

## Create a Manual Booking

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Create manual Bookings that are linked to new orders, assigned to existing orders, or not associated with an order. **Required:** WooCommerce Bookings is a premium WooCommerce extension included with WordPress Ecommerce Hosting or as a standalone purchase. Go to **Bookings > Add Booking**. Choose a **Customer** by searching a name. **Guest** is selected by default. Choose a **Bookable Product** from the drop-down. Select a **Create Order** option. Click **Next**. Enter number of **Persons**, if applicable. Choose a date and time on the calendar. Click **Add Booking**.

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