

Labor Saver Party Booking Training Guide

Step 1: Create your member account for the Admin

- Select Login
- Select Sign up to LSS, fill in information

Step 2: Setup your Subscription to Party Booking

- From the Home Page, select Pricing then 'Sign Up Now' under Party Booking
- Select Next
- In the box under CREATE A NEW ONE, Enter Your Business Name
- Select Create
- Select Next
- Enter your Card information for billing, then select Sign up

Step 3: Adding Members

- Make sure you are logged in, if you are not, Login at the top right
- Under Dashboard, select Members
- Enter a standard email that all staff members can use to login to all computers at your store, click Add

Step 4: Set up & Build your Personalized Party Site

- **Billing** – This is how customers will pay for their parties
 - Under Dashboard, Select Setup then Billing
 - Connect with Stripe (**Preferred**) – This is how your guests will pay via VISA, Mastercard, American Express & Discover
 - Follow the steps to set-up
 - Select Billing
 - Connect with PayPal (Optional) – Must be a Business PayPal Account
 - Follow the steps to set-up
 - ***Noe: You will not be able to accept any type of Deposit payment if you do not activate one of the billing options***
- **Service** – Setting up your business profile within the party booking site
 - Under Dashboard, Select Setup then Service
 - **Service Name** – The name that appears on customer receipts and the page footer.
 - **Logo** – This changes the main logo that appears in the header and on email receipts.
 - **Header Text** – This changes the text that appears below your header image.
 - **Background Color** – This is the main background color of the business.
 - **Email** – This is the email that will appear on customer receipts and the page footer.
 - **Phone Number** – This is the phone number that will appear on customer receipts and the page footer.
 - **Address** – This is the full address that will appear on customer receipts and the page footer.
 - **Website Link** – This is the email that will appear on customer receipts and the page footer. (Must include <http://yourbusinessname.com>)
 - **Receipt Email Subject** – The subject line of your booking receipts emailed to customers.
 - **Receipt Email Message** – The custom message that will appear at the top of receipts emailed to customers.
 - **TimeZone** – The time zone used for all events booked and internal report running.

- **Add Managers** – Allows managers to override party information
 - Under Your Footer, Click Add
 - Enter the unique name assigned to the pin to identify manager overrides.
 - Enter the manager pin used to override parts of event bookings, ideal for a 4-digit PIN.

Example of how your Service Page will look:

Service Name: Labor Saver Solutions Test

Header Text: Click to change

Logo: Choose File No file chosen

Background Color: [Color Picker]

Email: testsite@laborsaver.solutions

Phone Number: 8005551234

Street: 5320 W Sunset Ave

City: Springdale

State: Arkansas

Zip Code: 72762

Website Link: https://www.laborsaver.solutions/

Receipt Email Subject: Booking Receipt

Receipt Email Message: Thank you for using our Test Site!

Time Zone: US/Central

Your Header:

TEST PAGE

Labor Saver Solutions EXAMPLE

Your Footer:

Labor Saver Solutions Test
 https://www.laborsaver.solutions/
 5320 W Sunset Ave Springdale
 Arkansas 72762
 testsite@laborsaver.solutions
 8005551234

Bookings Powered By
 LABORSAVER
 Privacy Policy Terms of Service
 Copyright 2019 Labor Saver
 Solutions
 All rights reserved.

Managers:

Name	Pin	Show Pin	Delete
Test	*****	Show Pin	Delete
Test	*****	Show Pin	Delete

Add

➤ Schedules

- Under Dashboard, Select Setup then Schedules
 - **Name** – This is the internal name for your schedule depending on your party time availability each day of the week (Ex: Monday-Thursday Party Booking).
 - **Start Time** – The time of the first slot available for booking.
 - **End Time** – Your business closing time, no event can be booked if it lasts beyond this time.
 - **Start Date** – The date and time each specific schedule goes live allowing customers to book.
 - **End Date** – The date and time each specific schedule ends disallowing customers to book.
 - **Days Notice** – The number of days in advance an event must be booked.
 - **Interval** – Determines how often time slots are created for booking from the start time.
 - **Units Available** – This is the number of units available to book within each specific schedule.
 - **Shared Units** – This determines if each specific schedule shares available units with other schedules. If checked, an event booked on one schedule will take away slots from events attached to specific schedules that are checked.
 - **Select the days of the week** for your specific schedule to book events.
 - **Hit Save**
- **You will create a schedule for each day your hours or party times vary – Ex: Monday-Thursday 10-9 and Friday-Sunday, 10-10 will require 2 different schedules for the variance of hours**

