

Approve a booking from the calendar

Review the pending-request summary and quickly approve a room booking from the staff calendar.

4 min · Available when pending requests exist · 2026-09-21

Before you begin

- ✓ Sign in to the staff area with "View calendar" and "Manage spaces" for the relevant scope.
- ✓ Make sure at least one future booking has a Pending status.

1

STEP 1 OF 5 · 1 MIN

Open the calendar for the correct scope

Open Calendar. In the opening summary, the number of room bookings to approve covers future pending requests in the active scope. In a merged Pastoral Unit it follows the Unit; otherwise it follows the selected community.

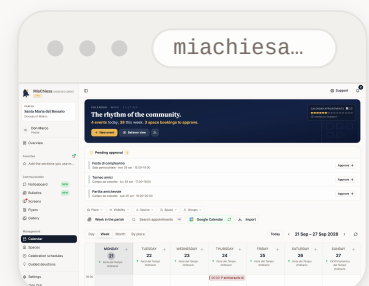


Fig. 1 The calendar summary reports how many future bookings require a decision.

2

STEP 2 OF 5 · 1 MIN

Review the Pending approval card

The Pending approval card displays at most three requests. Each row gives the title, room, day and time range. Before deciding, compare these details with the planned activity and the room calendar.

When there are more than three requests, use View all bookings to open the full management area. There you can review details absent from the quick card, including requester, attendees, notes, payment status and recurrence.

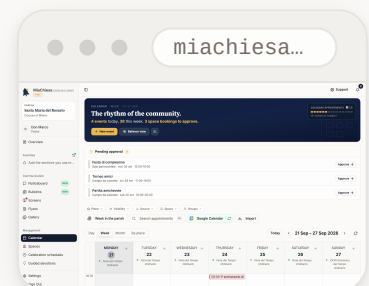


Fig. 2 The quick card shows only essential details; Approve acts immediately on the request in that row.

3

STEP 3 OF 5 · 1 MIN

Decide whether quick approval is suitable

Use Approve on the card only when the title, room and time are enough to make the decision. The control opens no confirmation and asks for no reason: it immediately changes the booking to Approved.

For a booking with an authorized card payment, approval also attempts to capture that payment through the dedicated flow. If you need to review amounts, an offline payment, conflicts, notes or a recurring series, open Spaces → Bookings or use View all bookings when available.

No intermediate confirmation

Approve is immediate. Confirm that you are acting on the correct row before selecting it.

4

STEP 4 OF 5 · 1 MIN

Approve the request

Select Approve on the chosen row and wait for Booking approved. The request leaves the Pending list and the count in Pending approval decreases. If the operation fails, MiaChiesa shows Error approving booking and the request still needs review.

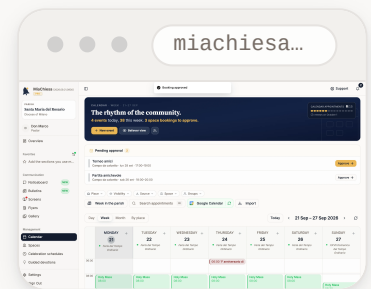


Fig. 3 The confirmation shows that the request was approved and no longer appears among pending items.

5

STEP 5 OF 5 · 1 MIN

Verify in Rooms management

Open Spaces → Bookings and filter for Approved when you need a complete check. Review the status, time range, room and any payment. Quick approval does not replace booking management when you must record an offline payment or act on a series.

What you have achieved

- ✓ The selected booking has an Approved status and no longer appears among pending requests.
- ✓ Pending approval shows the requests that still need attention.

Troubleshooting

The Pending approval card is missing ✕

The card appears only when future pending requests exist and "Manage spaces" applies to the calendar scope. With only "Manage calendar appointments", the card and its Approve buttons remain hidden.

I cannot find the request ✕

The card shows at most three requests and only future pending ones. Use View all bookings or open Spaces → Bookings to search the complete list.

Approval returns an error ✕

Open the booking detail in Rooms and review its status and payment. For an authorized card, approval also depends on payment capture; do not repeat the action until you have checked the current state.

The header count has not decreased ✕

The header can temporarily retain its earlier count. Check the row in Pending approval and the status under Spaces → Bookings; reload the page to refresh the summary. Do not approve another request to correct that number.