

# HOW TO MAKE A DIARY BOOKING - NEW SYSTEM

Log in to the system with the information provided by email here:

<https://solt.co.uk/clash-diary/>

## Press Contact Members Only

Login

Register

The screenshot shows the top navigation bar of the Society of London Theatre website. On the left is the logo for the Society of London Theatre, established in 1958. The navigation menu includes links for 'What We Do', 'Industry News', 'Careers', and 'Training & Events', along with a search icon. On the right side of the navigation bar, there are two buttons: 'Log in' and 'Become a Member'. Below the navigation bar, a breadcrumb trail reads 'Home > Press Contact Login'.

Please note: The Diary can only be accessed from this login page, and not from other parts of the site.

See user [guide here](#)

Username or Email Address

Password

Remember Me

**Log In**

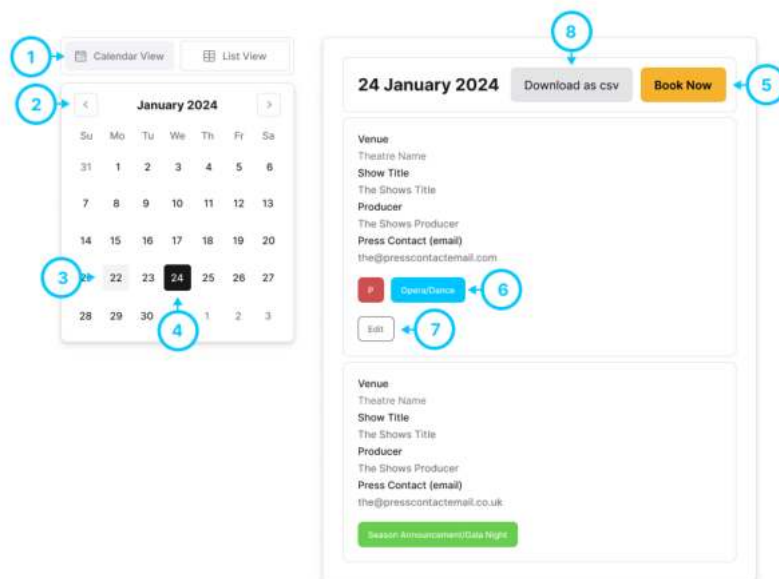
Forgot your password?

If you are an existing SOLT Member, please validate your email and reset your password [here](#)

Not an existing SOLT Member? Reset your password [here](#).

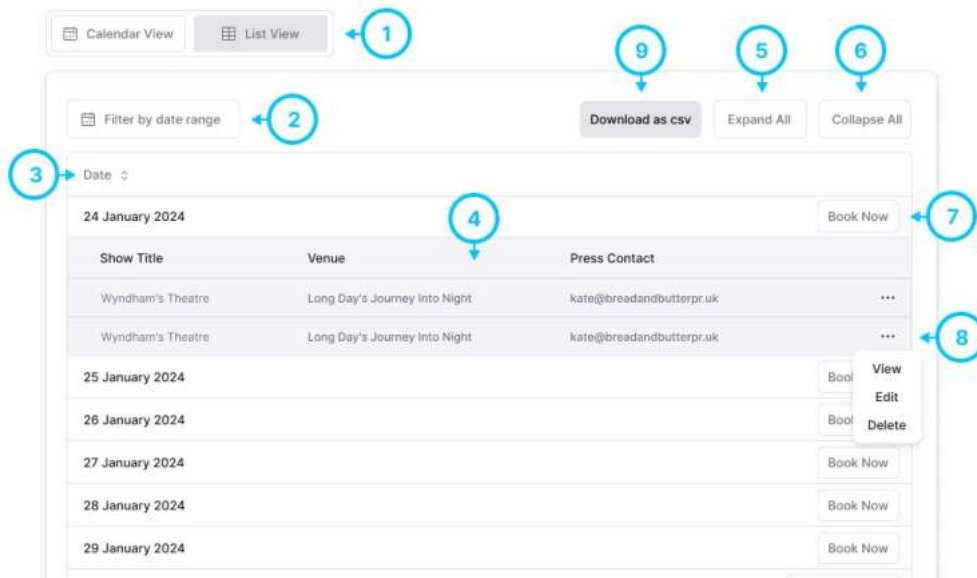
You can look at the diary in either **Calendar View** or **List View**:

