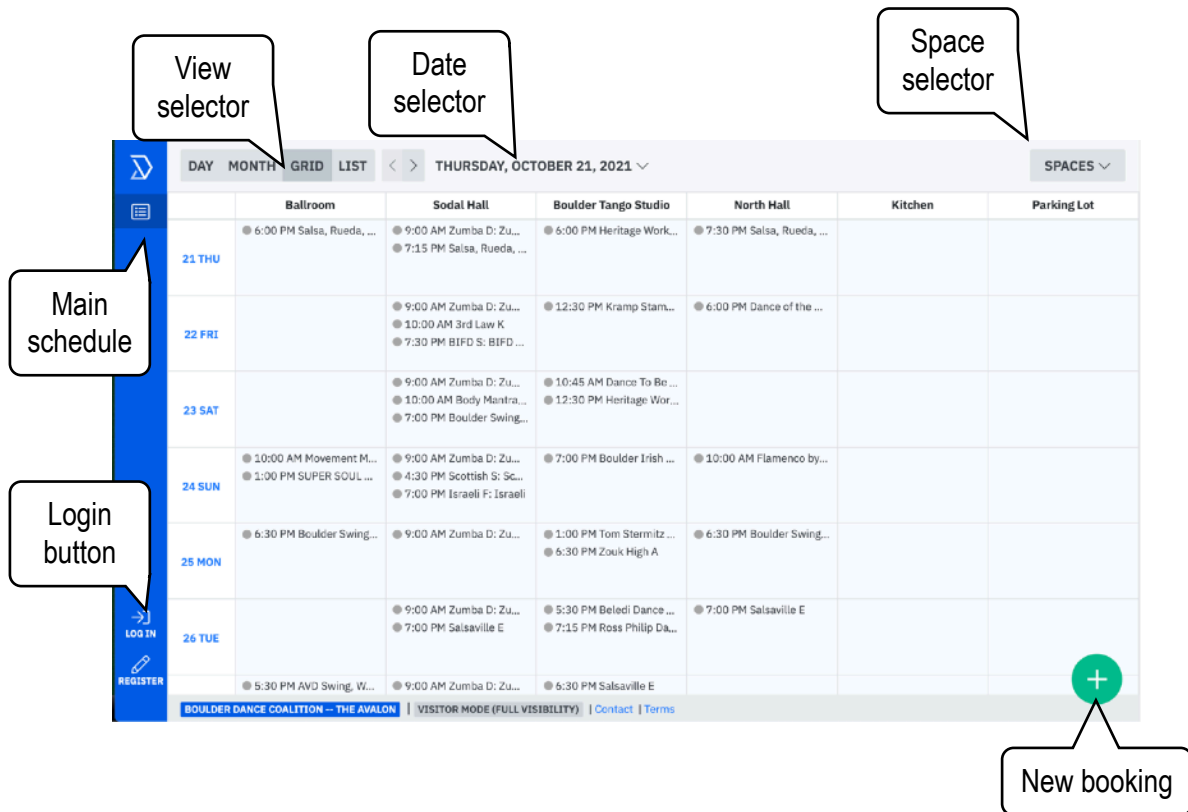


# Scheduling Space at The Avalon Using the Skedda Scheduling System, “Skedda”

The Avalon scheduling calendar, “Skedda,” is available at <https://boulderdance.skedda.com>. Anyone looking for space can view the calendar and locate available openings.

## The Skedda Window



## Skedda Accounts

The Avalon management team creates Skedda accounts for regular event organizers. If:

- You are a current regular event organizer and have not received account information,
- OR
- You have been a regular event organizer, but do not have a current facility use agreement and want to initiate one,
- OR
- You are a first-time event organizer,

contact [avalon@boulderdancecoalition.org](mailto: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.

### Log in to Boulder Dance Coalition -- The Avalon

your@email.address

Your password

Remember me

Log in

Forgot password or can't login? [Reset login now](#)

[How do I register?](#)

Log in with Facebook

Log in with Google

Log in with Twitter

Log in with Microsoft

OR

Reset login now

## 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.

My bookings

DAY MONTH GRID LIST THURSDAY, OCTOBI

All bookings My bookings Others

My event highlighted

FRIDAY, OCTOBER 22, 2021

- 9:00 AM–10:00 A... Sodal Hall
- 10:00 AM–2:00 P... Sodal Hall
- 12:30 PM–1:30 P... Boulder Tango Studio
- 6:00 PM–8:30 PM ... North Hall
- 7:30 PM–11:00 P... Sodal Hall

**Note:** Skedda uses the term “booking” for scheduling an event.

## 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.

The screenshot shows a calendar interface for 'THURSDAY, OCTOBER 21, 2021'. At the top, there are navigation options: 'DAY', 'MONTH', 'GRID', 'LIST', and a date selector. A 'View selector' callout points to these options. On the right, a 'Space selector' callout points to a dropdown menu labeled 'SPACES' which lists various rooms: Ballroom, Sodal Hall, BTS, North Hall, Kitchen, and Parking Lot. A 'New booking' callout points to a green plus sign icon in the bottom right corner of the calendar grid.

