

2 Quick Steps to Booking a Court

Step 1 Find an available court.

First all you will need to select the sport you require by touching the corresponding TAB shown in RED below, next use the Date buttons shown 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 just below the current time.



Tip The screen used for making your bookings is touch sensitive, if you see a Flag blowing in the breeze or the screen is black the screen saver has kicked in, just touch the screen anywhere to bring up the main menu.

Tip If the court you require is not shown, use the **Next / Prev Courts** shown in GREEN, similarly for the correct time use the **Earlier and Later times** links at the bottom of the screen to move forward or backward in time.

Step 2 With an available court or courts shown simply touch the court to start booking it.

You will then see a screen similar to that below and will be asked to select the players for the booking, and for tennis you can make consecutive bookings (up to 4 courts). For tennis select the number of sessions you would like, shown below in RED. For all sports, next press the SEARCH ICON shown below in GOLD next to player 1, this will bring up a numeric KEYPAD similar to a phone shown below in a BLUE, you will then need to use this to enter the first one or two letters of the player's surname. Note you may need to press the same key 2 or 3 times to get the correct letter, for example to get the letter H you need to press the 4 key twice, this the same as texting on a mobile phone. Once the first couple of letters are displayed by 'Player 1' press ENTER on the KEYPAD. 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 do not know who your opponent will be at this time enter your name as both player 1 and player 2

Finally press the CONFIRM BOOKING button shown in a GREEN below. You will then receive confirmation of your booking and be taken back to the main page after 10 seconds where you will see your COURT BOOKED.

