





We want to help you focus on providing the best experience to your customers.

Designed with a user-friendly interface and many integrations with other third-party systems.

Our software is a multi-property event management solution, cloud based, that will help you manage your meeting rooms and events.



Overview of your bookings per:

- ✓ Day
- ✓ Week
- ✓ Month

Planning board Add new booking Customers Reports Package Deals Manage items Library list Coupons Day discount Options

Change organization Meeting Centre Amsterdam 2020-01-10 Go

Go directly to booking number Booking Nr Go


Search customer Go

Planning board Location overview

< > Today Friday 10 January 2020 Day Week Month

	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	
Meeting room 1	10 - Universal Studios - Universal Studios																	
Meeting room 2																		
Meeting room 3																		
Meeting room 4																		
Meeting room 5																		
Meeting room 6		12 - Walraven TD - Walraven TD																
Meeting room 7																		
Meeting room 8																		
Meeting room 9		R. 10 - LetShare - LetShare																
Meeting room 10		10 - Galp - Galp																
Meeting room 11																		
Restaurant																		
Inspiration Bar		R. 3 - Elegancia - LetShare																
Business Club																		
Public House Patio																		

Export PDF

 LetShare
Managing your booking process



Configure your booking:

- ✓ Status
- ✓ Type of Meeting
- ✓ Meeting Rooms
- ✓ Package Deal
- ✓ Items

Booking information

Booking Nr 26765365867892
Created date Thu 10 Jan 2019, 17:11:31
Created by LetShare Admin
Audit done by root
Status Confirmed
Type of Meeting Meeting
Reference Name Universal Studios
Invoice reference
Commission
Agency Reference

Meeting rooms

Meeting room	Time	Number of people	Layout	Lectern	Edit	Move	Delete
Meeting room 1	07:30 - 18:00	10	Cabaret	0			

✓ Add meeting room

Booking items

Package Deals

Name	Quantity	Total price	Show	Edit	Delete
Executive day	10	€950.00	View	Edit	x

✓ Add Package Deal

Items

Name	Quantity	Price per item	Total price	Edit	Delete
Arrival drinks	5	€ 3.00 per item	€15.00	Edit	x

✓ Add new item



Timeline								
Start	End	Name	Description	Location	Remarks	Edit	Delete	
07:30	08:00	Heartly welcome	10* Heartly welcome	Foyer	0			
12:30	13:00	Arrival drinks	5* Arrival drinks	Bar	0			
12:30	13:30	Executive beverages	10* Executive beverages	Meeting Room	0			
12:30	13:30	Executive lunch	10* Executive lunch	Restaurant	0			
15:00	16:00	Executive energizer	10* Executive energizer	Meeting Room	0			
15:30	16:00	Executive break	10* Executive break	Meeting Room	0			

[Add new](#)

Select customer

Plan your event

- ✓ Time
- ✓ Location
- ✓ Remarks

Remarks and Sales Activities

Booking remarks

Description	Type	Edit	Delete
1 vegan option	external	Edit	x

Add remark internal

Sales activities

Created by	Created date	Activity	Due date	Assigned to	Resolved	Edit	Delete
LetShare Admin	10/01/2019	Contact customer after one week.	17/01/2020	Hugo Melim	Resolve	Edit	x

Keep track of your customers needs:

- ✓ Booking remarks
 - Internal (Visible to users)
 - External (Visible to customers)
- ✓ Sales activities

Banqueting Report for Meeting Centre Amsterdam

Event Date	Friday 10 January 2020	Booking Nr	Ams-26765365867892
Company Name	Universal Studios	PM	
In house contact	Sir/Madam W Brothers		
Info board	Universal Studios		
Invoice reference			

Venue	Time	Atten.	Layout	Details	Lectern
Meeting room 1	07.30 - 18.00	10	Cabaret	None	0

Cost overview

Package Deals	Price	Quantity	Total costs
Executive day	€ 47.50	10	€ 475.00
Additional items			
Arrival drinks	€ 3.00	5	€ 15.00
Package deal subtotal			€ 475.00
Item subtotal			€ 15.00
Total			€ 965.00

