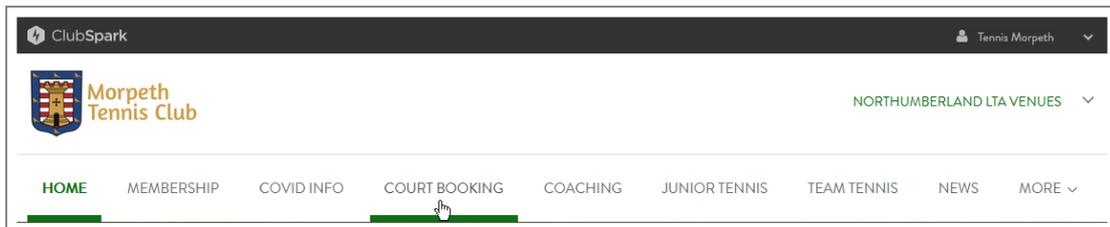


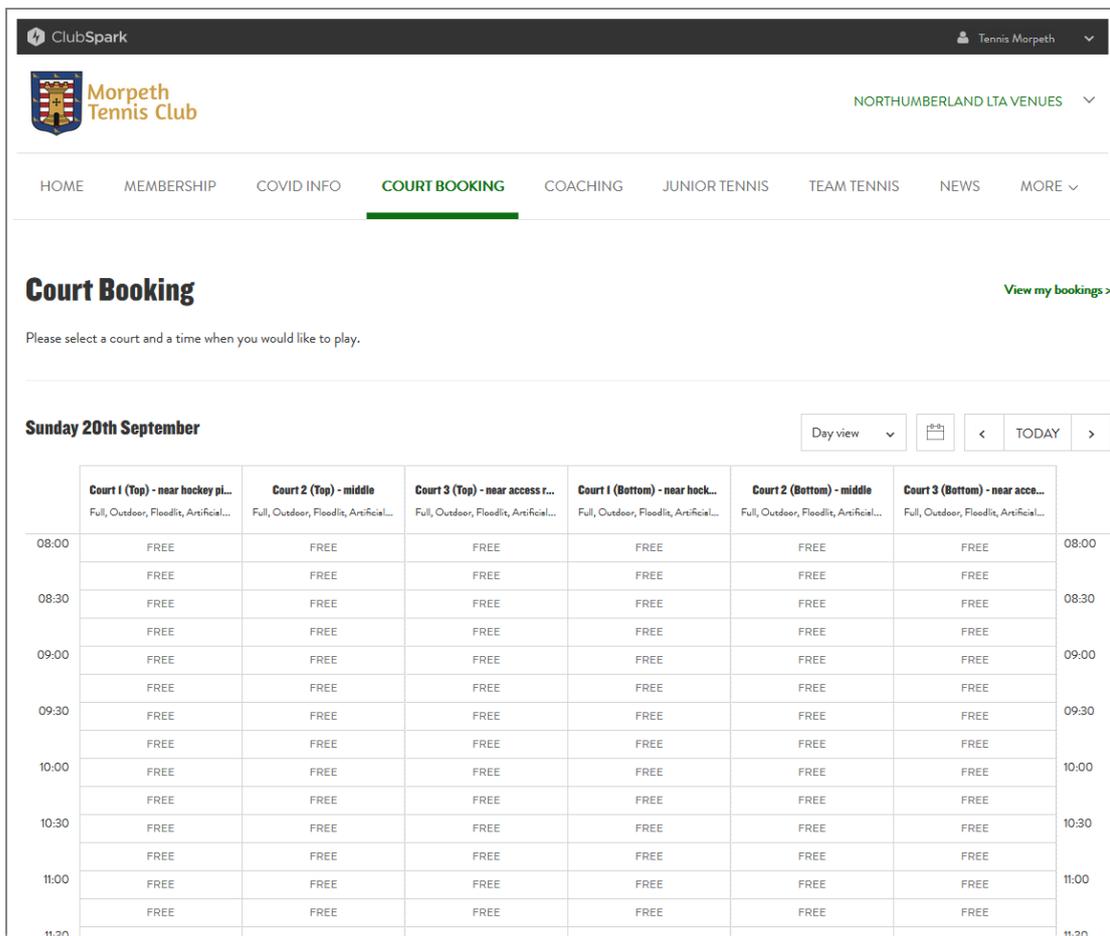
# CANCELLING A COURT BOOKING

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 'Court Booking' page for Sunday 20th September. The page shows a table of court availability for three courts: Court 1 (Top), Court 2 (Top), and Court 3 (Top). All courts are currently available for free. The page includes a 'View my bookings' link and a 'Day view' dropdown menu.

