

Booking Manager

Version 1.0.1 | October 12, 2026

What this plugin does

Accept service appointments through a WordPress page. Configure opening hours, blackout dates, appointment length, booking intervals, capacity and preparation/cleanup buffers. Customers can cancel or reschedule using private action links. Administrators manage bookings through a searchable, filtered list. Payments, staff/resource sharing across services, graphical calendar views, external calendar synchronization and SMS are not included.

Before installation

Declared minimums: WordPress 6.5 and PHP 8.2. Use single-site WordPress and a MySQL/MariaDB database with InnoDB transactions and GET_LOCK support. Verification used WordPress 7.1.1, PHP 8.4.25 and MariaDB 11.8.3. Earlier minimum versions and Multisite were not tested. Back up your files and database and try the plugin on a staging copy first.

Install and configure

1. In Plugins > Add New Plugin > Upload Plugin, upload the installable ZIP, install and activate it.
2. Open Settings > Booking Manager Foundation. Readiness must say Ready.
3. Set the WordPress timezone under Settings > General, then configure Booking Services and Booking Availability.
4. Publish one page containing the shortcode **[forge_lumina_booking]** once.
5. Set its full URL in Booking Manager Settings. Configure administrator email, customer cancellation/rescheduling and cutoff times.
6. Exclude this page, its query parameters and POST requests from page/CDN caching. Use HTTPS on your public site.

Using your booking page

Availability and capacity

Opening hours and blackout dates are evaluated in the business timezone. Confirmed appointments reserve capacity; cancelled, completed and no-show records do not. Overlapping appointments and preparation/cleanup buffers count toward capacity. Each service has its own capacity; different services do not share a staff member or room. Capacity is checked again at final confirmation, so selecting a time does not hold it.

Current service buffers govern availability around existing appointments too. Changing buffers can change which new appointments fit, without rewriting historical booking records. Review existing appointments before changing duration, capacity, hours or timezone. Adjacent appointments are allowed when buffers are zero.

Customer booking and changes

Choose a service, date and available time. Enter a name and email, optional phone/message, and consent if required. Review the details, continue to confirmation, then select Complete Booking. Only the Booking Confirmed screen establishes success. Keep the reference and private cancel/reschedule links. Opening a cancellation link does not cancel immediately; confirmation is required. After rescheduling, use the newly issued links because older links are state-bound.

Administrator work

Settings > Booking Manager provides filters and booking details, manual booking, cancellation, rescheduling and status changes. Review the selected date range, service and status when locating records. Capacity checks also apply to administrative booking changes. Do not mark a future booking completed or no-show merely to hide it: these states release its capacity.

Notifications and reminders

WordPress wp_mail handles email. Configure reliable SMTP delivery separately and send a real test booking to verify both customer and administrator messages. An accepted mail call is not proof of inbox delivery. Reminders are optional and depend on WordPress scheduled tasks; use your host's scheduled cron service when reliable timing is needed. Check operational notices if email or post-confirmation work fails.

Operate responsibly

Stored information

Booking records contain customer name, email, optional phone/message, consent state, appointment/service details, references and event history. WordPress personal-data export and erase tools are supported. Optional retention anonymizes personal information in terminal bookings; it is disabled by default. Publish your own privacy notice and retention policy. Erasing a customer does not automatically remove copies in mailbox archives or backups.

Form protection

A hidden bot field rejects automated intake when filled. Public form submissions are limited to 60 per 15-minute window per server-observed network address; normal page views are not counted. The temporary key is a salted hash, not a stored raw IP address. Visitors behind the same proxy/network may share a limit. These controls reduce simple abuse; they are not a CAPTCHA, verified-email gate or a guarantee against distributed spam.

Updates and removal

Back up before updating, upload the replacement ZIP, and choose the WordPress replacement option. Test a booking and management links afterward. Deactivation and ordinary uninstall preserve durable booking data. Only enable the Foundation delete-all option if you intend to permanently remove booking tables and settings when deleting the plugin. Keep that option unchecked for routine upgrades. Temporary rate-limit entries expire normally.

License and source

The plugin is licensed under GNU GPL version 2 or, at your option, any later version. Full license terms are in LICENSE.txt. The ZIP includes readable PHP/CSS source; no separate source download is required. No third-party runtime libraries are bundled. GPL warranty terms apply; this guide does not replace the license.

Support and troubleshooting

Contact **support@forgelumina.com** with plugin, WordPress and PHP versions, the affected step and a redacted error message. Never send passwords, private customer links or unredacted customer exports. If no times appear, check service activation, opening hours, timezone, notice/horizon, blackouts, capacity and buffers. If a form expires, reload and start again. If Foundation is not Ready, ask your host to check database capabilities before accepting bookings.