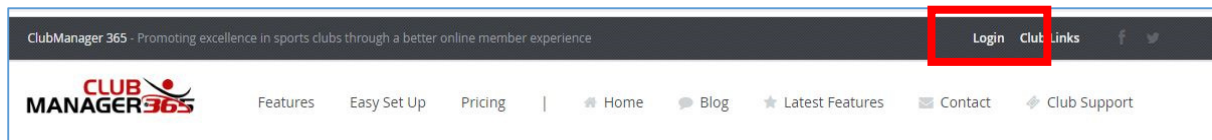




Court Booking System - User Guide for Members

1 - User Accounts

You will receive your username and password via email. You can login to Club Manager 365 from your PC, tablet or phone. The court booking system can be accessed via the clubs website www.cowicklowltd.com or directly @ www.clubmanager365.com



Login details are provided by the club.

If you haven't received login details, generally one of the following has happened.

- ❖ The club forgot to create an account for you.
- ❖ The club has setup an account with an incorrect email address for you.
- ❖ The account was setup and we emailed you your login details but:
 - a. they were blocked by your spam filter or email provider. (Check your Junk Folder and add notifications@clubmanager365.com to your email providers "Safe Senders" list.
 - b. you deleted them without realising what they were.

If for whatever reason you are not in possession of your login details email the club @ info@cowicklowltd.com for assistance.

2 – The Rules

Please visit the club's website for the club rules, go to the **MEMBERS AREA** Menu, then **Governance** to locate the clubs on-court rules.

The following rules apply to court bookings made through the system.

- ❖ A court booking is not mandatory. However, you must concede the court if another member has booked it.
- ❖ A player can make a booking up to 7 days in advance.
- ❖ A player can cancel a booking up until the booking begins.
- ❖ Players must cancel unused bookings as a courtesy to other club members.
- ❖ A player is not restricted on how many active bookings they can have in total.
- ❖ A player is not restricted on how many bookings can be made for a day.
- ❖ A player is not restricted on how many bookings can be made in a calendar week.

- ❖ A player cannot be involved in multiple bookings at the same time.
- ❖ A player must select at least 1 opponent from the list when making a booking.
- ❖ Throughout each day, as the slots take effect, the corresponding slot 7 days ahead also becomes available for booking.
- ❖ Minimum booking time is 30 minutes, maximum 1 hour.
- ❖ Half hour booking gaps cannot be left in the schedule e.g. an existing booking in the schedule has been made from 4pm to 5pm. A player will not be able to book 2:30pm to 3:30pm OR 5:30pm to 6:30pm

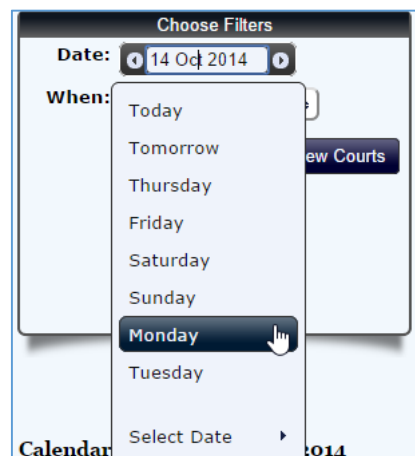
3 - Making a Booking

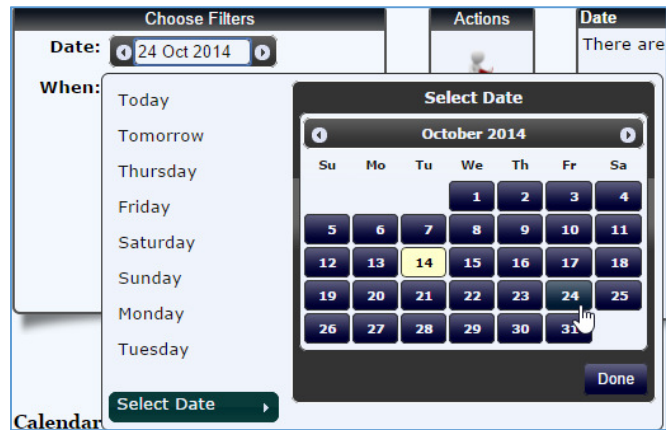
When you log in you will be able to view the court calendar screen, see below.

