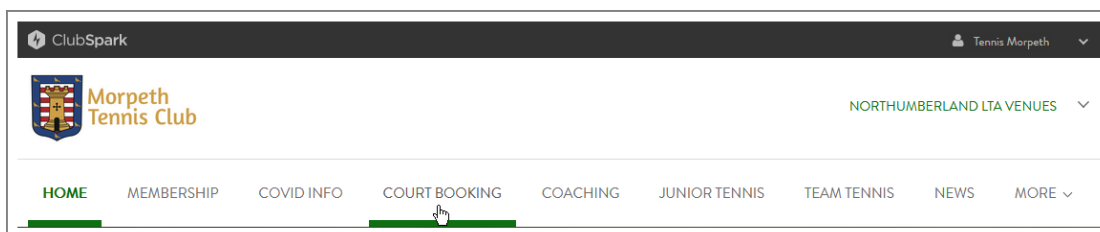


CANCELLING A COURT BOOKING

This document takes you through the process of cancelling a court booking that you have previously made on the ClubSpark Morpeth Tennis Club website.

1. Click the **COURT BOOKING** tab.

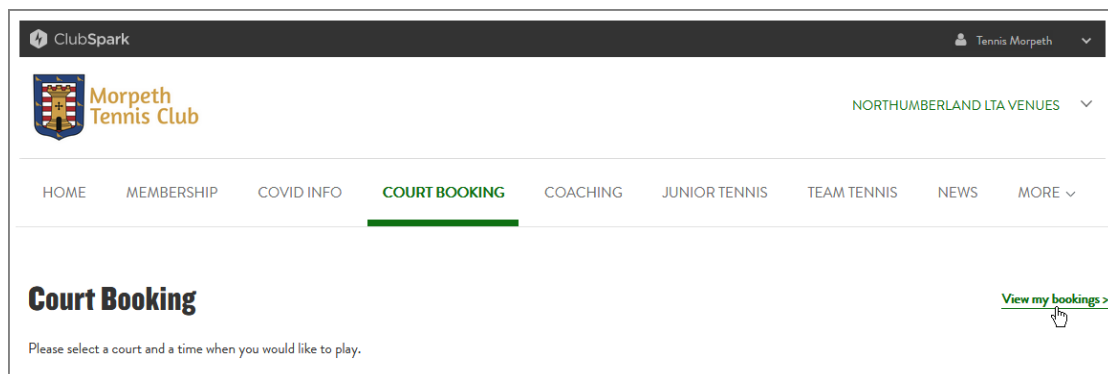


The **COURT BOOKING** page appears.

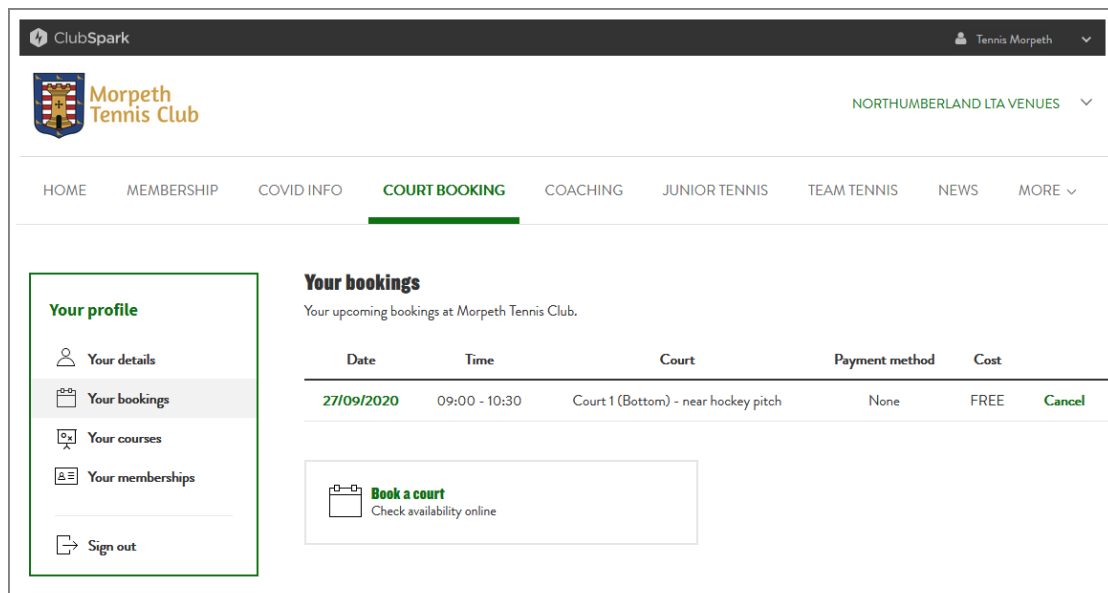
A screenshot of the ClubSpark Morpeth Tennis Club website, specifically the Court Booking page. The navigation bar is the same as the previous screenshot, with 'COURT BOOKING' highlighted. The main content area has a heading 'Court Booking' and a link 'View my bookings >'. Below the heading is a prompt: 'Please select a court and a time when you would like to play.' The main section is titled 'Sunday 20th September' and includes a 'Day view' dropdown, a calendar icon, and navigation arrows. The core of the page is a table showing court availability for the day.

