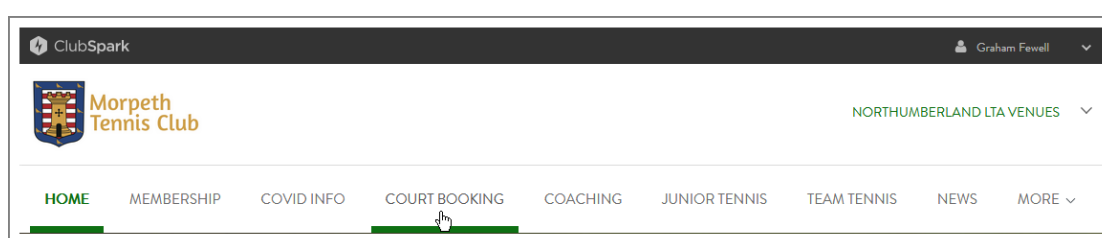


COURT BOOKING INSTRUCTIONS WITH AN ADMINISTRATOR LOGIN

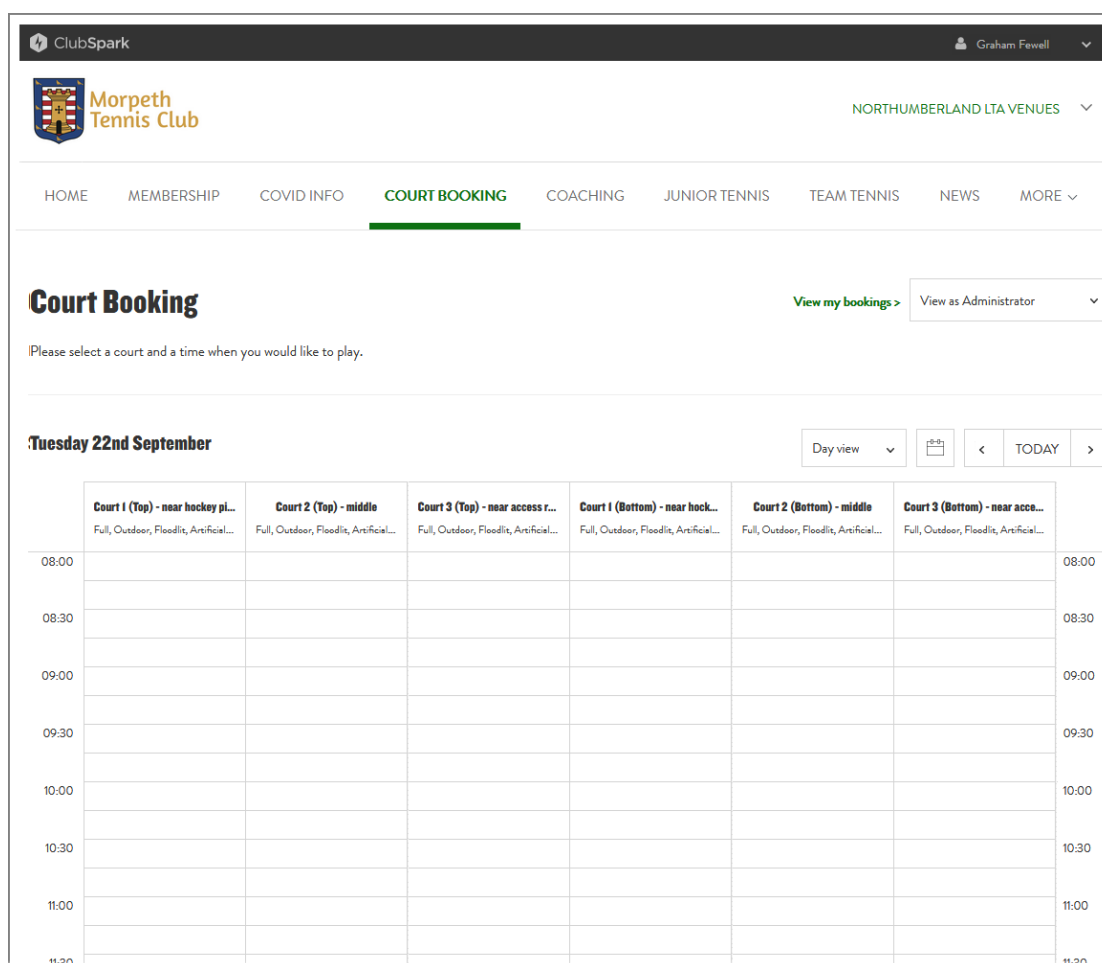
This document takes you through the process of adding a court booking on the ClubSpark Morpeth Tennis Club website if your login gives you administrator rights.