The screenshot shows the 'Bookings' page in the Club Manager system. At the top, there's a navigation bar with 'CLUB MANAGER 365' and 'Bookings, Leagues, Ladders & Tournaments'. Below this, the 'Choose Filters' section allows users to select a date (30 Jun 2020) and a player (George Boyle), and filter by time of day (Morning). A 'Calendar' for Tuesday 30 Jun 2020 displays a grid of court slots (Court 1 to Court 6) with time intervals (e.g., 08:00-08:30). Some slots are occupied by 'Junior Coaching'. An 'Upcoming Bookings' section lists two matches: 'Tom Moss vs George Boyle' and 'Brian Rungay vs George Boyle'.

At the top left-hand corner of the screen select a “date and a when” in the “Choose Filters “section.

- ❖ Date: Click on the date text to pop open the calendar control or use the arrow buttons to advance or reverse a day.
- ❖ When: Select Morning, Afternoon, Evening or All to update the Court Calendar to display the time slots.





Simply click an available slot on the calendar see below.

Calendar: Tuesday 14 Oct 2014

Time	Court 1	Court 2	Court 3	Watch?
18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	W
19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	W
20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	W
21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	W

Book this court

This will bring up the confirmation panel, allowing you to extend your booking to an hour slot and select the player(s) involved in your booking, see below.

Make a Booking ✕

When: Tuesday 30 Jun 2020

Time: 13:30 - 14:00 Extend

Where: Court 3

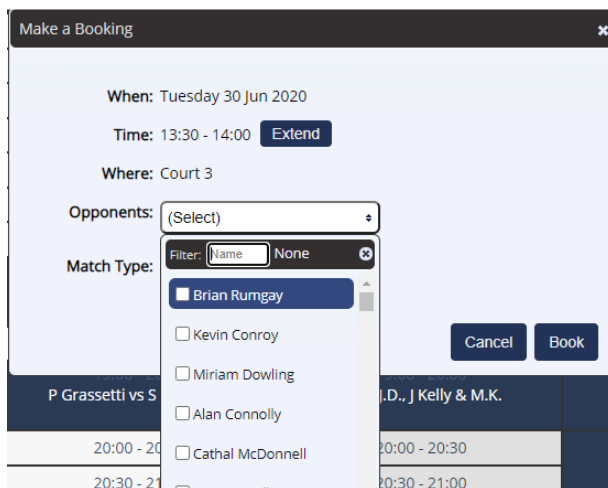
Opponents:

Match Type:

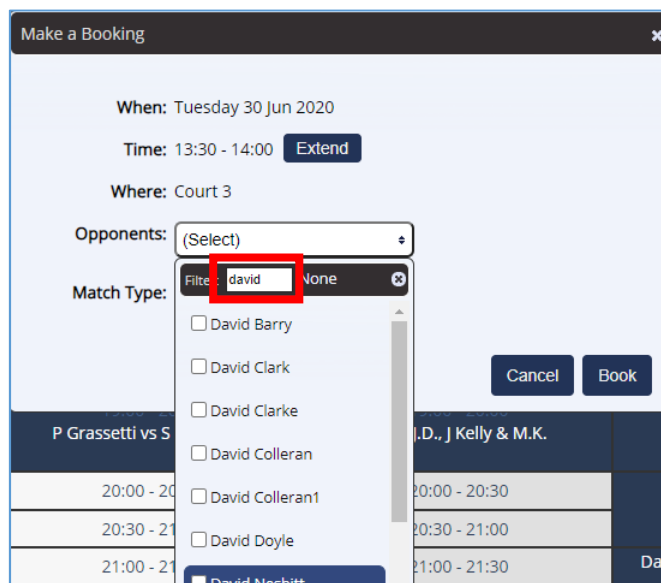
Cancel Book

The default booking slot in 30 Minutes, click the **Extend** button to create an hour booking slot.

