

How to Add Members and Guests to a Court Booking

1. Select date and time you want to book
2. On the Make a booking pop up window under Participants click on [+Add participant](#)

FREE FREE FREE

Make a booking X

Court 1

Thursday 23rd July 2020, 11:00 to 12:00

For 1hr 0 minutes

Participants

WG Wendy Griffiths
Member

[+Add participant](#)

FREE FREE FREE

Free

Discard Continue booking

3. Enter the First and Last name of the participant and click Save

Participant

First name Last name

Save Cancel

4. This participant then is added to the list. You are able to select whether this is a member or guest. Please note the default is Guest not Member.

FREE FREE FREE

Make a booking X

Friday 14th August 2020, 09:00 to 10:00

For 1hr 0 minutes

Participants

WG Wendy Griffiths
Member

JB joe.bloggs
Guest Remove

[+Add participant](#)

FREE FREE FREE

Total £0.00

Discard Continue booking

- Continue to click [+Add participant](#) for all players and update the member or guest status.

Make a booking

WG Wendy Griffiths
Member

JB Joe Bloggs
Guest [Remove](#)

GJ Gren Jackson
Member [Remove](#)

HW Heather Watson
Guest [Remove](#)

Total £0.00 [Discard](#) [Continue booking](#)

- Click on the Continue booking button
- Confirm your booking and pay for any guests (£5 per guest)

Confirm your booking

Booking details	£10.00
Court 1 23 July 2020 11:00 - 12:00	
Main contact Wendy Griffiths (Member)	Email address wendyangriffiths@hotmail.com
Participants Joe Bloggs (Guest), Gren Jackson (Member), Heather Watson (Guest)	

Payment details

TOTAL COST	£10.00
Show more	

PLEASE NOTE: Cancelled bookings will be refunded if cancelled 24 hours or more before the start of the booking slot.

[Confirm and pay](#)