Whenever you make a booking you must include all the people you are playing with as part of that booking, so that we have Covid-19 traceability.

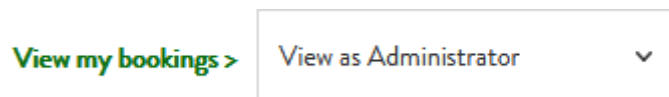
1. Click the **COURT BOOKING** tab.



The **COURT BOOKING** page appears.

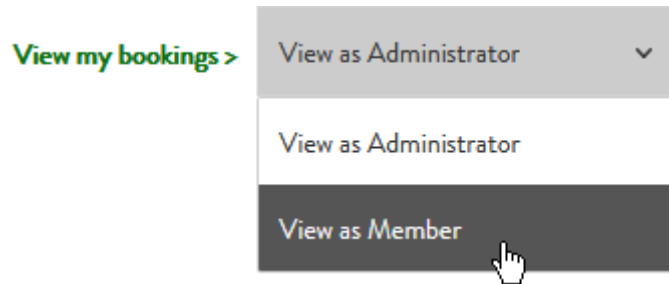


Note that there is a drop-down list to the right of the **View my bookings >** link.



As you have logged in with a username that has been given administrator rights, the 'View as Administrator' entry should be pre-selected here.

If you would prefer to book as a member, rather than an administrator, you can choose the alternative entry in this drop-down list, which is 'View as Member'.



If you decide to select the 'View as Member' entry, the method for adding a booking is slightly different to the method described in this document. For details of how to book as a member, see the *MTC Court Booking Instructions - Standard Member* document.

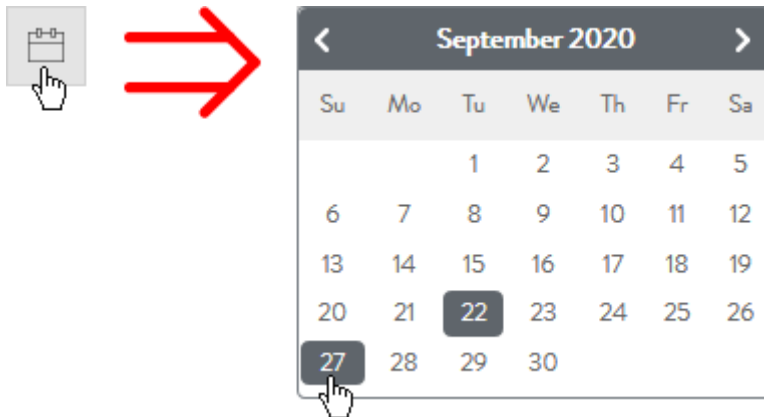
The instructions below apply for the scenario of you making a booking with the 'View as Administrator' entry selected in the **View my bookings >** drop-down list.

2. Navigate to the day you want to book for.


You can do this by scrolling to the day you want with the scroll buttons, either side of the **TODAY** button.



Alternatively, you can select a particular date from the calendar that pops up when you click the calendar button.



You should now see the booking calendar for the day that you selected.

Sunday 27th September							Day view  < TODAY >	
	Court 1 (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 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							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	
12:30							12:30	
13:00							13:00	
13:30							13:30	
14:00							14:00	

- Click on the cell of the calendar table that shows the court you want to book at the time at which you want the booking to start.

For instance, here we are selecting the bottom court nearest the hockey pitch for a booking that is to begin at 9am:

Sunday 27th September							Day view		< TODAY >	
	Court 1 (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 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							08:00			
08:30							08:30			
09:00				Book at 09:00 - 09:15			09:00			
09:30							09:30			
10:00							10:00			

A 'Make a booking' window pops up:

Make a booking

Court 1 (Bottom) - near hockey pitch

Sunday 27th September 2020, 09:00 to 09:15

For 15 minutes

Category

Booking

Contact

Begin typing to find contacts

Me

[Advanced options](#)

