

Book More Events with Direct Book

Tripleseat Direct Book is an advanced feature that enables your clients to book on-premise and large party reservation private events, delivery, and pick-up or full-service catering events directly from your website. With Direct Book, you can now eliminate much of the time-consuming communication with customers regarding availability, menu selections, and credit card authorizations. Tripleseat Direct Book does it all for you automatically!

Things to consider before getting started:

- Do you have an online payment integration set up? You need to have online payments enabled in Tripleseat to use Direct Book.
- Which event styles would you like to offer for Direct Book events? Tripleseat Direct Book is a good fit for on-premise and large party reservation group dining, private events with a static minimum spend, full-service catering, pick-up catering, and drop-off catering.
- What days and times will you be allowing clients to book with Direct Book? What will be your event minimum and maximum duration? And finally, how much lead time will your team need for each event type?
- Which billing details (taxes and fees) will be applied to which event styles?
- What menus will you be offering your clients who book via Direct Book?

Tips and tricks for using Tripleseat Direct Book:

1. Go live with Tripleseat Direct Book! Add the public form to your website, social media accounts, and company email signature, and use the link for email marketing campaigns.
 - ✔ **Pro Tip:** You can add as many forms as you need; create separate forms for holiday campaigns, delivery, pickup orders, large party reservations and more!
2. Update user role access to include menu selections access.
 - ✔ **Pro Tip:** Repeat for any user role that needs to work on Tripleseat Direct Book events!
3. Enable the Tripleseat Direct Book menu selections tab in "My Profile."
 - ✔ **Pro Tip:** All users in your Tripleseat account will need to do this!
4. Utilize the Order Summary Disclaimer on forms.
 - ✔ **Pro Tip:** If you have delivery fees or differences in rental fees based on the day/time, this will allow these disclaimers to be visible to the guest throughout the entire booking experience.
5. Use calendar notes to set special availability for specific rooms and event styles.
 - ✔ **Pro Tip:** Calendar notes can be used to block specific time frames and all day, and they can also be recurring.
6. Create forms based on available rooms.
 - ✔ **Pro Tip:** Selecting the "+" next to each location on the form's settings will allow you to limit that form to specific rooms within that location.

