

The booking form

The booking form gathers everything that belongs to a booking: tickets, options, the person (guest or user account), additional fields and the booking details. The header always shows the event, the date and the current occupancy.

Tickets and booking options

For events with several ticket types (adult/child, say) you choose the quantity per ticket type; the prices are shown next to them. For free events there is a simple number of participants. If the event has booking options (a programme booklet, for example), you choose their quantity in a table of its own.

The quantity fields are limited automatically: to the DPCalendar limit *tickets per booking*, to the limit of the respective ticket type and to the remaining places. If DPCalendar still trims a quantity while saving (because someone else booked at the same time, for instance), the plugin reports the difference clearly.

Guest or user account?

There are two clearly separated cards for the person:

- **Book for existing users** — you search users through the search field (name, username or email, from two characters on) and book for their accounts. As soon as a user is selected, the guest card is disabled automatically and the save button changes to *continue to the personal data* — details in the chapter [Booking several users at once](#).
- **Book as a guest (without a user account)** — you enter the contact details by hand. First name, last name and email are required; phone and address are optional. On request the plugin creates a user account automatically — see [A user account for guest bookings](#).

Additional fields

All custom fields you have set up in DPCalendar for bookings (*Components* → *DPCalendar* → *Fields*) appear in a card of their own — including field groups, required-field markers and the assignment to calendars. Exactly the configuration of the frontend form applies.

Booking details

Booking date	pre-filled with the current time; freely adjustable for entries recorded after the fact
Status	<i>active</i> , <i>pending</i> , <i>invited</i> or <i>waiting</i> . Left empty, the default status from the plugin options applies. For full waiting-list events, <i>waiting</i> is preselected.
Payment provider	only for events that cost money; the payment plugins configured in DPCalendar (bank transfer, for example) are offered. There is no redirect to a payment service — the provider is merely assigned to the booking.

The status determines what follows: only bookings with the status *active* count fully towards the occupancy and trigger the automatic account creation. You record the incoming payment later as usual by changing the status of the booking in DPCalendar.

Saving

With **Save booking** the booking is created through the regular DPCalendar logic. The success message links the new booking and names the booked date. *Back to the event selection* takes you to the list without saving, *Cancel* returns to the booking overview.

Applies to version 1.0.7.

[Deutsche Fassung](#)

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