Click into the “opponents” field to see the list of all player(s) registered in the system.



Click into the field “Filter” and overtype the “name” text with your opponent/partner name.



When you see the player you want to include, tick the box to the left of the player name.

The screenshot shows a 'Make a Booking' window with the following details:

- When:** Tuesday 30 Jun 2020
- Time:** 13:30 - 14:00 (with an 'Extend' button)
- Where:** Court 3
- Opponents:** David Barry (selected in a dropdown)
- Match Type:** Filter: Name None (with a search icon)

The dropdown menu for opponents is open, showing a list of names with checkboxes:

- David Barry
- David Clark
- David Clarke
- David Colleran
- David Colleran1
- David Doyle
- David Nesbitt

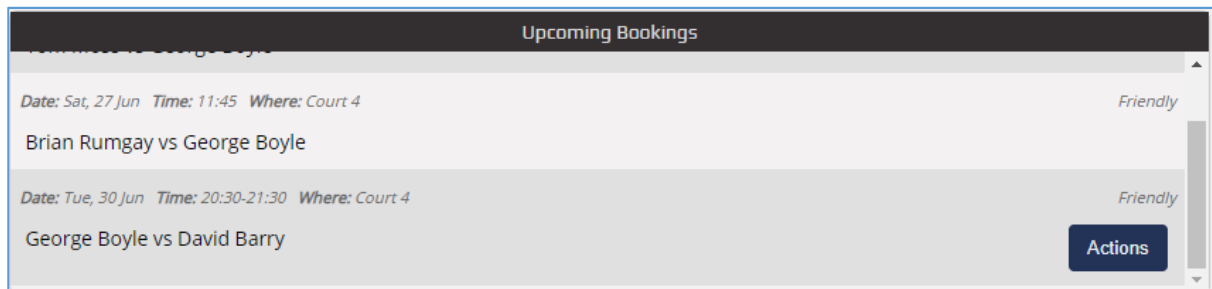
Buttons for 'Cancel' and 'Book' are visible in the bottom right corner of the form.

If making a doubles booking clear out the field “Filter” and type the name of the next player and tick the box to the left of that player name. Repeat until the three players have had their names ticked.

Then click the book button to confirm your booking. An email notification and a reminder will be sent to all participants in the booking.

4 - Players Schedule

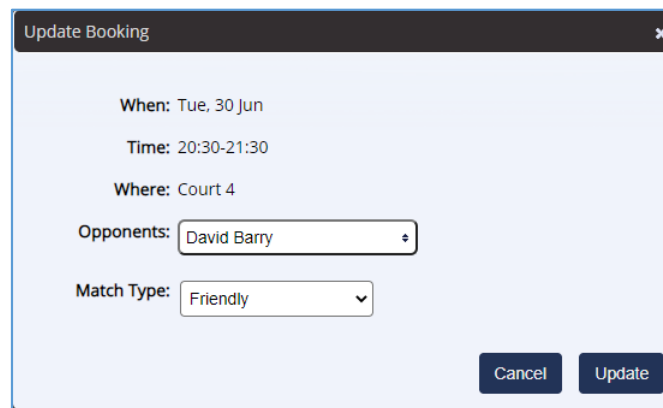
Your upcoming bookings are displayed by default in the top right of the court calendar screen.



Bookings you initiated, will have an “Actions” button at the right-hand side

Two actions can be performed.

- ❖ Cancel Booking- completely cancels your booking.
- ❖ Edit Booking



When editing a booking you can ONLY change your opponent or add additional players **e.g.** if the first booking was for singles you can EDIT the booking to add two additional players for doubles.

The date & time of the booking cannot be changed.

When your changes have been made, click the UPDATE button.

5 - Contact

Should you have any queries please contact the club via email @ info@cowicklowltc.com