### Calendar View



1. Switch between single date selection and booking details to the right or, a tabular list view (list view can be useful to view a range of months).
2. Use the arrows to move between months.
3. A grey background indicates there are existing bookings on this date.
4. A black background indicates you have this date selected and the bookings for this date will be displayed to the right (below on mobile).
5. Clicking “Book Now”, will open a booking form to create a new booking.
6. The badges here indicate various features of your booking.
7. The edit button enables the owner/creator of the booking to adjust their booking (ownership is set by your login account during the creation of the booking). *If you do not see the Edit button your booking was likely created before 16/09/24, if this is the case please contact support.*
8. Upon clicking the ‘Download as CSV’ button, all the bookings for the current date will be downloaded. *Please check your browser downloads after clicking the button.*

## List View



1. Switch between single date selection. of table view with date range filtering.
2. Clicking here will bring up a date range selection input, select the range you want to view and the list will update instantly.
3. Use this to order the results in ASC or DESC order.
4. Click or tap to hide/show the date's bookings
5. Click or tap to expand all dates
6. Click or tap to collapse all dates
7. Clicking "Book Now", will display a booking form for you to create a new booking.

## HOW TO ADD A BOOKING

Add your show to the diary directly with the following information:

- Date
- Venue (select from drop down menus or add as new venue)
- Show Title
- Producer/Production company
- Press Contact (**email only**)

**SOLT LONDON THEATRE**  
Clash Diary

Calendar | List View

November 2024

3 November 2024

[Download the below](#) **Book Now**

Date  
03/11/2024  
Title Of Show  
TEST show  
Producer  
TBA  
Press Contact  
jen.dicksonpurdy@soltukt.co.uk  
Venue  
Test

**Edit** **Delete**

**Book Now** ×

Complete your booking for 03/11/2024

**Create Booking**

Date  
3rd November 2024

SOLT Member Venue  Affiliate Venues

Other Venue  
Venue Name

Tick box if a TBA

Show Title  
Name of your project

Tick box if a TBA

Producer  Press Contact (tel/email)

Make this a penciled (P) booking  
 Mark this as a Season Announcement or Gala Night  
 Mark as Opera/Dance

**Create Booking**

## Clash emails

If your show has a clash on that date, you will receive an automated clash email with all press contacts as a CSV file (spreadsheet). Please note: we are no longer contacting PRs on your behalf, but everyone will receive the clash email:

**Date:** 03/11/2024

**Show Title:** TEST show 2

You are receiving this email because you also have a First Night Diary booking on that date.

Full clash details are attached as a CSV file, with press contacts included.

You can see the full diary here [SOLT First Night Diary](#) and you can edit or delete your entry on the diary itself.

If you have any questions, please contact Jen: [Jen.dicksonpurdy@soltukt.co.uk](mailto:Jen.dicksonpurdy@soltukt.co.uk)

Best wishes,  
SOLT & UK Theatre

## Editing a booking

Venue and show title may be added at a later date following a press announcement. Please tick TBC until you can provide this information, and then edit in the diary yourself once known.

Date  
03/11/2024

Title Of Show  
TEST show

Producer  
TBA

Press Contact  
jen.dicksonpurdy@soltukt.co.uk

Venue  
Test

Pencilled dates are now added directly into the diary by users; we will do a roundup of pencilled dates on a regular basis to ensure the diary is kept up to date. Please ensure you tick the box for 'P' to be added to your listing. For Dance and Opera productions, please ensure you tick the box:

- Make this a pencilled (P) booking
- Mark this as a Season Announcement or Gala Night
- Mark as Opera/Dance

Member and affiliate theatres will now be selected from a drop down menu. Non-member and affiliate theatres can be added as free text:

SOLT Member Venue      Affiliate Venues

Select venue      Select venue

Other Venue

Search Venues...      Search Venues...