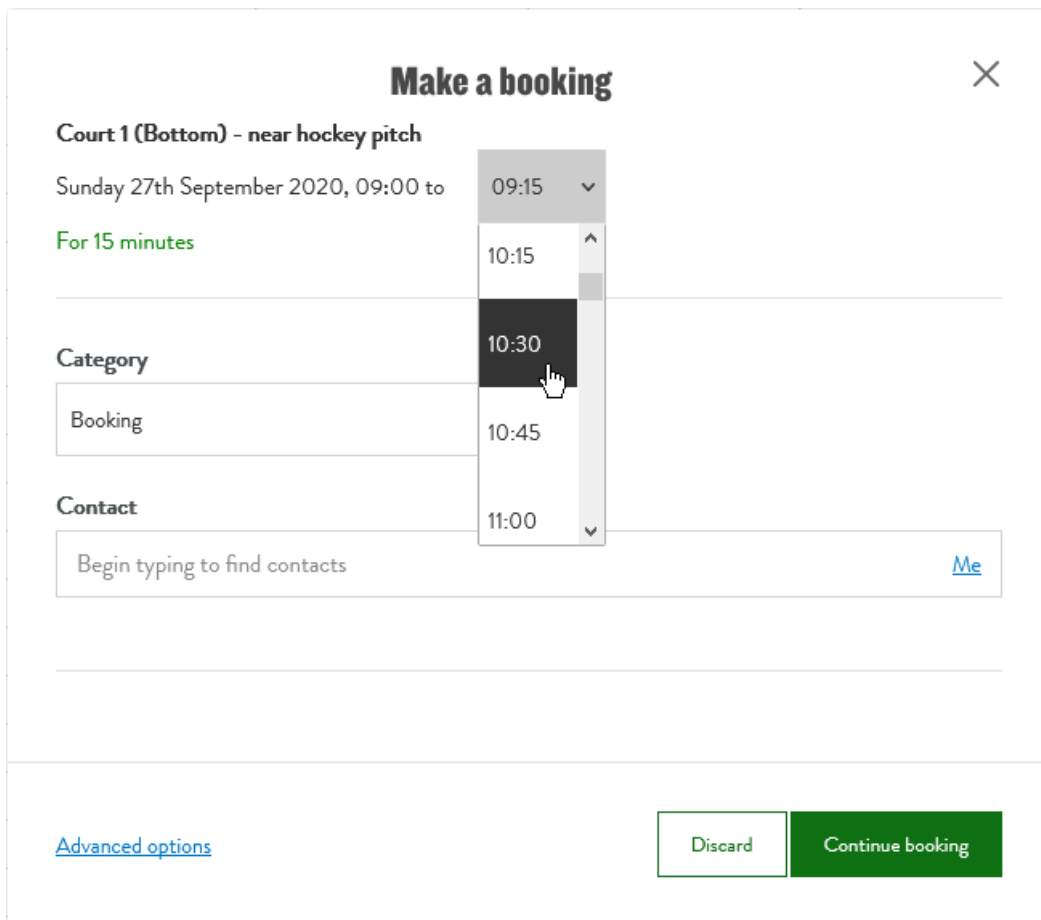
Discard

Continue booking

You should see here that the default booking period is just 15 minutes.

4. Select the finishing time that you want for your booking in the drop-down list near the top of the window.

For instance, here we are choosing a finishing time of 10.30:



The screenshot shows a 'Make a booking' window with a close button (X) in the top right corner. The window contains the following fields:

- Court 1 (Bottom) - near hockey pitch**
- Sunday 27th September 2020, 09:00 to** (with a dropdown menu open showing options: 09:15, 10:15, 10:30, 10:45, 11:00. The 10:30 option is highlighted with a mouse cursor).
- For 15 minutes**
- Category** (with a dropdown menu showing 'Booking')
- Contact** (with a text input field containing 'Begin typing to find contacts' and a 'Me' link).

At the bottom of the window, there is a link for [Advanced options](#) and two buttons: [Discard](#) and [Continue booking](#).

The booking details at the top of the window update to display the new period:



This close-up shows the updated booking details:

- Court 1 (Bottom) - near hockey pitch**
- Sunday 27th September 2020, 09:00 to** (with a dropdown menu showing '10:30' selected).
- For 1hr 30 minutes**

It only now remains for you to specify a contact for the booking and add the participants. Do not, though, be tempted to specify a contact directly on the 'Make a booking' window, in the **Contact** box, since any contact details you give get discarded when you proceed to add participants.

