

Booking Rules



Please follow the below rules to ensure equal opportunity for all members to utilise the Blackhall courts at this time.

- ☐ You may only play on the Blackhall Courts if you have a valid court booking for that particular time.
- ☐ Only members can play at BLTC until further notice.
- ☐ Please note that you are not currently permitted to play in consecutive sessions, regardless of who has made each booking. i.e. you cannot book one hour and then your playing partner book the following hour.
- ☐ Please cancel any Court Bookings that you do not plan to use.
- ☐ Under 16s must be accompanied by an Adult.
- ☐ Court Bookings can only be made 7 days in advance

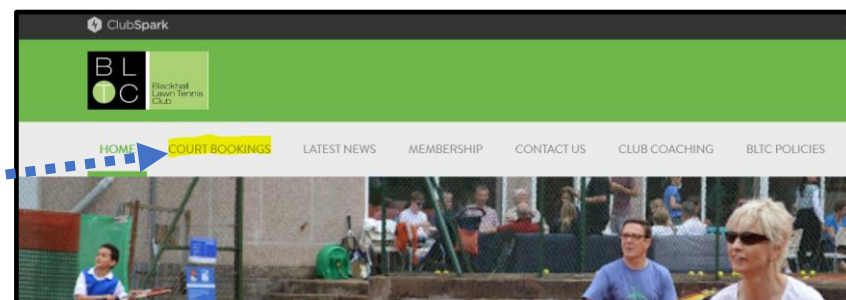
- Please see the next two pages for a **5 Step Guide on How to Make a Court Booking**

Your 5 Step Guide to Making a BLTC Court Booking



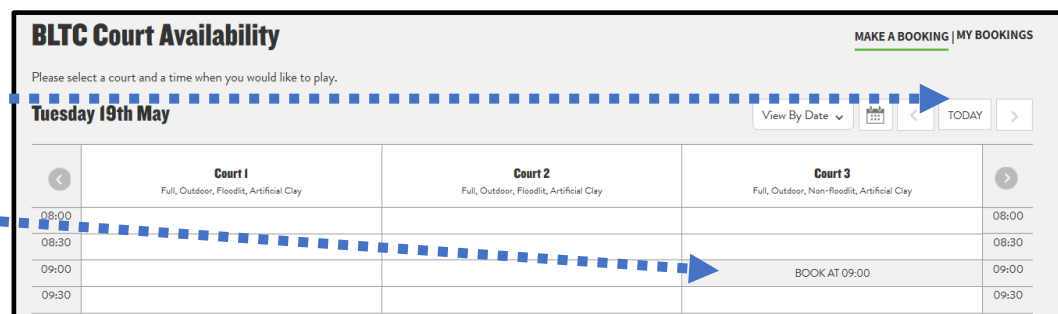
STEP 1

- ❑ Access the club website - <https://clubspark.lta.org.uk/BlackhallLTC>
- ❑ Click on the 'Court Bookings' tab (highlighted yellow screenshot).



STEP 2

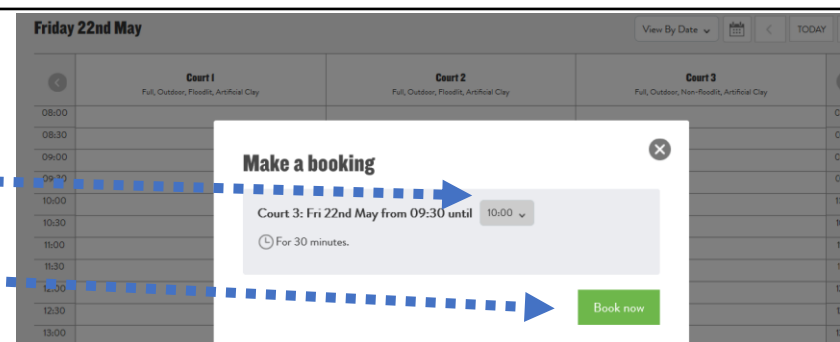
- ❑ Select a date to see existing court bookings for that day.
- ❑ Click on a relevant box in the schedule to indicate the start time and court for the booking that you wish to make.



STEP 3

You will then be prompted to select how long you wish to book the court for.

- ❑ Use the **time dropdown** to choose the end time for your court booking.
- ❑ Click the green '**Book Now**' button.
- ❑ To confirm your booking, you will then be navigated to a sign-in page.



Your 5 Step Guide to Making a BLTC Court Booking



STEP 4

To submit your booking, you will need to be logged into Clubspark. After clicking the Book Now button (Step 3), you will be directed to a login page.

- ☐ If you do not have a Clubspark account, you can create one via the '**Click here**' hyperlink.
- ☐ **You can create an account** through linking your e-mail address or alternatively via one of the available methods: LTA account, Facebook, Google or Microsoft accounts
- ☐ If you already have a Clubspark account, **sign-in** through the method that you had chosen to register.

A screenshot of the ClubSpark login page for Blackhall Lawn Tennis Club. The page has a green header with the club's logo and navigation links for 'Sign in' and 'Register'. The main heading is 'Sign in to book a court or manage your upcoming bookings'. Below this, there is a link for 'Haven't created an account? Click here'. The 'Sign in with email...' section includes fields for 'Email address' and 'Password', a 'Remember me?' checkbox, and a 'Forgotten your password?' link. A green 'Sign in' button is at the bottom. The 'If you registered with your LTA or social account...' section features buttons for LTA, Facebook, Google, and Microsoft.

STEP 5

- ☐ Wait for your computer screen to indicate that your court booking has been confirmed.
- ☐ You should **receive an e-mail** with details of the court booking.
- ☐ If you wish to **cancel a booking** you have made, you can view your current bookings via the confirmation e-mail. This will lead you to an option to cancel.

A screenshot of the booking confirmation page. At the top, a dark grey banner with a white checkmark icon says 'Your booking has been confirmed.' Below this, the 'Booking details' section is displayed in a table-like format. It includes the date '22 May 2020', the time '11:00 to 11:30', the court 'Court 3', and the user 'David Brunger'. An email address 'davidbrunger@hotmail.com' is also listed. At the bottom, there is a note: 'If you have any queries, please email billie_croan@hotmail.co.uk or call us on 7511827866'. Two buttons are at the bottom: 'Book another court' and 'View my bookings'.