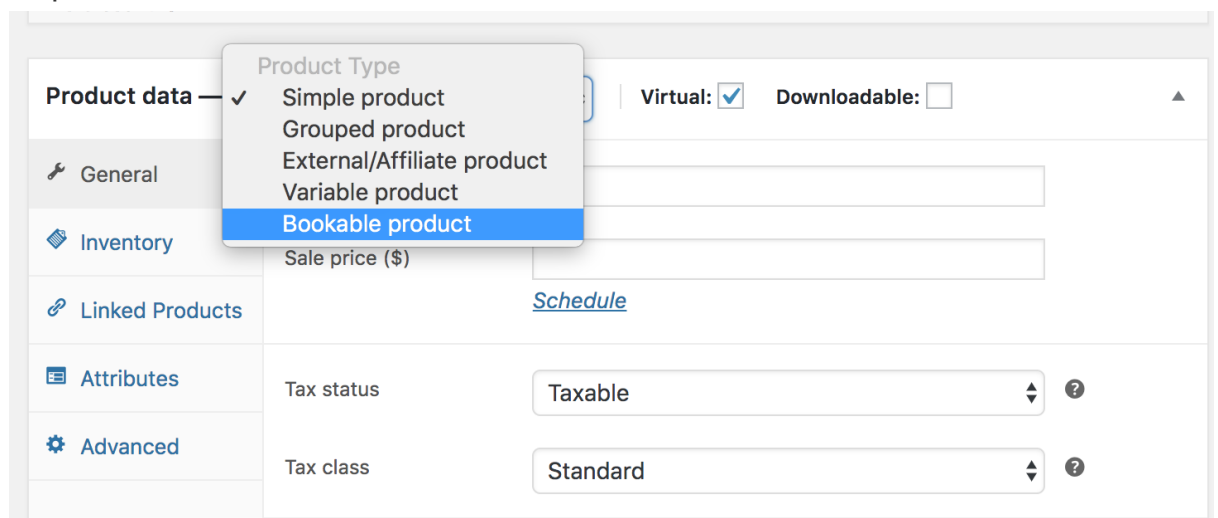


Creating a Bookable Product

To accept bookings, you need to create a bookable product.

1. **Go to: Products > Add New.** A familiar WooCommerce interface for product creation appears.
2. **Enter** a title and description for your product.
3. Scroll down to **Product Data** and select **Bookable Product** in the dropdown menu.



4. **Tick the Virtual** checkbox, if your product does not require shipping. This omits the Shipping Costs tab from your product.

Fields will change to reflect bookable products.

General settings

The first settings are booking duration, calendar display and confirmation preferences.

Product data — Bookable product		Virtual: <input checked="" type="checkbox"/>	Has persons: <input type="checkbox"/>	Has resources: <input type="checkbox"/>
General	Tax status	None		
Linked Products	Tax class	Zero Rate		
Attributes	Booking duration	Fixed blocks of	1	Day(s)
Advanced	Calendar display mode	Calendar always visible		
Availability	Requires confirmation?	<input type="checkbox"/> Check this box if the booking requires admin approval/confirmation. Payment will not be taken during checkout.		
Costs	Can be cancelled?	<input type="checkbox"/> Check this box if the booking can be cancelled by the customer after it has been purchased. A refund will not be sent automatically.		

Taxes

Select the appropriate **Tax status** and **Tax class** for this product, should you need to charge tax or not.

Booking duration

This determines how long a booking lasts. The duration can be admin defined (fixed block) or customer defined (they need to input on the front-end). Duration units can be Hours, Minutes, Days or Months.

Fixed blocks have a set duration that you define. The customer can only choose one block which will last the defined amount of time. For example hair dresser appointment lasts one hour and you can only book one at a time.

Customer-defined blocks have a set duration, but the customer can choose how many blocks they want. For example, the co-working space is rented out in hourly intervals, and the customer can define how many 1-hour blocks they would like to rent.