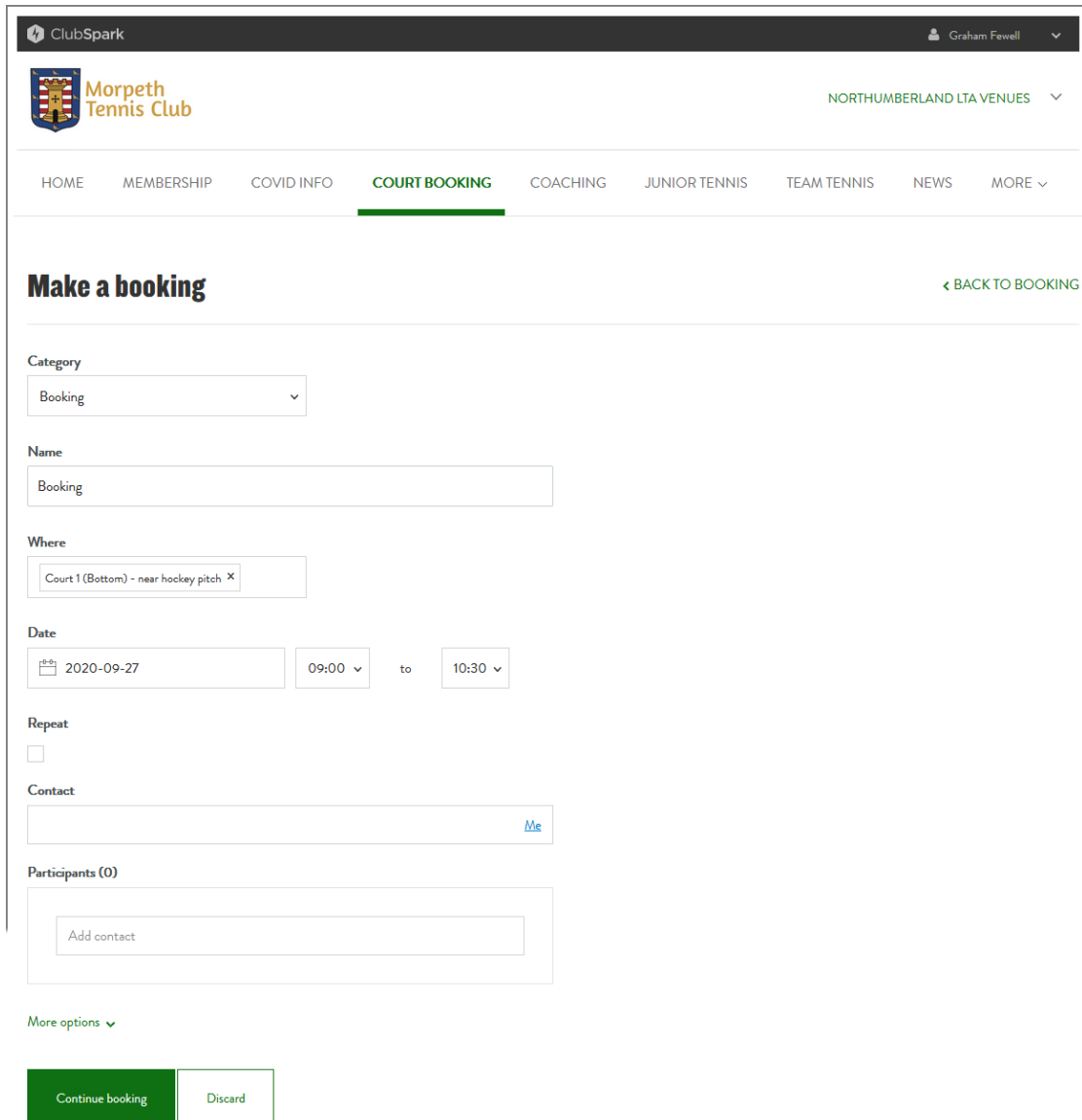
5. Click the **Advanced options** link at the bottom of the 'Make a booking' window.



Advanced options

Discard Continue booking

You're now taken to a new 'Make a booking' page.



ClubSpark

Graham Fewell

Morpeth Tennis Club

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Make a booking

← BACK TO BOOKING

Category
Booking

Name
Booking

Where
Court 1 (Bottom) - near hockey pitch

Date
2020-09-27 09:00 to 10:30

Repeat
☐

Contact
 Me

Participants (0)
 Add contact

More options

Continue booking Discard

6. If you are the contact for the booking, click the **Me** link in the **Contact** box.



Contact

Me

Your name and email address should now appear in the **Contact** box, and the same details now appear in the **Participants** area.