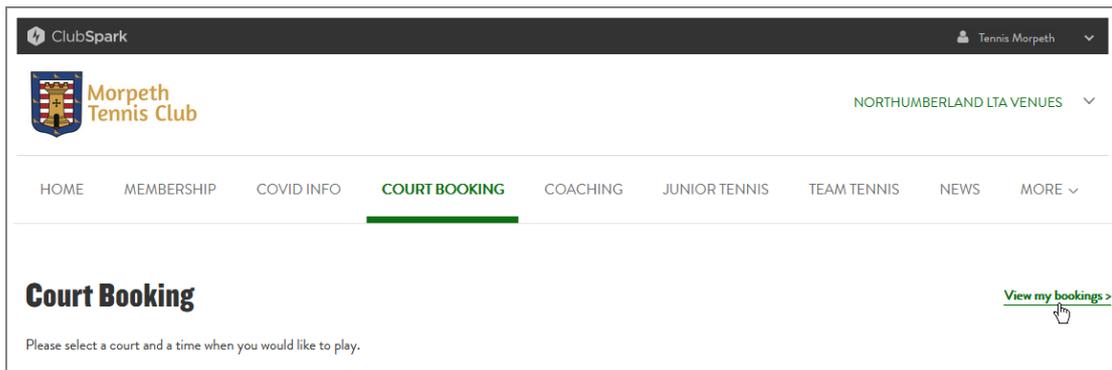
**Court Booking** [View my bookings >](#)

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

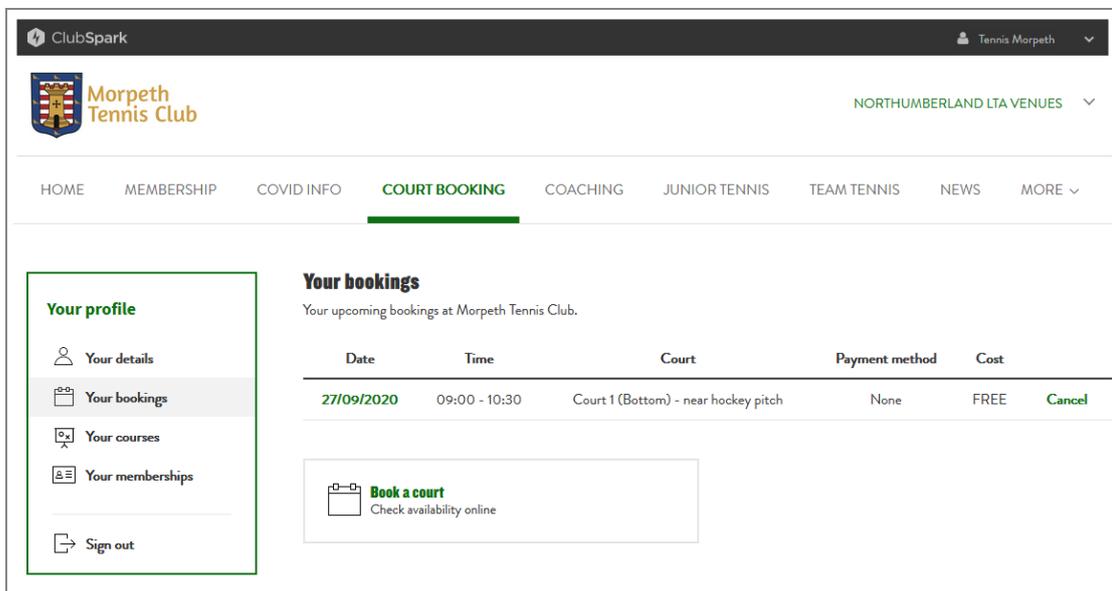
**Sunday 20th September** Day view < TODAY >

	<b>Court 1 (Top) - near hockey pl...</b> Full, Outdoor, Floodlit, Artificial...	<b>Court 2 (Top) - middle</b> Full, Outdoor, Floodlit, Artificial...	<b>Court 3 (Top) - near access r...</b> Full, Outdoor, Floodlit, Artificial...	<b>Court 1 (Bottom) - near hock...</b> Full, Outdoor, Floodlit, Artificial...	<b>Court 2 (Bottom) - middle</b> Full, Outdoor, Floodlit, Artificial...	<b>Court 3 (Bottom) - near acce...</b> 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.