	Court 1 (Top) - near hockey pl... Full, Outdoor, Floodlit, Artificial...	Court 2 (Top) - middle Full, Outdoor, Floodlit, Artificial...	Court 3 (Top) - near access r... Full, Outdoor, Floodlit, Artificial...	Court 1 (Bottom) - near hock... Full, Outdoor, Floodlit, Artificial...	Court 2 (Bottom) - middle Full, Outdoor, Floodlit, Artificial...	Court 3 (Bottom) - near acce... Full, Outdoor, Floodlit, Artificial...	
08:00	FREE	FREE	FREE	FREE	FREE	FREE	08:00
	FREE	FREE	FREE	FREE	FREE	FREE	
08:30	FREE	FREE	FREE	FREE	FREE	FREE	08:30
	FREE	FREE	FREE	FREE	FREE	FREE	
09:00	FREE	FREE	FREE	FREE	FREE	FREE	09:00
	FREE	FREE	FREE	FREE	FREE	FREE	
09:30	FREE	FREE	FREE	FREE	FREE	FREE	09:30
	FREE	FREE	FREE	FREE	FREE	FREE	
10:00	FREE	FREE	FREE	FREE	FREE	FREE	10:00
	FREE	FREE	FREE	FREE	FREE	FREE	
10:30	FREE	FREE	FREE	FREE	FREE	FREE	10:30
	FREE	FREE	FREE	FREE	FREE	FREE	
11:00	FREE	FREE	FREE	FREE	FREE	FREE	11:00
	FREE	FREE	FREE	FREE	FREE	FREE	
11:30							11:30

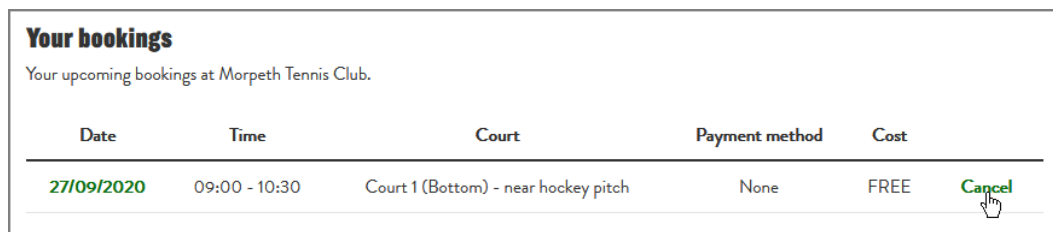
2. Click the **View my bookings >** link.



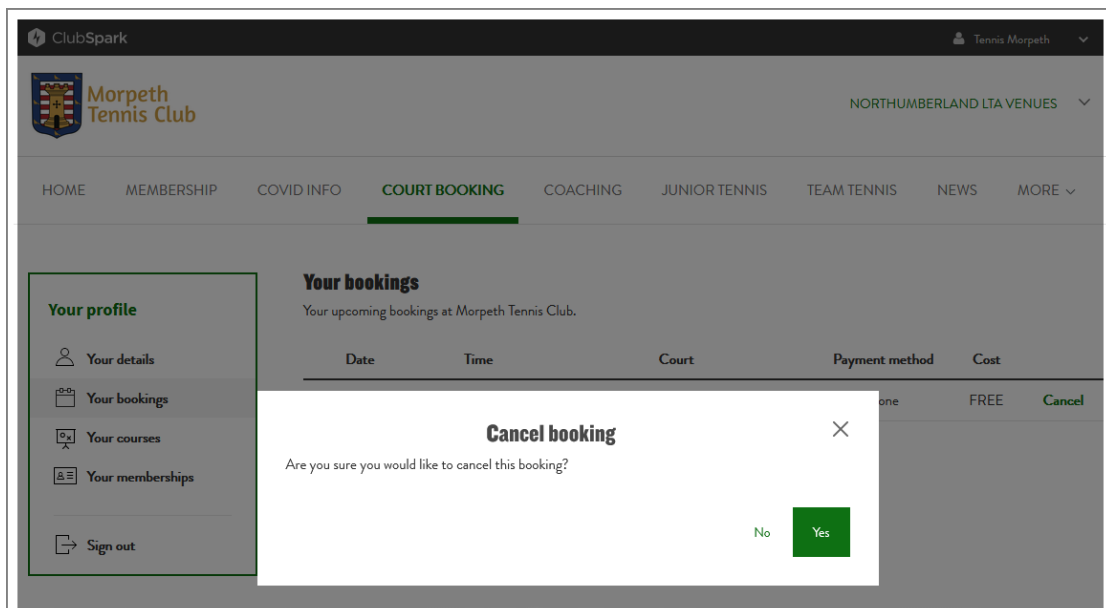
A 'Your bookings' page appears, showing all of the future bookings that you currently have.



