

Leasing Space at The Avalon Using Skedda

The Avalon leasing calendar is now available at <https://boulderdance.skedda.com>. Anyone looking for space to lease can view the calendar and locate available openings.

The Skedda Window

The screenshot shows the Skedda interface for The Avalon. The interface includes a navigation bar at the top with options for 'DAY', 'MONTH', 'GRID', and 'LIST'. The current date is 'THURSDAY, OCTOBER 21, 2021'. Below the navigation bar is a table with columns for different spaces: 'Ballroom', 'Sodal Hall', 'Boulder Tango Studio', 'North Hall', 'Kitchen', and 'Parking Lot'. The table displays a schedule of events for the week of October 21st to 26th. On the left side, there is a blue sidebar with a 'Main schedule' button and a 'Login button'. At the bottom right, there is a green circular button with a plus sign labeled 'New booking'.

Skedda Accounts

Accounts have been created for regular Avalon renters with current contracts. If:

- You are a current renter and have not received account information, OR
- You have been a regular renter, but do not have a current contract and want to initiate one, OR
- You are a first-time renter,

contact avalon@boulderdancecoalition.org.

Logging In

Press the **Login** button and enter your credentials. If you've forgotten your email address or password, click the **Reset login now** link.

Log in to Boulder Dance Coalition -- The Avalon

your@email.address

Your password

Remember me

Log in

Forgot password or can't login? [Reset login now](#)

[How do I register?](#)

Log in with Facebook

Log in with Google

Log in with Twitter

Log in with Microsoft

OR

Reset login now

Viewing Your Own Events

In every view—day, month, grid, and list—your own events are highlighted. Additionally, in the list view, you can select **My bookings** to see only your own events.

My bookings

DAY MONTH GRID LIST THURSDAY, OCTOBER 21, 2021

All bookings My bookings Others

FRIDAY, OCTOBER 22, 2021

- 9:00 AM–10:00 A... Sodal Hall
- 10:00 AM–2:00 P... Sodal Hall
- 12:30 PM–1:30 P... Boulder Tango Studio
- 6:00 PM–8:30 PM ... North Hall
- 7:30 PM–11:00 P... Sodal Hall

My event highlighted

Creating an Event

Use the view and space selectors to see the spaces in the way that works for you: day, month, grid, or list, and all spaces or just the spaces you are interested in renting.

The screenshot shows a calendar interface for Thursday, October 21, 2021. The calendar is in a grid view. A callout labeled 'View selector' points to the navigation tabs: DAY, MONTH, GRID, LIST. Another callout labeled 'Space selector' points to the 'SPACES' dropdown menu, which lists: All spaces, Ballroom, Sodal Hall, BTS, North Hall, Kitchen, and Parking Lot. A third callout labeled 'New booking' points to a green plus sign button in the bottom right corner of the calendar grid.

Note: Private lessons and practices work slightly differently; to book those, see the [instructions](#) further down in this document.

When you've found an open time in the room of your choice:

1. Click the **New booking** button. The booking window opens.

The 'NEW BOOKING' form contains the following fields and options:

- DATE & TIME ***: Friday, October 29, 2021; From 9:00 AM; to 10:00 AM
- REPEAT ***: Monthly
- MONTHLY RULE ***: Day 1 of every 1 month(s); The last Friday of every 1 month(s)
- END ***: End by Monday, November 8, 2021; End after 2 occurrence(s)
- EXCEPTIONS ***: No exceptions
- SPACES ***: Sodal Hall

Repeat summary: On the last Friday of every month. Begin on Friday, October 29, 2021 at 9:00 AM. End by Monday, November 8, 2021. Occurrences: 10/29/21.

2. Select the date and time. **Make sure to include adequate time for setup and teardown!**

3. For recurring events, set the repeat.

Notes:

- **Daily:** repeats can be just Saturday and Sunday, just weekdays, or every day.
- **Weekly:** if you have more than one event a week, for example on Tuesdays and Thursdays, you'll have to create two separate series of events: one for Tuesdays and one for Thursdays.
- **Monthly:** the same thing applies to bimonthly events, for example first and third Fridays—you'll have to create one series for first Fridays and one series for third Fridays.
- **Fifth dates:** Skedda does not currently support mass scheduling for 5th days of the month: renters who use those, e.g, 5th Saturdays or Wednesdays, need to locate and book those individually.
- **Exceptions:** You can select dates to exclude from your series, such as holidays or other cancelations.
- **End:** don't forget to add an end, either a date or after a number of occurrences.
- **Note:** Repeats can be complicated; you may have to experiment. Don't get discouraged.

