view.

Flagged Reservations Columns Overview:

- **Issue:** Type of issue
- **Date:** Scheduled date for the event.
- **Time:** Scheduled time for the event
- **Rental / Host:** Number of rentals or assigned host



ISSUE	DATE	TIME	RENTAL / HOST
UNASSIGNED	2026-06-05	09:00am	--
UNASSIGNED	2026-06-05	11:00am - 11:30am	--
UNASSIGNED	2026-06-04	11:00am - 11:30am	--

3 On the left-side panel, you can:

- Click to "**Refresh Data**" to reload the latest data.
- Click the "**Filter hosts shown...**" field to filter reservations by Host.

The screenshot shows a dashboard with a left sidebar and a main content area. The sidebar includes a logo, a dropdown menu for 'The Avenir', a 'Refresh Data' button (circled in orange), and a 'Filters' section with a 'HOST' filter labeled 'Filter hosts shown...'. The main content area has tabs for 'Reserve', 'Analyze', and 'Settings', with 'Reserve' selected. Below these are 'Experiences' and 'Calendar' tabs. A table displays reservation data with columns 'ISSUE', 'DATE', and 'TIME'. The table contains three rows, all with 'UNASSIGNED' in the 'ISSUE' column.

ISSUE	DATE	TIME
UNASSIGNED	2026-06-05	09:00am
UNASSIGNED	2026-06-05	11:00am
UNASSIGNED	2026-06-04	11:00am

4 Click this icon to **expand** the reservation details.

The screenshot shows a dashboard with a top navigation bar containing icons for home, users, settings, a chat icon (circled in orange), a calendar icon, a notification bell, and a user profile dropdown labeled 'Admin User'. Below the navigation bar are tabs for 'Flagged' and 'Reservations', with 'Flagged' selected. A table displays reservation details with columns 'TIME' and 'RENTAL / HOST'. The table contains three rows, each with a time slot and a dash in the 'RENTAL / HOST' column. An expand icon (two arrows pointing outwards) is circled in orange in the rightmost column of the first row.

TIME	RENTAL / HOST
09:00am	--
11:00am - 11:30am	--
11:00am - 11:30am	--

5

Here you can:

- Click here to **edit** the reservation.
- Click the trash icon to **delete** the reservation.

Flagged		Reservations	
TIME	RENTAL / HOST		
09:00am	--		
NAME	EMAIL	PHONE	REVENUE
as Marco	lucas@sparkcooperative.com	+14789220854	\$111.30
11:00am - 11:30am	--		
11:00am - 11:30am	--		

6

When you edit it, click **"Find a Spot"** to view available date and time options for the unassigned reservation.

The screenshot displays the 'Edit Reservation - RZ-ZCNSR3TA' interface. At the top, there are tabs for 'Details', 'Payment', and 'Cart'. A yellow banner reads: 'Verify that the reservation details are correct. Mouse over the highlighted fields to see what needs attention.' Below this is a teal bar with a 'Find a Spot' button circled in orange. The 'Date & Time' section contains the following details:

DATE *	START TIME *	END TIME
5/6/2026	09:00am	09:00am

Below the table, the 'HOST' is listed as 'None' and 'PRICE OVERRIDES' are also listed as 'None'. At the bottom, there are three summary boxes: 'Tickets \$100.00', 'Packages \$0.00', and 'Addons \$0.00'.

7 You may:

- Select the Start/End date from the calendar, or enter it manually in the "**dd/mm/yyyy**" field.
- Add number of days, or use the arrows to increase or decrease the value by one day.
- Click the desired date and time slot to select it.

The screenshot shows a web interface for editing a reservation. At the top, there is a header bar with the text "Edit Reservation - RZ-ZCNSR3TA" and a close button. Below this is a section titled "Enter Reservation Details". The main area is titled "Find a Spot" and contains three input fields: "START DATE" with the value "04/06/2026", "END DATE" with the value "04/07/2026", and "NUMBER OF DAYS" with the value "1". Below these fields, it says "10 options found" and lists ten time slots: "09:00am Sun, Jun 7", "09:00am Mon, Jun 8", "09:00am Tue, Jun 9", "09:00am Wed, Jun 10", "09:00am Thu, Jun 11", "09:00am Fri, Jun 12", "09:00am Sat, Jun 13", "09:00am Sun, Jun 14", "09:00am Mon, Jun 15", and "09:00am Tue, Jun 16". The first option, "09:00am Sun, Jun 7", is highlighted with an orange circle.

8

Another option to reassign a date and time to an unassigned reservation is to click the **"Date & Time"** button.