3. Click the **Cancel** link at the right-hand end of the record containing the booking you want to delete.

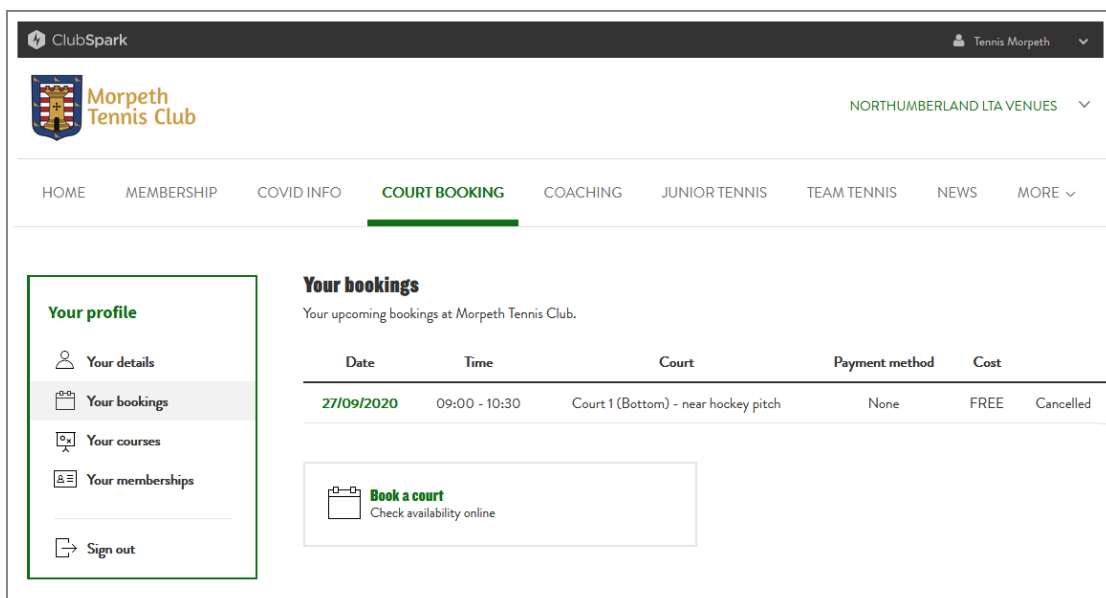


A 'Cancel booking' window appears, asking you if you are sure you want to cancel the booking.



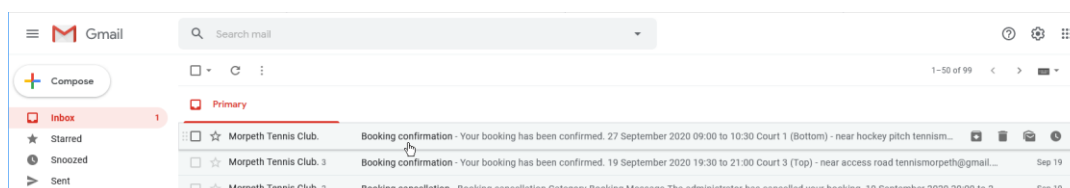
4. Click the **Yes** button.

The 'Cancel booking' window closes, leaving the 'Your bookings' page showing the record for the booking you have cancelled with a 'Cancelled' label instead of a **Cancel** link.