Example of how your Schedules will look:

The image shows three examples of schedule forms, each with a green 'Add Schedule' button at the top. Each form has a blue header and a white body with various input fields and checkboxes.

- Form 1: Friday & Saturday Example**
 - Name: Friday & Saturday Example
 - Start Time: 10:00 AM, End Time: 10:00 PM
 - Start Date: Nov 12, 2019, 10:00 AM
 - End Date: Nov 12, 2022, 10:00 AM
 - Days Notice: 3
 - Interval(min): 60
 - Units Available: 3
 - Shared Units:
 - Days: Sunday , Monday , Tuesday , Wednesday , Thursday , Friday , Saturday
 - Buttons: Delete (red), Save (blue)
- Form 2: Sunday Example**
 - Name: Sunday Example
 - Start Time: 12:00 PM, End Time: 10:00 PM
 - Start Date: Nov 12, 2019, 10:00 AM
 - End Date: Nov 12, 2022, 10:00 AM
 - Days Notice: 3
 - Interval(min): 30
 - Units Available: 3
 - Shared Units:
 - Days: Sunday , Monday , Tuesday , Wednesday , Thursday , Friday , Saturday
 - Buttons: Delete (red), Save (blue)
- Form 3: Monday-Thursday Example**
 - Name: Monday-Thursday Example
 - Start Time: 12:00 PM, End Time: 9:00 PM
 - Start Date: Nov 12, 2019, 10:00 AM
 - End Date: Nov 12, 2022, 10:00 AM
 - Days Notice: 1
 - Interval(min): 15
 - Units Available: 3
 - Shared Units:
 - Days: Sunday , Monday , Tuesday , Wednesday , Thursday , Friday , Saturday
 - Buttons: Delete (red), Save (blue)

➤ **Blocks** – Blocking off specific dates/times for holidays, events, etc...

- Under Dashboard, Select Setup then Blocks
 - **Title** – Enter the name of your Block time (Ex: Thanksgiving Closed)
 - **Start Date-End Date** – This is the day(s) you need to block off your party room(s)
 - **Select Add Block**

Example of how your Blocks will look:

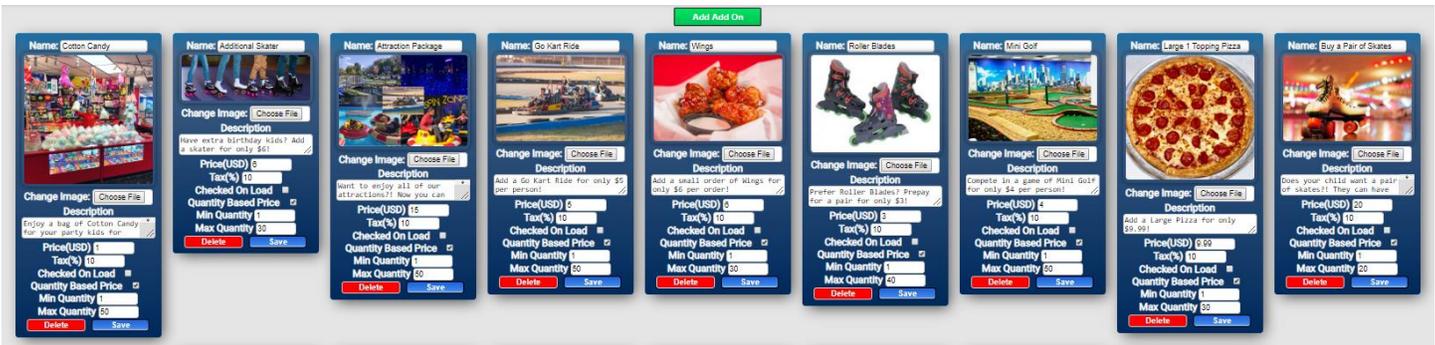
The image shows a screenshot of the 'Add Block' form. At the top, there are input fields for Title (New Block), Start Date (Nov 18, 2019, 12:00 AM), and End Date (Nov 18, 2019, 11:59 PM), followed by an 'Add Block' button. Below this, there are three existing blocks, each with a 'Remove' button and a description:

- Block 1:** Thanksgiving, Thursday, Nov 28th 2019 10:00 AM till Friday, Nov 29th 2019 10:00 AM
- Block 2:** Private Event, Saturday, Dec 7th 2019 2:00 PM till Saturday, Dec 7th 2019 10:00 PM
- Block 3:** Christmas, Tuesday, Dec 24th 2019 10:00 AM till Thursday, Dec 26th 2019 10:00 AM

➤ **Add-ons** – Setting up add-ons for customers to purchase in advance at time of booking!

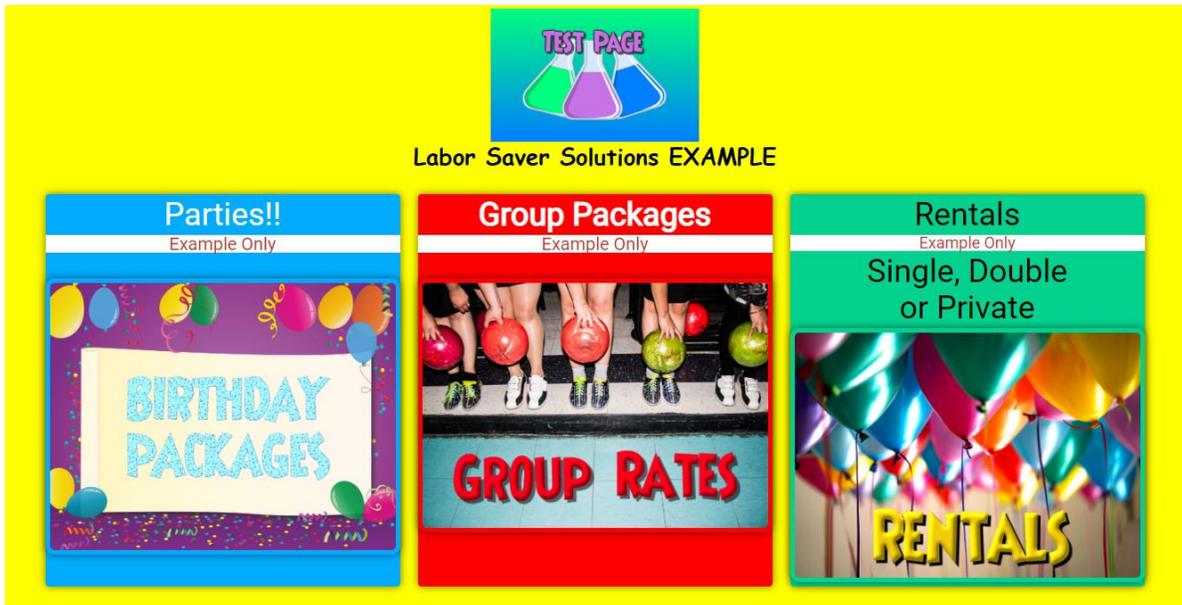
- Under Dashboard, Select Setup then Add Ons
 - **Select Add Add-on**
 - **New Add On** – This is the name that will appear for your add-on within the party booking form.
 - **Choose Image** – This is the picture that will display on your add-on.
 - **Description** – Describe the add-on to upsell to your guest.
 - **Price** – The price in USD that your add-on will be.
 - **Tax** – The tax percentage applied to your add-on (based on taxes in your state).
 - **Checked on Load** – This determines if the add-on is added to the customers cart by default when it is loaded.
 - **Quantity Based Price** – This determines if the price is multiplied by the quantity chosen or if the price is static.
 - **Min Quantity** – The minimum quantity allowed for purchase.
 - **Max Quantity** – The maximum quantity allowed for purchase.
 - **Select Save**
- ***You can add as many add-ons as you would like for your guests to be able to choose from.**

