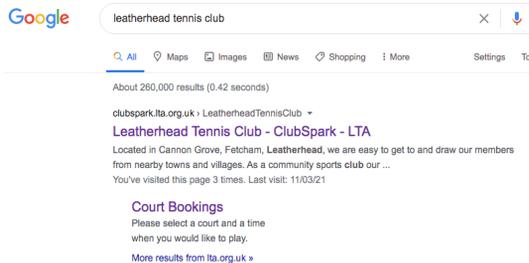


# Leatherhead Tennis Club Guide to Booking a Court

## Setting yourself up

- \*Google LTC or visit the website:  
<https://clubspark.lta.org.uk/LeatherheadTennisClub>
- \*Land on Leatherhead T.C. website Home Page
- \*If you enter via the website click *Bookings*
- \*If you enter via Court Bookings it will take you directly to the Booking area



## Register/Sign In on ClubSpark

- \*See red circled area on the left
- \*If already registered, go straight to *Sign In*
- \*If not click on *Register*

## To Register

- \*Fill out the details on the left hand side - ignore the coloured boxes on the right
- \*Make a note of the email address and password you are using for reference
- \*Press *Sign Up*

A screenshot of the 'Register with ClubSpark' form. It is divided into two columns. The left column is titled 'Register with an email address and password...' and contains fields for 'First name', 'Last name', 'Email address', 'Confirm email address', 'Mobile number', 'Date of birth' (with dropdowns for Day, Month, Year), and 'Gender' (Male/Female). The right column is titled 'Register with your LTA or social account...' and features buttons for 'LTA', 'Facebook', 'Google', and 'Microsoft'. A 'Sign in' link is also visible at the top of the right column.

## Sign In

- \* Insert your username and password
- \* This will take you back to the Home Page
- \* Click *Bookings* to go to Court Bookings

A screenshot of the 'Sign in to book a court or manage your upcoming bookings' form. It has two columns. The left column is titled 'Sign in with email...' and includes fields for 'Email address' (pre-filled with 'jst216@gmail.com') and 'Password', along with a 'Remember me?' checkbox and a 'Forgot your password?' link. A green 'Sign in' button is at the bottom. The right column is titled 'If you registered with your LTA or social account...' and features buttons for 'LTA', 'Facebook', 'Google', and 'Microsoft'. A 'Click here' link is also present.

## Court Bookings

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

[View my bookings](#)

Tuesday 30th March

	Court 1 Full, Outdoor, Floodlit, Tennis	Court 2 Full, Outdoor, Floodlit, Tennis	Court 3 Full, Outdoor, Floodlit, Tennis	Court 4 Full, Outdoor, Floodlit, Tennis	Court 5 Full, Outdoor, Non-Floodlit, Art...	Court 6 Full, Outdoor, Non-Floodlit, Art...
08:00	Simon Woods					
08:30						
09:00	09:00 - 10:00 Club Session	09:00 - 10:00 Club Session	09:00 - 11:00 Club Session		09:00 - 10:00 Club Session	09:00 - 10:00 Club Session
09:30				09:30 - 12:30 A&A		
10:00						
10:30						
11:00	11:00 - 12:30 Nikola Woods	11:00 - 12:30 Beryl Esmonger	11:00 - 12:00 Galen Pijly		11:00 - 12:30 Pam Lamb	11:00 - 13:00 Social Walk

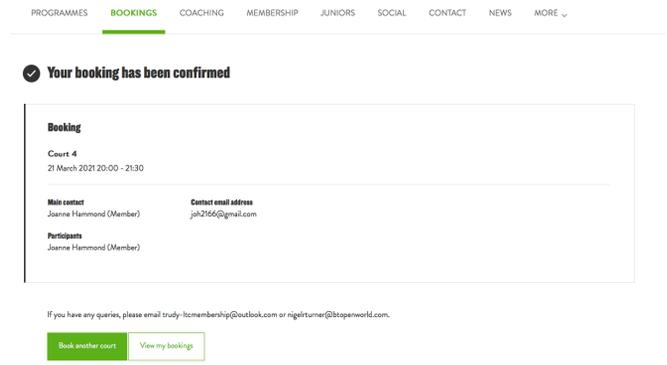
## Making a Booking

- \*Click on the *Calendar* to get the date that you want and a court schedule will appear
- \*Select a court and time that is free
- \*Click *on the box* when you wish your session to begin
- \*Select the finish time from the drop down box - you can book a maximum of 2 hours
- \*Press *Continue Booking* and your booking will be confirmed
- \*You can view what you have booked using *View my booking*, the green box on the right
- \* You will be emailed a confirmation

