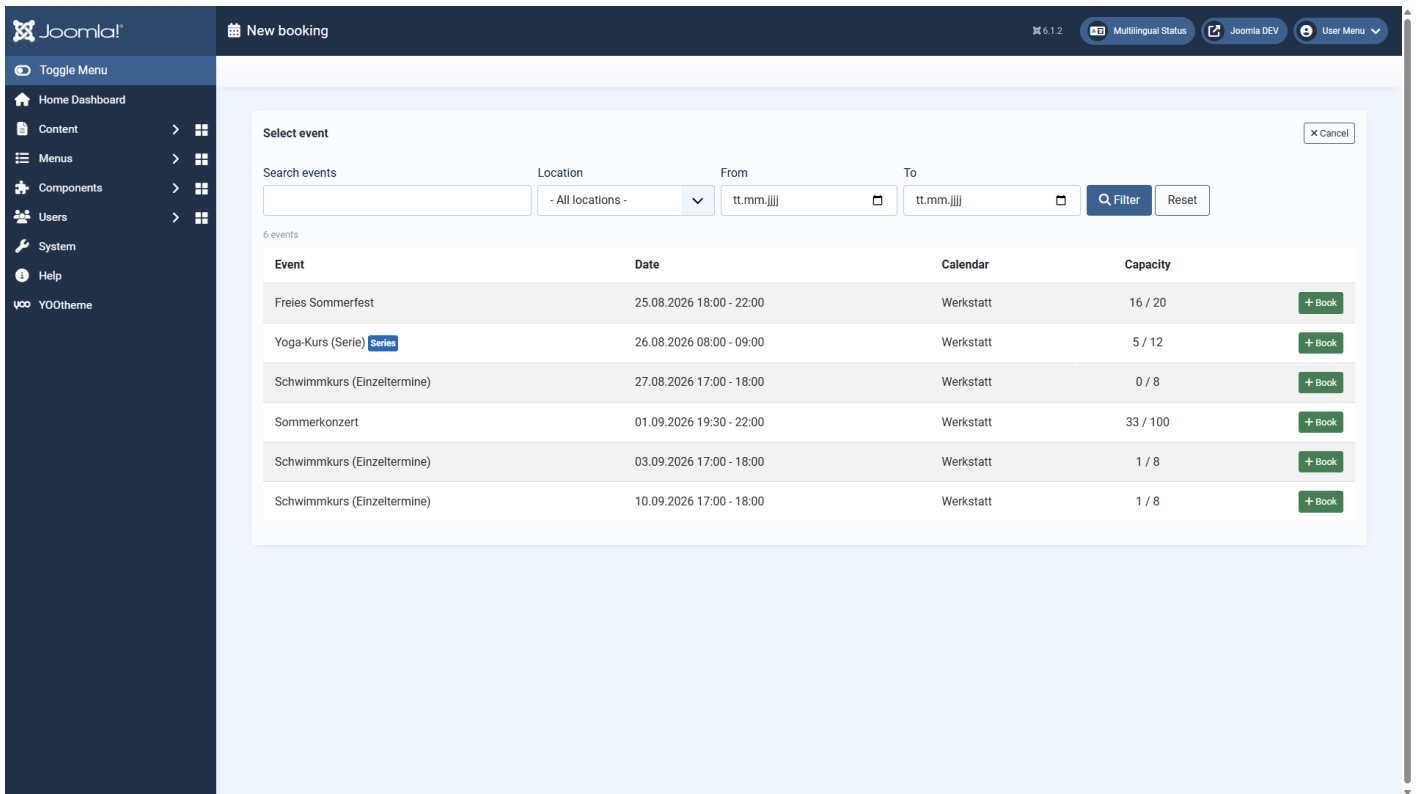


Quick start: the first booking

This is how you record your first backend booking — from the button to the success message it takes less than a minute.

