

GameOn Active Operate: School Facility Booking & Promotion Guide

Overview

GameOn Active Operate empowers schools and community centers to transform their underutilized sports and activity spaces into vibrant community hubs. By listing facilities on our platform, schools can:

- Generate Additional Revenue: Monetize existing spaces during off-peak hours.
- Enhance Community Engagement: Provide accessible venues for local sports and activities.
- Streamline Booking Management: Utilize a user-friendly system to handle all bookings efficiently.

This manual provides a step-by-step guide to:

1. Setting Up Your Facilities on GameOn Active Operate.
2. Managing Bookings through the Operator Dashboard.
3. Integrating Booking Links into your school's website.
4. Promoting Your Facilities using QR code banners and other marketing materials

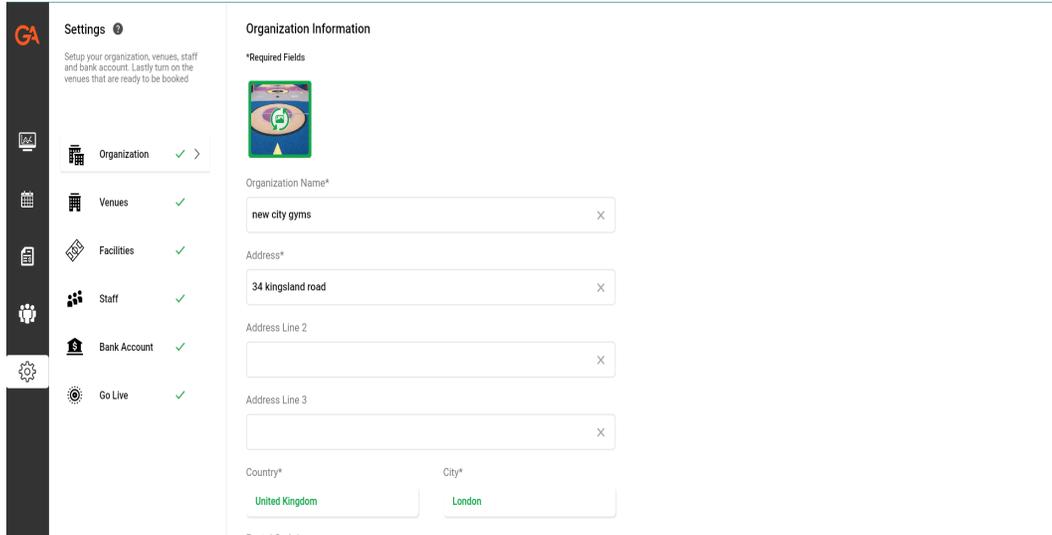
1. Setting Up Your Facilities

Step 1: Access the Operator Dashboard

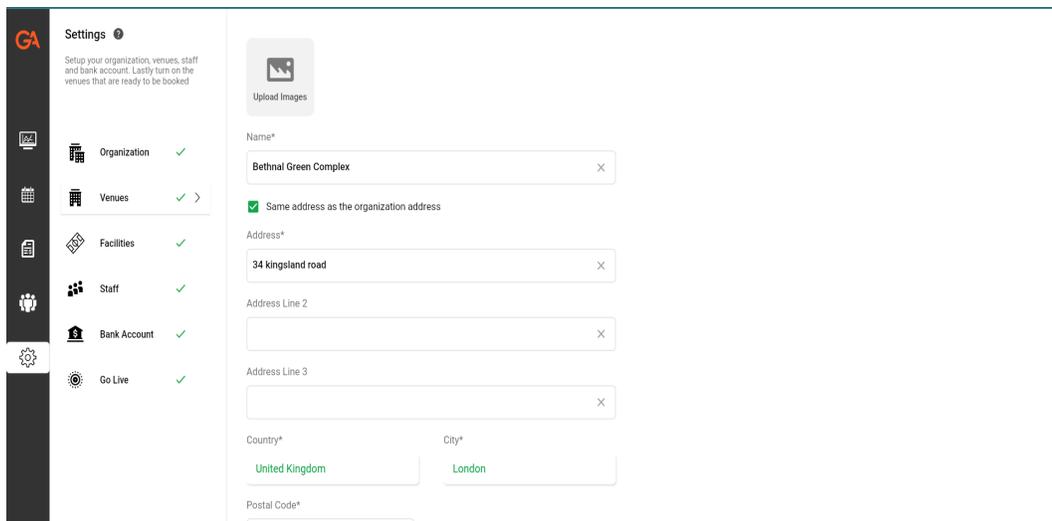
- Login: Visit <https://gameonactive.co.uk/operate.html> and log in with your school's credentials.