Time table

Date	Start	End	Name	Location
Friday 10-01-2020	07:30	08:00	Heartly welcome	Foyer
Friday 10-01-2020	12:30	13:00	Arrival drinks	Bar
Friday 10-01-2020	12:30	13:30	Executive beverages	Meeting Room
Friday 10-01-2020	12:30	13:30	Executive lunch	Restaurant
Friday 10-01-2020	15:00	16:00	Executive energizer	Meeting Room
Friday 10-01-2020	15:30	16:00	Executive break	Meeting Room

Remarks

1 vegan option external



All information of your booking in one document



Create and manage your own items and package deals

- ✓ Price
- ✓ VAT rate
- ✓ Description
- ✓ Availability

Location Meeting Centre Amsterdam ▾

Add item to Meeting Centre Amsterdam

Supply name Business Lunch ▾

Price valid from* 1/1/20

Price per item 18.50 EUR

Price per hour 0.00 EUR

Price per item per hour 0.00 EUR

VAT 0% 6% 9% 21%

Add new

Existing items for Meeting Centre Amsterdam

(1 of 7) < << 1 2 3 4 5 6 7 >> > Go to page 1 ▾



**With an extensive set of reports
you always have a clear overview
of all aspects of your business**

- ✓ Standard
- ✓ Customize

Day Report

Organization Meeting Centre Amsterdam

Status Option Confirmed

Start Date

End Date

Type -- All --

[Download](#)

Banqueting report

Organization Meeting Centre Copenhagen

Start Date

End Date

Including Option Confirmed

Include revenue Yes No

[Download](#)

Cancelled and Turndown report

[Cancelled and Turndown report](#)

Sales activities

[Sales activities](#)

Year revenue

[Year revenue](#) [Rolling revenue](#)

Booking Report On Status

[Booking Report On Status](#)

Items per booking report

Organization Meeting Centre Copenhagen

Search by Event Date Creation date

Start Date

End Date

[Download as XLS](#)



Close more deals with the **Optional Booking Tool**

- ✓ Manage your optional bookings

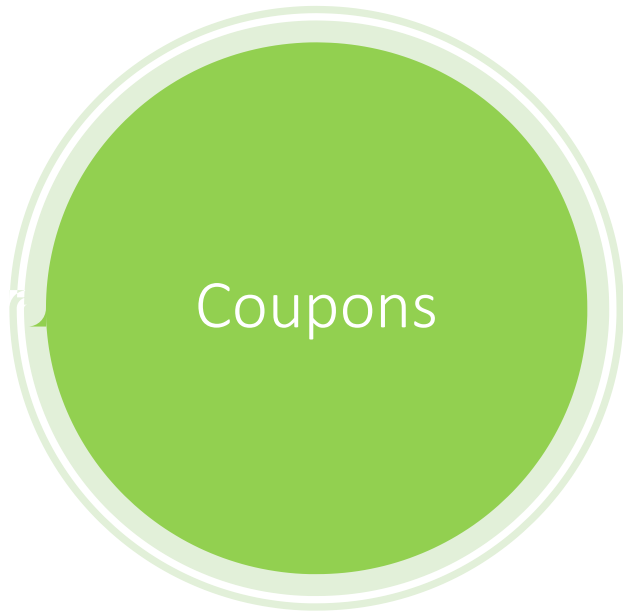
Organization: Meeting Centre Amsterdam

Start: * 1/1/19

End: * 1/31/19

Go

ID	Name	Phone	Expiration date of the option	Date	Number of people	Status
26765365873365	Elegancia	456789	15-01-2019	14-01-2020 (07:30 - 18:00)	10	Option
26765365873640	Universal Studios	21381723	15-01-2019	14-01-2019 (07:30 - 18:00)	1	Option



