

Booking a Court

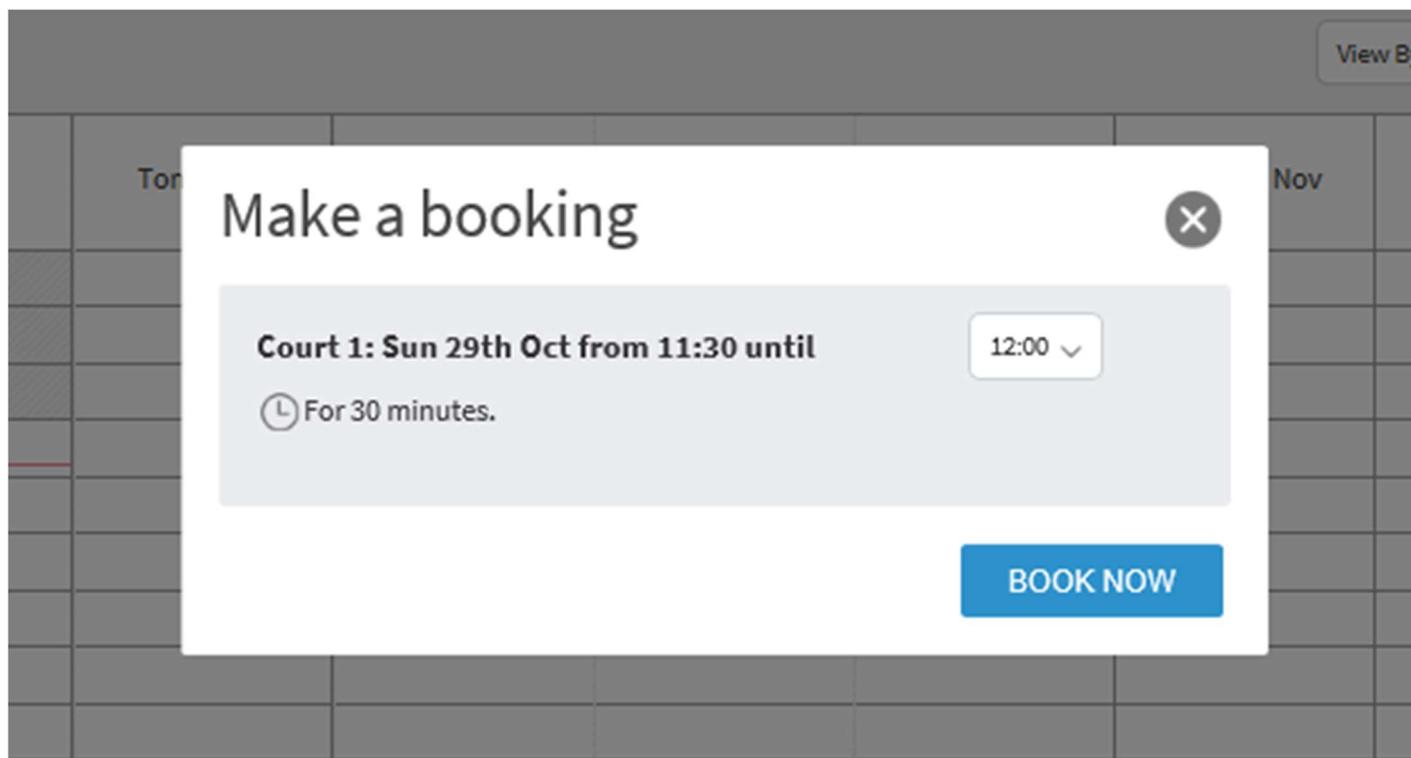
To book a court, click on your desired booking slot on the booking sheet. Please note you are able to view the booking sheet by court or by date. You can also view the booking sheet in different ways according to the access rights you have.

The screenshot shows a web interface for booking a court. At the top left, it says "Book your court". On the top right, there are links for "MAKE A BOOKING" and "MY BOOKINGS". Below this, there is a prompt: "Please select a court and a time when you would like to play." To the right of this prompt is a dropdown menu currently set to "View as Guest". Below the prompt, the selected court is "Court 1", with a "View By Court" dropdown menu also set to "Court 1". The main part of the interface is a grid showing booking slots. The columns represent dates: "Today", "Tomorrow", "Sun 29th Oct", "Mon 30th Oct", "Tue 31st Oct", "Wed 1st Nov", and "Thu 2nd Nov". The rows represent time slots from 08:00 to 12:00 in 30-minute increments. The "Today" column has a shaded area for the 08:00, 08:30, and 09:00 slots, and a red underline under the 09:30 slot. Navigation arrows are present on the far left and right of the grid.

	Today	Tomorrow	Sun 29th Oct	Mon 30th Oct	Tue 31st Oct	Wed 1st Nov	Thu 2nd Nov	
08:00								08:00
08:30								08:30
09:00								09:00
09:30								09:30
10:00								10:00
10:30								10:30
11:00								11:00
11:30								11:30
12:00								12:00

After clicking on the booking slot an overlay will appear but will vary depending on what type of user is making the booking.

If you are a user with no administrator or booking administrator role the overlay will look like this:



You can now choose how long the session will last by selecting a time from the drop down menu. To book the court, click the 'Book now' tab, as shown in the image above.

If you have not already signed in through your ClubSpark account you will be prompted to do so. 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, please see image below:

Sign in to book your session

Don't already have an account? [register](#)

If you registered with an email address and password...

Remember me?

[Forgotten your password?](#)

SIGN IN

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



LTA



Facebook



Google



Microsoft

Once signed in you will be taken to the booking confirmation page, which will give details of the booking, as shown in the image below. You will also be sent a confirmation email.

✓ Your booking has been confirmed.

Booking details

 29 October 2017	 11:30 until 12:00
 Court 1	 Joey Smith

If you have any queries, please email or call us on [020 8456 7666](tel:02084567666)

[Book another court](#)

[View my bookings](#)

You can now select 'Book another court' or 'View my bookings', as shown in the image above.

Your name will appear in the booking sheet, as shown in the image below:

10:00					
10:30					
11:00					
11:30	JOEY SMITH				
12:00					
12:30					
13:00					
13:30					
14:00					

If your venue has a limit to the amount of bookings a user can make a day and you reach that limit, you will see the below message:

Sorry, your booking was unsuccessful

Maximum bookings exceeded...

[Book another court](#)

[View my bookings](#)

You can then choose to 'Book another court' on a different day or 'View my bookings' to cancel one your current bookings.