If you set your *Booking duration* to be customer defined:

- A minimum and maximum allowed value can be included in the *General* tab. This allows for a more flexible starting schedule.
- It is possible to use 30-minute blocks and set the minimum to 2 blocks. Your customers now need to book at least one hour, and can add increments of 30 minutes.
- A customer-defined duration with blocks in minutes/hours will display a dropdown.

A booking can be set in blocks using minutes, hours, days, weeks, and months. If using hours and minutes, you can specify what time the bookings start.

Calendar display mode

Select **Calendar always visible** or **Display calendar on click**. By default the calendar is set to always show.

If the *Booking duration* is set to be **Customer defined** with a unit of **Days**, then another option will be shown to enable the calendar range picker. Enabling this allows customers to select a start date and an end date for their booking within the calendar itself.

Requiring Confirmation

If the booking needs to be reviewed by an Admin before confirmation, tick the **Requires confirmation?** checkbox. Rather than take payment at checkout, the user inputs details and submits them for approval.

To learn more, see [Manage Bookings](#).

Bookings requiring approval will remove other items from the cart. They must be checked out alone, so payment gateways can be safely disabled.

If the **Requires Confirmation?** checkbox is ticked:

- the **Check Availability** option will be the only payment gateway presented when checking out
- other items will be removed from the Cart when this bookable product is added to the Cart

Please note that the **Check Availability** “payment gateway” can’t be enabled/disabled under **WooCommerce > Settings > Payments** like other gateways can, and is displayed/hidden based purely on a Bookable Product requiring confirmation being in the Cart.

Once the booking is approved, the customer receives another email to then submit payment.

Allowing Booking Cancellation

The screenshot shows the 'Bookable product' settings in WooCommerce. The 'Requires confirmation?' checkbox is unchecked. The 'Can be cancelled?' checkbox is checked, and the 'Booking can be cancelled until' field is set to 7 days before the start date.

Product data —	Bookable product	Virtual: <input checked="" type="checkbox"/>	Has persons: <input type="checkbox"/>	Has resources: <input type="checkbox"/>
General	Tax status	None		
Linked Products	Tax class	Zero Rate		
Attributes	Booking duration	Fixed blocks of	1	Hour(s)
Advanced	Calendar display mode	Calendar always visible		
Availability	Requires confirmation?	<input type="checkbox"/>	Check this box if the booking requires admin approval/confirmation. Payment will not be taken during checkout.	
Costs	Can be cancelled?	<input checked="" type="checkbox"/>	Check this box if the booking can be cancelled by the customer after it has been purchased. A refund will not be sent automatically.	
	Booking can be cancelled until	7	Day(s)	before the start date.

You may choose whether you want the user to have the option to cancel their booking. After selecting the option **Can be cancelled?**, two fields appear that allow you to choose how many Minutes/Hours/Days/Months prior to the start date that customers can cancel a booking.

Availability settings

Availability (what slots can be booked) can be controlled via the **Availability** tab. The first options allow you define dates that can be booked:

Product data — **Bookable product** | Virtual: Has persons: Has resources:

- General
- Linked Products
- Attributes
- Advanced
- Availability**
- Costs

Max bookings per block

Minimum block bookable into the future

Maximum block bookable into the future Add new

Require a buffer period of days between bookings

Adjacent Buffering? *By default buffer period applies forward into the future of a booking. Enabling this option will apply adjacently (before and after Bookings).*

All dates are... *This option affects how you use the rules below.*

Check rules against... *This option affects how bookings are checked for availability.*

Restrict start and end days? *Restrict bookings so that they can only start on certain days of the week. Does not affect availability.*

Range type	Range	Bookable [?]	Priority [?]
Add Range			
<i>Rules with lower priority numbers will override rules with a higher priority (e.g. 9 overrides 10). Ordering is only applied within the same priority and higher order overrides lower order.</i>			

Max bookings per block

This setting allows multiple bookings at the same time. With a fixed booking of 1 day and maximum bookings per block set to 2, then each day you can accept two bookings.

The maximum bookings allowed for each block can be overridden at the [Resource](#) level.

Minimum/Maximum block bookable into the future

If today is March 1 and you set minimum block bookable to 1 month into the future, then the first date a customer could book would be April 1. The same applies to the maximum date bookable.