Coupons

Coupon code * Discount Percentage

Booking start date Booking end date

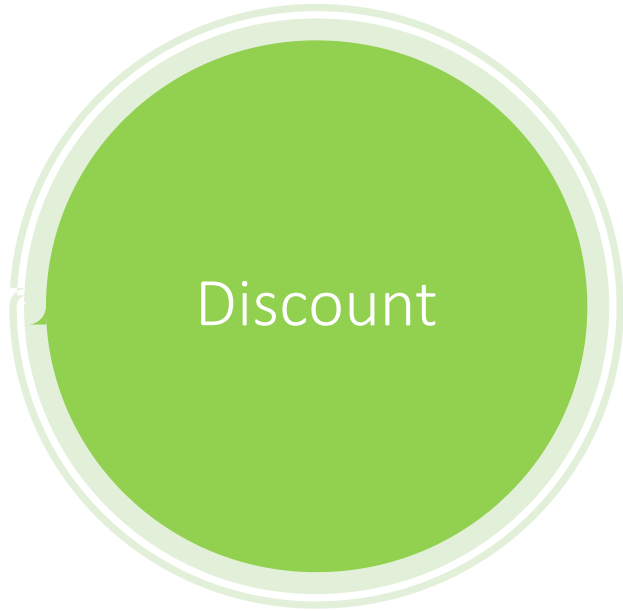
Visit start date Visit end date

Existing coupons

Coupon code	Booking start date	Booking end date	Visit start date	Visit end date	Discount Percentage		
Special Weekend	Mar 8, 2020 12:00:00 AM	Mar 31, 2020 12:00:00 AM	Mar 8, 2020 12:00:00 AM	Mar 31, 2020 12:00:00 AM	20.0 %	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Your Event	Feb 22, 2021 12:00:00 AM	Feb 23, 2021 12:00:00 AM	Jan 11, 2021 12:00:00 AM	Jan 31, 2022 12:00:00 AM	10.0 %	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
SUMMER	Jan 24, 2020 12:00:00 AM	Jan 31, 2020 12:00:00 AM	May 1, 2020 12:00:00 AM	Aug 31, 2020 12:00:00 AM	50.0 %	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Create your campaign with a special coupon code

- ✓ Special deals
- ✓ Discount



Get control of your online prices

Day discount

Current Date


January 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1 12a 20.0	2	3	4	5
6	7	8	9	10 12a 10.0	11	12
13 12a 15.0	14	15	16	17	18	19
20	21	22	23 12a 30.0	24	25	26
27	28	29	30	31	1	2




Increase your sales with the online booking page

- ✓ Rooms available
- ✓ Package deals
- ✓ Time slot



Managing your booking process

English



Search & Book

Organization: Meeting Centre Amsterdam

Number of people: 10

When: 10-01-2020

Select duration:
 Morning (07:30 - 12:30)
 Afternoon (13:00 - 18:00)

Search

You searched for: 10 Persons from Friday, January 10, 2020 7:30 AM until Friday, January 10, 2020 12:30 PM

Conference Room

Meeting Centre Amsterdam

Meeting room 2

Full day meeting €220.00 incl. VAT

We offer creative meeting spaces that feel exclusive but welcome all. seekers after free WiFi and designer meeting spaces, comfy chairs, flat screens, ground to ceiling chalk & white board walls.

On this package deal you can include to your meeting items such as: Beer, Cake, Soft Drinks, Water, Food Trolley, Ballons.

Select



With LetShare your guests can book a meeting room directly on your website

Book!

Required fields (*):

Contact person*

Company Name*

E-mail*

Confirm E-mail*

Phone number*

Reference Name*

Optional fields

Address
Zip code
City
Country

Coupon code

You can enter your customer code upon checking out your shopping cart.

The field Reference name is the reference for your guests and will be mentioned at your meeting room. (i.e. Training Salesteam)

Search & Book

Organization

Number of people

When

Select duration

& white board walls.

On this package deal you can include to your meeting items such as: Beer, Cake, Soft Drinks, Water, Food Trolley, Ballons.

Business Package

€345.00 incl. VAT