Step 2: Complete the Set Up Process

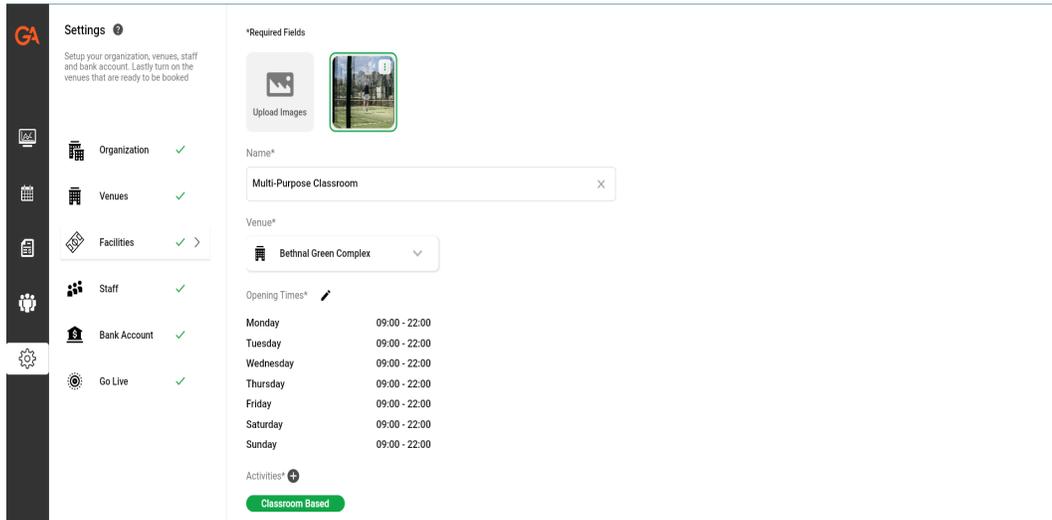
- Add Organization Details - if applicable, this can be a school trust or academy. If not, enter the school's information.



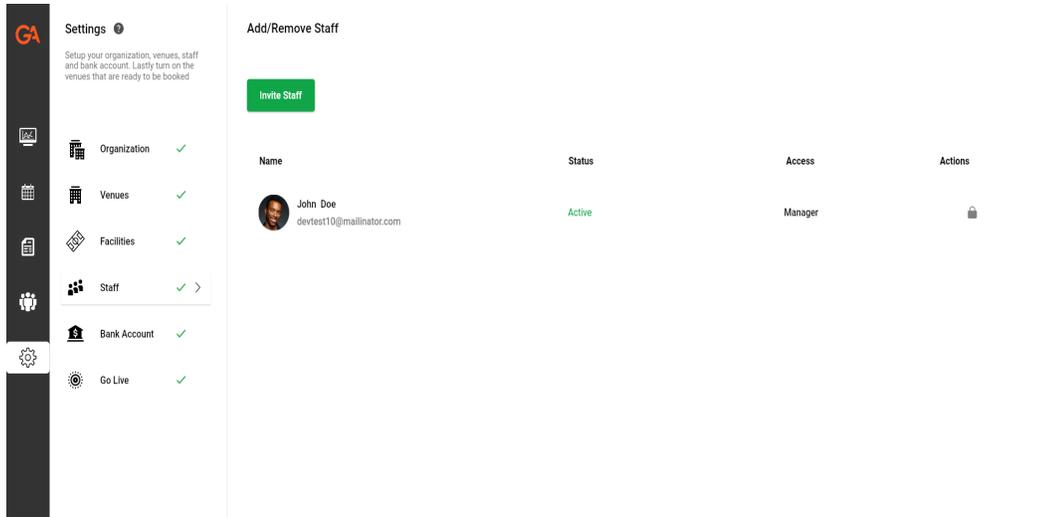
- Add Venue Details – This typically refers to your school or, if applicable, multiple schools within your academy or trust.



