

You can also set one off updates to your Opening / Closing times that will show on your profile page on miquando.com. Simply choose the “*We are...*” and “*Closed*” or “*Available*” options, select the dates and times as required and you’re sorted.

One-off Opening for Bookings

If you want to open up and take bookings for days when you are normally shut and no resources are available, you must make the Resource and the business as a whole to both be Available at the desired time.

Our blog contains more instructions and you can view a short animation there on how to update your online calendar/diary with Fully Booked, one-off Open or Closed options and the more advanced features to support one off opening with online booking.

discover more at...

<http://blog.miquando.com>

miquando.com

No.1 for online booking in the
Isle of Man

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QUICK GUIDE TO UPDATING YOUR CALENDAR

Includes ...

- Fully Booked
- Open/Closed
- Advanced Options

#CLEVERBOOKERS

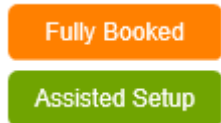
Firstly go to www.miguando.com and make sure you are signed in.

Maintaining an up to date online diary and calendar is important to help deliver a 1st class customer experience when using online booking.

Calendar Updates

For convenience are 3 places from where you can set your Online Calendar.

1. “Fully Booked” button in the top right on dashboard page



2. “Set Availability” button at the bottom of Opening Times page

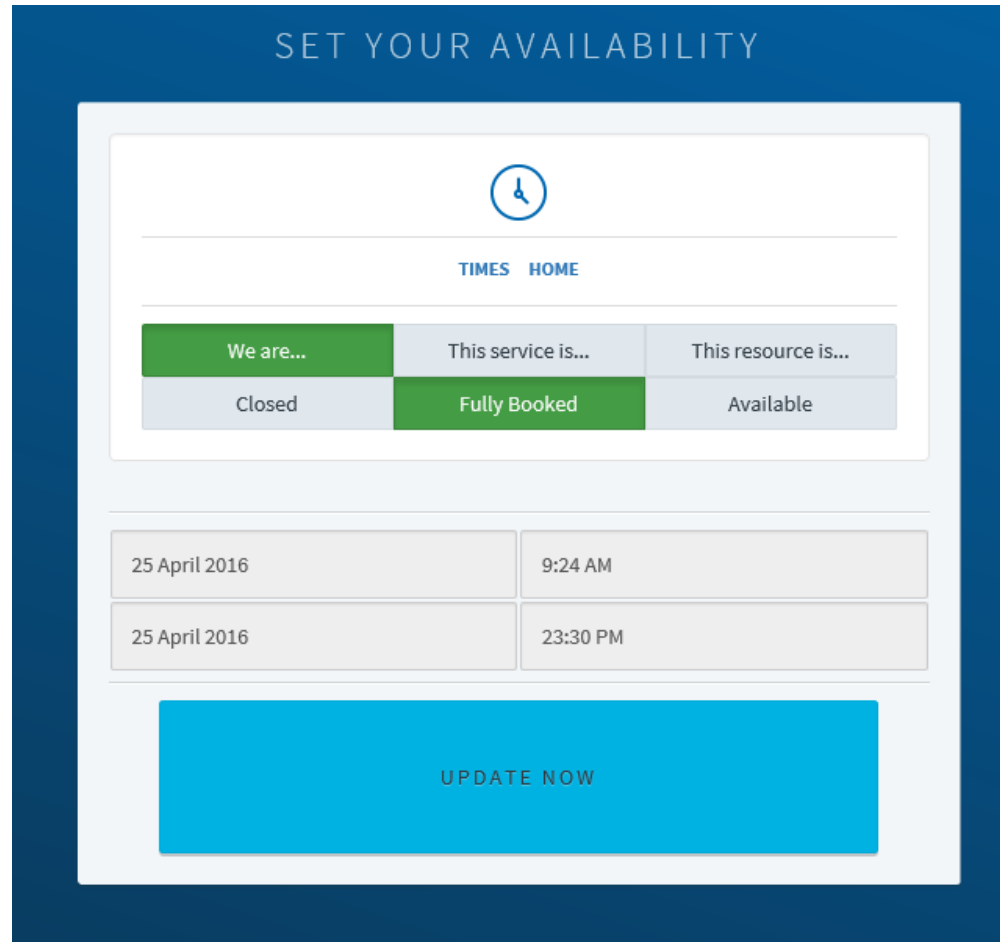


3. The link now included in your Booking Notification emails



Use any of these links to take you to a new page, where you can quickly and easily update your online calendar and set your availability.

Updating your online calendar when you are fully booked is as easy as 1-2-3



For ease of use, the “*We are...*” and “*Fully Booked*” options are already selected. Choose the dates and times you want to block out as Fully Booked and click/tap the update now button.

For extra flexibility, you can do the same for just one Service and/or Resource.

Service Only

If you just want to block out your calendar for 1 service e.g. equipment is in need of repairs, select “*This Service is...*” and choose the service from the list shown click/tap the update now button

Resource Only

You can do the same thing for a Resource e.g. when one member of your team is booked up, busy

or simply not available, but you can still offer the services. In this case, simply choose “*This resource is...*” and select the resource you want from the list shown then click/tap the update now button.