The screenshot shows a web form titled "Enter Reservation Details" with three tabs: "Details", "Payment", and "Cart". The "Details" tab is active. Below the tabs is a teal banner with a "Find a Spot" button. The main form area is divided into sections. The "Date & Time" section is highlighted with an orange circle around the edit icon (a pencil inside a square) in the top right corner. Below this section, there are three columns: "DATE *", "START TIME *", and "END TIME". The values are "7/6/2026", "09:00am", and "09:00am" respectively. Below these are "HOST" (None) and "PRICE OVERRIDES" (None). At the bottom, there are three summary boxes: "Tickets" for \$100.00, "Packages" for \$0.00, and "Addons" for \$0.00.

9

Click this icon to **edit** the date and time for the reservation.

The screenshot shows a web form titled "Edit Reservation - RZ-ZCNSR3TA" with a sub-header "Enter Reservation Details". The form is divided into sections. The "Date & Time" section is highlighted with an orange circle around the edit icon (a pencil inside a square) in the top right corner. Below this section, there is a table with the following data:

OCCURRENCES			
<i>Click the main row to edit the primary date and time. Add extra occurrences below.</i>			
Main	2026-06-07	09:00am	--
+ Add Occurrence			

Below the table is a section for "PRICE OVERRIDES" with a sub-header "Auto populates from the main timeslot selected if exists. Use to override the price for specific tickets for this reservation." and a "+ Add Price Override" button. At the bottom right, there is a "Close & Continue" button.

10 Click the desired date on the calendar to select it.

Edit Reservation - RZ-ZCNSR3TA
Enter Reservation Details

Main 2026-06-07 09:00am

DATE

June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	2	3	4

Today Clear

● Available for your time slot and party size
● Available, but not for your time slot or party size
● No availability for this date

TIME SLOTS

09:00am 30 / 30

Slot availability takes into account guest's carts as well as active reservations.

11 Click the desire time slot to select it.

Edit Reservation - RZ-ZCNSR3TA
Enter Reservation Details

Main 2026-06-08 09:00am

DATE

June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	2	3	4

TIME SLOTS

09:00am 30 / 30

Slot availability takes into account guest's carts as well as active reservations.

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Check **"Edit Manually (Custom Schedule)"** to set a custom date, time, and resource. Please note that this option may create reservations that do not align with available timeslots.

09:00am

2026-06-05

2026-06-04

21 22 23 24 25 26 27

28 29 30 1 2 3 4

Today Clear

- Available for your time slot and party size
- Available, but not for your time slot or party size
- No availability for this date

Edit Manually (Custom Schedule)

Allows you to set a custom date, time, host, and resource. Use with caution, as this can create reservations that do not align with available timeslots. Unticking this will not reset any of the custom values you've entered.

DATE 08/06/2026 START TIME 09:00

HOST RENTAL

← Add Occurrence

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Click here to close the editing section.

tion - RZ-ZCNSR3TA

Reservation Details

2026-06-08 09:00am

June 2026

Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27

TIME SLOTS

09:00am 30 / 30

Slot availability takes into account guest's carts as well as active reservations.

14 Click **"Add Occurrence"** to add a new occurrence for the reservation.

Settings

Calendar

DATE

2026-06-05

RENTAL / HOST

2026-06-05

2026-06-04

Edit Reservation - RZ-ZENKST1A

Enter Reservation Details

Date & Time

OCCURRENCES

Click the main row to edit the primary date and time. Add extra occurrences below.

Main	2026-06-08	09:00am
------	------------	---------

+ Add Occurrence

PRICE OVERRIDES

Auto populates from the main timeslot selected if exists. Use to override the price for specific tickets for this reservation.

+ Add Price Override

15 Follow the same procedure as explained before. Then click this icon to close the editing section.

Also, you can add multiple occurrences to a reservation and delete them by clicking the trash icon.

Main	2026-06-08	09:00am	--
Occurrence 2	2026-06-09	09:00am	--

DATE

← June 2026 →

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	2	3	4

Today Clear

TIME SLOTS

09:00am 30 / 30

Slot availability takes into account guest's carts as well as active reservations.

16 If you want to add a price override, click **"Add Price Override"**.

Date & Time



OCCURRENCES

Click the main row to edit the primary date and time. Add extra occurrences below.

Main	2026-06-08	09:00am	--	
Occurrence 2	2026-06-09	09:00am	--	

+ Add Occurrence

PRICE OVERRIDES

Auto populated from the main timeslot selected if exists. Use to override the price for specific tickets for this reservation.




