

Court Booking System Overview:

- ◆ Very easy to use –
 - just point the mouse at a time slot (“an empty cell”)
 - Select a court from the list (1-5)
 - enter your opponent info – click create !

- ◆ System always online 24 x 7 – we have a PC upstairs at the club

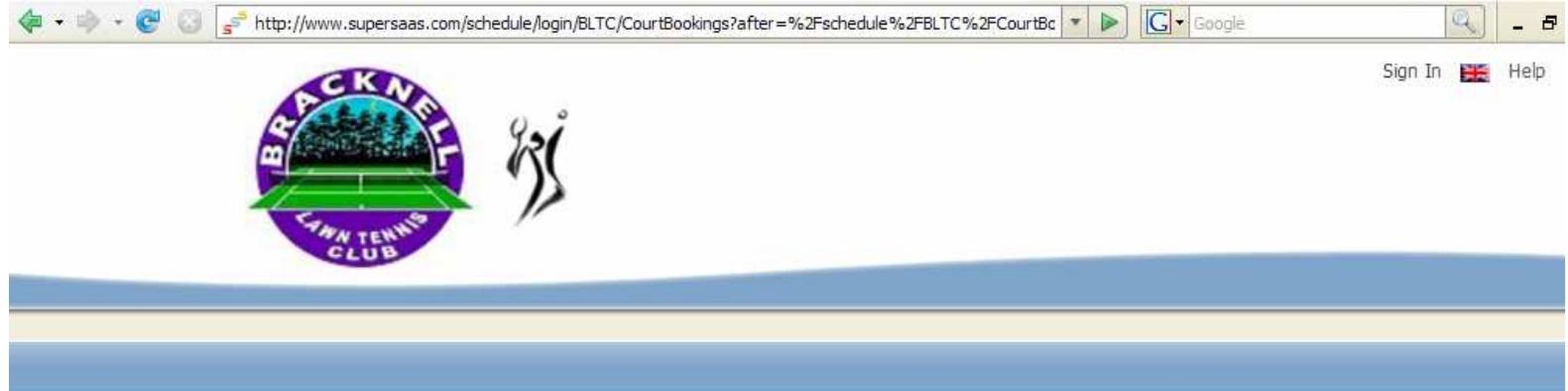
- ◆ ‘3 Clicks’ to create, update or delete a court – very simple !

- ◆ Your ID is easy to remember – first initial and surname (no space)

- ◆ Your initial password is << hidden>> – change it once you ‘log in’

- ◆ Report problems via email club@bracknelltennis.com as first port of call

Court Booking System Login



Bracknell Tennis: Court Bookings

Forgot your password ? Use the link (below) to have it sent to your email ID. Any issues, email club@bracknelltennis.com



Provide your login ID and password

When using the club PC only – choose 'Ask me every time'

Next - click **Login**

Member Log In

Login name:

Password:

- Keep me logged in
- Remember my user name
- Ask me every time

I'm 'Logged In' ;
Now book a court



Bracknell Tennis: Court Bookings

All CourtBookings



Welcome !

Successfully logged in

All	Court1
Court2	Court3
Court4	Court5
BarRota	Events

November 2008						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



Click on an empty slot for your 'Start Time' – you can choose the court later.

The colour 'bars' shown are existing bookings – see colour-coding above

On the left are examples of Block bookings and member bookings

Create a Booking

Bracknell Tennis: Cour

All CourtBookings



Welcome !

Popup Window appears – now enter:

Description: Enter your opponent's name or 'Guest' if a non-member
Email ID: Enter email – and tick if you want confirmation (optional)

Booking Type - Choose from: 'General', 'Box League', or 'Tournament'
Court ? Choose from: (a list) - courts 1-5

