

Managing Your Enquiry

Active Enquiries

Description	Event Date	Location	Proposals	Watching	Status	Proposals
Promotional Staff Training	16/04/2012 - 27/04/2012	Manchester Piccadilly Rail Station	5	0	Review	16/02/2012 Action

Proposals for Evening Presentation and Networking

How to manage your proposals
View your proposals by clicking on the map pins or using the For Review tab. Press the red button below to email yourself a summary of your proposals.

Manage your proposals by selecting shortlist or reject (an email is sent to the venue telling them it is rejected).

Check the No Availability Tab below for replies from venues who cannot meet your requirements.

When you have chosen a venue to use press I am using this venue to inform all venues of your decision.

If you no longer require a venue press the red Action button above and select Cancel Enquiry.



Email me a proposal summary

For review(3) Rejected(0) No Availability(1)

Proposal Name	Location	Price	Supplier	Space Held	Status	Action
London Hilton Green Park	City of Westminster	32.00 Per Person	Hilton London Green Park	None	active	Action
Millennium Mayfair Drinks Reception	City of Westminster	20.83 Per Person	Millennium Mayfair	None	active	Action
The Park Lane Hotel	City of Westminster	50.00 Total	The Park Lane Hotel	None	active	Action

What do you want to do with this proposal?

Choose one of the following actions

I am using this venue I am using this venue for my event

Shortlist Shortlist this venue and exchange contact details with them

Reject Let the venue know it's not for me

Shortlisted Venues

Proposal Name	Location	Price	Supplier	Space Held	Status
Hilton Conference Venue	London WC1	60.00 Per Person	venue	None	Shortlisted Action

For review(3) Rejected(0) No Availability(0)

Shortlisted Venue

Message from webpage: Please confirm you are using the venue selected

Hilton Conference Venue

For review(2) Rejected(0) No Availability(0)

Proposal Name	Location	Price	Supplier	Space Held	Status	Action
Independent Conference Venue	London WC2	10000.00 Total	venue	None	active	I am using this venue
Amazing Conference Venues	London EC1	58.00 Per Person	venue	None	active	Action

STEP 01

- Sign into the website and go to My Events
- Click on the red action button and View Proposals
- High level information on each of your proposals will be shown below
- To see more information on the proposals click the Action button and View Details
- If there are any proposals that immediately do not fit your requirements you can press the reject button

STEP 02

- Click on the View Details button and at the bottom of the page to manage your proposals
- I am using this venue – The venue is then notified that you want to book this event and are given your contact details so they can get in touch
- Shortlist – the venues contact details are emailed to you so you can get in touch or arrange a viewing
- Reject – an email is sent to the venue informing them that their proposals in unsuccessful

STEP 03

- Proposals are moved to different tabs in the view proposals section so you can quickly find the ones you are interested in .
- Check the No Availability tab for replies from venues who are no able to put in a proposal

STEP 04

- It is essential that you inform us of the outcome of your enquiry
- Once you have made a decision on which proposal you are using please press the I Am Using This Venue button
- If you need to cancel your enquiry press the Action button next your enquiry and Cancel Enquiry button