

2 Quick Steps to Booking a Court

STEP 1 Find an available court.

First, you will need to select either Main (for regular bookings) or Clubnight (Monday & Saturday evenings only) by touching the corresponding TAB circled in RED below. Next use the Date buttons circled in GOLD below to select the Date you would like. The date of the current booking sheet is also shown in the top right hand corner of the screen, circled in BLUE.

Tip The screen used for making your bookings is touch sensitive, if the screen is black, the screen saver has kicked in. Just touch the screen anywhere to bring up the main menu.

Tip If the session you require is not shown, use the **Earlier / Later Times** buttons at the bottom of the screen, circled in GREEN, to move forward or backward in time.

STEP 2 Simply touch an available session to start booking it.

You will then see the screen shown below. First select the number of sessions you would like, circled below in RED. Each session is 20 minutes long, so select **1**, **2** or **3** for either a **20**, **40** or **60** minute booking.

Next you need to select the players for the booking. Press the text box circled below in PINK next to player 1, this will bring up a keyboard circled below in a BLUE. Use this to enter the first one or two letters of the player's surname. A list of all those members matching your selection will now be displayed, just simply touch the one you want. Repeat this for Player 2 and optionally for players 3 and 4.

If you are playing with a guest, select the 'little man' icon circled in GOLD. You can then type in the name of your guest. Press the CONFIRM BOOKING button circled in a GREEN below, and you'll then be prompted to enter your 4 digit PIN number. You'll then receive confirmation and be taken back to the main page where you'll see your COURT BOOKED.