



ClubSpark Court Booking Guide

Read below for guides on:

- 1) [Getting Started](#)
- 2) [Viewing the booking sheet](#)
- 3) [Booking a court](#)
- 4) [Cancelling a booking](#)
- 5) [Using the ClubSpark Booker app](#)

Getting Started

If you follow this link:

<https://clubspark.lta.org.uk/HailshamTennisClub>

The page shown below will open.

Sign in through your ClubSpark account i.e the one you used for your membership.



You will also have the option of registering with ClubSpark if you don't have an account or signing in through your LTA, Facebook, Google or Microsoft account.

Hailsham Tennis Club

Sign in to book a court or manage your upcoming bookings

Haven't created an account? [Click here](#)

Sign in with email...

Email address

Password

Remember me?

[Forgotten your password?](#)

Sign in

If you registered with your LTA or social account...

LTA

Facebook

Google

Microsoft

If this is your first time using the system, you will be asked to accept the privacy policy in place.
Scroll to the bottom, tick the confirm box & click on the blue SIGN UP button.

This will enable you to manage this booking and improve the process of future bookings.

By creating this account you agree that Sportlabs can contact you with regards to using the ClubSpark software.

The LTA and its national, county and island associations would like to: (i) view information held in relation to you on ClubSpark (whether inputted previously or in future); and (ii) use your personal data, including sensitive personal data, for the purposes of your involvement in British tennis and to send you information related to these purposes by post, email or SMS. Please tick this box if you consent to this:

For further details please see the [LTA privacy policy](#).

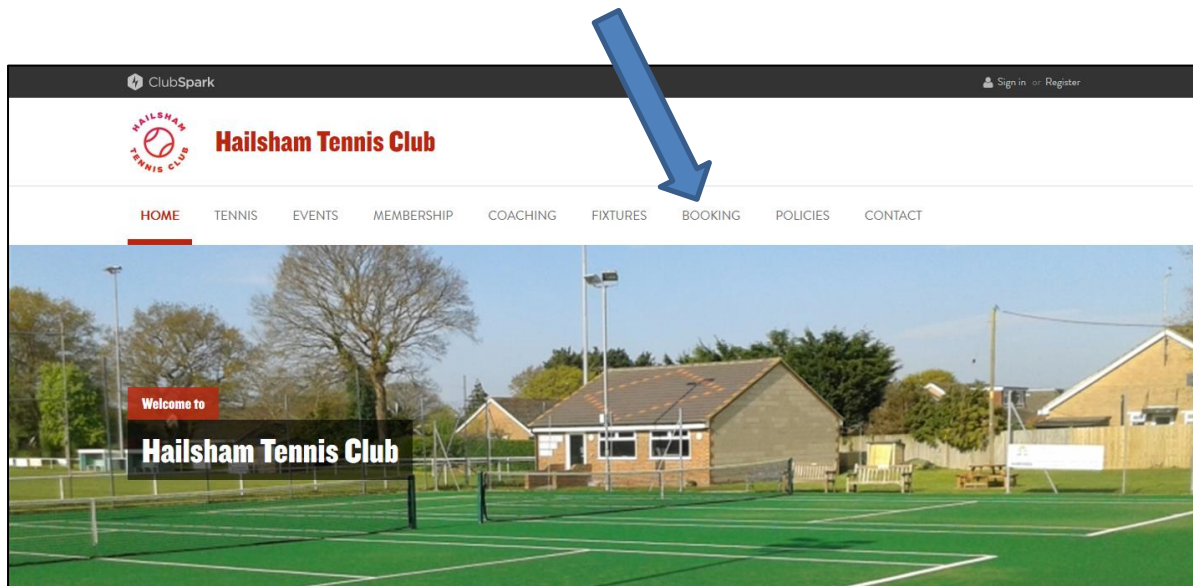
SIGN UP

HAILSHAM TENNIS CLUB

LTA TENNIS FOR BRITAIN

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Once signed in, access the booking page, which will show the availability of all courts at the club on the chosen day.



Viewing the Booking Sheet

Support Benefits FAQ

Booking

MAKE A BOOKING | MY BOOKINGS

Please select a court and a time when you would like to play.

