

## 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](#)

**Make a booking**

Court 1

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

For 1hr 0 minutes

**Participants**

WG Wendy Griffiths  
Member

[+ Add participant](#)

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.

**Make a booking**

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](#)

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

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

### Payment details

TOTAL COST	£10.00
<a href="#">Show more</a>	

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

[Confirm and pay](#)