

MAKING BOOKINGS IN SKEDDA – SECTIONS & AFFILIATES

By using the system, your organisation is deemed to have agreed to the current Terms & Conditions.

Go to Skedda at <https://mcalistonhall.skedda.com/booking>. Or visit the website at <https://www.listonhall.co.uk>, follow the link to online availability on the Home page or the booking link on the Online booking page.

Login

Select Day view for required date (can book up to 720 days in advance) or first date for a series

Move cursor to required space and session and click

- Sessions are automatically set to 4 hourly slots – 9 till 1, 2 till 6 and 7 to 11

Drag the edge of the booking block up or down to change time if needed

- Will automatically jump to predefined session combinations

Add extra space(s) by clicking on the relevant +. If the time is not the same, separate bookings must be made

A summary of the booking including the price will be shown at the top (details depend on window width)

Click Book

Check the information banner at the top of the page for current instructions

Amend the date & time if you need to

Set repeats and exceptions if relevant

- set type & frequency of repeat
- set end condition for repeat
- set exceptions from calendar

Check and if needed amend spaces using drop down list

Add booking title (mandatory)

- this is visible to all calendar viewers - use purpose, not personal name
- if provisional, prefix title with PROVISIONAL

Select extras from drop down list if needed.

Check the box if alcohol is to be served & contact the office for licensing requirements.

Add booking notes

- name, address and phone number to be contacted regarding the booking, This is mandatory if it's not you
- if relevant, Provisional dd/mm/yy - showing the date the booking is added
- special requests & other booking notes for the office

PLEASE DO NOT change Your Details. These are your account details and will change every booking you currently have. If a different phone number or contact is needed for the booking, use the Notes field.

Check price

- chargeable extras will not be included and will be added in the office

Click Confirm

Skedda will notify any conflicts – if any are found, no dates are booked.

To check bookings are correct, go to List view, set date range and choose My Bookings

Notification of the booking and any significant subsequent changes will go to the email associated with your account.

Any variations from the standard set-up (e.g. different session times) that are not permitted for normal bookers can be managed by the office.

Bookings can be amended by the hirer, with some limitations. Permitted changes must be within the standard booking rules for e.g. session timings. It is not possible for an account holder to change a booking if the original was for custom session timings or price, or has been paid. Amendments that are not permitted will be notified when the edit is attempted; the office can then be contacted to request the change.

Bookings can be cancelled no later than 28 days (672 hours) before the hire date.

User accounts – each booking belongs to only one account. If organisational responsibilities change and a new account holder is needed, bookings can remain with the previous 'owner' or be transferred. It is not possible for two accounts to own and manage the same bookings.

To request an amendment to an account or a new one, to request the transfer of bookings or for any queries, please contact the office or email mcatechsprt@gmail.com.