Example of how your Add-Ons will look:



- **Build** – This is the fun part of building your party packages & forms!!
 - Under Dashboard, Select Setup then Build
 - **The first page is the Tree/Menu page** – This is where you will begin creating your Packages that you offer, such as Party & Group.
 - **Select Add Menu** – A new menu bar should populate.
 - **Select New Menu** – You will start creating menus for your Main options first (Ex: Birthday Party Packages and Group Packages) then we will create the specific party package menus under these menus, creating a Tree of your options.
 - **You will begin setting up your menu within the blue section of this menu**
 - **Title** – This is the title used for internal tracking and reports. We recommend keeping this short & basic (Ex: Birthday Party Packages or Room Rentals).
 - **Ordering** – This is the order for how the menus will appear to customers, with 0- being the first menu and going up in numerical order.
 - **Change Name** – This is the visual name that will appear on the menu, you can edit this to the font, color, etc... that you like.
 - **Description** – This is a description of your Menu (Ex: Celebrate your special day with one of our party packages. Every package includes: Pizza, drinks and a party captain).
 - **Background Color** – This is the background for the specific menu you are creating.
 - **Image** – This is the image that displays for each specific package.
 - **Links To Menu or Form** – This determines whether each specific menu links to more menus, or directly to a form.
 - Linking to a menu allows you to create another menu item (Ex: Your specific party packages)
 - Linking to a Form takes the guest to the booking page directly from the menu.
 - **Full Image Box** – This determines if the description will show or just the image will show (Ex: You would check this box when you do not feel a description is needed).
- ***You will continue to build additional Packages following the steps above (Birthday, Group, etc...)**

Here is an example of how your Main Package Page will look:



- Now that you have created your first Package, you're ready to create menus for your specific party packages!
- **Select on the Menu that you just created** (Ex: Birthday Party Packages)
 - **Select Add Menu**
 - **Select New Menu** – This will be the Menu to create your first specific Party Package! You will begin setting up your menu within the blue section of this menu
 - **Title** – This is the title used for internal tracking and reports. We recommend keeping this short & basic (Ex: Fun Party Pack).
 - **Ordering** – This is the order for how the menus will appear to customers, with 0- being the first menu and going up in numerical order.
 - **Change Name** – This is the visual name that will appear on the menu, you can edit this to the font, color, etc... that you like.
 - **Description** – This is a description of your Menu (Ex: Celebrate your special day with one of our party packages. Every package includes: Pizza, drinks and a party captain).
 - **Background Color** – This is the background for the specific menu you are creating.
 - **Image** – This is the image that displays for each specific package.
 - **Links To Menu or Form** – You will link to a Form so when your guests clicks on your image, it takes them directly to the form to book the party.
 - Linking to a menu allows you to create another menu item (Ex: Your specific party packages).
 - Linking to a Form takes the guest to the booking page directly from the menu.
 - **Full Image Box** – This determines if the description will show or just the image will show (Ex: You would check this box when you do not feel a description is needed).

Example of Party Package Menus:

Re-load Tree Add Menu

Parties!!
Example Only

BIRTHDAY PACKAGES

Title: Birthday Packages Example
Ordering: 0
Change Name
Change Description
Delete

Background Color
Change Image: Choose File
Links To: Menu Form
Full Image

Save

Small Birthday Example Medium Birthday Example Large Birthday Example

Form Form Form

Example of how your Specific Party Packages will look:

Re-load Tree Add Menu

Small Birthday Party
Example Only
\$199
(For up to 8 Kids)

Happy Birthday

Our Small Birthday Package is great for parties with up to 8 Kids attending!