Step 1: choose an event

1. Open *Components* → *DPCalendar* → *Bookings* and click **New booking** in the toolbar.
2. You see the list of bookable events from the enabled calendars — with date, calendar and current occupancy. Use the filter bar to narrow the list down if needed.
3. Click **Book** in the row of the event you want.



The screenshot shows the Joomla! DPCalendar Bookings interface. The top toolbar includes a 'New booking' button. The main content area displays a 'Select event' form with search filters and a table of events.

Select event

Search events: Location: From: To:

6 events

Event	Date	Calendar	Capacity	
Freies Sommerfest	25.08.2026 18:00 - 22:00	Werkstatt	16 / 20	+ Book
Yoga-Kurs (Serie) Series	26.08.2026 08:00 - 09:00	Werkstatt	5 / 12	+ Book
Schwimmkurs (Einzeltermine)	27.08.2026 17:00 - 18:00	Werkstatt	0 / 8	+ Book
Sommerkonzert	01.09.2026 19:30 - 22:00	Werkstatt	33 / 100	+ Book
Schwimmkurs (Einzeltermine)	03.09.2026 17:00 - 18:00	Werkstatt	1 / 8	+ Book
Schwimmkurs (Einzeltermine)	10.09.2026 17:00 - 18:00	Werkstatt	1 / 8	+ Book

Step 2: fill in the booking

1. At the top, choose the **number of tickets** (per type if there are several ticket types) and any booking options.
2. Enter the contact details in the card *Book as guest*: first name, last name and email are required. Alternatively, select one or more **existing users** in the card above — then the

guest entry is not needed.

3. Fill in the additional fields, if your DPCalendar installation defines any.
4. On the right, under *Booking details*, adjust the booking date, the status and — for events that cost money — the payment provider if needed.
5. Click **Save booking**.

The screenshot shows the Joomla! administration interface for a new booking. The left sidebar contains the Joomla! logo and a menu with options like Home Dashboard, Content, Menus, Components, Users, System, Help, and YO!Theme. The main content area is titled 'New booking' and shows details for an event named 'Sommerkonzert' on 01.09.2026 from 19:30 to 22:00, with 33 of 100 tickets booked. The form is divided into several sections: 'Tickets' with a table for 'Erwachsener' (25.00 €) and 'Kind' (10.00 €); 'Booking options' with a table for 'Programmheft' (5.00 €); 'Book for existing users' with a search field and a checkbox for using entered values as defaults; and 'Book as guest (without user account)' with fields for first and last name. On the right, the 'Booking details' section includes fields for 'Booking Date' (2026-08-16 17:57:24), 'Status' (Active), and 'Payment Provider' (Manual - Überweisung). At the bottom right, there are buttons for 'Save booking', 'Back to event selection', and 'Cancel'.

Ticket type	Price	Amount
Erwachsener Regulaerer Preis	25.00 €	0
Kind Bis 14 Jahre	10.00 €	0

Booking options	Price	Amount
Programmheft	5.00 €	0

Book for existing users

Select users

Search users (name, username or e-mail, min. 2 characters)

☐ Use the entered values as defaults for all selected users

When enabled, the guest data and the additional fields of this form are prefilled for every user in the next step. Otherwise the step starts with account and profile data only.

— or —

Book as guest (without user account)

Required: first name, last name, e-mail. With users selected above the guest booking is disabled.

First Name * Last Name *

Booking details

Booking Date: 2026-08-16 17:57:24

Status: Active

Payment Provider: Manual - Überweisung

Step 3: check the result

After saving you are back in the booking overview. The success message names the new booking including the event date and links to it directly — one click opens the booking for checking or editing.

The booking goes through the same DPCalendar logic as an online booking: tickets are created, prices calculated, remaining places updated and — if enabled — the usual confirmation and notification emails sent.

Where to go from here

- All details about the selection list: [The event selection](#)

- All details about the form: [The booking form](#)
- Several people in one go: [Booking several users at once](#)

Applies to version 1.0.7.

[Deutsche Fassung](#)

Revision #6

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