

- 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	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	Book at 09:00 - 09:15	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				

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

Participants

TM Tennis Morpeth Member

[+ Add participant](#)

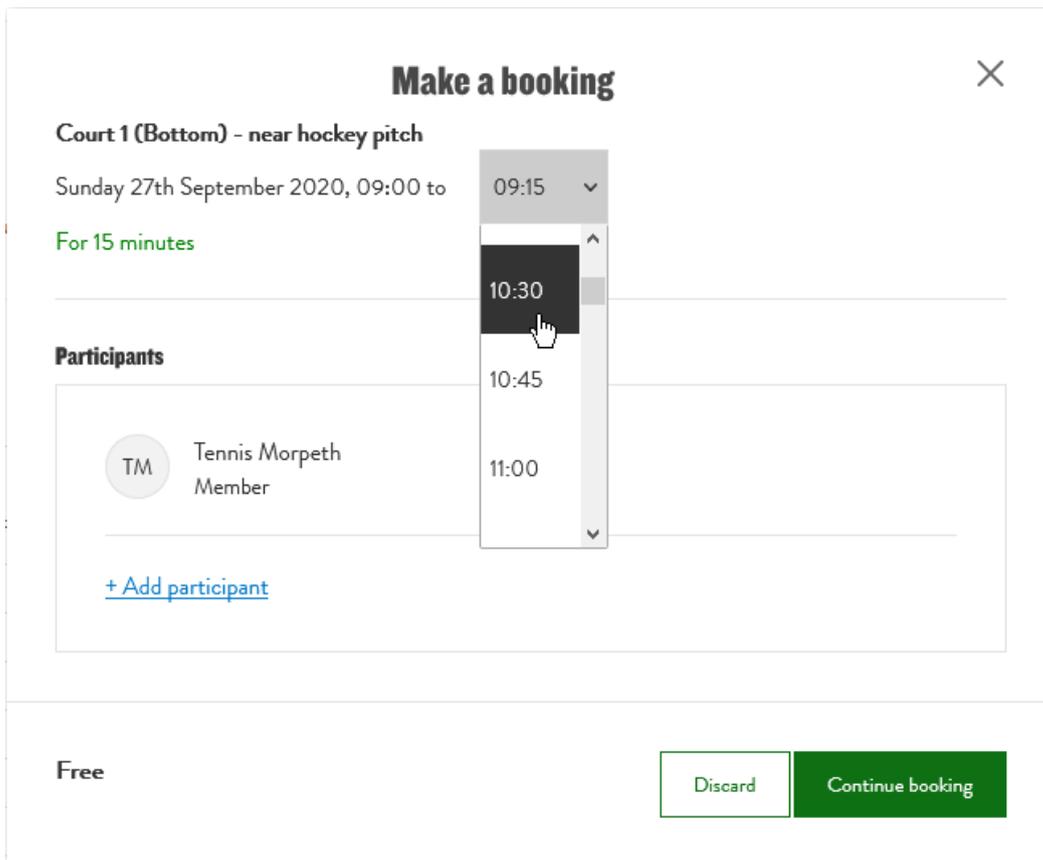
Free

Discard Continue booking

You should see here that the default booking period is just 15 minutes, and that you are listed as the single participant.

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 booking details are as follows:

- Court 1 (Bottom) - near hockey pitch**
- Sunday 27th September 2020, 09:00 to 09:15
- For 15 minutes

A dropdown menu is open, showing the following options:

- 09:15
- 10:30 (highlighted with a mouse cursor)
- 10:45
- 11:00

Below the dropdown, the 'Participants' section shows one participant:

- TM Tennis Morpeth Member

A link '+ Add participant' is visible below the participant list.

At the bottom of the window, the price is 'Free'. There are two buttons: 'Discard' and 'Continue booking'.

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

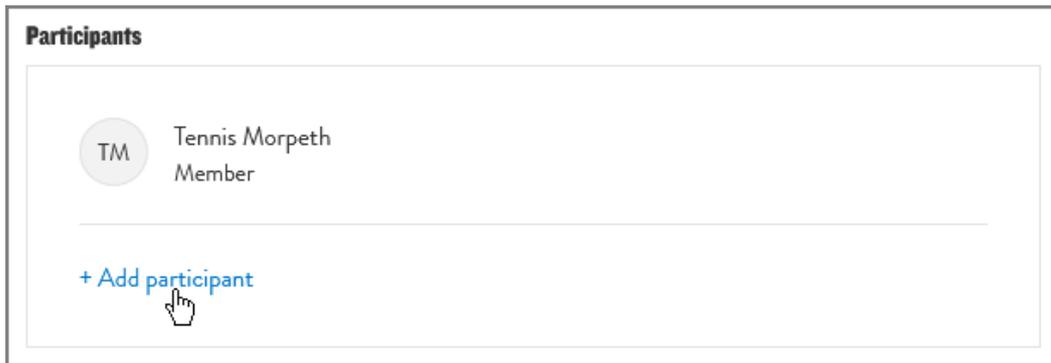


The close-up shows the updated booking details:

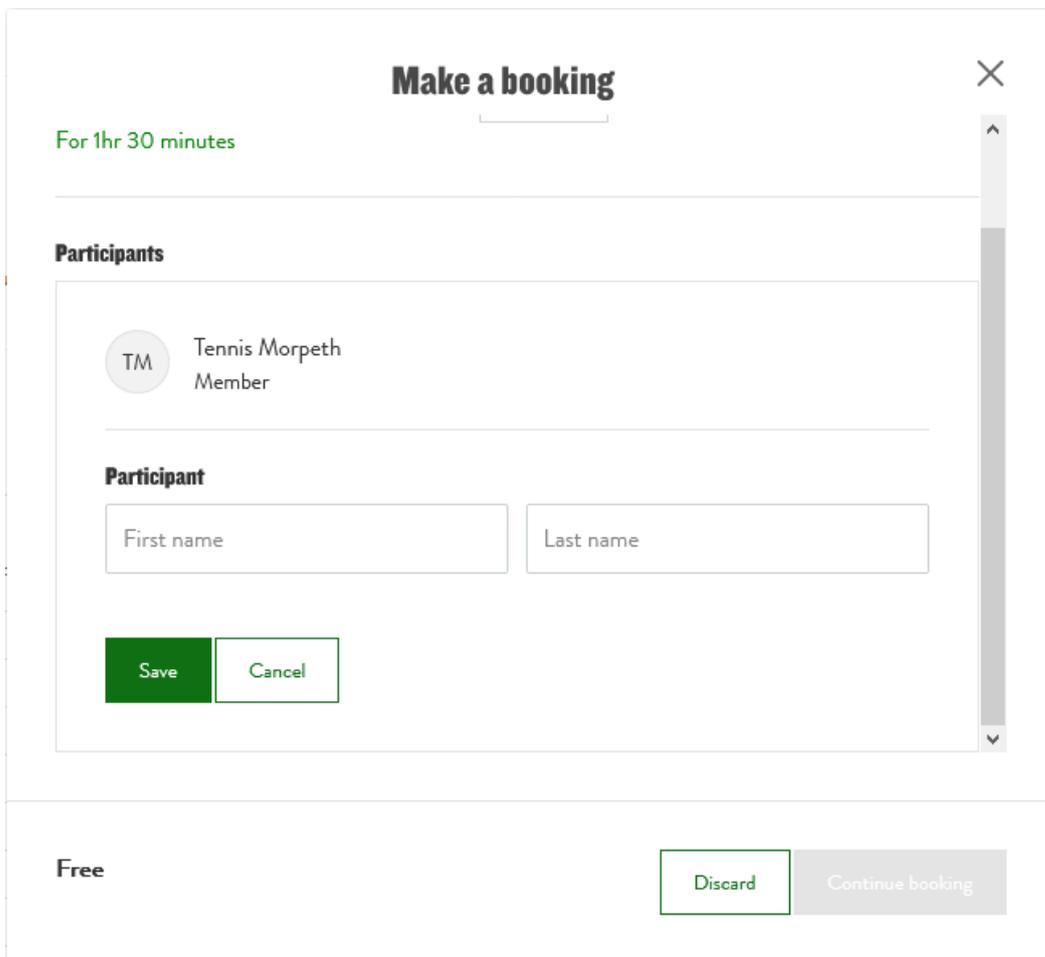
- Court 1 (Bottom) - near hockey pitch**
- Sunday 27th September 2020, 09:00 to 10:30
- For 1hr 30 minutes

It only now remains for you to add your fellow participants for this booking.

