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.

🚱 ClubSp	ark						📥 Tenr	nis Morpeth	*
	lorpeth ennis Club					NORTHUM	IBERLAND LT.	A VENUES	\sim
HOME	MEMBERSHIP	COVID INFO	COURT BOOKING	COACHING	JUNIOR TENNIS	TEAM TENNIS	NEWS	MORE	~

The **COURT BOOKING** page appears.

Club	oSpark Morpeth Tennis Club				NORTH	Lennis Merpet	h 🗸
HOME	MEMBERSHIP	COVID INFO	DURT BOOKING CO	OACHING JUNIOR T	ENNIS TEAM TENNIS	s news mor	₹E ~
Cour Please sele	T Booking	you would like to play.				View my	bookings >
Sunday	20th September				Day view 🗸		Y >
	Court I (Top) - near hockey pi Full, Outdoor, Floodlit, Artificial	Court 2 (Top) - middle Full, Outdoor, Floodlit, Artificial	Court 3 (Top) - near access r Full, Outdoor, Floodlit, Artificial	Court I (Bottom) - near hock Full, Outdoor, Floodlit, Artificial	Court 2 (Bottom) - middle Full, Outdoor, Floodlit, Artificiel	Court 3 (Bottom) - near acco 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	

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



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

🕐 Club Spark						👗 Tennis	Morpeth 🗸
Morpeth Tennis Club					NORTHUMBE	ERLAND LTA	venues 🗸
HOME MEMBERSHIP	COVID INFO	COURT BOOKING	COACHING	JUNIOR TENNIS	TEAM TENNIS	NEWS	More \sim
Your profile	Your boo Your upcomin	kings 19 bookings at Morpeth Tenr	is Club.				
🛆 Your details	Date	Time		Court	Payment method	Cost	
Tour bookings	27/09/20	09:00 - 10:30	Court 1 (Bott	tom) - near hockey pitch	None	FREE	Cancel
Your courses							

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

Your bookings	s ings at Morpeth Tennis	Club.			
Date	Time	Court	Payment method	Cost	
27/09/2020	09:00 - 10:30	Court 1 (Bottom) - near hockey pitch	None	FREE	Cancel

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

🕼 Club Spark						👗 Tennis Mor	rpeth 🗸
Morpeth Tennis Club					NORTHUMBER	LAND LTA VEI	NUES 🗡
HOME MEMBERSHIP	COVID INFO	COURT BOOKING	COACHING	JUNIOR TENNIS	TEAM TENNIS	1ews n	Nore ~
Your profile	Your boo Your upcomi Date	kings ing bookings at Morpeth Ter s Time	nnis Club.	Court	Payment method	Cost	
Pour bookings Pour courses A = Your memberships	Are you sure yo	Can o ou would like to cancel this b	cel booking ^{booking?}	No	Yes	FREE	Cancel
					_		

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.

🚯 Club Spa	rk						🛔 Tennis /	Morpeth 🗸
Mo Ter	orpeth nnis Club					NORTHUMBE	RLAND LTA V	/enues 🗸
HOME	MEMBERSHIP	COVID INFO	COURT BOOKING	COACHING	JUNIOR TENNIS	TEAM TENNIS	NEWS	MORE ~
Your pro	file	Your boo Your upcomin	kings ng bookings at Morpeth Tenr	nis Club.	Court	Promont mother	Cast	
Cour	bookings	27/09/20	020 09:00 - 10:30	Court 1 (Bot	tom) - near hockey pitch	None	FREE	Cancelled
ex Your ≜≣ Your	r courses r memberships		look a court Check availability online					
[→ Sign	out							

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.

= M Gmail	Q Search mail	•	0	۹	
- Compose	□• C :	1-50 of 99	$\langle \rangle$		Ŧ
	Primary				î
★ Starred	:: 🗋 🚖 Morpeth Tennis Club. Bo	oking confirmation - Your booking has been confirmed. 27 September 2020 09:00 to 10:30 Court 1 (Bottom) - near hockey pitch tennism	Ξ.	P	0
Snoozed	🗌 🚖 Morpeth Tennis Club. 3 🛛 Bo	oking confirmation - Your booking has been confirmed. 19 September 2020 19:30 to 21:00 Court 3 (Top) - near access road tennismorpeth@gmail		Sep	19
> Sent	Morpeth Tennis Club. 2 Bo	oking cancellation - Booking cancellation Category Booking Message The administrator has cancelled your booking. 19 September 2020 20:00 to	2	Sep	19

The email should look something like this:

Q ClubSpark
Morpeth Tennis Club
Your booking has been confirmed.
27 September 2020
O9:00 to 10:30
Court 1 (Bottom) - near hockey pitch
tennismorpeth@gmail.com
2 Tennis Morpeth
Joseph Bloggs (Guest), Jane Doe (Member), John Doe (Member)
FREE FREE
If you have any queries, please email <u>tennismorpeth@gmail.com</u> or call us on 01670515125
Thank you for booking your court. Before travelling up to the club, please make sure that you are familiar with the club's COVID-19 restricted play guidelines these are available on our website. In summary: bring your own tennis balls and hand sanitiser with you; be alert and try to observe the 2-metre rule. Try to be punctual when arriving and leaving to minimise contact with others. PAY AS 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

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 hearest 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 mapage 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.