Thursday 30th January

View By Date < TODAY >

	Court 1 Full, Outdoor, Floodlit, Artificial Grass	Court 2 Full, Outdoor, Floodlit, Artificial Grass	Court 3 Full, Outdoor, Floodlit, Artificial Grass	Court 4 Full, Outdoor, Floodlit, Artificial Grass	
08:00	£8.00	£8.00	£8.00	£8.00	08:00
08:30	£8.00	£8.00	£8.00	£8.00	08:30
09:00	£8.00	£8.00	£8.00	£8.00	09:00
09:30	£8.00	£8.00	£8.00	£8.00	09:30
10:00	£8.00	£8.00	£8.00	£8.00	10:00
10:30	£8.00	£8.00	£8.00	£8.00	10:30
11:00	£8.00	£8.00	£8.00	£8.00	11:00
11:30	£8.00	£8.00	£8.00	£8.00	11:30
12:00	£8.00	£8.00	£8.00	£8.00	12:00
12:30	£8.00	£8.00	£8.00	£8.00	12:30
13:00	£8.00	£8.00	£8.00	£8.00	13:00
13:30	£8.00	£8.00	£8.00	£8.00	13:30
14:00	£8.00	£8.00	£8.00	£8.00	14:00
14:30	£8.00	£8.00	£8.00	£8.00	14:30
15:00	£8.00	£8.00	£8.00	£8.00	15:00


Clicking the 'Today' button will automatically bring up the schedule of the current day.

Selecting the calendar icon brings up an overlay where you can choose a specific day you would like to view. Members are able to book up to 7 days in advance.

You can scroll to previous or future days by clicking the arrows on either side of the 'Today' button.

Booking a Court


To book a court, click on your desired booking slot on the booking sheet.

Booking MAKE A BOOKING MY BOOKINGS					
Please select a court and a time when you would like to play.					
Wednesday 19th February View By Date  < TODAY >					
	Court 1 <small>Full, Outdoor, Floodlit, Artificial Grass</small>	Court 2 <small>Full, Outdoor, Floodlit, Artificial Grass</small>	Court 3 <small>Full, Outdoor, Floodlit, Artificial Grass</small>	Court 4 <small>Full, Outdoor, Floodlit, Artificial Grass</small>	
08:00	FREE	FREE	FREE	FREE	08:00
08:30	FREE	FREE	FREE	FREE	08:30
09:00	FREE	FREE	FREE	FREE	09:00
09:30	FREE	FREE	FREE	FREE	09:30
10:00	CLUB SESSION	CLUB SESSION	CLUB SESSION	CLUB SESSION	10:00
10:30	CLUB SESSION	CLUB SESSION	CLUB SESSION	CLUB SESSION	10:30
11:00	CLUB SESSION	CLUB SESSION	CLUB SESSION	CLUB SESSION	11:00
11:30	CLUB SESSION	CLUB SESSION	CLUB SESSION	CLUB SESSION	11:30
12:00	FREE	FREE	FREE	FREE	12:00
12:30	FREE	FREE	BOOK AT 12:30	FREE	12:30
13:00	FREE	FREE	FREE	FREE	13:00
13:30	FREE	FREE	FREE	FREE	13:30
14:00	FREE	FREE	FREE	FREE	14:00
14:30	FREE	FREE	FREE	FREE	14:30
15:00	FREE	FREE	FREE	FREE	15:00

After clicking on the booking slot an overlay will appear.

Make a booking

Court 3: Wed 19th Feb from 12:30 until 13:00

 For 30 minutes.

FREE

[Book now](#)

You can now choose how long you want your slot for by selecting a time from the drop down menu. It can last a maximum of 2 hours. To book the court, click the 'Book now' button.



Make a booking

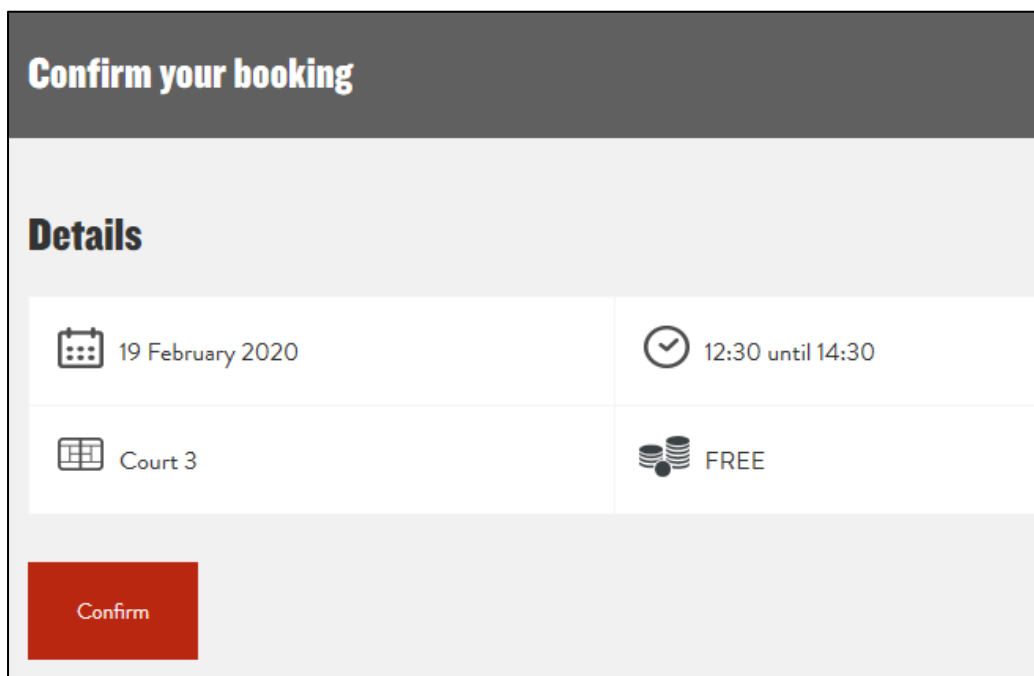
Court 3: Wed 19th Feb from 12:30 until 13:00

