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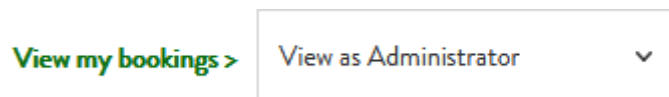
1. Click the **COURT BOOKING** tab.
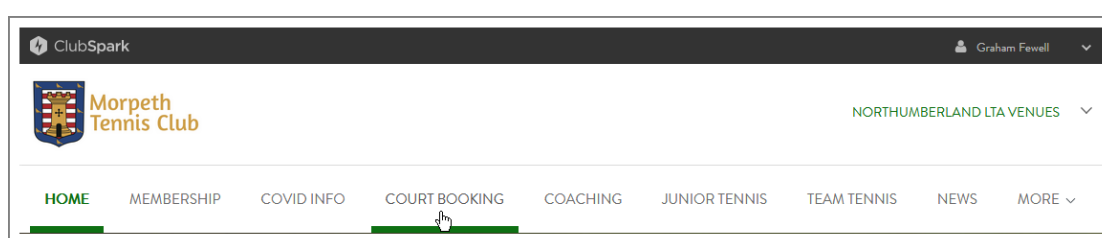

The **COURT BOOKING** page appears.
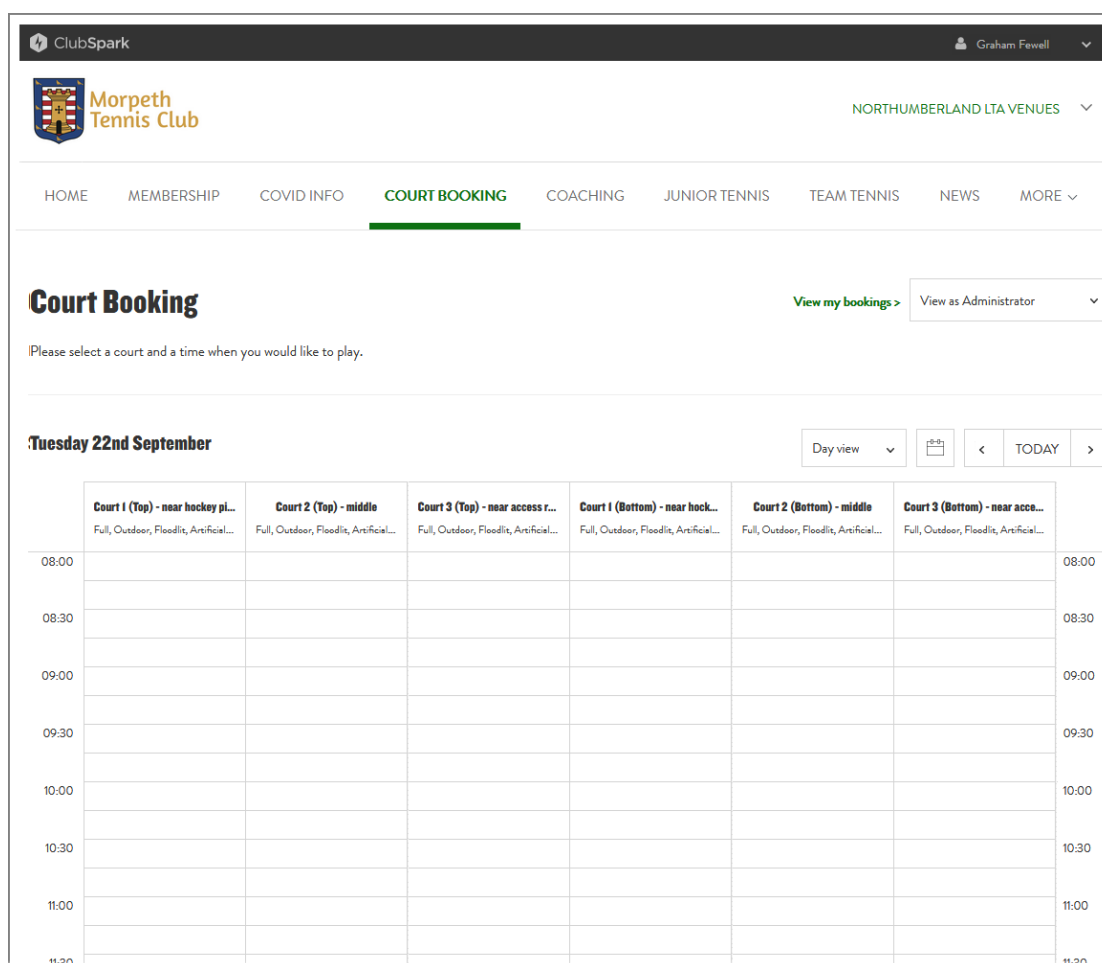
Note that there is a drop-down list to the right of the **View my bookings >** link.

