



## Making a Booking

# Bowls Club Diary

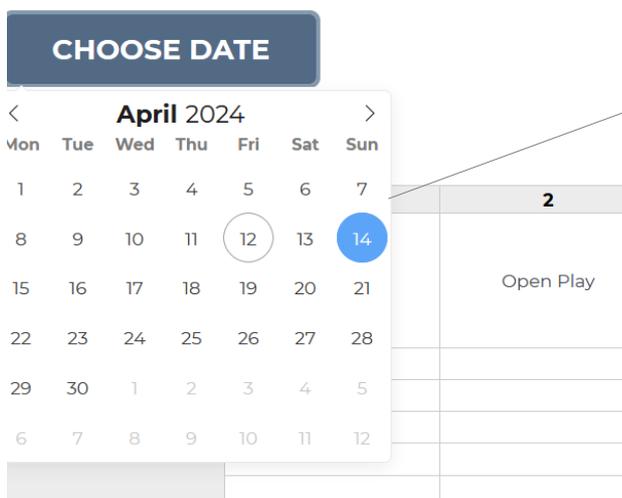


Fig 3

5. Click on the **CHOOSE DATE** button and in the pop-up Calendar choose the date on which you wish to make your booking.

*Success here is indicated by the chosen date displaying in the middle of the screen above the Rink headings.*

6. Now Click on the **BOOK A MATCH** button on the right hand side. *Any upcoming bookings will be displayed.*

7. To make a booking Click on **Make a new booking**

8. **Scroll down** till you see the slot for the first hour of your intended booking for the rink required.

9. **Move the mouse pointer** into that slot and it should highlight as shown here.

10. **Click on the orange highlighted "Book slot"** and the following Online Booking form will display.



Fig 4

### Online booking

You've selected Rink 1, Session 1, on Sunday 14th of April 2024

Please enter the names of the players and click the **Submit booking** button to confirm.

AGREED - CONFIRMED BOOKING REQUEST

Open Play

Tom D Harry

name

name

Fig 5

11. **Check** that the right day, date, rink and session are showing.

12. **Leave "Open Play"** as it is. You should see your name in the next line as the booking is made in your name.

*The request to "enter the names of the players" can be ignored .*

13. Finally - Click the **Submit** booking button at the bottom right.

*Confirmation of your booking will appear on the next screen.*

14. **To extend your booking** to 2 or more hours repeat the procedure on the required slots from **Step 7** above - **Make a new booking.**