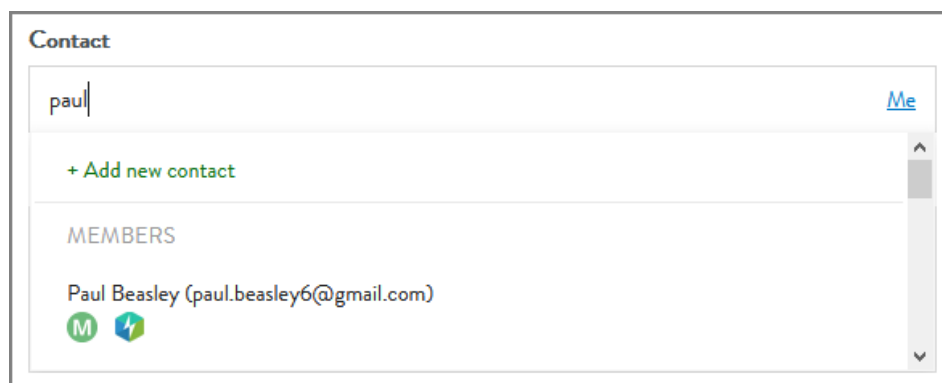


The screenshot shows a web interface with two main sections. The top section, titled "Contact", contains a text input field with the text "Graham Fewell - debandgraham@btinternet.com" and a blue "Clear" link to its right. Below this is a section titled "Participants (1)". Inside this section is a light gray box with the text "Add contact". Below the box is a circular profile picture with the initials "GF" next to the text "Graham Fewell (debandgraham@btinternet.com)" and "Member" underneath.

If someone else is the contact for the booking, specify that person's name and email address by doing this:

- a) Begin typing the person's name in the **Contact** box.

As the website attempts to match what you've typed in with entries from its database, it presents possible matches in a list beneath the **Contact** box, as in the illustration below, where we have typed in 'paul':

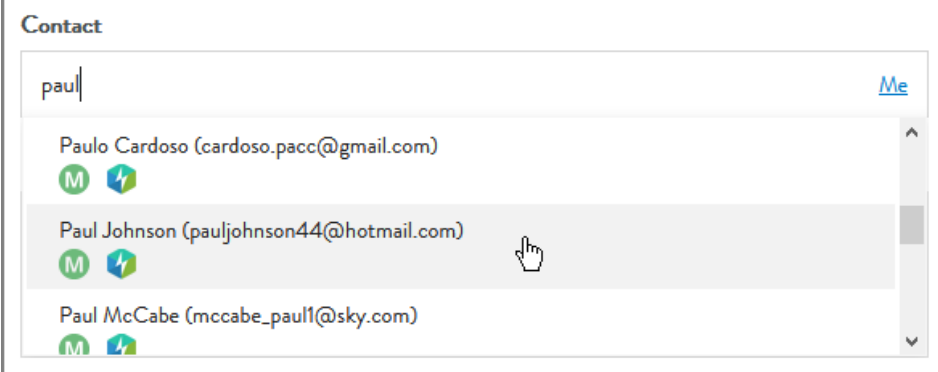


The screenshot shows the "Contact" section of the interface. The text input field now contains the text "paul". To the right of the input field is a blue "Me" link. Below the input field is a green "+ Add new contact" link. Below that is a section titled "MEMBERS" in all caps. Under "MEMBERS" is a list item for "Paul Beasley (paul.beasley6@gmail.com)". To the left of the name are two circular icons: a green one with a white "M" and a blue one with a white lightning bolt. A vertical scrollbar is visible on the right side of the list.

You can scroll down this list to find all the people on the database who match the text you've typed in.

- b) If you want to reduce the size of the list, continue typing more of the person's name.

- c) Select the contact you want from the list, scrolling down if necessary.
For instance, here we are selecting Paul Johnson:



The screenshot shows a 'Contact' dropdown menu. At the top is a search bar containing the text 'paul'. Below the search bar is a list of three contacts, each with a green circular icon containing a white 'M' and a blue lightning bolt icon. The contacts are: Paulo Cardoso (cardoso.pacc@gmail.com), Paul Johnson (pauljohnson44@hotmail.com), and Paul McCabe (mccabe_paul1@sky.com). The contact 'Paul Johnson' is highlighted with a grey background, and a mouse cursor is pointing at it. A vertical scrollbar is visible on the right side of the list.

When you click on the contact you want, that contact's details appear in the **Contact** box and in the **Participants** area.

