



# GREEN 4 CAR PARK SETUP PROCESS

## CAR PARK SETUP PROCESS

Car Park Permits can be setup within CRM allowing organisations to sell individual Car Park permits. For example these could be for individual occasions as well as over a period of time, such as parking at a sports stadium for an entire season.

These are created in a similar manner to standard Fixtures and Series type products whilst requiring Block(s) to be created to represent the Car Park(s).

This documents will outline how this process works.

### STEP 1. CREATE A BOOKABLE RESOURCE

A Car Parking Bookable Resource will need to be created, which will link the Block that represents the Car Park to the Bookable Product which controls the cost of the Car Park. The Bookable Resource will only need the **Name** field completing and the **Allocate Seats** flag set to **No** as shown below.

The screenshot shows the 'Bookable Resource' form in the CRM system. The form is titled 'Bookable Resource' and 'Car Park'. It has a 'General' tab selected. The 'Name' field is filled with 'Car Park'. The 'Allocate Seats' field is set to 'No'. Other fields like 'Block Name', 'StadiumFile', 'Category', 'Description', 'Capacity', 'Area Name', 'Seat Class', and 'Sequence' are empty.

### STEP 2. CREATE THE BLOCK

Each Car Park should be created as a Block that is part of the standard Venue on the system. The Block is created as an unseated block and the **Unseated Capacity** field controls the capacity of the car park.

An example of a Car Parking Block is shown below which has an Unseated Capacity of 500, meaning only 500 Car Park permits can be sold for this car park.

The screenshot shows the 'Block' form in the CRM system. The form is titled 'Block' and 'Car Park 1'. It has a 'General' tab selected. The 'Name' field is filled with 'Car Park 1'. The 'Venue' field is filled with 'Sporting Green 4 Stadium'. The 'Unseated Capacity' field is filled with '500'. Other fields like 'Area', 'Rows', 'Seated', 'Seat Number', 'Direction', 'Ignore Gaps', 'Skidata Area Code', 'SVG', and 'Sponsor Message' are empty.

### STEP 3. CREATE A VENUE CONFIGURATION BLOCK

The venue's Standard Venue Configuration can be chosen where the Block can then be added to it as a Venue Configuration Block. This links the Venue Configuration, the Block (Car Park) and a Bookable Resource together. If there is more than one Block due to multiple Car Parks, further Venue Configuration Blocks will need to be created.

The screenshot shows the 'Venue Configuration Block' configuration window. The 'General' tab is selected, showing the following fields:

- Name:** Car Park 1
- Block:** Car Park 1
- Bookable Resource:** Car Park
- Venue Configuration:** Sporting Green 4 Stadium- Standard Layout
- Seat Class:** (Empty)
- Sequence:** (Empty)

The left sidebar shows the 'Information' section with 'General' and 'Notes' tabs. The 'Related' section shows 'Common' (Audit History) and 'Processes' (Workflows, Dialog Sessions).

### STEP 4. CREATE THE FIXTURE/SERIES TYPE BOOKABLE PRODUCT

If selling both Parking Permits for individual occasions, such as match days and also for an entire Season, two Bookable Products must be created; A Fixture Type Bookable Product and a Series type Bookable Product.

Within both Bookable Product forms the following should be added:

- A **Type**- Either Fixture or Series
- The Car Parking **Bookable Resource**
- The **Series** that the Parking Permit is to be a part off. The Parking Permit will appear on sale when either the Series is selected on the POS (If creating a Series type Bookable Product) or when one of the Fixtures associated to the Series is selected on the POS (if creating a Fixture type Bookable Product.)
- A **Category** e.g. Car Parking.
- The **Channels** the Car Parking Permit is to be sold upon
- The **Variants** (Usually a Variant of 'Each' is chosen for Car Parks)
- A valid **Variant Price List**
- **Pricing** Entered (This will differ between the Fixture type Car Parking Bookable Product and the Series type Car Parking Bookable Product as the Fixture represents the cost of the Car Park for 1 game and the Series for an entire season.)

**Note.** A valid Sales Plan and Channel Price List should have previously been created for the Product to appear on sale.

File Bookable Product Add Customize StadiumTest

Save Save & Close Deactivate Copy a Link E-mail a Link Collaborate Run Workflow Start Dialog Run Report

**Information**

General Channels Notes Variants & Pricing Bowling Conflicts Tab

**Related**

**Common**

- Activities
- Closed Activities
- Audit History
- Additional Products
- Product Channels
- Product Sessions
- Product Variants
- Resource Types
- Promotions
- Stock Transactions
- Recurring Members...
- Bookable Products
- Coupon Products
- Bookable Product...
- Product variant loca...
- Payment Methods
- Bookable Products
- Reservation Products
- Channels
- Parent Cross Sell Pr...

**Bookable Product**

**Car Parking- League**

Description

Type

Availability

Is Course ☐ No ☐ Yes

Ask Booking Questions ☒ No ☐ Yes

Is Single Booking ☒ No ☐ Yes

Print Vouchers ☒ No ☐ Yes

Is Anonymous ☒ No ☐ Yes

Match Sit Anywhere ☒ No ☐ Yes

Payable By

VAT code

External Product ID

Meal deal ☐ Yes ☒ No

Purchaser Price For All ☐ No ☒ Yes

Referring Entities

Bookable Resource

Series

Coupon Type

Sequence

Beneficiary Requirement

Capacity

Report Category

Code

Available Offline ☒ No ☐ Yes

Mandatory Variants ☒ No ☐ Yes

Voucher Valid Days

Ticket booking fee ☒ No ☐ Yes

Fixture Coupon Product

Direct Debit Mandate Required ☒ No ☐ Yes

Commission Category

Category

Product Calendar

Variant Type

**\*\* End of Document \*\***