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'.
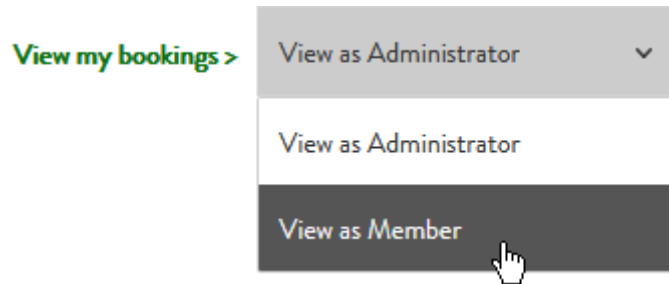
If you decide to select the 'View as Member' entry, the method for adding a booking is slightly different to the method described in this document. For details of how to book as a member, see the *MTC Court Booking Instructions - Standard Member* document.
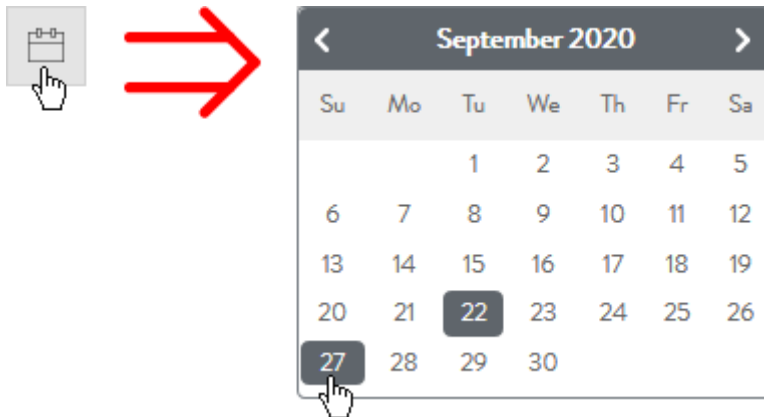
The instructions below apply for the scenario of you making a booking with the 'View as Administrator' entry selected in the **View my bookings >** drop-down list.

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.