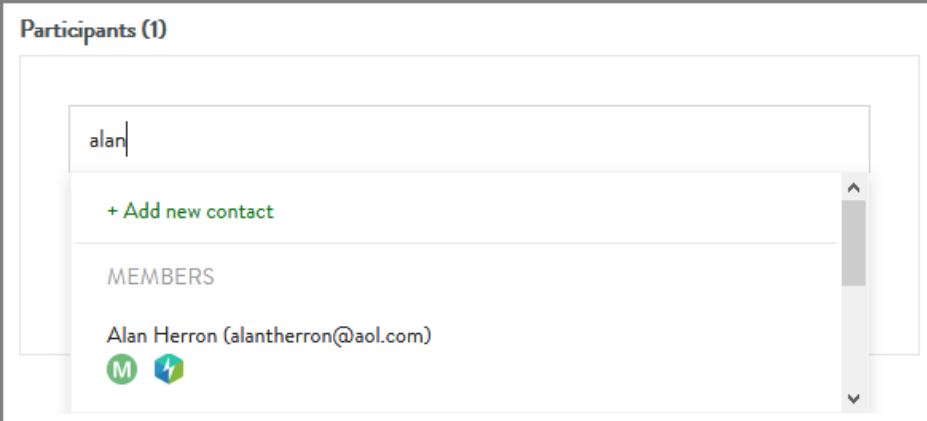


The screenshot shows two sections. The top section is titled 'Contact' and contains a text box with 'Paul Johnson (pauljohnson44@hotmail.com)' and a 'Clear' link. The bottom section is titled 'Participants (1)' and contains a text box with the placeholder 'Add contact'. Below this text box is a participant card for 'Paul Johnson (pauljohnson44@hotmail.com)' with a circular icon containing 'PJ' and the role 'Member'.

7. In the **Participants** area, begin typing the name of one of the other participants in the box containing the 'Add contact' placeholder.

The website attempts to match what you've typed in with entries from its database, and shows possible matches in a list beneath this box.

For instance, here we've typed in 'alan':

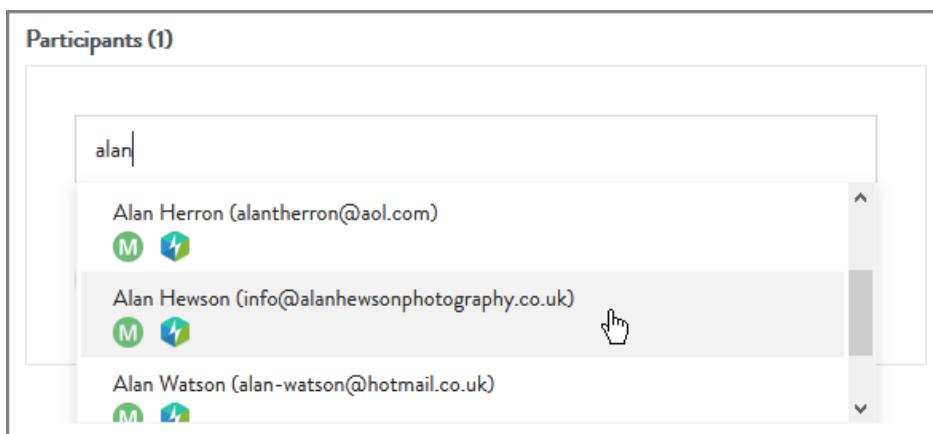


The screenshot shows the 'Participants (1)' section. It contains a text box with the text 'alan'. Below the text box is a list of suggestions. The first suggestion is '+ Add new contact'. Below that is a section titled 'MEMBERS' which contains one member: Alan Herron (alanherron@aol.com). Each member entry has a green circular icon with a white 'M' and a blue lightning bolt icon. A vertical scrollbar is visible on the right side of the list.

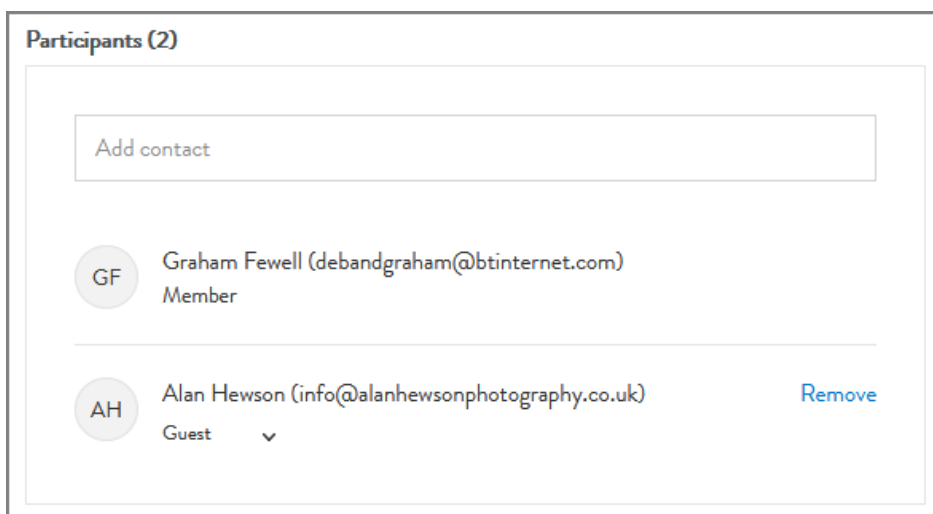
You can scroll down this list to find all the people on the database who match the text you've typed in, and you can also reduce the size of the list by typing more of the person's name.

