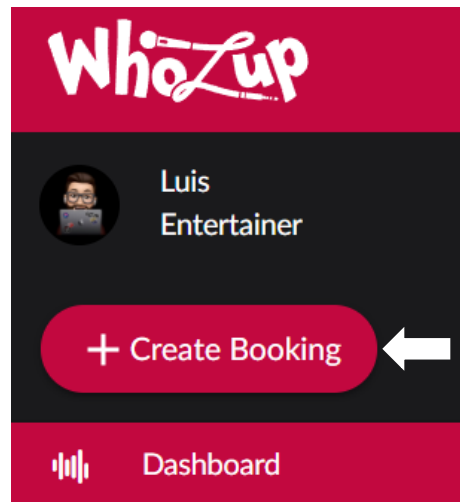


HOW TO CREATE ENTERTAINER BOOKING

1. Select the "Create Booking" option in the menu on the left.



2. Click on the "Entertainer Booking/Invoice" button to start the process.



ENTERTAINER BOOKING/INVOICE

3. To create a new reservation, fill in the information requested, each section will be explained in more detail below.

4. Date and Time Details: manually input the start date, start and finish times, load in time and sound check times.

- To select the start date, click on the calendar icon.

Date Start

Thu, 02-12-2021



- To select the start time, end time, load start, load end, sound check start time, and sound check end time, click on the box below. This will show you the available options. They all work the same way using a dropdown menu.

Time Start

1:00am|



12:00am

12:30am

1:00am

1:30am

2:00am

2:30am

3:00am

5. **Client Details:** enter all the client's details (the party who are requesting your services) in this section. Their email address is needed so that we can send them your invoices.

Company / Client Name

Whozup

Contact First Name

Whozup

Contact Last Name

Test

Contact Address

Provincia de Alajuela, Alajuela, Costa Rica

Contact Phone

12345678

Contact Email

info@whozup.com

6. **Event / Venue Details:** enter the event's title and venue details. The event's title will appear in the description for your invoice. You can edit this any time during the booking process.

Event Title

Venue Test

Service Provided

Solo

Venue

Venue - Try

Venue Contact

Aleesha Owens

Venue Address

Provincia de Alajuela, Alajuela, Costa Rica

- When you type in the Venue field, Whozup will show you the available results so that you can select the right venue.

7. **Fee – Details:** you have the option to create an invoice for this gig by clicking on the “Create Invoices” button. If you do not wish to create an invoice for this gig, simply click on the circle icon to the left of “Create Invoices”.

Gig Fee to Client Due Date

\$ 0.00 02-12-2021

Create Invoices Immediate Invoice

8. **Gig Requirements:** manually input how many sets are required and if there is a dress code, or any other dress requirements.

Number of Sets Dress


2 Casual Dress Code

9. **Production Requirements / Rider:** note here any production requirements/ or rider for the gig. You can use the buttons available at the top to customize it, such as bullets, points, bold or italic type, etc.

Production Requirements / Rider

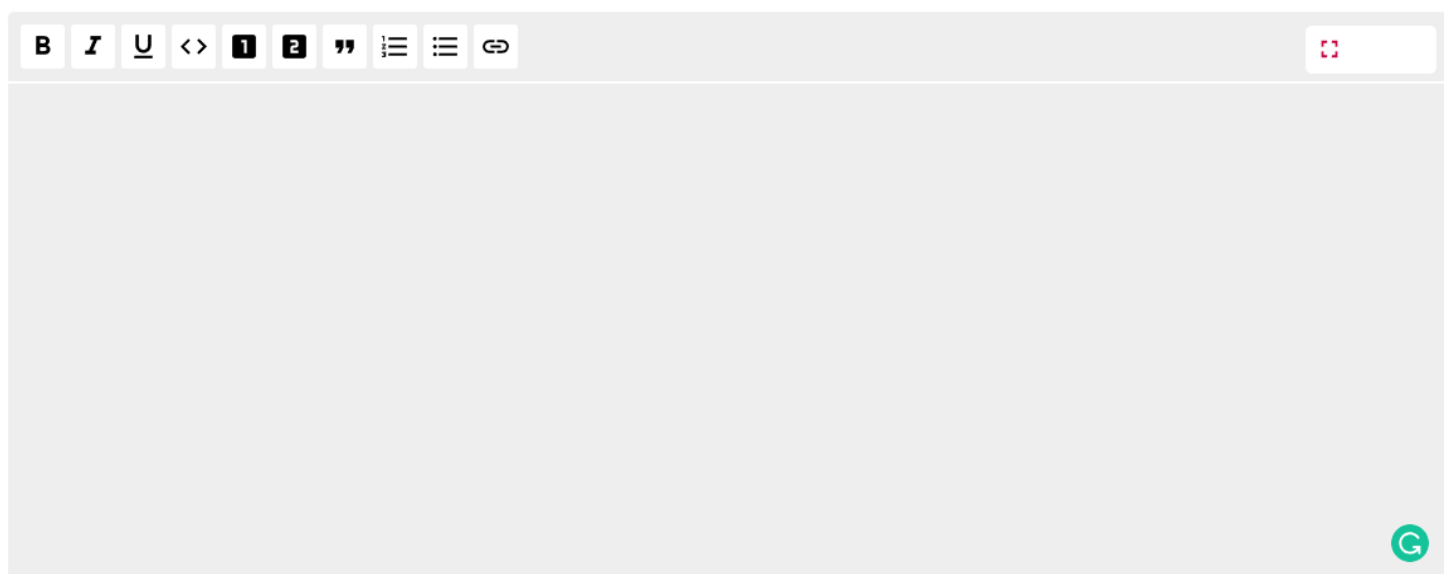
B *I* U <> **1** **2** ” ☰ ☷ 🔗

🔍



10. **Notes:** use this space to add any notes, such as any restrictions on performance volume, car parking facilities, etc. You can use the buttons available at the top to customize it, such as bullets, points, bold or italic type, etc.

Notes



A rich text editor interface with a toolbar at the top containing icons for Bold (B), Italic (I), Underline (U), Code (<>), Numbered list (1), Bulleted list (2), Quote (""), Bulleted list (≡), Bulleted list (≡), and Link (G). The main area is a large, empty text box. A small red square icon is in the top right corner, and a green circular refresh icon is in the bottom right corner.

11. At the end of the process, click on the "Save Booking" button to apply the changes.

Save Booking

12. Finally, a window will appear with the summary for your booking.

Booking Summary

Title Venue Test	Provider Solo
Venue Name Venue Test	Venue Contact Venue Test
Venue Address Alajuela	


13. You will have several options to choose from:

- If you want to save it as a draft, tick the box to the left of “Save as Draft” and click on the “Save Booking” button.

Save as Draft

Create Invoice and Notify Client

Close

 Save Booking

- To create an invoice and notify the client of this, tick the box to the left of “Create Invoice and Notify Client” and click on the “Process Booking” button

Save as Draft

Create Invoice and Notify Client
Client: info@whozup.com

Close

 Process Booking