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FAREHARBOR
webinars



FareHarbor 101:

Utilizing the Dashboard's Availability Updater



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Today's Agenda

**Availability
Updater
101**

**Submit an
Example**



Availability Updater 101



A specific date and time that an item can be booked

What is an availability?

The screenshot displays a booking interface for a "Scenic Railway Tour". The main page shows the tour title, a 2-hour duration, and "All Ages!". Below this is a calendar for February 2021, which lists three tour times (10am, 12pm, and 2pm) for each day from Jan 31 to Feb 19. A secondary calendar for January 2021 is also visible, showing a grid of dates from 27 to 31. The interface includes a "Secured" status, a "Health & Safety" dropdown, and a "Powered by FAREHARBOR" logo at the bottom.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 31	Feb 1	2	3	4	5	6
10am Scenic Railway Tour	10am Scenic Railway Tour	10am Scenic Railway Tour	10am Scenic Railway Tour	10am Scenic Railway Tour	10am Scenic Railway Tour	10am Scenic Railway Tour
12pm Scenic Railway Tour	12pm Scenic Railway Tour	12pm Scenic Railway Tour	12pm Scenic Railway Tour	12pm Scenic Railway Tour	12pm Scenic Railway Tour	12pm Scenic Railway Tour
2pm Scenic Railway Tour	2pm Scenic Railway Tour	2pm Scenic Railway Tour	2pm Scenic Railway Tour	2pm Scenic Railway Tour	2pm Scenic Railway Tour	2pm Scenic Railway Tour
7	8	9	10	11	12	13
10am Scenic Railway Tour	10am Scenic Railway Tour	10am Scenic Railway Tour	10am Scenic Railway Tour	10am Scenic Railway Tour	10am Scenic Railway Tour	10am Scenic Railway Tour
12pm Scenic Railway Tour	12pm Scenic Railway Tour	12pm Scenic Railway Tour	12pm Scenic Railway Tour	12pm Scenic Railway Tour	12pm Scenic Railway Tour	12pm Scenic Railway Tour
2pm Scenic Railway Tour	2pm Scenic Railway Tour	2pm Scenic Railway Tour	2pm Scenic Railway Tour	2pm Scenic Railway Tour	2pm Scenic Railway Tour	2pm Scenic Railway Tour
14	15	16	17	18	19	20

Su	M	T	W	Th	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6



Bookings Manifest Reports Items Settings Help

Jamie Smith Explore FH

Grid Setup Custom calendars Filter Advanced

Search bookings

Start date Today < >

	Wed 12/30	Thu 12/31	Fri 1/1/21	Sat 1/2/21	Sun 1/3/21	Mon 1/4/21	Tue 1/5/21
Luau Dinner		6pm □ 110	6pm □ 110	6pm □ 83	6pm □ 110		
Scenic Railway Tour	10am □ 112	10am □ 112	10am □ 112			10am □ 112	10am □ 112
	12pm □ 112	12pm □ 112	12pm □ 112			12pm □ 112	12pm □ 112
	2pm □ 112	2pm □ 112	2pm □ 112			2pm □ 112	2pm □ 112

+ New booking

⚙️ Actions & Settings

- Adults VIP 0 □ 12
- Children VIP 0 □ 12
- Adults Standard 0 □ 40
- Children Standard 0 □ 40
- Adults (Private Dining) 0 □ 32
- Children (Private Dining) 0 □ 32

Where can you
find an
availability?

How to get there:

1. Click on bookings tab
2. On the white header bar, click on **Advanced**
3. Click **Update Availabilities**



The screenshot shows the 'Availability Calendar' for 'Luau Dinner'. The top navigation bar has 'Items' highlighted. The calendar displays dates from Dec 27 to Jan 23, 2021. A context menu is open over the Jan 2 entry, showing options like 'Actions & Settings', 'Duplicate', 'VIP Tickets', 'Preferred Tickets', and 'General Tickets'. A pencil icon is visible next to the Jan 2 entry, indicating an edit action.

Where can you
find an
availability?