8. Select the participant you want from the list, scrolling down if necessary.

For instance, here we are selecting Alan Hewson:



When you click on the participant you want, that participant's details appear in the **Participants** area.

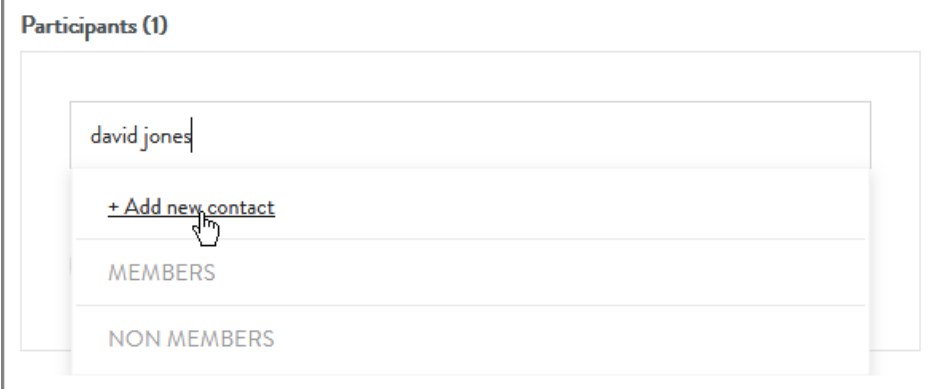


Notice that the website classifies this participant as a guest, rather than a member.

If the person you want to add to the **Participants** area is not on the database, you can add details of this person to the database by doing this:

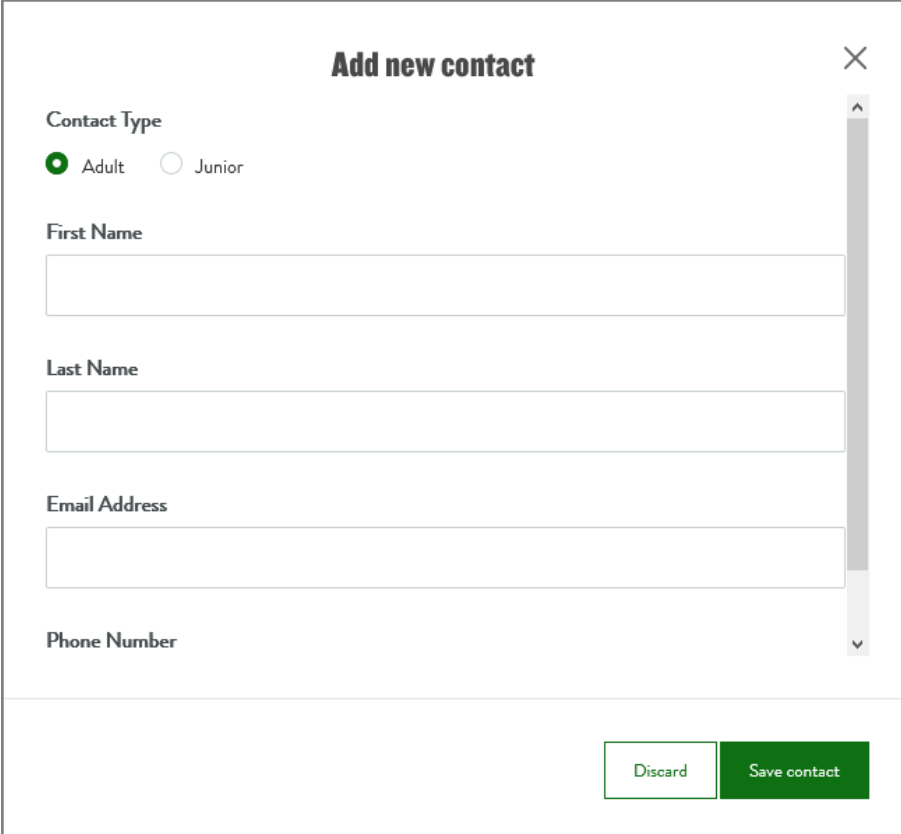
- a) Click the **+ Add new contact** link, which is at the top of the list of matching people.

