



How to Calculate Your Monthly Fees

To accurately view your totals, please ensure you are logged into Skedda **on a desktop device** - the mobile interface may not display all the necessary data fields.

For Standard Bookings

1. **Switch the View:** Once logged in, click the "List" icon in the top-left corner.
2. **Set Your Range:** Adjust the Start and End dates to reflect the current billing month.
3. **Filter Results:** Click "Filters" (top right) and select your name to display only your personal bookings.
4. **Final Calculation:** Locate the subtotal at the top right of the list. Add your per-session fees to this figure to reach your final total.

For Prepaid Bookings

If you are managing prepaid sessions, the calculation is as follows:

- Navigate to the month after next in the calendar.
- Calculate 80% of the total room hire fees for that period.
- Add your standard session fees to this amount.