How to get there

1. On the blue header bar, click on **Items**.
2. Select the item you want to edit.
3. On the left-side panel, click on **Calendar**
4. Click on the pencil icon stating **Update Availabilities**.



What is the availability updater?

The **availability updater** allows you to make changes to multiple availabilities at once, across different items in your Dashboard.

The screenshot displays the 'Availability Updater' interface for 'Island Tours and Activities'. The interface features a navigation bar with options like 'Partners', 'Grid', 'Setup', 'Calendar', 'Default', 'Filter', and 'Advanced'. The main area shows a calendar grid with columns for dates from Tue 6/5 to Mon 6/11 and rows for time slots: 10am, 2pm, and 6pm. Each cell in the grid represents an activity slot, with details such as activity name, duration, and status (e.g., '0 of 15').

Start date	Tue 6/5	Wed 6/6	Thu 6/7	Fri 6/8	Sat 6/9	Sun 6/10	Mon 6/11
10am	10am Beginner Hike - 2-day special (0 of 15)	10am Beginner Hike - 2-day special (0 of 15)	10am Beginner Hike (0 of 15)	10am Beginner Hike (0 of 15)	10am Beginner Hike (0 of 15)	10am Beginner Hike (0 of 15)	10am Beginner Hike (0 of 15)
2pm	2pm Adventure Hike (0 of 15)	2pm Adventure Hike (3 of 12)	2pm Adventure Hike (0 of 15)	2pm Adventure Hike (0 of 15)	2pm Adventure Hike (7 of 3)	2pm Adventure Hike (0 of 15)	2pm Adventure Hike (0 of 15)
6pm			6pm Sunset Cruise - West Island (0 of 15)	6pm Sunset Cruise - West Island (0 of 15)	6pm Sunset Cruise - West Island (0 of 15)	6pm Sunset Cruise - West Island (0 of 30)	



The 3 Availability Columns

1 Change:

COMMON

Online booking status

Capacity

Headline

Start time

Length

Notes

SETUP

Automated Messages

ADD & REMOVE

Crew members

Availabilities

2 For these availabilities:

From

 *

To

 *

▼ Items

No items selected ⚠

Select: [all](#), [none](#)

- Guided Hiking Tour
- Boozy Goat Yoga
- Bike Rental
- ATV Rentals
- Helicopter Rentals
- Landmine Clean Up

Suggested filters:

- ▶ Current online booking status
- ▶ Current unlisted status
- ▶ Has bookings

Filter by:

3 To:

Online booking status

 *

Unlisted status

 ▼

Choose What To Change

Choose the availability setting you want to update. Settings are organized into three main categories:

- **Common:** online booking status, capacity, headline, start time, length
- **Setup** (the options here will depend on what features have been enabled in your Dashboard): customer types, whole-booking custom fields, resource requirements, pickup route
- **Add & Remove:** crew members, availabilities



1 Change:

COMMON

Online booking status

Capacity

Headline

Start time

Length

Notes

SETUP

Automated Messages

ADD & REMOVE

Crew members

Availabilities

Choose Which Availabilities to Update

Choose which availabilities you want to update by adjusting:

- Date Range
- Items (in the Bookings Tab)
- Suggested Filters
- Other Filters

Note: If you are using the availability updater from a specific item's settings, you won't see the Items filter. To update availabilities across multiple items at once, access the availability updater the bookings section of your dashboard



2 For these availabilities:

From To

▼ **Items** No items selected

Select: [all](#), [none](#)

- Guided Hiking Tour
- Boozy Goat Yoga
- Bike Rental
- ATV Rentals
- Helicopter Rentals
- Landmine Clean Up

Suggested filters:

- ▶ Current online booking status
- ▶ Current unlisted status
- ▶ Has bookings

Filter by:

Choose Desired Outcome

Choose the new setting for your selected availabilities.
The options here will vary depending on what you
selected in the first step.



3 To:

Online booking status

 ▼ *

Unlisted status

 ▼

Thank you!





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community

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Here you'll get to interact with our **FareHarbor experts** and with your fellow **tour/activity/attraction business owners** of all experience levels.



Our goal is to help each other grow our businesses by **making more money**, **saving money** and **saving time**.

Q & A

