

Booking-system migration

Preserve customer commitments while you move the front desk to SimBook.

Tick an item only after it is checked. Use the notes field to record the evidence, an exception or the next action.

Venue / location

Owner / target date

01 Before importing

- ☐ Export customers and future bookings; keep the original export unchanged.
- ☐ Record prepaid bookings, deposits, cancellations and outstanding balances.
- ☐ Inventory subscriptions, renewal dates and unused hours or visits.
- ☐ Confirm transfer rules for payment methods, billing mandates and waivers.
- ☐ Keep required historical records available after cutover.

02 Configure your venue

- ☐ Set local timezone, bays, handedness limits and opening hours.
- ☐ Set booking intervals, durations, rates and member benefits.
- ☐ Hold league nights, private events and maintenance windows.
- ☐ Connect payments and verify who receives payouts.

Notes / outstanding action / verification evidence

Launch and verification

Booking-system migration / Launch and verification

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03 Rehearse a real shift

- ☐ Guest booking and waiver.
- ☐ Member booking, benefit and hour or visit redemption.
- ☐ Peak and off-peak rate, plus a cancellation.
- ☐ Walk-in, booking move and a busy front-desk shift.
- ☐ LeagueNight bay hold and any conflicting reservation.

04 Cut over and reconcile

- ☐ Choose when the old system stops taking new bookings.
- ☐ Update all booking links and explain member sign-in.
- ☐ Reconcile the first day and the first membership renewal cycle.
- ☐ Check that no member is charged in both systems.
- ☐ Document recovery steps and who handles an exception.

Notes / outstanding action / verification evidence