Require a buffer period between bookings

Based on the unit of time set for the booking (minutes, hours or days), you can specify a period of time after a bookable slot that is unavailable for anyone else to book. For example, if you sell appointments in 1-hour blocks and wish to have a break of 1 hour between them, you can specify a buffer period.

Product data — Bookable product | Virtual: Has persons: Has resources:

- General
- Linked Products
- Attributes
- Advanced
- Availability
- Costs

Max bookings per block ?

Minimum block bookable Day(s) into the future

Maximum block bookable Month(s) into the future Add new

Require a buffer period of days between bookings

Adjacent Buffering? *By default buffer period applies forward into the future of a booking. Enabling this option will apply adjacently (before and after Bookings).*

All dates are... *This option affects how you use the rules below.*

Check rules against... *This option affects how bookings are checked for availability.*

Restrict start and end days? *Restrict bookings so that they can only start on certain days of the week. Does not affect availability.*

Range type	Range	Bookable [?]	Priority [?]
Add Range			
<i>Rules with lower priority numbers will override rules with a higher priority (e.g. 9 overrides 10). Ordering is only applied within the same priority and higher order overrides lower order.</i>			

If you prefer to add a buffer before **and** after your appointments, tick the **Adjacent Buffering** checkbox. This option adds the specified block both before and after each booking. Defining a buffer period of one hour between booking with adjacent buffering will result into 2 hours between bookings.

Buffer periods are always defined in the same time measurement (minutes, hours or days) chosen for blocks. If you want to have a 30-minute buffer between your 1-hour appointments, be sure to use 60-minute blocks instead of 1-hour blocks.

All dates are

Depending on how you want to set up availability, this option allows you to set *available by default* or *not available by default*. *Available by default* means all blocks are available and you can specifically turn some off with rules, where *not available by default* means all blocks are not available and must be turned on through availability rules.

Check rules against

You have two options:

- **All blocks being booked** – This checks all available blocks within a duration. For example if a customer chooses to book for 5 days and 1 block is equal to 1 day, it will check availability for all 5 days.
- **Starting block only** – This checks the first block the user selects. For example if a customer chooses to book for 5 days and 1 block is equal to 1 day, it will only check availability for the first day.

Restrict start and end days

Say you have a weekly rental, but you only allow customers to start their rental on Fridays.

1. Tick the box.
2. Select the day (in this case Friday), or day(s) you would like to restrict the booking to start on.

Restrict selectable days? Restrict the days of the week that are able to be selected on the calendar; this will not affect your availability. For more information on restricting start and end days you can [view our documentation here.](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



This does not affect availability; other days are still available, they just cannot be selected as the day(s) that bookings start on.

Custom Availability Range





You can set up specific availability rules, such as availability for:

- Months
- Day of the week
- Time
- Specific date

To add a rule, select **Add Range**:

Range type	Range	Bookable [?]	Priority [?]
≡ Date range ▾	<input type="text"/>  to <input type="text"/> 	No ▾	10
<div style="border: 1px solid #00aaff; padding: 2px; display: inline-block; margin-bottom: 5px;">Add Range</div> <p><i>Rules with lower priority numbers will override rules with a higher priority (e.g. 9 overrides 10). Ordering is only applied within the same priority and higher order overrides lower order.</i></p>			

A new row is created, where you can choose a range type, from/to, whether it's bookable or not (yes or no) and a priority number.



Range type	Range	Bookable [?]	Priority [?]
≡ Date range ▾	<input type="text" value=""/>  to <input type="text" value=""/> 	No ▾	10 <input type="text" value=""/> ×
≡ Date range ▾	<input type="text" value=""/>  to <input type="text" value=""/> 	No ▾	10 <input type="text" value=""/> ×

Add Range

Rules with lower priority numbers will override rules with a higher priority (e.g. 9 overrides 10). Ordering is only applied within the same priority and higher order overrides lower order.

