

FAREHARBOR  
webinars



# Custom Calendars:

## Make the Dashboard

## Your Own

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poll

## How many items do you offer?

→ 1-3

→ 4-6

→ 7+

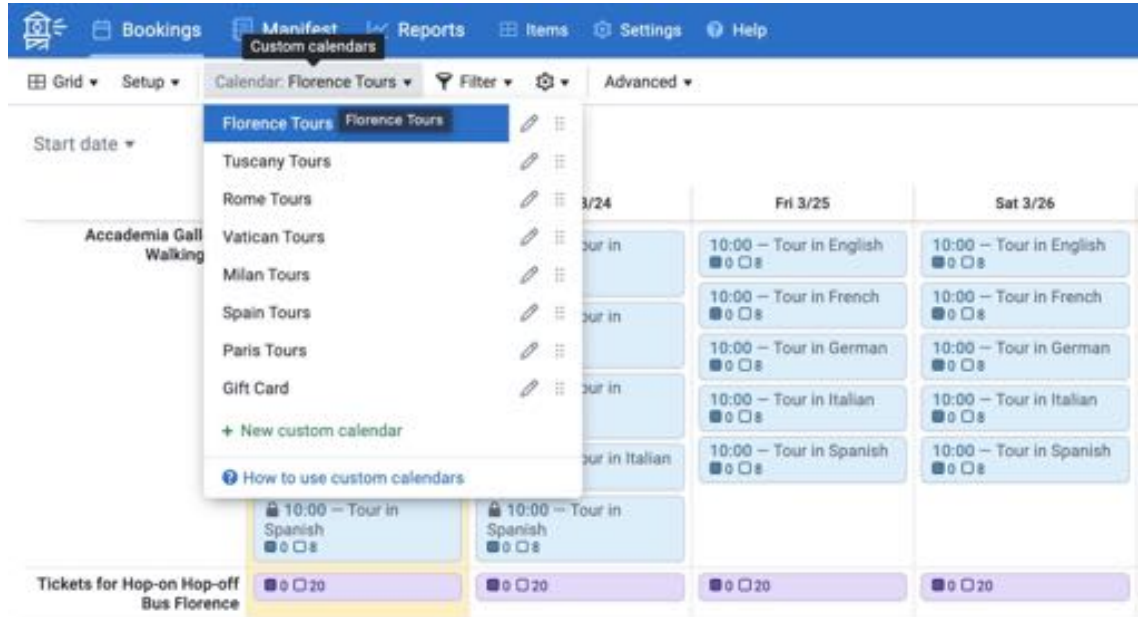


# items & activities



# Creating a custom calendar

You can create and save custom calendars on your Dashboard.



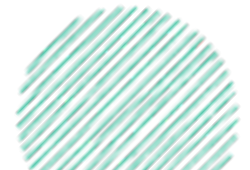
The screenshot displays a software interface with a navigation bar at the top containing 'Bookings', 'Manifest', 'Reports', 'Items', 'Settings', and 'Help'. A dropdown menu is open under 'Manifest', showing 'Custom calendars'. Below this, a sub-menu for 'Calendar: Florence Tours' is visible, listing various tour options: Florence Tours, Tuscany Tours, Rome Tours, Vatican Tours, Milan Tours, Spain Tours, Paris Tours, and Gift Card. A '+ New custom calendar' option is also present. The main area shows a calendar grid with columns for dates (3/24, Fri 3/25, Sat 3/26) and rows for different tour types. The 'Accademia Gall Walking' row shows tour slots for English, French, German, Italian, and Spanish on Fri 3/25 and Sat 3/26. The 'Tickets for Hop-on Hop-off Bus Florence' row shows slots for 20 tickets on all three dates.



Customize your view to perform your duties more efficiently.

## Filtering your items

- Items with/without bookings
- Different locations
- Gift cards



availabilities



poll

## What types of users currently use your Dashboard?

- Director
- Manager
- Reservationist
- Guide
- All of the above





# Filtering by availabilities

## What are the benefits?

Each user can create a customized calendar that will become their default when they log in.

- Streamlines your processes
- Decreases website load time
- Allows customized views per user



capacity



poll

## What kind of activities do you offer?

- Boating
- Biking
- Walking/Hiking
- Food
- Culture/Guided Tours
- Other



See filled or available seats with a custom calendar.

# Filtering for capacity

## Examples of capacity

- # of people allowed on a hike
- # of seats in a boat
- # of seats on a bus
- # of bikes on a bike tour



thank you!





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# compass



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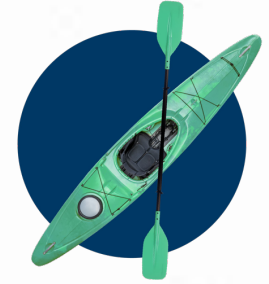
- [3 Essentials for Using the FareHarbor Bookings Calendar](#)
- [FH Terminology: Items, Settings, & Reports](#)
- [FH Terminology: Dashboard & Booking Topics](#)
- [Dashboard 101: Managing Your Bookings](#)





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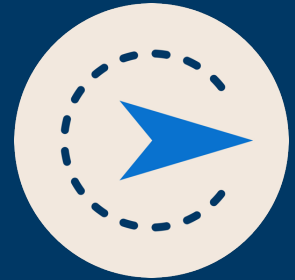
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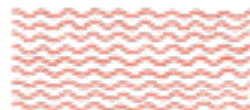
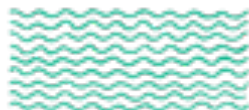
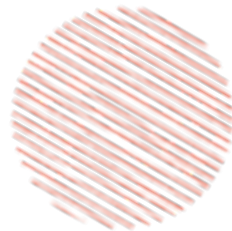
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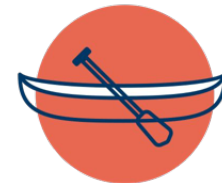
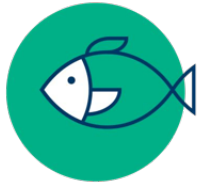
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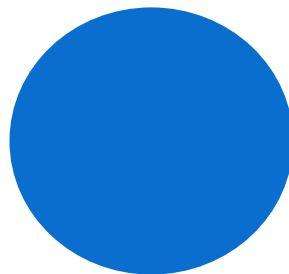
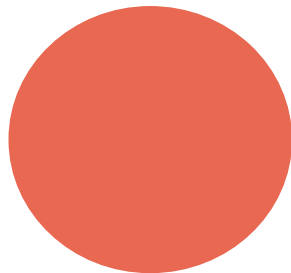
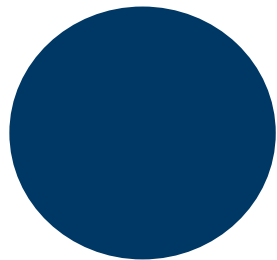
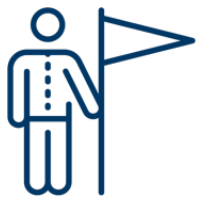
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