4. Check your space selection or select a space.

BOOKING TITLE

NOTES

YOUR DETAILS (XXXXXXXXXXXXXXXXXXXX)

FIRST NAME*

LAST NAME*

TELEPHONE*

ORGANIZATION

PAYMENT AND CANCELLATION/CHANGES

BOOKING PRICE **\$60.00**

CANCELLATION/CHANGE OPTIONS
You can cancel or change this booking until
Thursday, October 28, 2021 at 9:00 AM.

5. Add a booking title, which will show on the calendar when the booking is complete.

6. Check your booking price.

Notes:

- Skedda automatically uses the rate from your contract. If your contract does not contain a rate for that room, you'll be given the standard room rate.
- For recurring events, Skedda shows the price for the full series as well as the individual event price.

BOOKING PRICE

\$750.00

(10 occurrences, \$75.00 each)

Save changes

Cancel changes

- If Skedda gives you the wrong rate, contact avalon@boulderdancecoalition.org and copy webadministrator@boulderdancecoalition.org.

7. Review the cancelation timeframe.

8. Click **Confirm booking**.

9. Your booking may conflict with another booking on the calendar, especially for recurring events.

⚠ We couldn't put in your booking because it conflicts with one already scheduled on Wednesday, October 27, 2021 at 9:00 AM (Sodal Hall). Conflicting bookings are not allowed, so resolve the conflict and give it another go!

If you receive an error, you'll need to correct it. Either:

1. Change the room.
2. Change the time.
3. Add an exception to a recurring event.

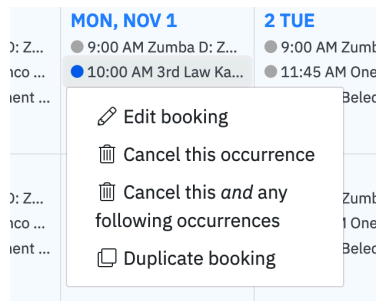
Note: if you receive a second error, and a third, it may be that another party also has a recurring event in the same space at the time time. Check the calendar starting a few weeks out and change rooms, days, and/or times.

Editing or Canceling an Event

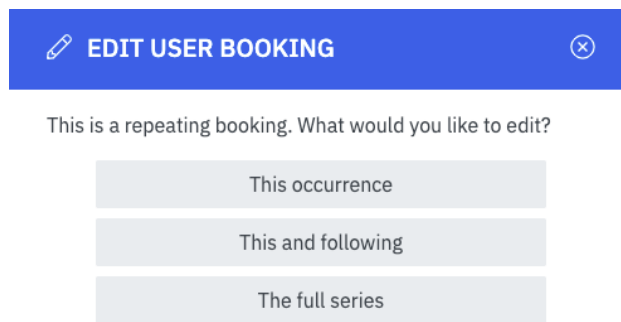
Your bookings in the Skedda calendar now represent the time you will be billed for at the end of the month, so be sure to cancel any events that you do not intend to hold:

- You can cancel events until the time they start in case of snow or other emergencies.
- If you miss that window, the Avalon management can still cancel for you afterward; contact the office at avalon@boulderdancecoalition.org within a day or so!

To cancel an event, click on the event and choose which events to cancel.



To edit an event, choose **Edit booking**, then choose whether to edit just this event, all future events, or the full series.



Note: When you change just one occurrence, you are separating it from the series and turning it into an independently-managed, single-occurrence booking.

Private Lessons and Practices

Private lessons and practices (“privates”) are defined as one instructor plus one person or couple. If you teach privates or you practice with a partner, you’ll have a “privates” rate in your contract, which is lower than your regular rental rate. For example, your regular rate might be \$40/hour, but your privates rate is only \$20.

To make privates affordable and offer this lower rate, a private booking does not actually reserve a room: you can use whichever room is available at the time. That means privates don’t block a room that could otherwise be rented for a higher price. If you want to book a specific room for your session, then you will pay your regular rate.

To book a private or practice:

1. Select either **Private - Slot 1** or **Private - Slot 2** for the space.
These two spaces do NOT reserve a room, but will apply your private rate
2. Continue with your booking as described in [Creating an Event](#).

3. Check the schedule before you arrive to see which room is available; if no rooms are available, reschedule your session.

Note: If your contract does include privates, then the Private Slots won't display on your calendar.

Editing Your Profile

You can edit your profile if you need to change your email address, your telephone number, or change the contact person for your events. If you do so, please maintain the following format:

- First name = the common name for your organization, e.g., CFOOTMAD
- Last name = the first and last name of the person who books your events, e.g., Dorothy Vernon
- Organization = the name of your organization as spelled in our invoicing software; it is important that you do NOT change this field.

FAQ

Q: I paid my invoice; why do my events still show as "unpaid"?

A: Skedda exports your events for invoicing, but does not import paid amounts from our invoicing software. Therefore, we are not using the "paid" feature in Skedda, and all events will always show as "unpaid."