The from/to values differ based on the range type:

- Date range – from/to will show a datepicker/calendar selection field
- Range of days – from/to will show a dropdown of days of the week (Monday to Sunday)
- Range of months – from/to will show a dropdown of months (January to December)
- Range of weeks – from/to will show a dropdown of weeks (1 to 52)
- Time ranges – from/to will show time inputs
- Date Range with time – period with a start date/time and an end date/time. Range applies from start time on the start day to end time on the end date.
- Date Range with recurring time – set based on a custom date range. Range is repeated on each day in the date range.

Range type	Range	Bookable [?]	Priority [?]
≡ Date range with time ▾	2019-02-09  to 2019-03-09  15:00 to 18:00	No ▾	10 <input type="text" value=""/> ×
≡ Time Range (all week) ▾	09:00 to 18:00	Yes ▾	10 <input type="text" value=""/> ×

Add Range

Rules with lower priority numbers will override rules with a higher priority (e.g. 9 overrides 10). Ordering is only applied within the same priority and higher order overrides lower order.

Note that the **time ranges are not opening hours, but booking hours**. If you offer 1-hour time blocks and your shop is open from 9:00 am to 6:00 pm, your last booking is at 5:00 pm, not 6:00 pm.

By default, Global availability rules take priority over product level availability rules and product availability rules take priority over resource priority rules. The order can be changed using the priority numbers. A lower priority, irrespective of context, overrides any other context with higher priority number. For example, a 9 will always override 10, even if 10 is on the Global level.

If multiple rows have the same priority, the rules higher on the list will take priority.

Rows can be removed by clicking the X on the far right, or dragged and dropped to sort using the handle on the far left.

Also be aware that availability options can be set up globally if all bookable products share some dates. To read more about Global availability, see [Booking Settings](#).

Costs for Bookable Products

Costs for specific slots are controlled from the **Costs** tab.

Product data — Bookable product | Virtual: Has persons: Has resources:

General	Base cost	<input type="text" value="100"/>	?												
Linked Products	Block cost	<input type="text" value="200"/>	?												
Attributes	Display cost	<input type="text" value="300"/>	?												
Advanced															
Availability															
Costs	<table border="1"> <thead> <tr> <th>Range type</th> <th>Range</th> <th>Base cost [?]</th> <th>Block cost [?]</th> </tr> </thead> <tbody> <tr> <td colspan="4">Add Range</td> </tr> <tr> <td colspan="4"><i>All matching rules will be applied to the booking.</i></td> </tr> </tbody> </table>			Range type	Range	Base cost [?]	Block cost [?]	Add Range				<i>All matching rules will be applied to the booking.</i>			
Range type	Range	Base cost [?]	Block cost [?]												
Add Range															
<i>All matching rules will be applied to the booking.</i>															


The two main costs you can add are **Base cost** and **Block cost**.

- **Base cost** is applied regardless of a customer's choices on the booking form.
- **Block cost** is the cost per block that was assigned in the General tab. If a customer books multiple blocks, this cost is multiplied by the number of blocks booked.

Display cost does not affect the actual cost of the product. In the example above, the product page displays 300 on the frontend. The cost is displayed to the user on the frontend. Leave blank to have it calculated for you. If a booking has varying costs, the lowest available cost is shown and is prefixed with the word "From:"

Beneath the display cost, you have an area where you can define extra costs. This works similar to availability. Click **Add Range** to begin:

Range type	Range	Base cost [?]	Block cost [?]
Add Range			
<i>All matching rules will be applied to the booking.</i>			



A row appears where you can input the range type, from/to and cost:

Range type	Range	Base cost [?]	Block cost [?]	
<input type="text" value="Range of days"/>	<input type="text" value="Friday"/> to <input type="text" value="Sunday"/>	<input type="text" value="="/> <input type="text" value="15"/>	<input type="text" value="="/> <input type="text" value="10"/>	<input type="text" value="x"/>

The from/to values differ based on the range type:

- Date range – from/to will show a datepicker field
- Range of months – from/to will show a dropdown of months (January to December)
- Range of weeks – from/to will show a dropdown of weeks (1 to 52)
- Range of days – from/to will show a dropdown of days of the week (Monday to Sunday)
- Time range – from/to will show time inputs
- Date range with time – set based on a custom date range
- Persons count – from/to will show number inputs
- Block count – from and to will show number inputs

Base cost and **Block cost** can be added, subtracted, multiplied or divided by the amount you enter. Since version 1.10.9, you can also directly set the costs applied for the rule.

