

ClubSpark Booking module

Rules

Booking period anytime between 8am and 9.30pm every day (subject to various recurring group bookings)

All members:

- Can book courts up to 2 weeks in advance;
- Can book a maximum of 14 times in any 14 day period
- Booking slots of half hour with a min booking time of 1 hour and max 2 hours

Non members (booking courts when available)

- Will be able to book up to 1 week in advance;
- Can book a maximum of 5 times in any 7 day period
- Booking slots same as for members

These may be subject to changes depending upon feedback 😊

Instructions

- 1 Go to the Menheniot Tennis Club website :
<https://clubspark.lta.org.uk/MenheniotTennisClub>
- 2 Enter your ClubSpark login details (either you already have this or you recently followed the instructions included in the email which was sent out over the weekend);
- 3 Once into the website, click on the tab at the top entitled "BOOKINGS" which will take you to the following screen:

Court Bookings

[View my bookings >](#)

View as Member

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

Tuesday 16th November

Day view



TODAY



	Pavilion End (Court 1) Full, Outdoor, Floodlit, Carpet	Football Pitch End (Court 2) Full, Outdoor, Floodlit, Carpet	
08:00	FREE	FREE	08:00
08:30	FREE	FREE	08:30
09:00	FREE	FREE	09:00
09:30	FREE	FREE	09:30

- 4 Choose the day you would like to book here
- 5 And then click on the time you would like your session to start on whichever court you would like to book here. I have chosen to start my session on Tuesday 16th at 9am.
- 6 Once you click on the time, you will be taken to a sub-screen entitled "Make a booking" which will look like this:

Court Bookings

Please select a court and a time when you

Make a booking

Pavilion End (Court 1)

Tuesday 16th November 2021, 09:00 to 10:00

For 1hr 0 minutes

Participants

TH Tamsin Hemming
Member

[+ Add participant](#)

Free

Discard Continue booking

- 7 The minimum duration you can book is 1 hour so the system will default to this session length. If you would like to book for longer, click on the drop down grey box and increase the length of your session which can be in half our increments up to a maximum of 2 hours;
- 8 In the participants box, my name has automatically been populated and is showing me as a member. I believe the first time you log on, this box may have an option for you to click “me” in red to the right. Please add the names of the other members you are playing with where indicated in blue and click “**Save**”. The system unfortunately doesn’t automatically recognise the member so you will need to add both their first and second names in full. Once you click on Save, you will then have the option to choose if they are a member or non member – please click “member” or you will be taken to a payment screen – see below.

Below, you can see I have increased my booking session to 2 hours (see in green) and added Zoe as a participant and I will click “**Member**”. This will ensure that I am not charged a guest fee which is the standard £2.50 per person per hour.

make a booking

Tuesday 16th November 2021, 09:00 to ▼

For 2hrs 0 minutes

Participants

TH

Tamsin Hemming

Member

ZH

zoe harris

Member ▼

Remove

Guest

+ Add participant

Member

Free

Discard
Continue booking

- 9 Once your booking has been entered, please press “Continue booking” and you will then be taken to a “Confirm your booking” page and if everything is correct, press **“Confirm”** at the foot of the screen and you should immediately receive a confirmation email from “Menheniot Tennis Club (ClubSpark)” with your booking details and further instructions.

- 10 **Please note that we have not yet set up an automatic payment method for members wishing to book the courts with guests or third parties wishing to use the courts. IF a member books a court to play with a non member please DO NOT ADD THEIR NAME as a participant and DO NOT CLICK “GUEST” as this will take you to a payment screen and will not allow you to confirm the booking!! This will be sorted in due course.**

- 11 Please pay for any non members (£2.50 per person per hour) you bring on to the court in the same way as before by making a transfer to the Menheniot Tennis Club bank account:
 - Lloyds
 - Sort code: 30-96-26
 - Account: 50061360
 - And send a confirmation email to any committee member or email: tennisatmenheniot@gmail.com

- 12 ClubSpark also has a useful app for your phone which can be downloaded from the App store and looks like this.



ClubSpark Booker 4+

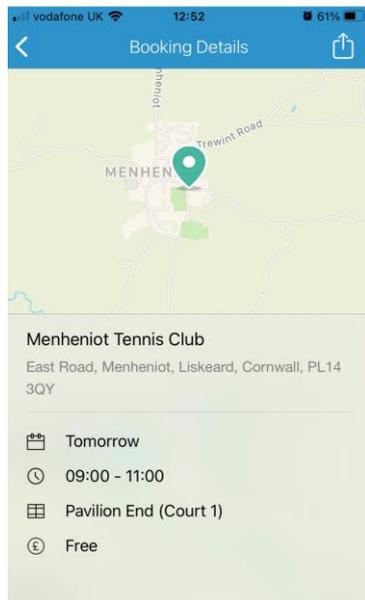
Sportlabs

Designed for iPhone

★★★★★ 4.8 • 7.5K Ratings

Free

This is a very basic App and does not currently allow the user to add participants yet so I would advise using the website to book a court for the time being but you can view your booking details and cancel a booking. My current booking I made above looks like this:



I understand that ClubSpark are looking to improve the App to enable participants to be added as a start. I will keep an eye on this and send out updates in due course.