- List Facilities – Specify each rentable space (e.g., sports halls, studios, classrooms) along with pricing and availability.



- Invite Staff – Add colleagues who will manage bookings or assist with customer support.



- Add Bank Details – Add your bank account details via Stripe’s secure payment system. This is the account where payments will be transferred to.

Settings

Setup your organization, venues, staff and bank account. Lastly turn on the venues that are ready to be booked

- Organization ✓
- Venues ✓
- Facilities ✓
- Staff ✓
- Bank Account ✓ >
- Go Live ✓

Connect Bank Account

All processed payments will be transferred to your bank account weekly. Your payments in processing shows the total amount of payments currently being processed. Recent Payouts show the last ten payments transferred to your bank account.

Statements | Update Bank Account

Sort Code: 10-88-00 | Status: Enabled

Account Number: **** * 2345 | Payments in processing: GBP 0.00

Recent Payouts

05 May 2025	GBP 108.00
27 Apr 2025	GBP 144.00
15 Apr 2025	GBP 108.00
04 Mar 2025	GBP 72.00
11 Feb 2025	GBP 72.00
26 Nov 2024	GBP 144.00

- Go Live: Turn on the Go Live toggle to make the facilities available for customers to book

Settings

Setup your organization, venues, staff and bank account. Lastly turn on the venues that are ready to be booked

- Organization ✓
- Venues ✓
- Facilities ✓
- Staff ✓
- Bank Account ✓
- Go Live ✓ >

