

## EVENT LINKING

### Linked Events

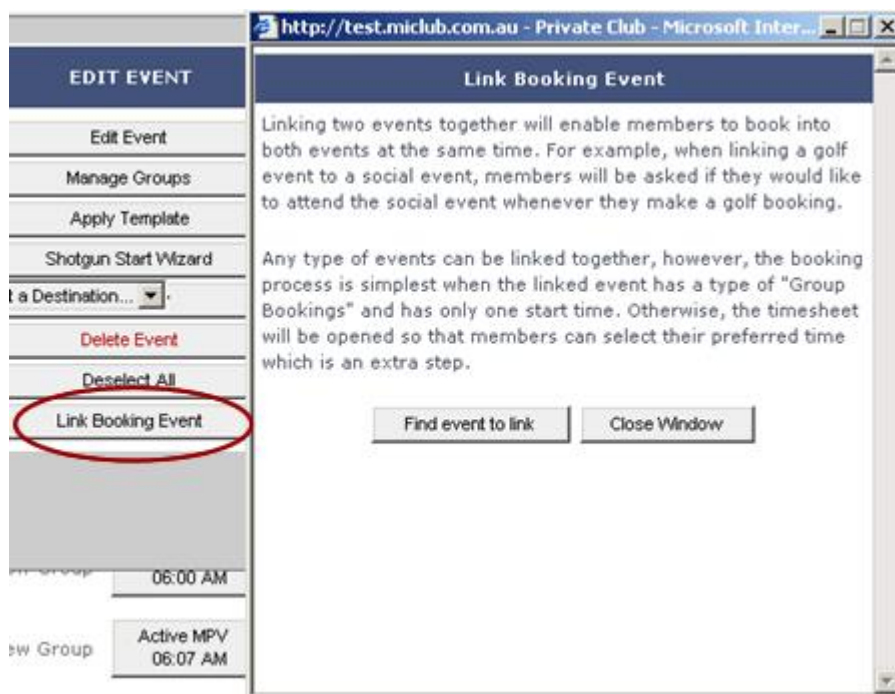
#### Note:

Any type of events can be linked together, however, the booking process is simplest when the linked event has a type of "Group Bookings" and has only one start time. Otherwise, if the linked event is set to an event type of "Individual Booking" the timesheet will be opened so that members can select their preferred time which is an extra step.

It is recommended that a functions booking template is created with the "Group Bookings type" so that it can be reused for future after golf events which makes setting up linking events a much quicker and easier process.

Event type configurations can be found under the Edit Event option.

**Step 1:** Go to the main event timesheet to link another event to it. Open the menu by clicking on the plus/minus icon in the toolbar. Click the *Link Booking Event* button and a pop-up window will appear. Choose the *Find event to link* option.



**Step 2:** Search for the event you wish to link to and then click on the event name.

## EVENT LINKING



Link Booking Event

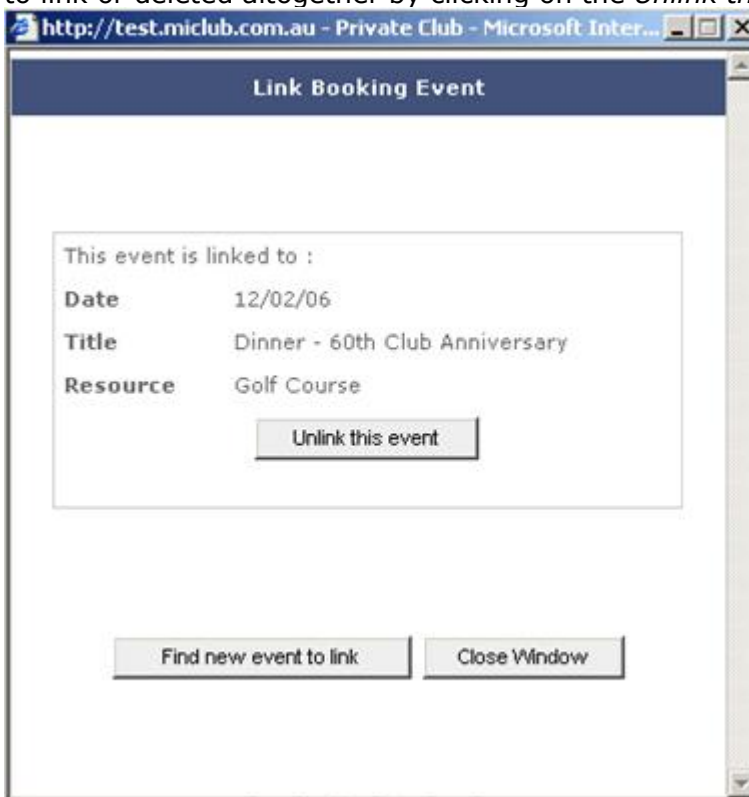
Title

Date

Resource

Date	Title	Resource
12/02/06	<a href="#">Dinner - 60th Club Anniversary</a>	Golf Course

A confirmation page will appear. The linkage can be replaced by finding a new event to link or deleted altogether by clicking on the *Unlink this event* button.



Link Booking Event

This event is linked to :

Date 12/02/06

Title Dinner - 60th Club Anniversary

Resource Golf Course

**Step 3:** The events page will then show the main event and the linked event.

## EVENT LINKING



Date	Status			Title
Sat 11/02/2006	<a href="#">Open</a>	All	All Day	<a href="#">W/E Ladies Stroke ( Net ) River Course</a> <i>Bookings in Ladies locker room</i>
		Main event linked to Dinner - 60th Club Anniversary		<input checked="" type="checkbox"/> <a href="#">Dinner - 60th Club Anniversary</a>
		Linked event		
Sat 11/02/2006	Locked	All	All Day	<a href="#">Poets - Stableford</a>
Sun 12/02/2006	<a href="#">Open</a>	All	All Day	<a href="#">Dinner - 60th Club Anniversary</a> <i>Tables of 10</i>

### The booking process for linked events

During the booking process from the main event, the member will be prompted to book into the Group Booking – Dinner 60<sup>th</sup> Club Anniversary. The member can choose to not book into the dinner by unchecking the box and once the Confirm button is clicked will be returned to the timesheet.

Make Booking : W/E Ladies Stroke ( Net ) River Course

(New Group 7:00 AM, Saturday February 11 2006)

Group Details			
Name 1	Name 2	Name 3	Name 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Would you also like to book into Dinner - 60th Club Anniversary? <input checked="" type="checkbox"/>			
<input type="button" value="Confirm"/>		<input type="button" value="Cancel"/>	

When a member chooses to book into the dinner and once they click the Confirm button they will be navigated to the booking page where they can book their table. If the linked event is an event type of Individual Bookings, then the member will be directed to the timesheet where they can choose their individual tee time.

## EVENT LINKING

### Make Booking : Dinner - 60th Club Anniversary

(New Group 6:00 AM, Sunday February 12 2006)

Membership Number

Or Enter a Visitor Name

Group size

Comments

The Group Booking timesheet will appear showing the member's booking and the total number of bookings for the event so far.

### Dinner - 60th Club Anniversary Sunday February 12

Tables of 10

Group	Status	Name	Total : 18
New Group	Active MV 06:00 AM	<input checked="" type="checkbox"/> DEGN, Roger (10) →1 Vegetarian meal required <input checked="" type="checkbox"/> AKES, Michael (8) →Phone: 9456 7846	