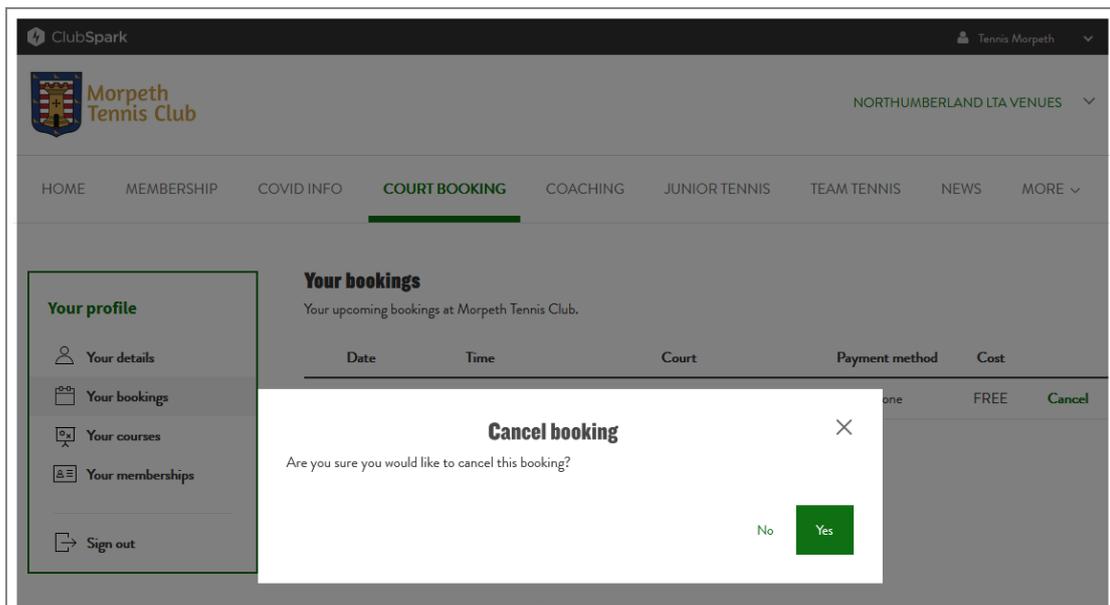
A 'Your bookings' page appears, showing all of the future bookings that you currently have.



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

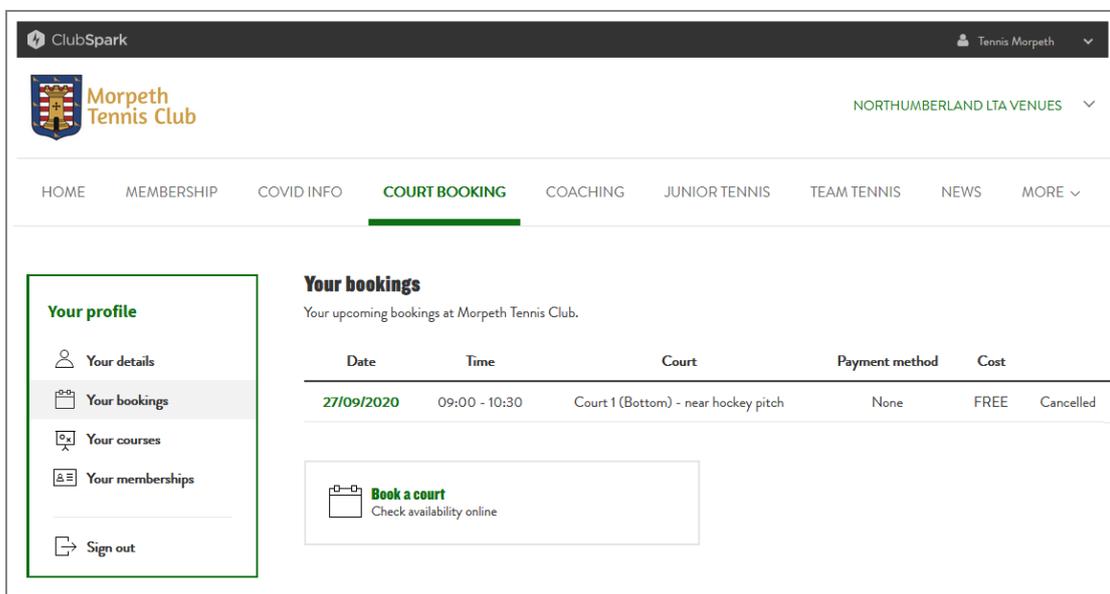


A 'Cancel booking' window appears, asking you if you are sure you want to cancel the booking.