⌚ For 30 minutes.

FREE

Book now

You will be asked to confirm your booking, check the details and press the Confirm button.



Confirm your booking

Details

📅 19 February 2020	🕒 12:30 until 14:30
🏟️ Court 3	💰 FREE

Confirm

Once you've made your booking, you will be taken to the booking confirmation page, which will give details of the booking. You will also be sent a confirmation email.

Your booking has been confirmed.

Booking details

19 February 2020	12:30 to 14:30
Court 3	Fred Flintstone
FREE	Fred@bedrock.com

If you have any queries, please email info@hailshamtennis.org.uk or call us on **01323 84xxxx**

Book another court

View my bookings

You can now select 'Book another court' or 'View my bookings'. Your name will appear in the booking sheet, as shown in the image below.

Booking

Please select a court and a time when you would like to play.

MAKE A BOOKING | MY BOOKINGS

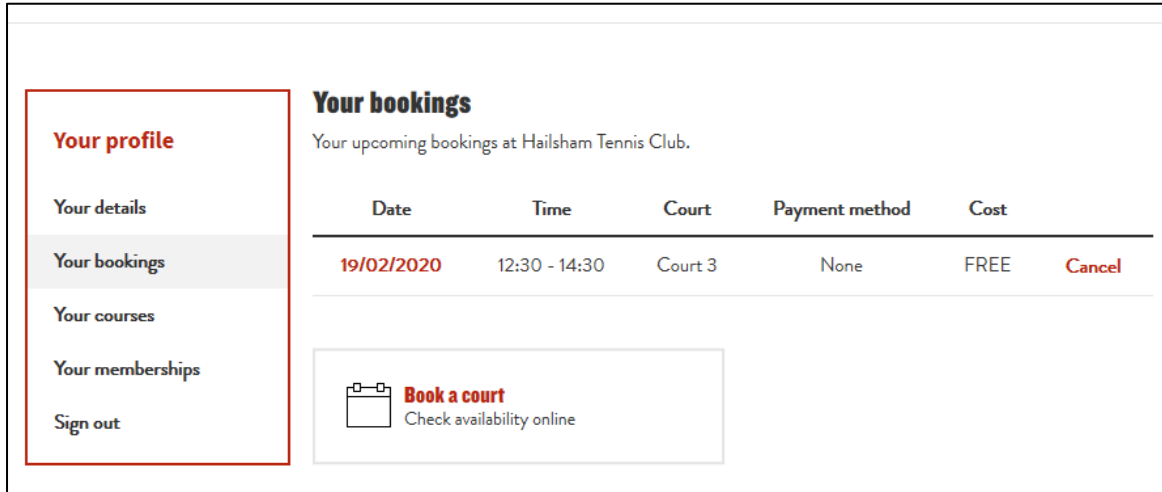
View By Date
📅
⏪
TODAY
⏩

Wednesday 19th February

	Court 1 Full, Outdoor, Floodlit, Artificial Grass	Court 2 Full, Outdoor, Floodlit, Artificial Grass	Court 3 Full, Outdoor, Floodlit, Artificial Grass	Court 4 Full, Outdoor, Floodlit, Artificial Grass	
08:00	FREE	FREE	FREE	FREE	08:00
08:30	FREE	FREE	FREE	FREE	08:30
09:00	FREE	FREE	FREE	FREE	09:00
09:30	FREE	FREE	FREE	FREE	09:30
10:00	CLUB SESSION	CLUB SESSION	CLUB SESSION	CLUB SESSION	10:00
10:30					10:30
11:00					11:00
11:30					11:30
12:00	FREE	FREE	FREE	FREE	12:00
12:30	FREE	FREE	FREE	FREE	12:30
13:00	FREE	FREE	FREE	FREE	13:00
13:30	FREE	FREE	FRED FLINTSTONE	FREE	13:30
14:00	FREE	FREE	FREE	FREE	14:00
14:30	FREE	FREE	FREE	FREE	14:30
15:00	FREE	FREE	FREE	FREE	15:00