3. 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:
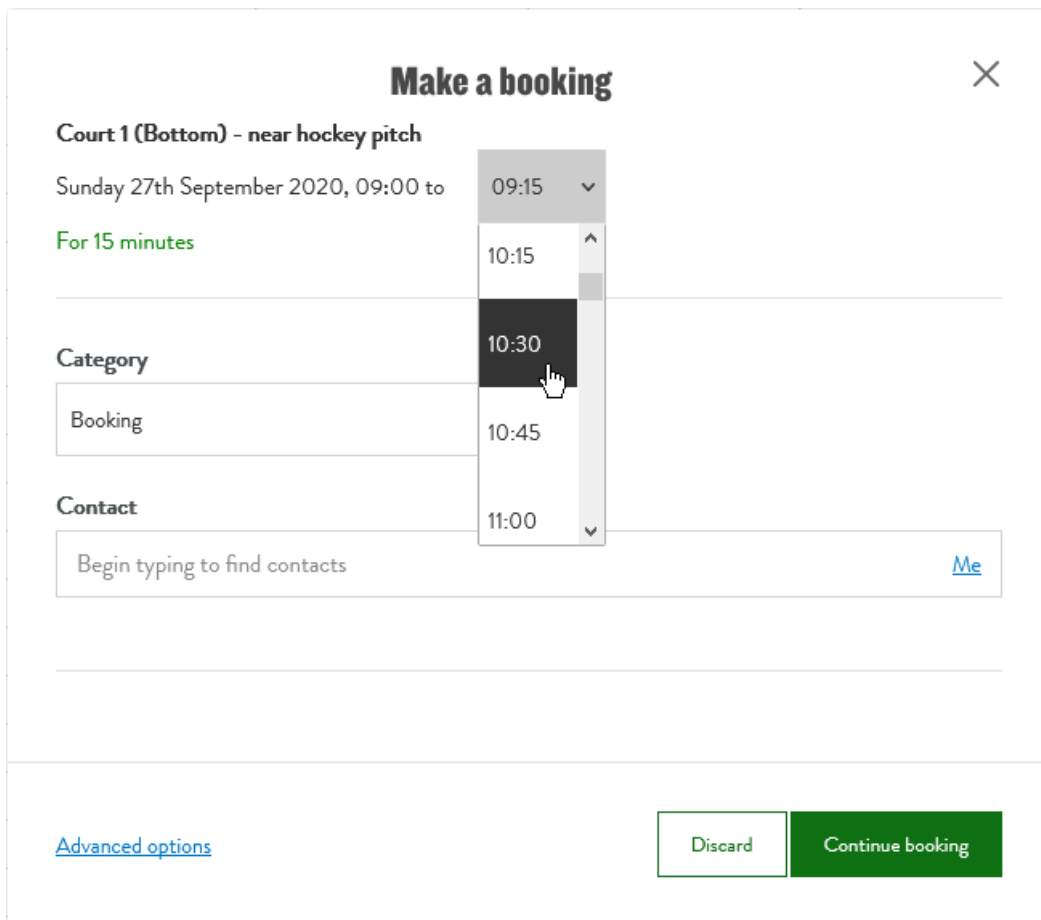

A 'Make a booking' window pops up:

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

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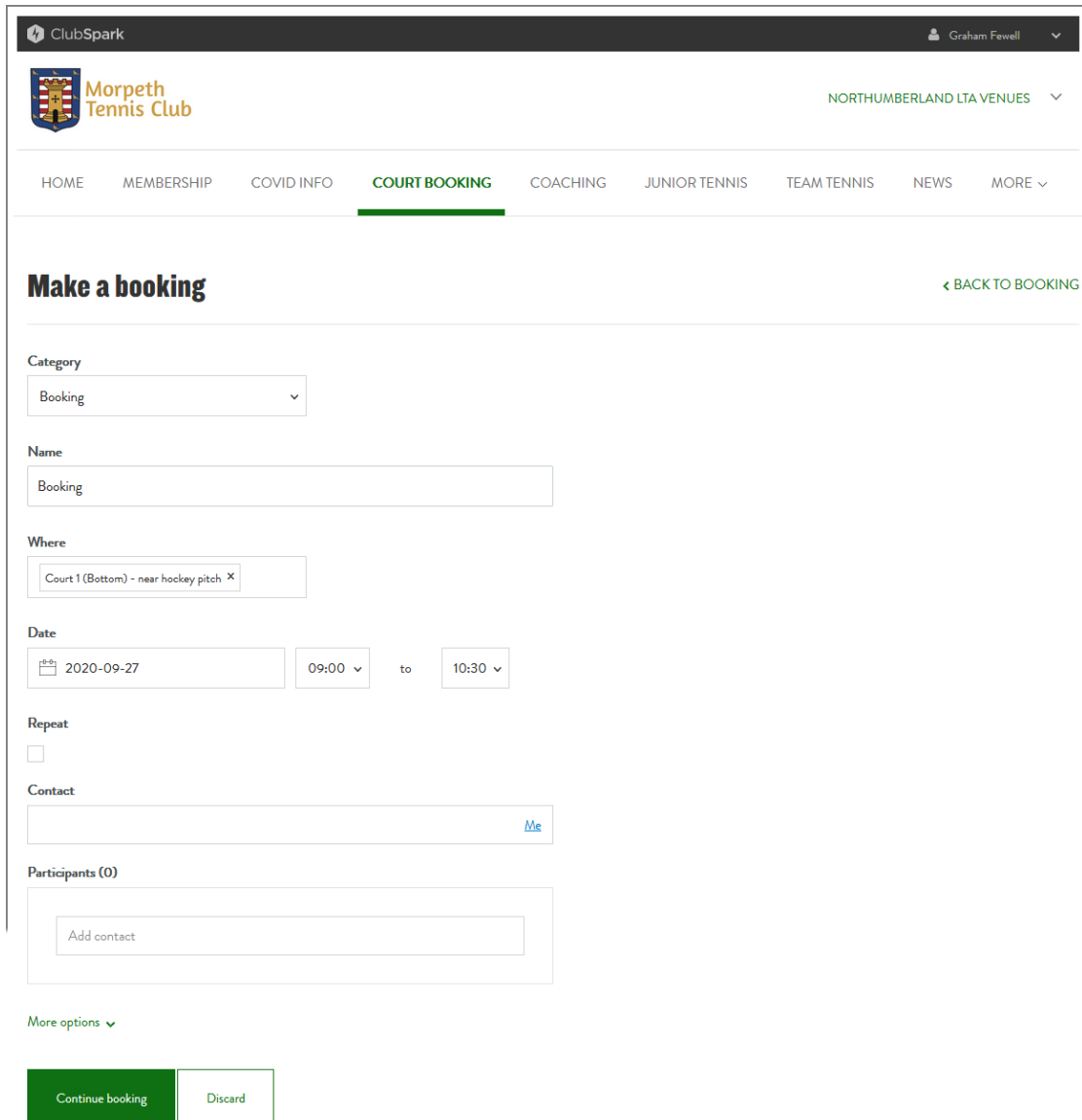
5. Click the **Advanced options** link at the bottom of the 'Make a booking' window.