Week 46 Today Month

Mon 10/11 Tue 11/11 Thu 13/11 Fri 14/11 Sat 15/11 Sun 16/11

8:00

9:00 9:18 9:18 9:12 9:12

10:00

11:00

12:00

13:00

14:00

15:00

8:30 start

New Court Reservation

When 12/11/2008 8:30 to 12/11/2008 10:00

Description vs Adrian Draffin *

Full name John Richman *

Email club@madasafish.com

Phone

Booking Type Box League *

CourtBookings Court1


Confirm Send e-mail * Indicates required field

Repeat None

Create Court Reservation Cancel

Click 'Create Court Reservation' to complete

Court Booking Created – 'ALL courts' view

Signed in as jrichman Sign Out Your Settings  Help



Bracknell Tennis: Court Bookings

All CourtBookings



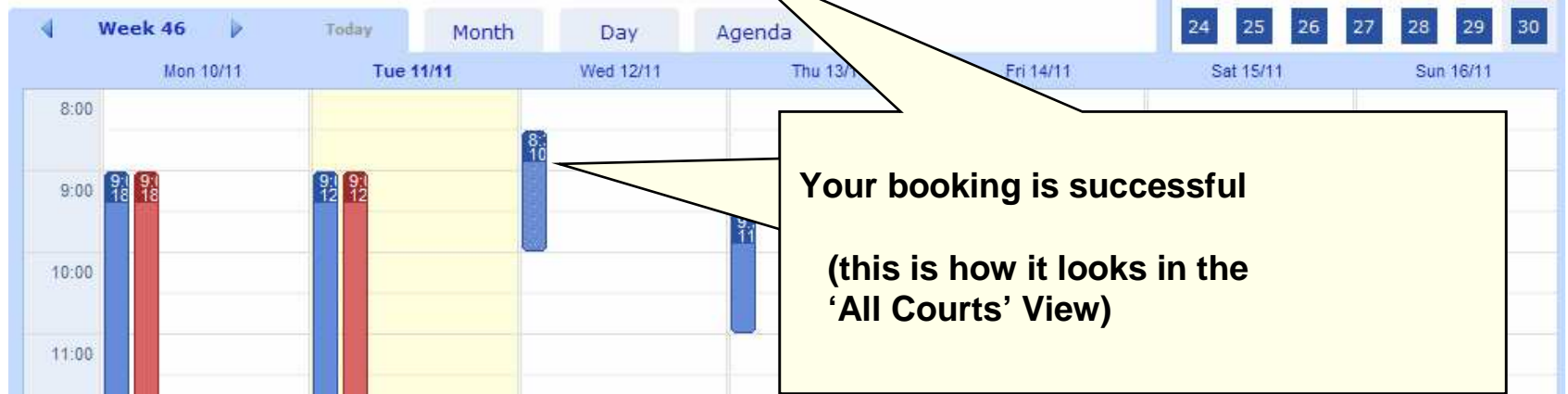
Welcome !

- All
- Court1
- Court2
- Court3
- Court4
- Court5
- BarRota
- Events

November 2008

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Court Reservation successfully created



Court Booking Court 1 view



Bracknell Tennis: Court Bookings

Court1



Welcome !

- All
- Court2
- Court4
- BarRota
- Court1
- Court3
- Court5
- Events

November 2008

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Week 46 Today Month Day Agenda

Mon 10/11	Tue 11/11	Wed 12/11	Thu 13/11	Fri 14/11	Sat 15/11	Sun 16/11
8:00						
9:00	9:00 - 18:30 Coaching Match Secretary Coaching matchsec.	9:00 - 12:00 Club Morning Match Secretary Social matchsec.	8:30 - 10:00 vs Adrian Driffin John Richman Box League jrichman	9:30 - 11:00 dsdfdsfdf A N Other Box League demo		
10:00						
11:00						

Your confirmed booking
I then clicked on 'Court 1' with default week view to see this picture

How to Update or Delete my Booking - example: Court 1 Booking on Weds 11th Nov 2008

The screenshot shows a web-based court booking system. At the top left, there is a 'Court1' header with a tennis ball icon and a 'Welcome!' message. Below this is a navigation menu with buttons for 'All', 'Court1', 'Court2', 'Court3', 'Court4', 'Court5', 'BarRota', and 'Events'. To the right is a calendar for November 2008, with the 11th highlighted. The main area is a weekly agenda for 'Week 46', showing a grid of time slots from 8:00 to 16:00. A booking for '8:30 - 10:00 vs Adrian Draffin' is highlighted in blue. A yellow callout box with a black border points to this booking, containing the text: '1. Sign in with your ID' and '2. Click on your booking entry'. A red dashed arrow points from the booking to an 'Edit Court Reservation' dialog box. This dialog box has fields for 'When' (12/11/2008 8:30 to 12/11/2008 10:00), 'Description' (vs Adrian Draffin), 'Full name' (John Richman), 'Email' (club@madasafish.com), 'Phone', 'Booking Type' (Box League), 'CourtBookings' (Court1), 'Confirm' (Send e-mail checkbox), 'Repeat' (None), and 'Created on' (11/11/2008 17:39 by jrichman). At the bottom of the dialog are buttons for 'Update Court Reservation', 'Delete Court Reservation', and 'Close'. A second yellow callout box with a black border points to the 'Delete Court Reservation' button, containing the text: '3. (Window pops up...)' and '4. Update or Delete the booking as you are shown (opposite) - (Here, I will choose to 'cancel' a booking)'. A red dashed arrow also points from the 'Delete Court Reservation' button back to the booking in the agenda.

Update or Delete the Booking – example: Court 1 Booking on Weds 11th Nov 2008

Signed in as jrichman Sign Out Your Settings Help

BRACKNELL
LAWN TENNIS CLUB

Bracknell Tennis: Court Bookings

Court1
Welcome !

Its been deleted !

All Court1 Court2 Court3 Court4 Court5 BarRota Events

November 2008

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10:00						
11:00						

Court cancelled.
That slot is now available to any member to book via the internet

Court Reservation successfully deleted

Court Booking System Summary

- ◆ Easy to Use
- ◆ Link on the club website (www.bracknelltennis.com)
- ◆ Please, please DO cancel bookings (ie in future) that you don't need
- ◆ Please DO 'Sign out' (Log out) of the system if at the club PC –
 - Sometimes users (at club) stay signed in – next user creates booking as them !
- ◆ ALWAYS: Check your court is really booked before you come to the club (if you can) – you might've have booked the wrong date ??
- ◆ Questions, problems: email club@bracknelltennis.com

Court Booking System – Forgot My Password?

- ◆ If you have an email address already setup in the system:
 - Go to the Court Booking System Website
 - Enter your login ID
 - Click on ‘Lost my password’ (below the Log In button)
 - It will send it to the registered email address in the system

- ◆ If you don’t have an email address
 - Let someone on the committee know – will be reset for you temporarily