

Navigating around Your Dashboard

Your Dashboard is accessible 24/7 and it is where you access all your Playz information manage your participants, activities and calendars. Your Dashboard consists of a sidebar (on the left) and a main-screen. The side-bar will become your best friend and will direct you to where you need to go! The main-screen acts as a quick summary of what's happening today and a quick way to access a key activity or participant.



Dashboard

- Add new listings
- Manage all information on your listed activities
- Check availability and bookings within activities
- Update calendars attached to listings

Listings

Participants

- Find individual or groups of booked participants
- Use the Participant Management Tool for:
 - Sending reservations and payment invitations
 - Communicating with groups of participants
 - Waitlisting
 - Manually adding participants to activities

Orders

- View and find orders
- Process refunds

Calendar

- Calendar view of all activities with availability

Communications

- Log of all Playz e-mails sent and received

Reports

- analytics on customer enquiries and page views

Setup

- All global information relating your business and your listings
- Make global changes here to then use at a listing

Help Centre

- Frequently Asked Questions
- Fact Sheets
- Contact Playz