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

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

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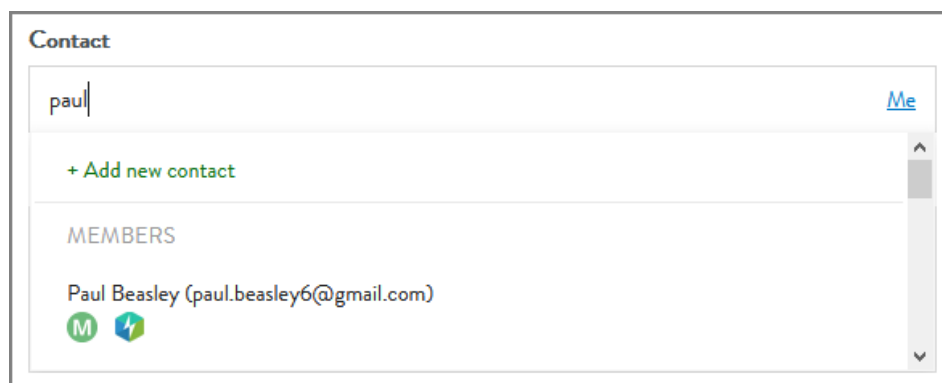

If someone else is the contact for the booking, specify that person's name and email address by doing this:

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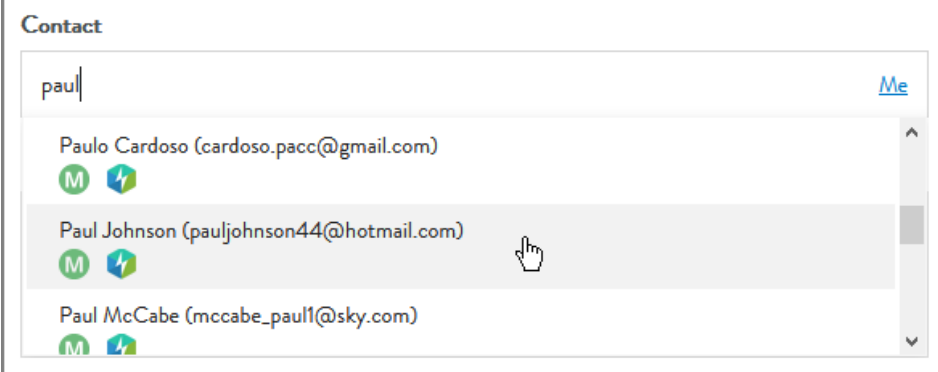
You can scroll down this list to find all the people on the database who match the text you've typed in.

