

# Reservations

The Reservations module helps keep track of people involved in activities, such as youth trips, camp registrations, convention registrations, and supper reservations, scheduled for your church or organization.

In Reservations Setup, you can create new activities or edit default settings for existing ones. After setting up the activity, you add or edit individual reservations, enter any notes pertaining to the individual, or list any payments made in Add/Edit Reservations.

You can also refresh reservations to update the reservations name, address, phone information for the activity selected or all activities, and recalculates sign up count. This option only updates name, address and telephone information for records that are located both in the People and Reservations database.

In addition, you can print a variety of Reservations reports or send a mass e-mail to all individuals registered for an activity or all activities.