# Leatherhead Tennis Club Guide to Booking a Court

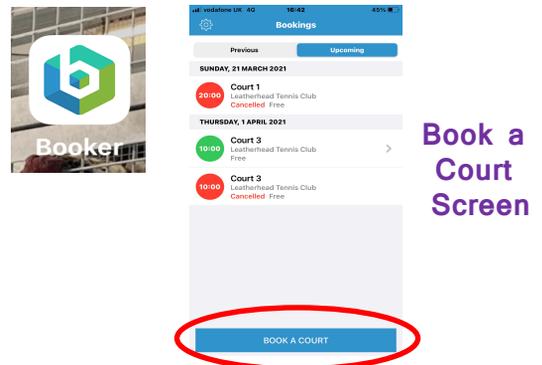
## Cancelling Bookings

- Go back to bookings
- Click *view your booking*
- Click the *Cancel* button
- You cannot *Edit* your booking
- You will have to cancel and rebook



## Booking Courts via the Booker App

- Download the *ClubSpark Booker* app from the App Store
- Sign in with your LTC ClubSpark email address and password
- Once in press the blue *Book a Court* button



## Routes to Booking

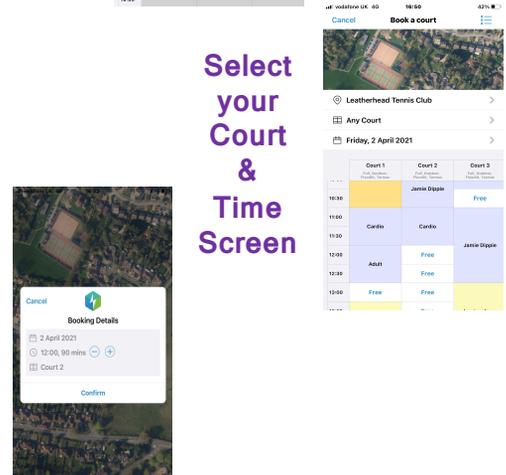
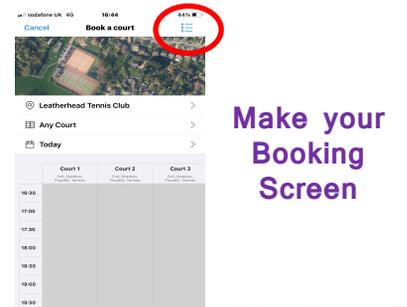
There are several routes to booking, and we have highlighted two:

- Being specific about the date/time only
- Being very specific about the court/day/duration

We advise to use option A (navigate via *Today*) rather than option B (navigate by *Any Court*)

### A. Being specific about the date and the time but flexible with the court

1. Ensure you have this bullet point icon on the top right hand side of your screen - see red circle on Make your Booking Screen above
2. Click on the Calendar icon next to *Today* and scroll through the dates to select your date - up to 14 days in advance
3. Select a court and time that is free, then Click on the *+ sign* next to *Clock* to increase the duration of your booking up to 120 minutes
4. Press *Confirm*



### Booking Confirmation Screen

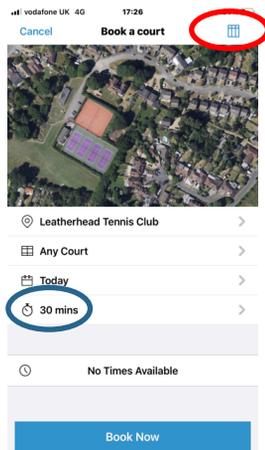
## Leatherhead Tennis Club Guide to Booking a Court

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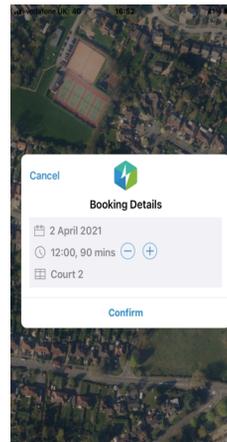
The second route to booking is where you wish to specify every aspect of your booking; the court, the day and the duration.

### B. To be specific about the date, court and duration

1. Ensure you have this Calendar icon on the top right hand side of your screen - see red circle on Make your Booking Screen below
2. Click on *Any Court* and select your court
3. Click on *Today* (Calendar icon) and select your day
4. Click on the *Clock* icon - circled below in blue on Make your Booking Screen
5. Select duration of your game - only the available times will be shown
6. Select start time
7. Press *Book Now*
8. The booking confirmation screen will show your booking details as per the right hand screen shot below



**Make your  
Booking Screen**



**Booking  
Confirmation  
Screen**

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### Viewing and Cancelling Bookings

- There are 2 boxes on the top of the home screen called *Previous* and *Upcoming*
- where you can view your previous or future bookings
- To cancel a booking click on the booking to be cancelled and press *Cancel Booking*
- **To sign out** press the wheel icon in the top left corner and press *Sign out* at the bottom
- We suggest NOT signing out, just closing the app so that you remain logged in