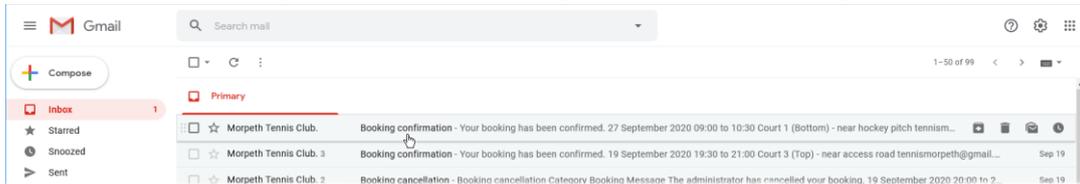
4. Click the **Yes** button.

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.

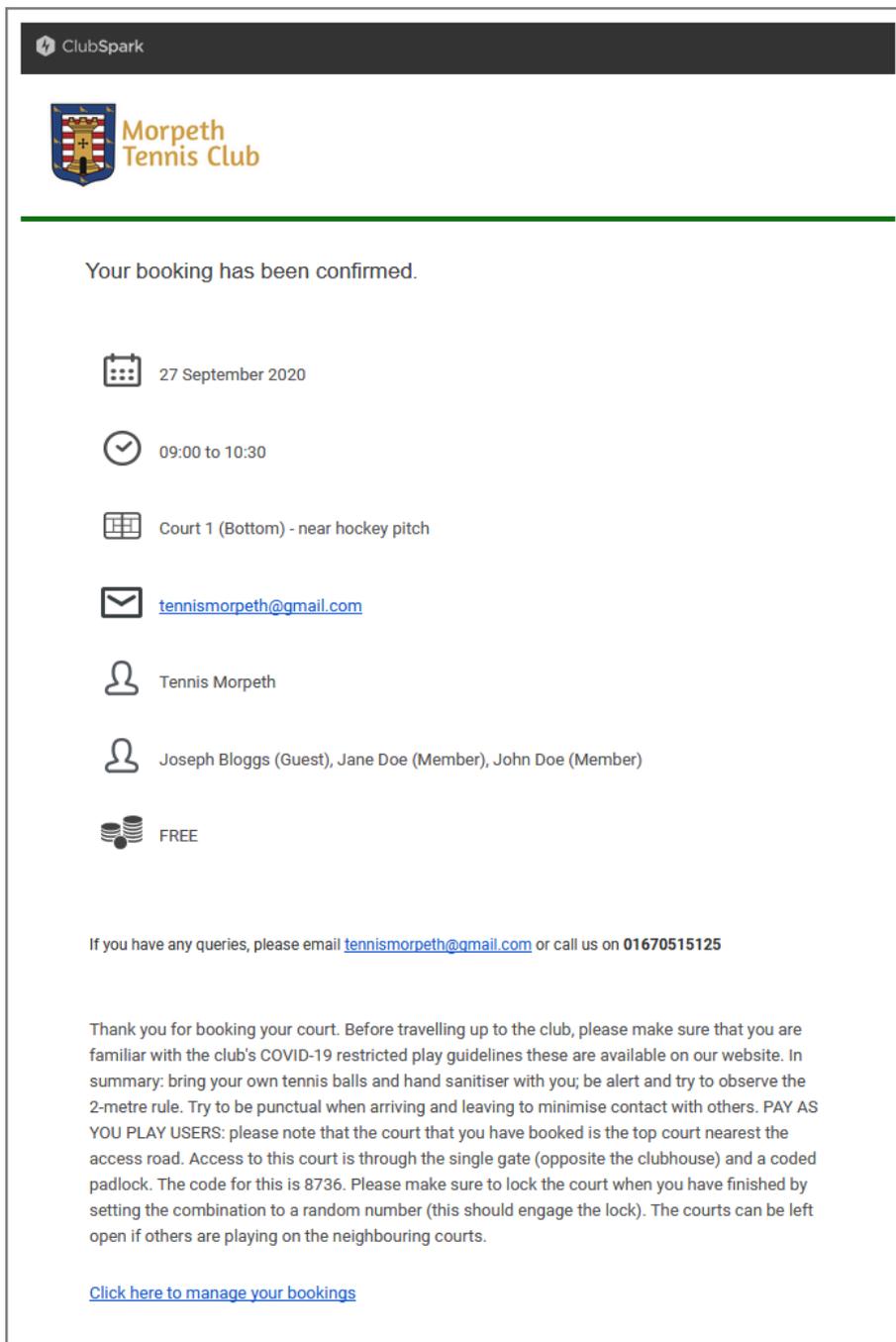


Note that you can also cancel a booking from the confirmation email that you received when you made the booking.

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.