

Articles in this section

How To Book A Coaching Course

Booking A Coaching Course For A Child

Adding A Venue To A Coaching Organisation

# How To Book A Coaching Course

Alex Young  
4 months ago · Updated

Follow

This guide can be used to show your members how to book a coaching course, some users may not be very tech-savvy and need a little guidance. It is also great to show you as an admin the process of booking a coaching course once it's been created.

**Step 1:**

To book onto a course, first, your players will head to your website or relevant search aggregator to find a course that they are looking for.

**NOTE:** If they are trying to book onto a junior coaching course, please read this guide [HERE](#)

**Step 2:**

Once the players have found the course they wish to book onto, they will **click onto the course** in the list and will be taken to follow screen:

**About this course**

Date: Sun, 25 Oct - Tue, 08 Dec 2020      Price: £21.00  
 Time: 16:00 - 17:00      Lead coach: Mary William  
 Level: Beginner, Improver

---

**Notes from the coach**

Adult Coaching

Sessions		
Sun, 25 Oct 2020	16:00 - 17:00	London Tennis Academy
Tue, 27 Oct 2020	16:00 - 17:00	London Tennis Academy
Sun, 01 Nov 2020	16:00 - 17:00	London Tennis Academy
Tue, 03 Nov 2020	16:00 - 17:00	London Tennis Academy

**Book today for just**

**£21.00**  
per person  
14 sessions

Book now

**NOTE:**

The image above is for a short course, if this is a recurring session course then the player will be able to select the dates/what classes they wish to attend.

**Step 3:**

They will then proceed to **click on the 'Book Now' button**, where they will be asked who is attending the course/class.

**Player details**

Please select the participants you wish to register

<input checked="" type="checkbox"/> Alex Young (you) <a href="#">Edit details</a>
<input type="checkbox"/> Bob Smith <a href="#">Edit details</a>
<input type="checkbox"/> Lloyd Bank <a href="#">Edit details</a>
<input type="checkbox"/> Harriet Banks <a href="#">Edit details</a>
<input type="checkbox"/> Dylan test chid <a href="#">Edit details</a>
<a href="#">+ Add player</a>

**Terms and conditions**

Please check this box to confirm you agree to the [Terms and Conditions](#)

Back [Checkout](#)

**Basket summary**

Test Category      £21.00  
14 sessions

London Tennis Academy  
Sun, 25 Oct - Tue, 08 Dec 2020  
16:00 - 17:00

Qty: 1

---

**TOTAL COST      £21.00**

**Step 4:**

If you offer member and non-member pricing for your course/class, then the player will need to ensure that they **select that they are member** to ensure that they receive the member fee (as shown below).

**Player details**

Please select the participants you wish to register

<input checked="" type="checkbox"/> Alex Young (you) <a href="#">Edit details</a> Member <a href="#">Change</a>
<input type="checkbox"/> Bob Smith <a href="#">Edit details</a> Non member <a href="#">Change</a>

**Step 5:**

Once they have selected who will be attending the course/class they will need to **click on 'Checkout'** to proceed to payment and enter their card details.

TEST
✕

**London Tennis Academy**  
alex.young@clubspark.com

Pay £21.00

**Step 6:**

To complete the payment, they'll need to **click the 'pay' button** as in the above image.

Once they have made their payment, they will be taken to the confirmation screen as well as receive a confirmation email of their booking.

**Thanks for booking**

Your booking has been confirmed! A confirmation email with the details of your booking has been sent to alex.young@clubspark.com

Players: Alex Young  
 Paid: £21.00  
 Payment: Credit/Debit card

Please respect current government guidelines on social distancing while you enjoy playing tennis.

**Forgot anything?**

No problem, you can easily book further courses.

Book another course



Was this article helpful?

Yes     No

0 out of 0 found this helpful

Have more questions? [Submit a request](#)

**Related articles**

[Booking A Coaching Course For A Child](#)

[Managing Your Booking Schedules](#)

[Creating A Coaching Course](#)

[Adding A Venue To A Coaching Organisation](#)

[LTA ClubSpark Roadmap](#)

**Any comments?**

If you have any thoughts or comments on this article, please contact us at [support@clubspark.co.uk](mailto:support@clubspark.co.uk)