Party Includes:
3 Large 1 Topping Pizzas
3 Plates of Fruit
2 Attractions per Kid
10 Favor Bags
Birthday T-Shirt for Birthday Celebrant

Title: Small Birthday Example
Ordering: 0
Change Name
Change Description
Delete

Background Color
Change Image: Choose File
Links To: Menu Form
Full Image

Save

Form

- Now that you have linked this Menu to a Form, you will click the bar that populated at the bottom of the page that says Form.
 - We will now begin creating your Form for your guests to Book a Party!
 - **Units Used** – This determines how many units are used up from a schedule when booked.
 - **Duration (min)** – This is the duration of the event used for deciding if subsequent slots are available.
 - **Price** – This is the base price of the event.

- **Quantity Based Price** – This determines if the base price is static or dependent on the number of people.
- **Minimum Quantity** – This is the minimum quantity allowed if Quantity Based Price is enabled.
- **Maximum Quantity** – This is the maximum quantity allowed if Quantity Based Price is enabled.
- **Mobile Add-Ons To Show** – This is how many add-ons to show when viewing on a mobile device.
- **Description** – You click this to change the description on the form (at the top of the page).
- **Manage Add-Ons** – You will click this to change the add-ons associated with this form and their order they appear.
- **Manage Schedules** – You will click this to change the schedules associated with this form and their order they appear.
- **Flat Fee Deposit** – This determines if the deposit is a static fee or a Percentage Based Fee.
- **Flat Fee** – The deposit static fee used if the Flat Fee Deposit box is checked.
- **Deposit Percentage** – The deposit percentage taken if Flat Fee Deposit is NOT checked.
- **Tax Percentage** – The tax percentage applied to the base package total.
- **Allow Customer Deposit** – If checked, it allows the customer to pay a customer deposit between the minimum deposit set and the full price.
- **Include Celebrant First Name** – If checked, it requires a celebrant first name to be entered.
- **Include Celebrant Last Name** – If checked, it requires a celebrant last name to be entered.
- **Include Celebrant Age** – If checked, it requires a celebrant age to be entered.
- **Include Group Name** – If checked, it requires a group name to be entered.
- **Allow Additional Celebrants** – This determines if you want additional celebrants to be allowed (Ex: Booking a party for twins).
- **Additional Celebrant Price** – This is the price required for additional celebrants, if allowed.
- **Additional Celebrant Message** – This is the message for additional celebrants, if allowed (Ex: Per Additional Celebrant).
- **Click Save**

Example of how your Form will look:

Re-load Tree **Add Menu**

Our Small Birthday Package is great for parties with up to 8 Kids attending!

Party Includes:
3 Large 1 Topping Pizzas
3 Pitchers of Drinks
2 Attractions per Kid
10 Favor Bags
Birthday T-Shirt for Birthday Celebrant

\$50 Non-Refundable Deposit Required

<p>Units Used <input type="text" value="1"/></p> <p>Duration(min) <input type="text" value="120"/></p> <p>Price(USD) <input type="text" value="199"/></p> <p><input type="checkbox"/> Quantity Based Price</p> <p>Minimum Quantity <input type="text" value="1"/></p> <p>Maximum Quantity <input type="text" value="8"/></p> <p>Mobile Add Ons To Show <input type="text" value="5"/></p> <p>Change Description</p> <p>Manage Add Ons</p> <p>Manage Schedules</p> <p>Delete</p>	<p><input checked="" type="checkbox"/> Flat Fee Deposit</p> <p>Flat Fee(USD) <input type="text" value="50"/></p> <p>Deposit Percentage <input type="text" value="10"/></p> <p>Tax Percentage <input type="text" value="9.75"/></p> <p><input checked="" type="checkbox"/> Allow Custom Deposit</p> <p><input checked="" type="checkbox"/> Include Celebrant First Name</p> <p><input checked="" type="checkbox"/> Include Celebrant Last Name</p> <p><input checked="" type="checkbox"/> Include Celebrant Age</p> <p><input type="checkbox"/> Include Group Name</p> <p><input checked="" type="checkbox"/> Allow Additional Celebrants</p> <p>Additional Celebrant Price(USD) <input type="text" value="8"/></p> <p>Additional Celebrant Message <input type="text" value="Per Additional Celebrant"/></p> <p style="text-align: right;">Save</p>
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Example of how your Package Tree will look:

Re-load Tree **Add Menu**

Birthday Packages Example			Group Packages Example			Rentals Example		
Small Birthday Example	Medium Birthday Example	Large Birthday Example	Field Trip Example	Sports Team Example	Pick Attractions Example	Single Room Example	Double Room Example	Private Rental Example
Form	Form	Form	Form	Form	Form	Form	Form	Form

Congratulations!!