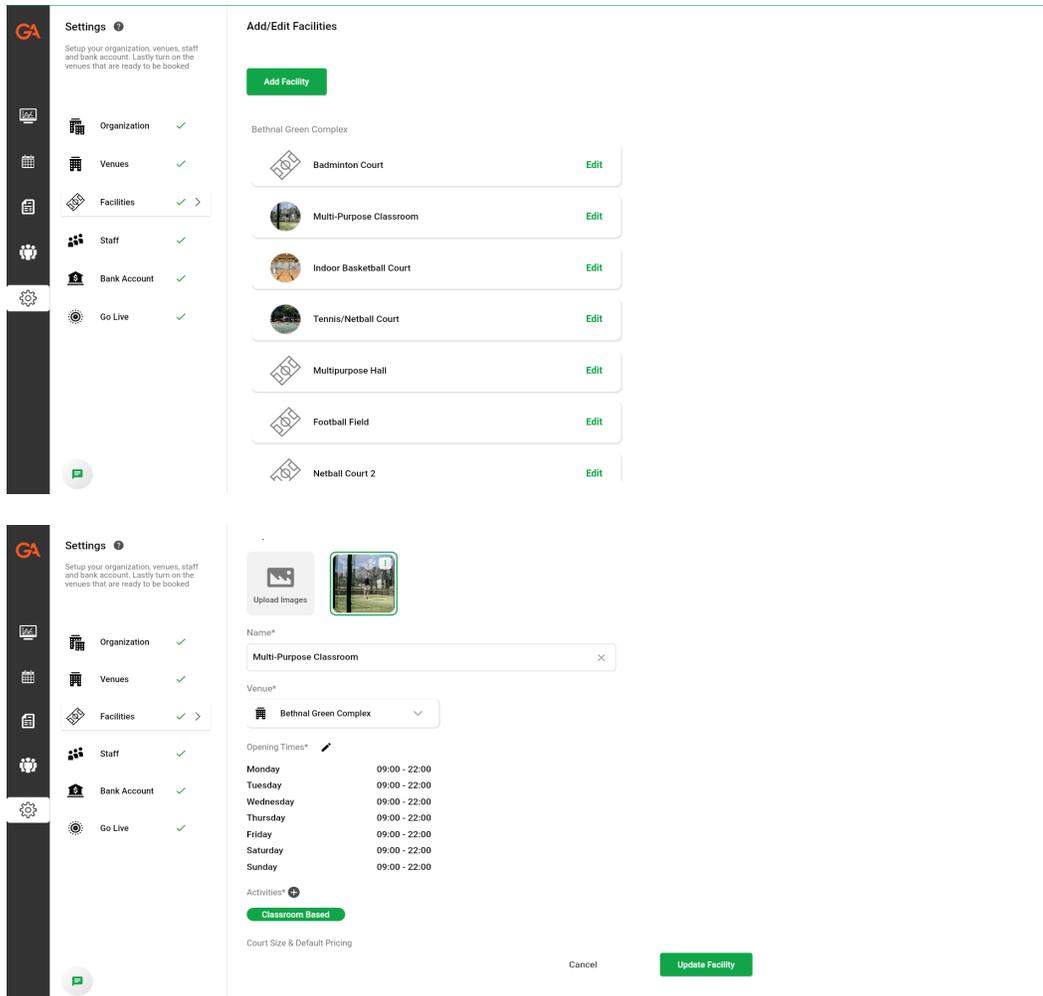
Go Live

Flick the toggle on to publish your venues online and start receiving bookings

Bethnal Green Complex

Step 2: Update/Add Your Facilities

- Navigate to 'Facilities': Click on the 'Facilities' tab in the dashboard.
- Add New Facility: Click 'Add Facility' and fill in the required details: Facility Name, Description, Availability, Pricing, Images.



Step 3: Set/Update Booking Preferences

- Approval Settings: Choose between automatic approvals or manual confirmations.
- Notifications: Email alerts for new bookings and cancellations.

Settings

Setup your organization, venues, staff and bank account. Lastly turn on the venues that are ready to be booked