For instance, here we have typed in 'david jones', found no match for anyone called David Jones, and so are proceeding to click the **+ Add new contact** link:



The screenshot shows a search interface titled "Participants (1)". A search bar contains the text "david jones". Below the search bar, there is a list of results. The first result is a link labeled "+ Add new contact", which is highlighted with a mouse cursor. Below this link are two other options: "MEMBERS" and "NON MEMBERS", both of which are currently disabled or greyed out.

An 'Add new contact' window pops up.



The screenshot shows a modal window titled "Add new contact" with a close button (X) in the top right corner. The form contains the following fields and options:

- Contact Type:** Two radio buttons are present: "Adult" (selected) and "Junior".
- First Name:** A text input field.
- Last Name:** A text input field.
- Email Address:** A text input field.
- Phone Number:** A text input field.

At the bottom right of the form, there are two buttons: "Discard" and "Save contact". The "Save contact" button is highlighted in green.

- b) Fill in the details of the participant here, then click the **Save contact** button to add these details to the database and insert a record for this person in the **Participants** area.

The screenshot shows a web interface titled "Participants (2)". At the top is a text input field labeled "Add contact". Below this, there are two participant entries. The first entry is for "Graham Fewell (debandgraham@btinternet.com)" with the role "Member". The second entry is for "David Jones (DaveNadalJones@madeup.com)" with the role "Guest" and a small downward arrow next to it. To the right of the second entry is a blue "Remove" link.

9. If the participant that you have just added is a member, rather than a guest, select the 'Member' entry from the drop-down list that you get by clicking the down-arrow to the right of the 'Guest' label.

This screenshot shows the same "Participants (2)" interface, but with a third participant, "Alan Hewson (info@alanhewsonphotography.co.uk)", added. His role is currently set to "Guest". A dropdown menu is open below the "Guest" label, showing two options: "Guest" and "Member". A mouse cursor is pointing at the "Member" option, indicating it is being selected. The "Remove" link is still present to the right of the entry.

10. If the booking is for a doubles game, you need to add the other two participants by repeating steps 7 to 9 above.

For instance, here we have added two more members:

Contact

Graham Fewell - debandgraham@btinternet.com[Clear](#)

Participants (4)

Add contact

GF

Graham Fewell (debandgraham@btinternet.com)
Member

AH

Alan Hewson (info@alanhewsonphotography.co.uk)
Member [Remove](#)

PB


Paul Beasley (paul.beasley6@gmail.com)
Member [Remove](#)


EW


Eric Winton (e.winton66@btinternet.com)
Member [Remove](#)

- 11.** Click the **Continue booking** button at the bottom of the 'Make a booking' page.

The website now shows a confirmation notice that your booking has been made.



ClubSpark


Graham Fewell


Morpeth
Tennis Club

NORTHUMBERLAND LTA VENUES

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Your booking has been confirmed

Booking

Court 1 (Bottom) - near hockey pitch
27 September 2020 09:00 - 10:30

End date
27 September 2020

Sub category
None

Main contact
Graham Fewell

Main contact email address
debandgraham@btinternet.com

Participants
Graham Fewell (Member), Eric Winton (Member), Alan Hewson (Member), Paul Beasley (Member)

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.

[Book another court](#)
[View my bookings](#)

If you now click the **Book another court** button, you get taken back to the booking calendar, which now shows your new booking.

Sunday 27th September						
Court 1 (Top) - near hockey pi...	Court 2 (Top) - middle	Court 3 (Top) - near access r...	Court 1 (Bottom) - near hock...	Court 2 (Bottom) - middle	Court 3 (Bottom) - near acce...	
Full, Outdoor, Floodlit, Artificial...	Full, Outdoor, Floodlit, Artificial...	Full, Outdoor, Floodlit, Artificial...	Full, Outdoor, Floodlit, Artificial...	Full, Outdoor, Floodlit, Artificial...	Full, Outdoor, Floodlit, Artificial...	
08:00						08:00
08:30						08:30
09:00			09:00 - 10:30 Graham Fewell, Eric Winton, Alan Hewson, Paul Beasley			09:00
09:30						09:30
10:00						10:00
10:30						10:30
11:00						11:00