GAGAMEON ACTIVE

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 <u>https://gameonactive.co.uk/operate.html</u> 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.

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

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

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

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

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

GA	Settings 🔞	Go Live				
	Setup your organization, venues, staff and bank account. Lastly turn on the venues that are ready to be booked	Flick the toggle on to publish your venues online and start receiving bookings				
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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.

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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.

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	20:00	Closed	Full Available	Mike Jordan	Full Available
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Step 2: Communicate with Customers

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

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Step 3: Reporting and Analytics

- Revenue Reports: Generate reports to track income.



- Usage Statistics: Analyze popular facilities and peak times.

(ID) 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.



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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

GAGAMEON ACTIVE

- We will market your facilities on our Connect App, allowing users to book your facilities directly through the <u>app</u>



& 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: <u>Watch Here</u>
- 3. Adding Your Venues: <u>Watch Here</u>
- 4. Adding Your Facilities: <u>Watch Here</u>