- Organization
- Venues
- Facilities
- Staff
- Bank Account
- Go Live

34 kingsland road

Address Line 2

Address Line 3

Country* City*

Postal Code*

Email*

Phone Number*

Booking Approval Preferences

Manually review and approve all booking requests

Cancel Update Venue

GA Bothnrd Green Complex
John Doe

Dashboard

From 19 Apr 2025 To 19 May 2025 Last 7 days Last 30 days YTD

Facility Views

Bookings

Utilization

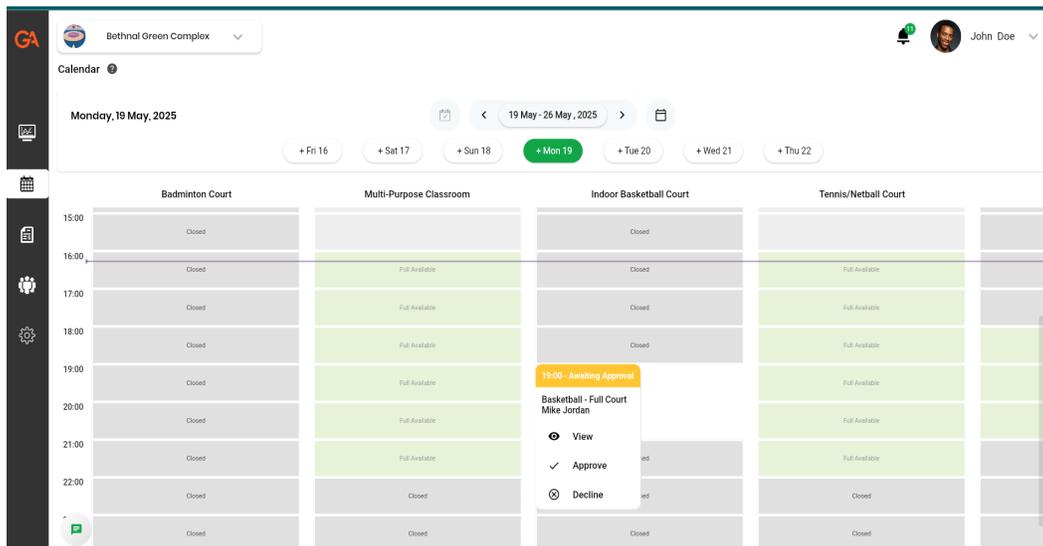
Notifications

- Revenue**
 - Requires Approval New booking request for Basketball (Full) at Bethnrd Green Complex Indoor Basketball Court, on Mon 19 May 2025 19:00 - 21:00 23 minutes ago Mark as Read
 - Requires Approval New booking request for Basketball (Full) at Bethnrd Green Complex Indoor Basketball Court, on Sat 10 May 2025 10:00 - 12:00 Fri 09 May 2025 05:27 Mark as Read
- Bookings by A**
 - Booking Confirmed Payment received for Basketball (Full) at Bethnrd Green Complex Indoor Basketball Court, on Fri 25 Apr 2025 13:00 - 16:00 Fri 25 Apr 2025 05:34 Mark as Read
 - Requires Approval New booking request for Basketball (Full) at Bethnrd Green Complex Indoor Basketball Court, on Fri 25 Apr 2025 13:00 - 16:00 Fri 25 Apr 2025 05:30 Mark as Read
 - Booking Confirmed Payment received for Basketball (Full) at Bethnrd Green Complex Indoor Basketball Court, on Thu 17 Apr 2025 12:00 - 16:00 Thu 17 Apr 2025 06:23 Mark as Read

2. Managing Bookings

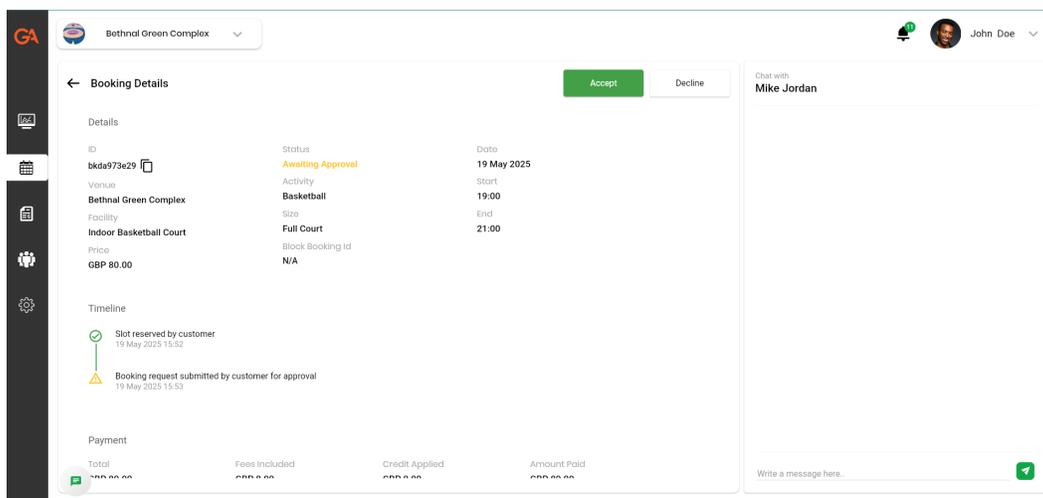
Step 1: View and Manage Bookings

- Calendar View: Access the calendar to see all upcoming bookings.
- Booking Details: Click on individual bookings for customer information.
- Approve or Decline: Manage pending bookings directly from the dashboard.