labelling a Booking

To cancel a booking click on the 'My bookings' tab on the booking sheet. This will open your 'My bookings' page and bring you to a list of your upcoming bookings.




Your profile

- Your details
- Your bookings**
- Your courses
- Your memberships
- Sign out

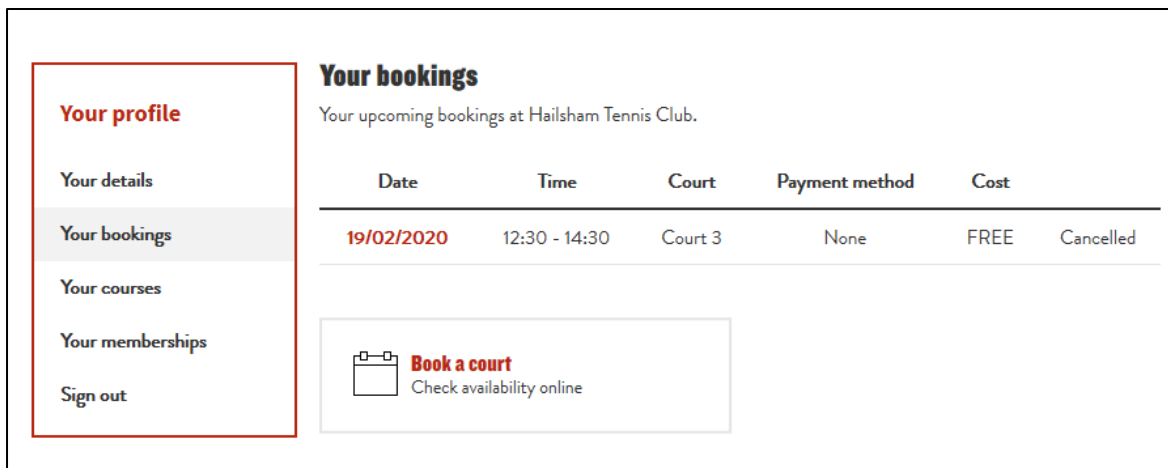
Your bookings

Your upcoming bookings at Hailsham Tennis Club.

Date	Time	Court	Payment method	Cost	
19/02/2020	12:30 - 14:30	Court 3	None	FREE	Cancel

 **Book a court**
Check availability online

You can cancel a booking here by pressing the **Cancel** button.




Your profile

- Your details
- Your bookings**
- Your courses
- Your memberships
- Sign out

Your bookings

Your upcoming bookings at Hailsham Tennis Club.

Date	Time	Court	Payment method	Cost	
19/02/2020	12:30 - 14:30	Court 3	None	FREE	Cancelled