Adelphi  
Aldwych  
Ambassadors  
Apollo  
Apollo Victoria  
Barbican  
Barbican - The Pit  
Cambridge

Almeida  
Arcola  
Arts  
Bloomsbury  
Bush  
Bridge  
Cadogan Hall  
Charing Cross Theatre

Test

Tick box if a TBA

## HOW DO I SEE THE WHOLE YEAR?

In 'list view', select the dates you wish to view - you can then download those as a CSV file (spreadsheet). We are in the process of adding functionality to download the whole year with one click:

Calendar      List View

Jan 01, 2025 - Jan 01, 2025      Download the below

January 2025      February 2025

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	

## HOW DO I ADD SHOW TIMES?

We plan to add in functionality for show start time, but for now you can add it next to the show title, e.g. 'The Cherry Orchard - 7pm'.

## CLASHES & CSV FILES

Clashes are now emailed automatically, with a CSV file (spreadsheet) attached to the email. The CSV file will contain all show and contact information for other bookings on that date. You will see 'TRUE' and 'FALSE' columns - this is the coding in the system for the 'tick boxes', e.g. TBC dates, pencilled dates etc. If dates show as '#####' please expand the column and the dates will reveal.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Day	Date	P	Venue	AffiliateVe	OtherVen	VenuelsTb	TitleOfSho	ShowTitle	Producer	PressCont	DateBkd	IsSeasonG	IsOperaDe	Userid	TimeStamp	
	#####	FALSE			Test	FALSE	TEST show	FALSE	TBA	jen.dicksonpurdy@sc	FALSE	FALSE		962	#####	
	#####	FALSE			Test	FALSE	TEST show	FALSE	TBA	jen.dicksonpurdy@sc	FALSE	FALSE		962	#####	

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Day	Date	P	Venue	AffiliateVe	OtherVen	VenuelsTb	TitleOfSho	ShowTitle	Producer	PressCont	DateBkd	IsSeasonG	IsOperaDe	Userid	TimeStamp
2		03/11/2024	FALSE			Test	FALSE	TEST show	FALSE	TBA	jen.dicksonpurdy@sc	FALSE	FALSE		962	#####
3		03/11/2024	FALSE			Test	FALSE	TEST show	FALSE	TBA	jen.dicksonpurdy@sc	FALSE	FALSE		962	#####
4																

## HOW DO I EDIT EXISTING BOOKINGS?

If your show was added to the diary before 16 September 2024 and you wish to edit or remove, you will need to email any changes to [Jen Dickson-Purdy](mailto:jen.dicksonpurdy@soltukt.co.uk). You can add and edit new dates yourself, e.g. if your First Night changes date.

Date  
03/11/2024

Title Of Show  
TEST show

Producer  
TBA

Press Contact  
jen.dicksonpurdy@soltukt.co.uk

Venue  
Test

## TOURS

You do not need to add bookings for tours when your venue is not hosting the official tour opening night, unless there's a particular reason you will be inviting press.

## BOOKING OTHER ANNOUNCEMENTS

You can add important press announcements and events like season launches to the first night diary by adding the venue and type of announcement/event and selecting the correct tick box. Please note, these will still count as clashes in the diary and automated clash emails will be sent for courtesy.

- Make this a penciled (P) booking
- Mark this as a Season Announcement or Gala Night
- Mark as Opera/Dance

## WHY HAS THE SYSTEM CHANGED?

In a bid to future-proof the diary system, we have worked to build something which can be controlled by you - the users. This will cut down admin time, and ensure the diary stays as up-to-date as possible.

## PHOTOCALL DIARY

We are still managing this directly so please email bookings to [Jen Dickson-Purdy](#).

Please try to allow at least 30 - 45 minutes between photocalls when booking yours in.

## WEEKLY DIARIES EMAIL

The First Night and Photocall diaries will continue to be sent out via email every week.

The diaries contain confidential information; and must not be forwarded on to anyone else. The diaries are intended to be viewed by press officers, press representatives and members only. If you have any questions about using the diary, please email [Jen Dickson-Purdy](#).