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:

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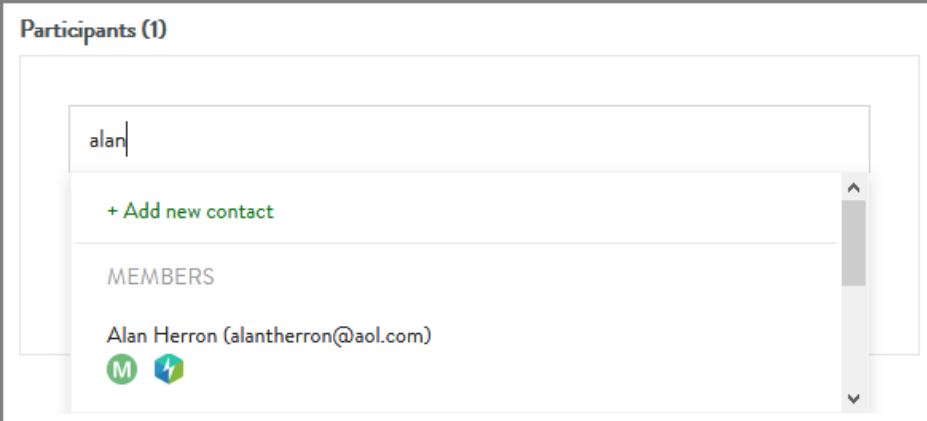

7. In the **Participants** area, begin typing the name of one of the other participants in the box containing the 'Add contact' placeholder.

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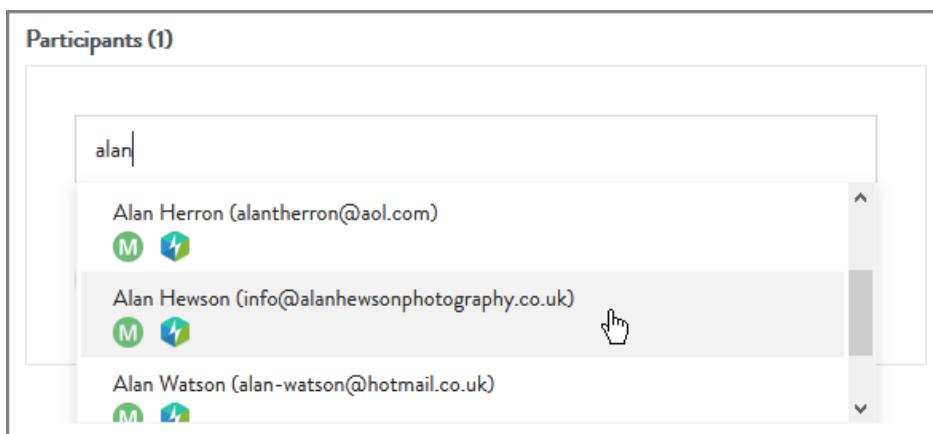
For instance, here we've typed in 'alan':

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.
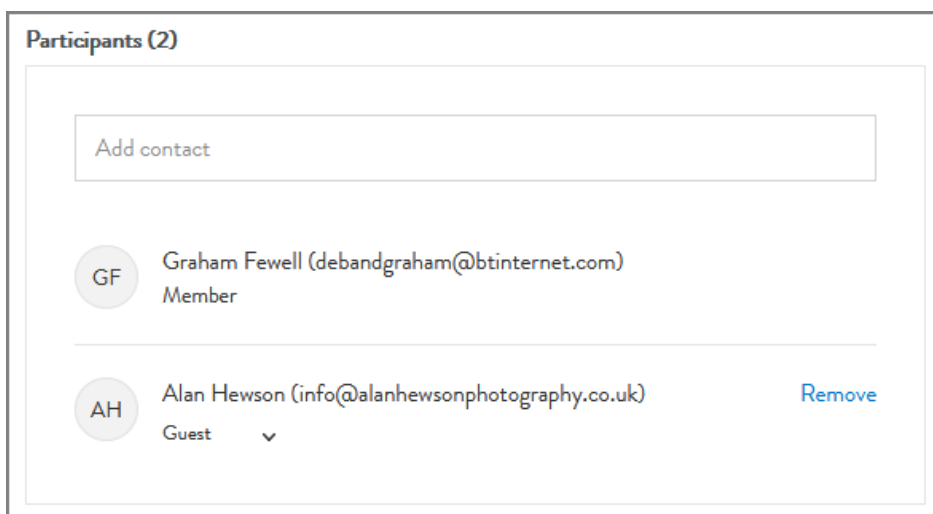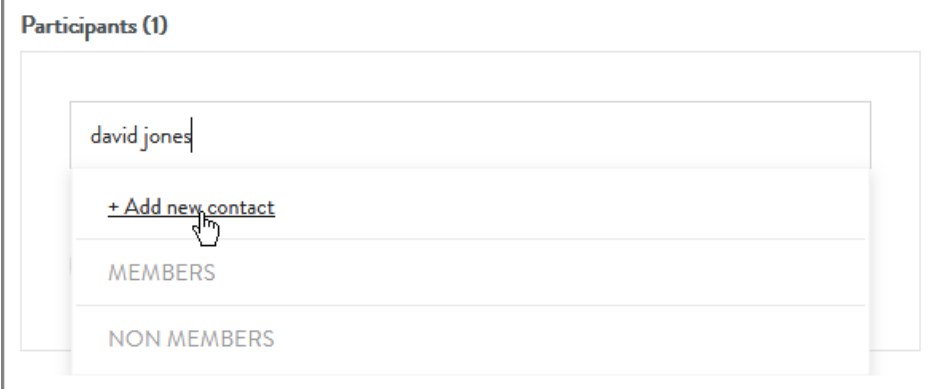