Rows can be removed by clicking the X on the far right, or dragged and dropped to sort using the handle on the far left.

Range type	Range	Base cost [?]	Block cost [?]
Date Range ▾	2019-12-23 to 2020-01-01 17:00 to 21:00	+ ▾ 0	+ ▾ 20
<input type="button" value="Add Range"/>			
<i>All matching rules will be applied to the booking.</i>			

If multiple rows match, all additional costs are used.

Persons

If the booking can be made for multiple persons at once, tick the **Has persons** checkbox. Once selected, a new tab appears:

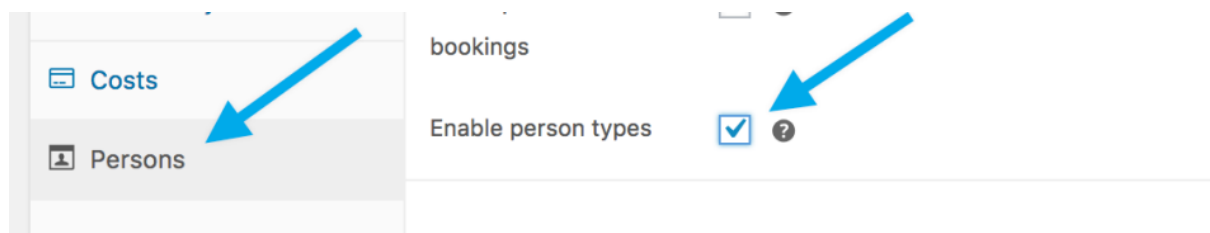
Product data — Bookable product ▾		Virtual: <input checked="" type="checkbox"/>	Has persons: <input checked="" type="checkbox"/>	Has resources: <input type="checkbox"/>
General	Min persons	1		
Linked Products	Max persons	1		
Attributes	Multiply all costs by person count	<input type="checkbox"/>		
Advanced	Count persons as bookings	<input type="checkbox"/>		
Availability	Enable person types	<input type="checkbox"/>		
Costs				
Persons				

You can set a min and maximum for persons. Similar to duration, the customer can input a value on the frontend booking form, if enabled.

Persons also impacts the following cost options:

- If **multiple costs by person count** is enabled, all costs are multiplied by the number of persons the customer defines.
- If **count persons as bookings** is enabled, the person count is used as the quantity against the block. Remember the max bookings per block setting above? That determines the upper limit for allowed persons per block. Once the limit is reached, more persons cannot book.

The Persons tab also allows you to define different prices depending on the person type. You might want to offer a different price for children or for teachers on a museum tour for example. To set up different person types, tick the **Enable Persons Type** checkbox in your **Persons** Tab:



Once you tick this checkbox, you have the option to add multiple types.

Give your **Person** type a name and define the cost for the type. Adding a description is optional.

You can define a minimum and a maximum number for each person type. For example, you could require at least one adult for each booking while making children optional (minimum 0). If you leave **Max** blank, there are no other restrictions than those of the bookable product itself.

[Close all](#) [Expand all](#)


Person types

#10817 — Adults [Unlink](#)

Person Type Name:	Base Cost:	Block Cost:
<input type="text" value="Adults"/>	<input type="text" value="30"/>	<input type="text" value="0"/>
Description:	Min:	Max:
<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>

#10818 — Children [Unlink](#)

Person Type Name:	Base Cost:	Block Cost:
<input type="text" value="Children"/>	<input type="text" value="15"/>	<input type="text" value="0"/>
Description:	Min:	Max:
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>

[Add Person Type](#) 

Clicking the **Unlink** button will remove the person type from the product. The person type will still exist, but be hidden, this is so previously created bookings are not broken.