Step 2: Communicate with Customers

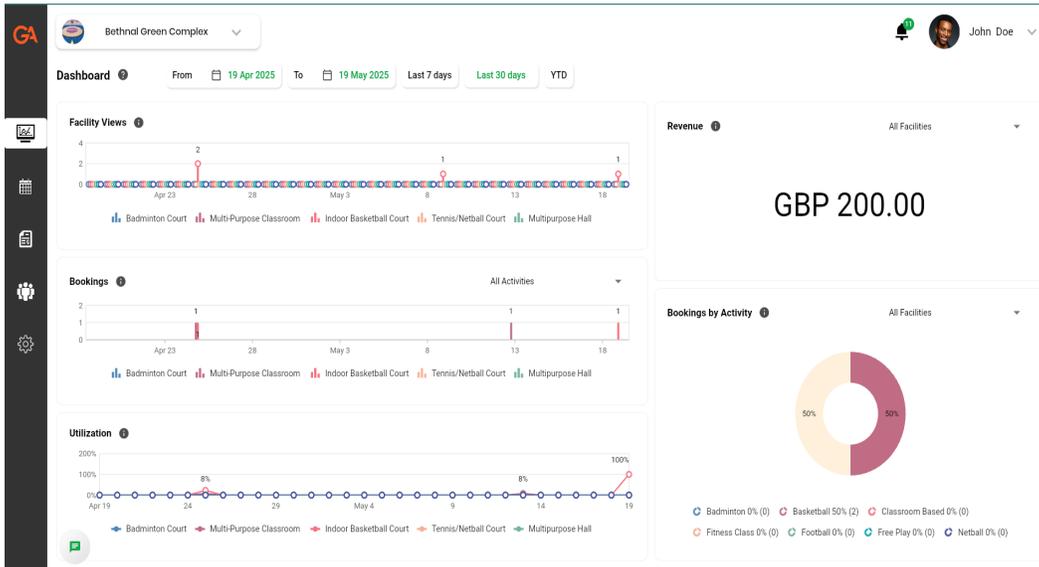
- Messaging: Use the built-in messaging system for customer interactions.



Step 3: Reporting and Analytics

- Revenue Reports: Generate reports to track income.

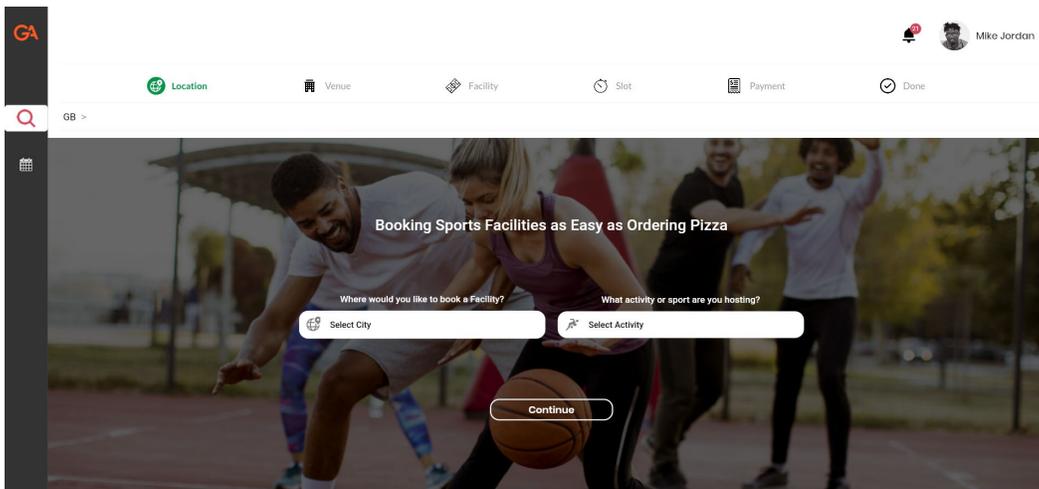
- Usage Statistics: Analyze popular facilities and peak times.

