

Setting up your Venue's

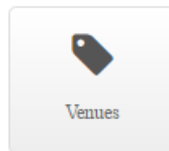
You need to specify to the system where you physically provide the services. Example... Centurion Primary School. So when you create a calendar slot for a class, you can know where the premise is via a Venue name

Quick Guide...

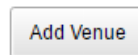
- Go to your AdminOnline dashboard under “Settings” section
- Click on the “Venue” button
- Click on the “Add Venue” button
- Box pops up on the middle of the screen
- Type in the Name of the Venue
- Set status to Active in the drop down
- Confirm your Selection

Step by step in detail...

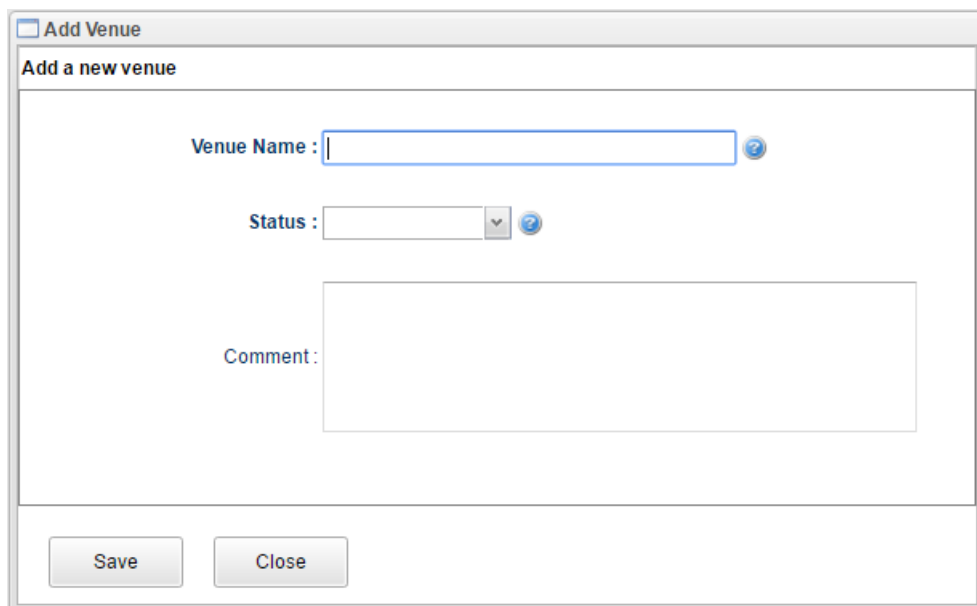
- Go to your AdminOnline dashboard under the “Settings” section
- Click on the “Venue” button



- Click on the “Add Venue” button



- Box pops up on the middle of the screen

A dialog box titled "Add Venue" with a close button in the top-left corner. The main content area is titled "Add a new venue" and contains three input fields: "Venue Name" (a text box with a blue border and a help icon), "Status" (a dropdown menu with a blue border and a help icon), and "Comment" (a large text area). At the bottom of the dialog box, there are two buttons: "Save" and "Close".

- Type in the Name of the Venue
- Set status to Active in the drop down
- Confirm your Selection, by clicking on the “Save” button

Now when you setting up your Calendar, there is a drop down list of your questions to be selected.