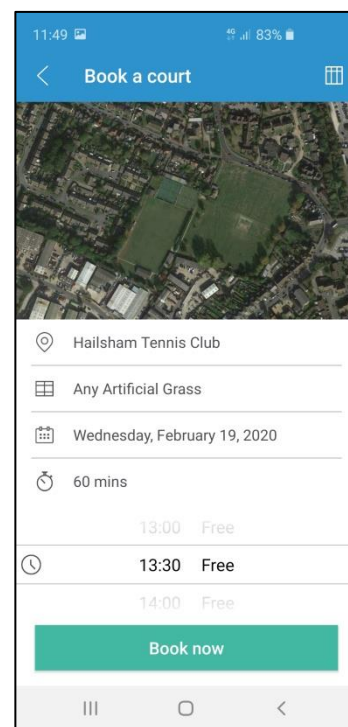
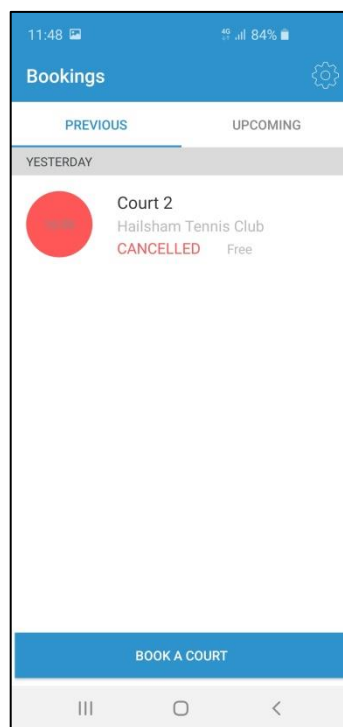
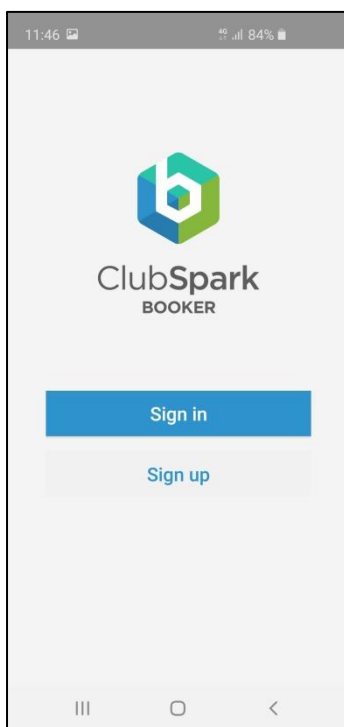
 **Book a court**
Check availability online

Using the ClubSpark Booker App

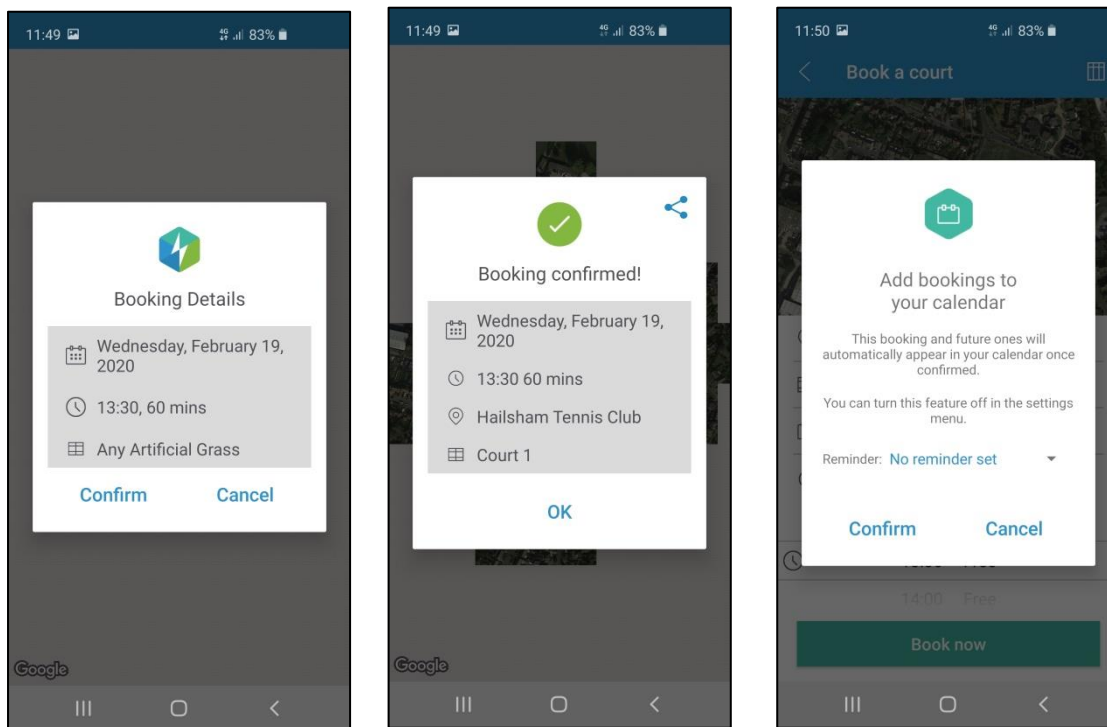
Download the ClubSpark Booker App on iOS or Android, or search for 'ClubSpark' on the App Store.

Sign into the app, using the same account as you use to sign into ClubSpark and then select “Book A Court”.

On the Book a Court page select the court, if you have a preference, the date, the duration and the time. Press the “Book now” button.



Check the booking details and confirm. You will then be presented with the confirmation screen and have the opportunity to add the booking to your calendar.



Your booking will then be visible on the Upcoming bookings tab. To cancel a booking, click on the appropriate booking and press the "Cancel booking" button.