You have now created your Party Booking Pages and are ready for your customers to start Booking!!

See Below for Examples of how the Pages will look once uploaded to your Website

Here some Examples of how your Party Booking Menus/Forms will look on your Business Website!!



Labor Saver Solutions EXAMPLE

Group Packages
Example Only

Field Trip Package
Example Only
\$6 Per Child
Minimum of 25

Learning & Fun for your Students!

Each Child Will Get:
2 Slices of Pizza
(Cheese or Pepperoni)
12oz Drink with Free Refills
Pair of Rental Skates

Team Parties
Example Only
\$9 Per Child
Maximum of 15

Book Your Sports Team Party TODAY!

Each Child Will Get:
Mini Personal 1 Topping Pizza
12oz Drink with Free Refills
\$10 Arcade Play

Pick Your Attractions
Example Only

Click Here to Pick Your Group Attractions

Pick 3 Attractions for Your Group to Enjoy!!
(Must be same 3 Attractions for Group)
\$30 Per Person

Includes:
Pizza Buffet
Unlimited Drinks
3 Attractions
(Per Person)
\$10 Game Play
(Per Person)



Labor Saver Solutions EXAMPLE

Rentals
Example Only
Single, Double
or Private

Example Only



You can rent one of our Party Rooms for 1.5 Hours

Great for up to 30 People

\$75

\$100 for 2 Hours

Example Only



Rent Double Lanes for your next Party!!
Up to 20 People
Shoes Included!

Private Party

Example Only



Want a Private Party for your Group?
Rent our entire building for 3 Hours for
Only \$2,999



Labor Saver Solutions EXAMPLE

Medium Birthday Party Example Only

Our Medium Birthday Package is great for parties with up to 20 Kids attending!

- Party Includes:
- 6 Large 1 Topping Pizzas
 - 6 Pitchers of Drinks
 - 2 Hours of Bowling
 - 20 Favor Bags
 - ICEE for each Kid
 - Bowling Pin for Birthday Celebrant

\$50 Deposit Required (Non-Refundable)
 Cake/Cupcakes & Ice Cream Allowed
 No Other Outside Food or Drinks

Base Price: \$349.99

Friday, November 22nd, 2019

Online bookings must be booked 3 days in advance. If sooner, you can call 8005551234 and ask for a manager.

Morning

Afternoon

Evening

Available Times

All times are in US/Central time zone.

12:00 PM

1:00 PM

2:00 PM

3:00 PM

4:00 PM

5:00 PM

Friday, Nov 22nd 2019 3:00 PM

Reserved For: 12:30

Celebrant First Name Celebrant Last Name Celebrant Age

Contact First Name Contact Last Name Contact Email Contact Phone Number

Add Additional Celebrant

\$20.00 per
Per Additional Birthday Kid

Add Ons

Additional Bowling Lane



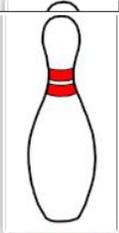
Need an extra bowling lane for your party? We've got you covered for only \$20 a lane for 1 hour.

Price Per: **\$20.00**

Quantity

Add

Additional Bowling Pin



Need an extra bowling pin to take home? We've got it!

Price Per: **\$9.95**

Quantity

Add

Large 1 Topping Pizza



Add a Large Pizza for only \$9.99!

Price Per: **\$9.99**

Quantity

Add

Wings



Add a small order of Wings for only \$6 per order!

Price Per: **\$6.00**

Quantity

Add

Comments

Billing Information

Base Price:	\$349.99
Tax Amount:	\$35.00
Total Amount	\$384.99

Deposit Due Now:

Required: \$50.00

I accept the terms and conditions