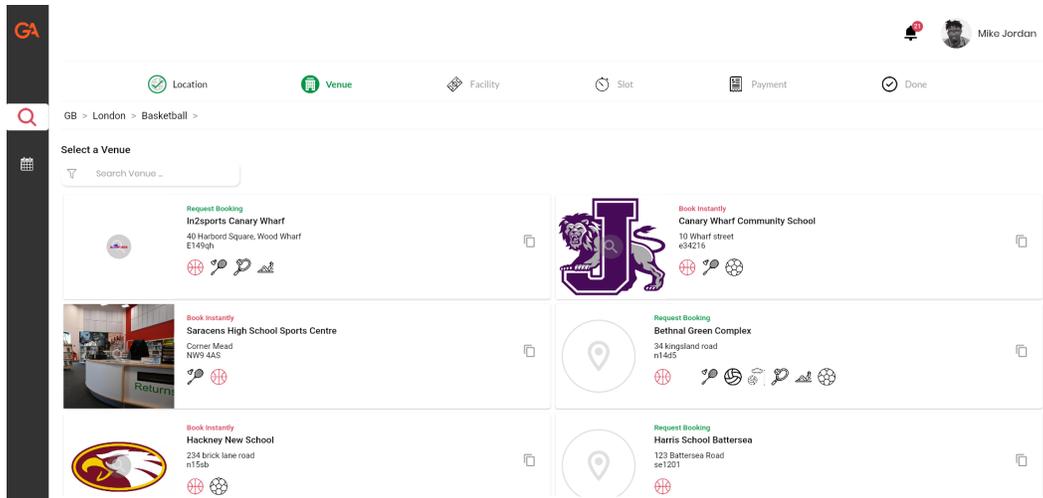


3. Integrating Booking Links into Your School's Website

Step 1: [Booking Link](#)

- Customers can book your facilities directly via our SEO-optimized booking platform.





Step 2: Add Booking Link to Website

- Website Access: Log in to your school's CMS.
- Insert [Link](#): Add a 'Book Now' button or hyperlink.
- Highlight Availability: Show available times and promotions.

4. Promoting Your Facilities

Step 1: Booking QR Code:



- We will send you a banner with a QR code for people to scan and book your facilities

Step 2: Utilize Social Media and Newsletters

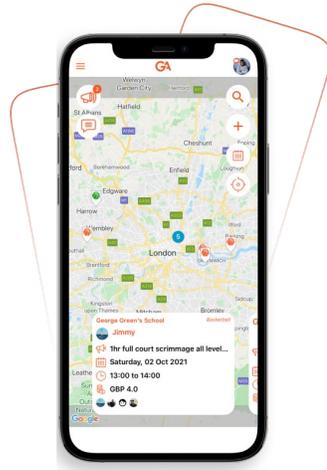
- Social Media: Share posts with promotions.
- Newsletters: Include booking links in newsletters.

Step 3: Engage with the Community

- Open Days: Showcase facilities.
- Partnerships: Work with local clubs to promote usage.

Step 4: Integrate with our [Connect App](#)

- We will market your facilities on our Connect App, allowing users to book your facilities directly through the [app](#)



Support and Assistance

If you require further assistance or have any questions:

- Email: Gerald.asante@gameonactive.co.uk

Our team is here to help you make the most of GameOn Active Operate and ensure your facilities are fully utilized.

Video Guides:

1. **How to Create an Account:** [Watch Here](#)
2. **Adding Your Organization:** [Watch Here](#)
3. **Adding Your Venues:** [Watch Here](#)
4. **Adding Your Facilities:** [Watch Here](#)