

# Bell Mountain Estates – Internal Procedure

## Blocking a Date from Website Calendar

*Revised 4/26/2017*

The website allows for customers to book their own date, and preview availability of the venue. While the customer does have the ability to book a reservation directly from the website, some customers may call-in or visit in person to schedule their event. In this case, the employee will be responsible for blocking the event dates from the website dashboard utilizing the **Block accommodation** module.

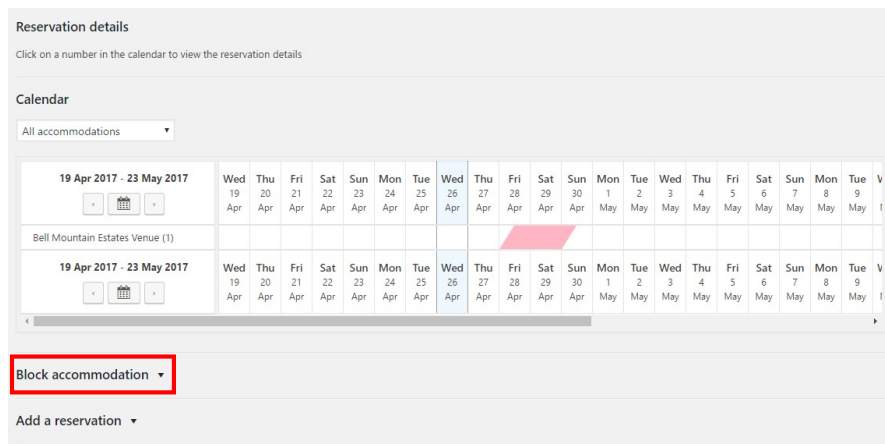
1. Log-in to the website dashboard with appropriate user credentials;

<https://bellmountainestates.com/wp-admin>

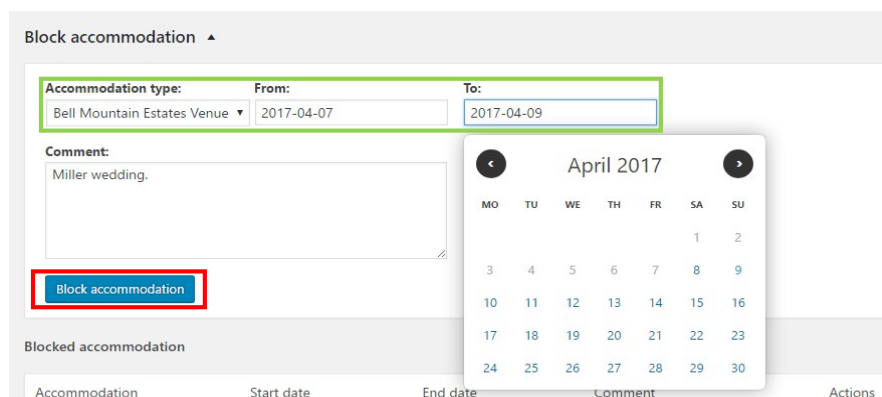
2. Select the 'Calendar' icon from the dashboard main page.











3. Locate and click the “Block accommodation” title, a drop-down feature will appear with the Block accommodation module.

A screenshot of the website dashboard. At the top, there's a 'Reservation details' section with a link to view details. Below that is a 'Calendar' section with a dropdown menu set to 'All accommodations'. The calendar shows dates from 19 Apr 2017 to 23 May 2017. A red box highlights the 'Block accommodation' dropdown menu. Below the calendar, there's a 'Block accommodation' dropdown menu and an 'Add a reservation' button.

4. Select **Bell Mountain Estates Venue** for the *Accommodation type*. Click in the box for the “From” field, and select the appropriate date on the calendar. Then, click in the box for the “To” field, selecting the day the event will be over. For best practice, leave a brief comment about the reservation, including the name of the customers. Click “Block accommodation” when complete.

A screenshot of the 'Block accommodation' form. The form has fields for 'Accommodation type', 'From', and 'To'. The 'Accommodation type' is set to 'Bell Mountain Estates Venue'. The 'From' field is set to '2017-04-07' and the 'To' field is set to '2017-04-09'. There is a 'Comment' field with the text 'Miller wedding.'. A calendar overlay is shown, displaying the month of April 2017. A red box highlights the 'Block accommodation' button. Below the form, there's a table with columns: Accommodation, Start date, End date, Comment, and Actions.

5. Verify by glancing at the “Blocked accommodation” list which is located on the same page, just below the Block accommodation module.

Blocked accommodation				
Accommodation	Start date	End date	Comment	Actions
Bell Mountain Estates Venue (1)	2018-06-29	2018-07-01		
Bell Mountain Estates Venue (1)	2018-06-22	2018-06-24		
Bell Mountain Estates Venue (1)	2018-06-15	2018-06-17		
Bell Mountain Estates Venue (1)	2018-06-08	2018-06-09		
Bell Mountain Estates Venue (1)	2018-05-10	2018-05-11		
Bell Mountain Estates Venue (1)	2017-12-15	2017-12-16		
Bell Mountain Estates Venue (1)	2017-11-17	2017-11-19		
Bell Mountain Estates Venue (1)	2017-10-27	2017-10-29		

**Procedure Complete**