Conqueror X: Using Non-Bookable Service Reservations

Non-bookable service reservations are a quick way to block out lanes on the white board to make them unavailable for standard walk-ins. These reservations are very simple and do not require a lot of detail when making the reservation. Deposits and payments are unavailable when using this type of reservation.

1. From the Conqueror X home screen, click on Back Office, then Reservations, then the Reservations icon.
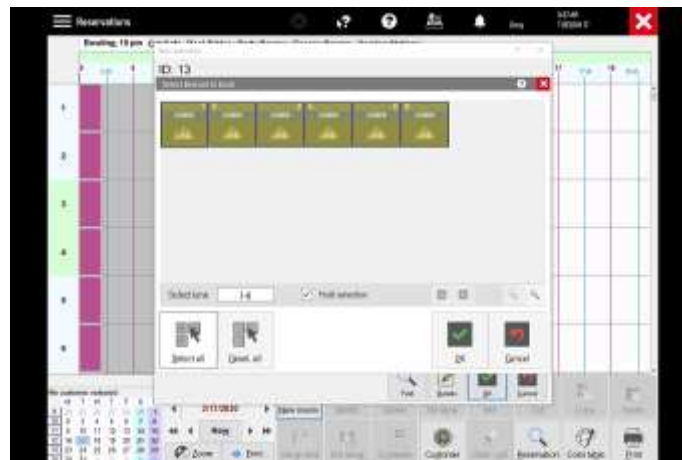

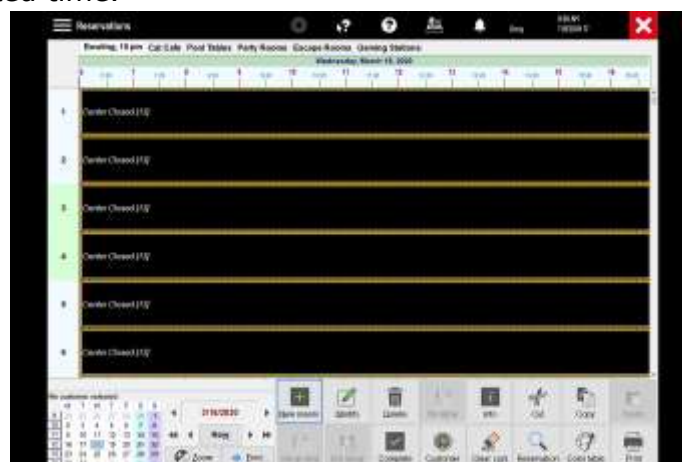2. On the white board, click on "New reserv."

3. Next to "Type," open the drop down and change it to "Non-bookable."
4. Below "Customer," type a descriptive term into the field ("center closed," etc.).
5. Change the date and time at the top or the window to whatever is appropriate for the non-bookable timeframe.

6. Click on the radio button next to "Lane set." This will open up the lane set window. Select the applicable lanes to be blocked out (if the entire center, click "Select all" on the bottom left). Click "OK."

7. Click "OK" on the bottom of the booking window. The lanes will then be marked as non-bookable for the selected time.

8. For centers with the basic reservation system, this process will need to be repeated for each block of time the lanes will not be available for booking.
9. For centers with advanced reservations, the non-bookable reservation can be set as recurring.
   a. Double-click on the reservation.
   b. Click "Recur."

   c. Set the appropriate date range, time, and days of the week for the reservation to recur on.

   d. Make sure "keep the same lanes" is selected.
   e. Click "Search." As soon as the results populate, click "OK."