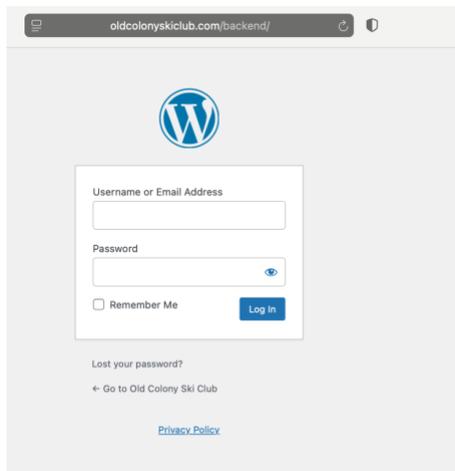


Members should always be encouraged to make their own bookings prior to arrival. Directors can make changes to bookings from the Back End of the website at anytime. These instructions show how a Director can cancel or shorten a booking. There are also instructions at the end for how to make a new booking or block a room.

Directors have access to the back end of the website by navigating to the url <https://oldcolonyclub.com/backend/> and signing in with your existing username and password.



To modify an existing booking select “Booking” from the left menu and drag down to “Calendar”. Single click on an existing booking in the calendar.

- Media
- Pages
- Comments
- Calendars
- Enfold
- Portfolio Items
- Contact
- MailPoet
- Feedback
- ICS Calendar
- LoginPress
- Accommodation
- Bookings
- All Bookings
- Payment History
- Calendar
- Customers
- Coupons
- Booking Rules
- Taxes & Fees
- Sync

New Booking

Search results for accommodations that have bookings with status "Booked" from December 15, 2024 until December 15, 2024

All Accommodation | Period: < Month > Show | Booked | 12/15/2024 12/15/2024 Search

Accommodation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Dec 2024	Dec 2024	Dec 2024	Dec 2024	Dec 2024	Dec 2024	Dec 2024	Dec 2024	Dec 2024	Dec 2024	Dec 2024	Dec 2024	Dec 2024	Dec 2024	Dec 2024	Dec 2024	Dec 2024	Dec 2024
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
Room E 3-Wo...		2958																
Room EE 1-W...		Jennifer Pacelli																
Room F 5-Me...									3339	Adam "Bait" Bell								
Room I 1-Men...												3329	Brian Barcas					
Room I 2-Men...			3197	Jona				3291	Pete Chakoian				2865	David Shulman				
Room J 2-Me...					3217	Shane Belanger												
Room K 1-Me...														3528	Al Pretti			
Room L 1-Me...		3082	James Balc				3211	Thorn	3149	Ken K		3424	Geor	3433	George Tattersal			
Room L 3-Me...		2883	Limit				2909	Matt			3324	Robert Ellis		3122	Bill Walstrum			
														3309	Ron DiMambro			

From the Details Window select the “Edit” button.

Booking #2958 Confirmed ×

Booking Information

ID	2958
Check-in Date	12/01/2024
Check-out Date	12/31/2024

Reserved Accommodations

Accommodation: [Room E 3-Women's](#)
Rate: [Full](#)
Adults: 1
Children: 0
Services: —

Customer Information

First Name	Jennifer
Last Name	Pacelli
Email	skibumbeachbroad@yahoo.com
Phone	
Country	
Address	
City	
State / County	

[Edit](#)

To Cancel the booking change the status on the right to Cancelled and press “Update Booking” to complete this action.

Google for WooCommerce requires WooCommerce version 6.9 or higher.

Booking Information

ID	2958
Check-in Date *	12/01/2024
Check-out Date *	12/31/2024

[Edit Dates](#)

- Pending User Confirmation
- Pending Payment
- Pending Admin
- Abandoned
- Confirmed
- ✓ Cancelled**

Created on: November 27, 2024 @ 2:10 pm

[Move to Trash](#)

[Update Booking](#)

To shorten the stay dates or change the rate enter the new date in the form and press “Check Availability”.

Edit Dates

Choose new dates to check availability of reserved accommodations in the original booking.

Check-in *

Check-out *

[Check Availability](#)

Press "Continue".

[Continue](#)

Room E-Women's	Room E 3-Women's	Available	Remove	Reassign
Accommodation Type	Accommodation	Status	Actions	
Room E 3-Women's	Room E 3-Women's	Available	Remove	Reassign

[Edit Accommodation](#) [Add Accommodation](#)

Press "Continue" to confirm the Target Accommodation.

Choose how to associate data

Use Source Accommodation to assign pre-filled booking information available in the original booking, e.g., full guest name, selected rate, services, etc.

Source accommodation	Target accommodation
<input type="text" value="Room E 3-Women's"/>	Room E 3-Women's

[Continue](#)

Press "Save" to confirm the Rate or modify the Rate here

Original Booking Details	New Booking Details
<p>Check-in: December 1, 2024 , from 11:59 pm Check-out: December 31, 2024 , until 10:00 am</p> <p>Accommodation #1</p> <p>Accommodation Type: Room E-Women's Accommodation: Room E 3-Women's</p> <p>Full Guest Name <input type="text"/></p> <p>Rate: Full, \$300</p>	<p>Check-in: December 1, 2024 , from 11:59 pm Check-out: December 31, 2024 , until 10:00 am</p> <p>Accommodation #1</p> <p>Accommodation Type: Room E-Women's Accommodation: Room E 3-Women's</p> <p>Full Guest Name <input type="text"/></p> <p>Choose Rate</p> <p><input checked="" type="radio"/> Full, \$300 <input type="radio"/> Alumni, \$450 <input type="radio"/> Limited/Guest, \$750</p> <p>Save</p>

Press "Update Booking" at the top right of the page to complete the change of Date or Room or Rate.

Booking Information	Update Booking
<p>ID: 2958</p> <p>Check-in Date *: 12/01/2024</p> <p>Check-out Date *: 12/31/2024</p> <p>Edit Dates</p>	<p>Status: <input type="text" value="Confirmed"/></p> <p>Created on: November 27, 2024 @ 2:10 pm</p> <p>Move to Trash</p> <p>Update Booking</p>

Reserved Accommodations

Logs

Choose the correct Rate. Enter the guest's contact information as the "Your Information". Press "Book Now" to complete the New Booking. The guest will be sent an email.

Accommodation #1

Accommodation Type: [Room B-Women's](#)

Full Guest Name

Choose Rate

Full, \$10

Alumni, \$15

Limited/Guest, \$25

Price Breakdown

+ #1 Room B-Women's	\$10
Total	\$10

Your Information

Required fields are followed by *

First Name

Last Name

Email

Phone

Notes

Total Price: \$10

Status

[Book Now](#)

Block a room

From the left menu select Booking and drag down to Booking Rules. Find Block Accommodation and single click on "Add Rule". Select the accommodation (room) and dates and click "Done". At the bottom of the form click "Save Changes" to complete the Block.

Maximum stay # [Add rule](#)

There are no maximum stay rules.

Block accommodation # [Add rule](#)

Accommodation Type	Accommodation	From	Till	Restriction	Comment	Actions
Room H-Couples	All	12/17/2024	12/20/2024	Not stay-in		Edit Delete

Minimum advance reservation # [Add rule](#)

There are no minimum advance reservation rules.

Maximum advance reservation # [Add rule](#)

Maximum advance reservation	Accommodations	Seasons	Actions
60 nights	All	All	Edit Delete

Booking buffer # [Add rule](#)

There are no booking buffer rules.

[Save Changes](#)