**Note:** Private lessons and practices work slightly differently; to schedule 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 New Booking window opens.

The 'NEW BOOKING' form is displayed in a blue header. It includes the following sections:

- DATE & TIME\***: A date dropdown set to 'Friday, October 29, 2021', and time dropdowns set to 'From 9:00 AM' and 'to 10:00 AM'.
- REPEAT\***: A dropdown set to 'Monthly'.
- MONTHLY RULE\***: Radio buttons for 'Day 1 of every 1 month(s)' (unselected) and 'The last Friday of every 1 month(s)' (selected).
- END\***: Radio buttons for 'End by Monday, November 8, 2021' (selected) and 'End after 2 occurrence(s)' (unselected).
- EXCEPTIONS\***: A dropdown set to 'No exceptions'.
- SPACES\***: A dropdown set to 'Sodal Hall'.

A blue information box at the bottom of the form contains the following text: 'Repeat summary: On the last Friday of every month. Begin on Friday, October 29, 2021 at 9:00 AM. End by Monday, November 8, 2021. Occurrences: 10/29/21.'

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 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: event organizers who use those, e.g, 5th Saturdays or Wednesdays, need to locate and schedule 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 for the series, 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.


5. Add a Booking Title, which will show on the calendar when you have finished creating the event.

**BOOKING TITLE**  
The Big Dance

**NOTES**  
Any further information

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**YOUR DETAILS** [\(edit details\)](#)

<b>FIRST NAME*</b> John Doe	<b>LAST NAME*</b> Jane Smith
<b>TELEPHONE*</b>  (US) v <input type="text" value="415 555 1234"/>	<b>ORGANIZATION</b> John Doe Company/Division

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**PAYMENT AND CANCELLATION/CHANGES**

<b>BOOKING PRICE</b> <b>\$60.00</b>	<b>CANCELLATION/CHANGE OPTIONS</b> You can cancel or change this booking until Thursday, October 28, 2021 at 9:00 AM.
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6. Check your booking price, which is Skedda's label for your facility fee.

**Notes:**

- Skedda automatically uses the fee from your scheduling agreement. If your scheduling agreement does not contain a fee for that room, you'll be given the standard room fee.
- For recurring events, Skedda shows the fees for the full series as well as the individual event fee.

BOOKING PRICE

**\$750.00**

(10 occurrences, \$75.00 each)

Save changes

Cancel changes

- If Skedda gives you the wrong fee, contact [avalon@boulderdancecoalition.org](mailto:avalon@boulderdancecoalition.org) and copy [webadministrator@boulderdancecoalition.org](mailto:webadministrator@boulderdancecoalition.org).
7. Review the cancelation timeframe.
  8. Click **Confirm Booking**.
  9. Your event may conflict with another event on the calendar, especially for recurring events.

⚠ 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.

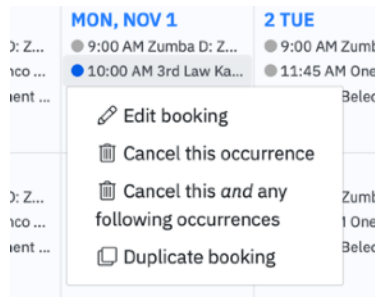
**Note:** if you receive a second error, and a third, it may be that another party also has a recurring event in the same space at the same time. Check the calendar starting a few weeks out and change rooms, days, and/or times.

## Editing or Canceling an Event

Your events 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](mailto: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.



### Notes:

- When you change just one occurrence, you are separating it from the series and turning it into an independently-managed, single-occurrence event.
- Editing the full series is only available when no occurrences are in the past.

## 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” fee in your scheduling agreement, which is lower than your regular fee. For example, your regular fee might be \$38/hour, but your privates fee is only \$22.

To make privates affordable and offer this lower fee, a private event 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 scheduled for a higher fee. If you want to schedule a specific room for your session, then you will pay your regular fee.

To schedule 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 fee.
2. Continue 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 your scheduling agreement 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.

To edit your profile, click the **Profile** button at the bottom left of the screen.

## 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.”