+ Add Price Override

Close & Continue

17

- Click the **ticket field** to select a ticket from the reservation.
- Click this field to set an override price for that ticket.
- Click the trash icon if you want to **delete** the price override.
- Click "**Close & Continue**" to finish editing reservation's date and time.


Click the main row to edit the primary date and time. Add extra occurrences below.

Main	2026-06-08	09:00am	--	
Occurrence 2	2026-06-09	09:00am	--	 

+ Add Occurrence

PRICE OVERRIDES

Auto populates from the main timeslot selected if exists. Use to override the price for specific tickets for this reservation.

TICKET	PRICE — BASE: \$100.00
Ticket: Adult	\$100.00 

+ Add Price Override

Close & Continue

18 You can also access the Payment section by clicking on the "Payment" tab.

The screenshot shows the 'Payment' tab selected in a navigation bar. Below the navigation bar is a teal header with a 'Find a Spot' button. The main content area is titled 'Date & Time' and contains the following information:

- DATE *: 8/6/2026
- START TIME *: 09:00am
- END TIME: 09:00am
- + 1 additional occurrences
- HOST: None
- PRICE OVERRIDES: Adult: \$100.00 (base \$100.00)

At the bottom, there are three summary boxes: Tickets (\$100.00), Packages (\$0.00), and Addons (\$0.00).

19 Or access the Cart section by clicking on the "Cart" tab.

The screenshot shows the 'Cart' tab selected in a navigation bar. The main content area is titled 'Pricing Breakdown' and shows a table with the following data:

SUM	NAME	TYPE	PRICE	QUANTITY	TOTAL
<input type="checkbox"/>	Ticket: Adult	Ticket	\$100.00	1	\$100.00

Below the table, there is a 'Pending Payments' section with a total of \$0.00. It contains a table with the following columns: AMOUNT, DATE, and URL / TERMINAL. The table is currently empty, with the text 'No items to show' and a '+ Add Charge / Refund' button.

At the bottom, there is a 'Payment Ledger' section with a total of \$111.30. It contains a table with the following columns: TYPE, METHOD, AMOUNT, DATE, EXTERNAL ID, NOTES, and SYSTEM LOG. The table is currently empty, with the text 'Gross total earnings of \$111.30. Includes'.

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Click **"Finish: Edit Reservation"** to save your changes and finish editing the reservation.

Tickets \$100.00	Packages \$0.00	Addons \$0.00
Adult (1)	None	None
Questions		
None		
CUSTOMER FIRST NAME *	CUSTOMER LAST NAME *	
Lucas	Marco	
CUSTOMER EMAIL * LUCAS@SPARKCOOPERATIVE.COM	CUSTOMER PHONE * +14789220854	
lucas@sparkcooperative.com	(478) 922-0854	
Event Selected: Pool Bar Happy Hour - For testing cart expiration - QUICK EXPIRE Reservation Selected: RZ-ZCNSR3TA (RC-YOCLSKVR) Total Revenue: \$111.30		Send Confirmation Email Finish: Edit Reservation

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Click **"Send Confirmation Email"** if you want to send a confirmation email to the client.

Tickets \$100.00	Packages \$0.00	Addons \$0.00
Adult (1)	None	None
Questions		
None		
CUSTOMER FIRST NAME *	CUSTOMER LAST NAME *	
Lucas	Marco	
CUSTOMER EMAIL * LUCAS@SPARKCOOPERATIVE.COM	CUSTOMER PHONE * +14789220854	
lucas@sparkcooperative.com	(478) 922-0854	
Event Selected: Pool Bar Happy Hour - For testing cart expiration - QUICK EXPIRE Reservation Selected: RZ-ZCNSR3TA (RC-YOCLSKVR) Total Revenue: \$111.30 Last Updated By: Admin User		Send Confirmation Email Finish: Edit Reservation

22 Click here to close the editing section.

Edit Reservation - RZ-ZCNSR3TA
Enter Reservation Details

Details Payment Cart

Find a Spot

Date & Time

DATE *	START TIME *	END TIME
8/6/2026	09:00am	09:00am
+ 1 additional occurrences		
HOST		
None		
PRICE OVERRIDES		
Adult: \$100.00 (base \$100.00)		

23 As you can see in this image, the reservation has disappeared from the Flagged section because it is now scheduled in an available time slot.

Reserve Analyze Settings

Experiences Calendar Flagged Reservations

ISSUE	DATE	TIME	RENTAL / HOST
UNASSIGNED	2026-06-05	11:00am - 11:30am	-
UNASSIGNED	2026-06-04	11:00am - 11:30am	-