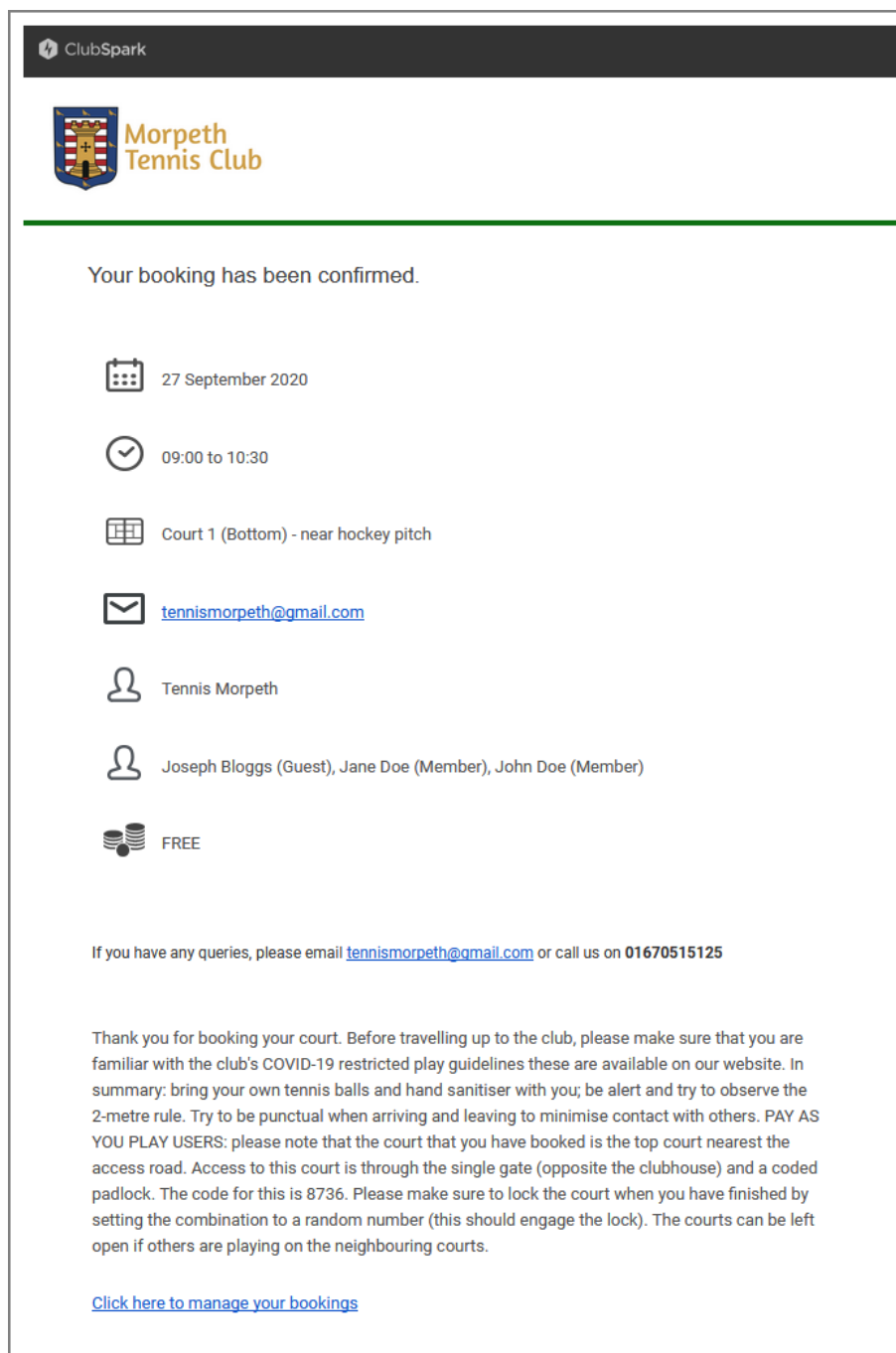


Note that you can also cancel a booking from the confirmation email that you received when you made the booking.

1. Open your booking confirmation email in your email browser.



The email should look something like this:



2. Click the **Click here to manage your bookings** link at the bottom of the email.

YOU PLAY USERS: please note that the court that you have booked is the top court nearest the access road. Access to this court is through the single gate (opposite the clubhouse) and a coded padlock. The code for this is 8736. Please make sure to lock the court when you have finished by setting the combination to a random number (this should engage the lock). The courts can be left open if others are playing on the neighbouring courts.

[Click here to manage your bookings](#)



This takes you to the 'Your bookings' page of the Morpeth Tennis Club website, which shows records of all your future bookings (see step 2 on *page 2*).

You can now cancel the booking by clicking the **Cancel** link for the booking you want to delete, then clicking **Yes** on the 'Cancel booking' window that pops up, as described above.