Notice that the website classifies this participant as a guest, rather than a member.

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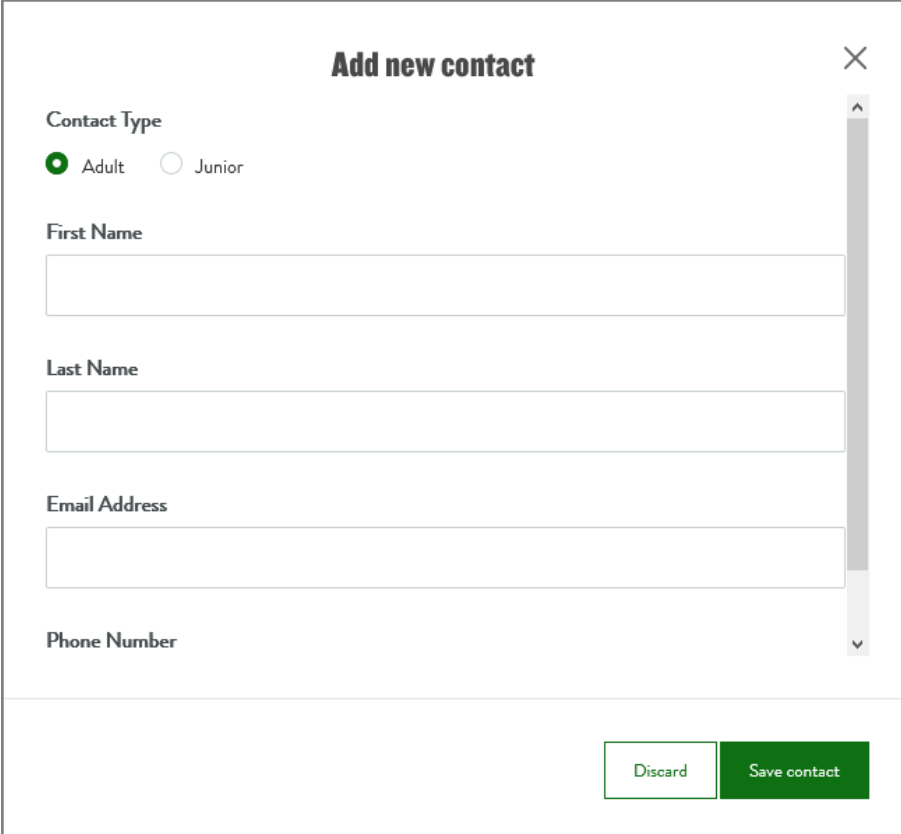
a) Click the **+ Add new contact** link, which is at the top of the list of matching people.

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:

An 'Add new contact' window pops up.

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.

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.

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)   Remove
Member ⌄

PB Paul Beasley (paul.beasley6@gmail.com)   Remove
Member ⌄

EW Eric Winton (e.winton66@btinternet.com)   Remove
Member ⌄

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.

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