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

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,
- You have been a regular renter, but do not have a current contract and want to initiate one,
- 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.

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.
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.

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.
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 Details](image)

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.

![Conflict]

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 you 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.”