SASP Booking & Activity Management System

Suggesting a Venue

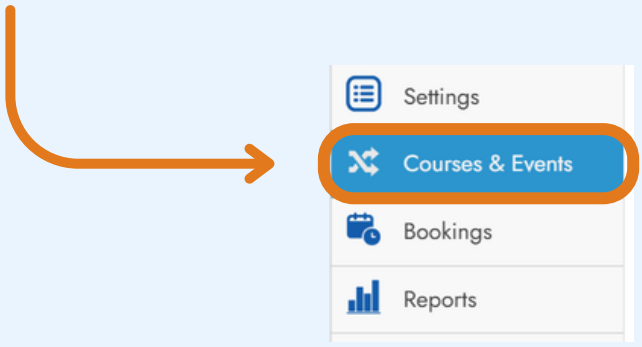
Contact:

Bams@sasp.co.uk

Suggesting a Venue

04:16 in training video

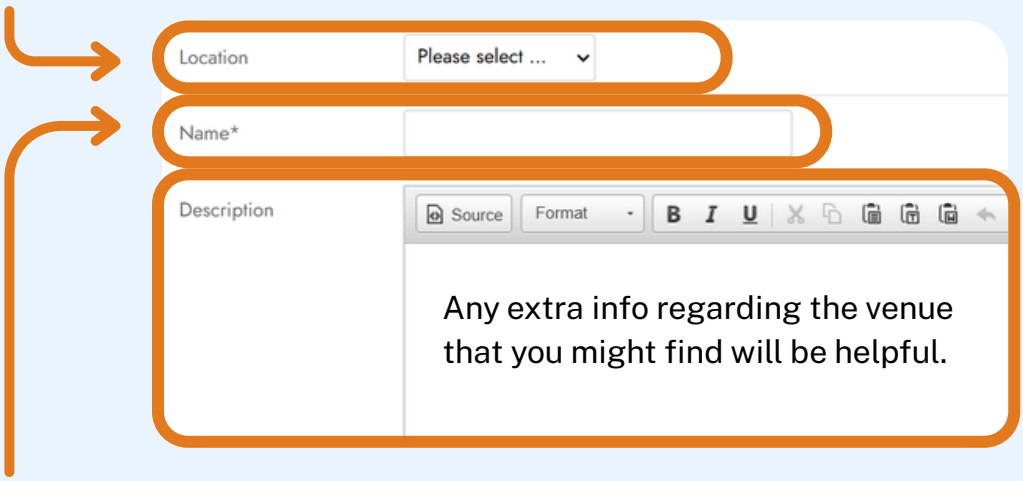
1. To add a venue onto the system head to your dashboard and select **'Courses & Events'**



2. Next select **'Suggest Venue'**



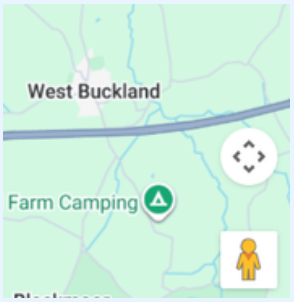
3. Select the location of the Venue you would like to add to the Booking System.



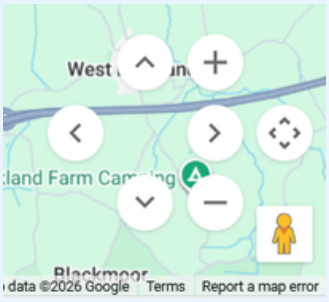
Add the name of the venue, not your own name.

Suggesting a Venue

4. Select the toggle on the map.

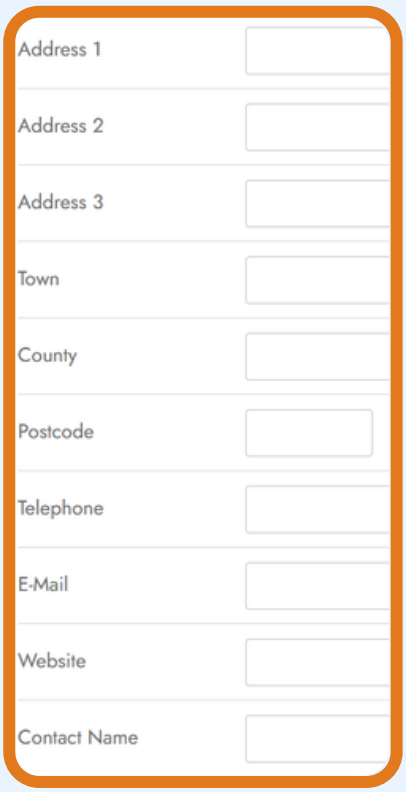


This will open up and allow you to move around the map. This will allow you to pin point the exact location of your venue. Make sure this is correct to help customers find your venue.



5. Add the full address in the available boxes, it might help to match this to google as this is likely where a customer could also find your venues address.

Add in any more information you may have about the venue



Make sure to press save details when the page is complete.
Your venue will then be reviewed by the team and approved.