5. Click the + Add participant link.

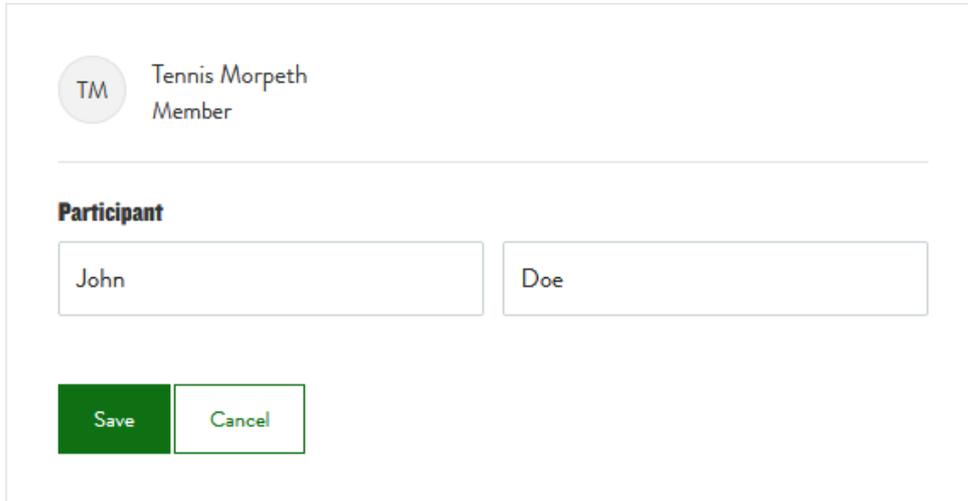


The 'Make a booking' window changes to display a new pair of text boxes beneath your name as a participant.



6. Type the first name of one of your fellow participants in the box containing the 'First name' placeholder and the surname of the participant in the box containing the 'Last name' placeholder.

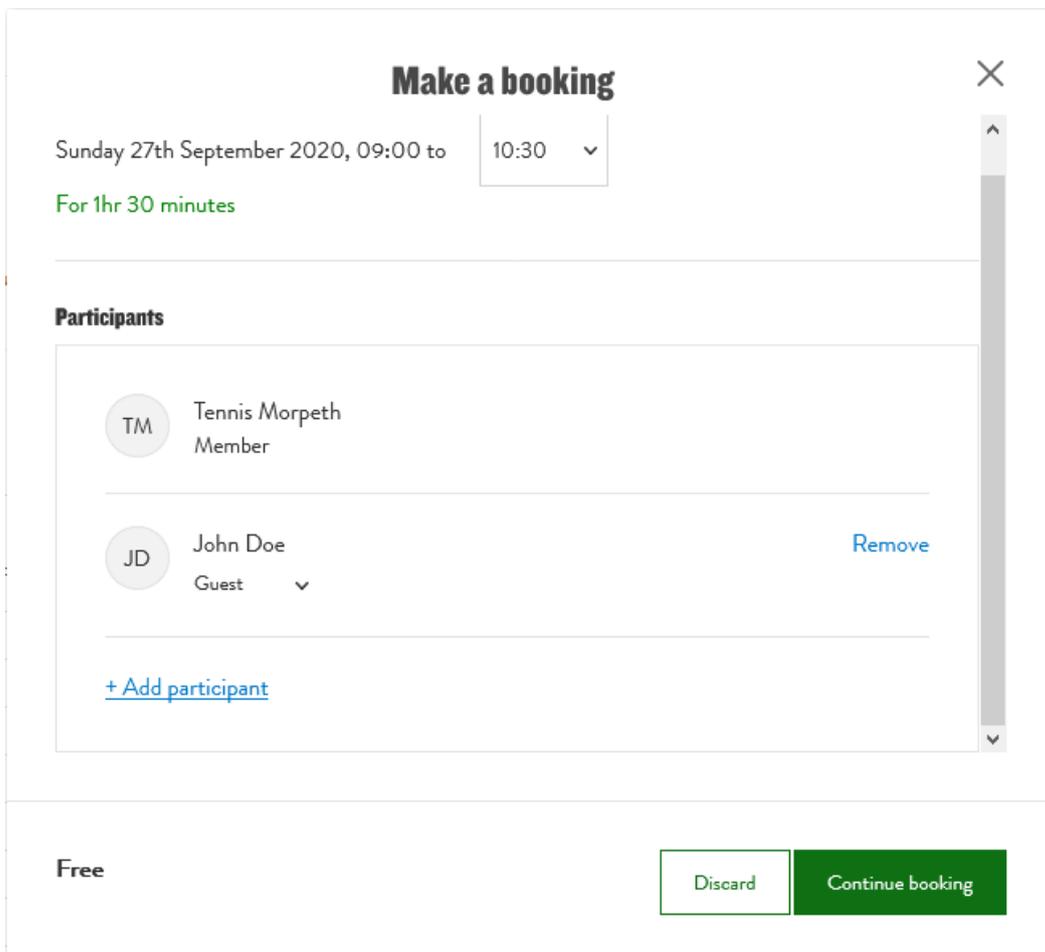
For instance, here we are specifying John Doe as a participant:



The screenshot shows a user profile for 'Tennis Morpeth Member' with initials 'TM'. Below the profile is a section titled 'Participant' with two input fields. The first field contains 'John' and the second field contains 'Doe'. At the bottom of the section are two buttons: a green 'Save' button and a white 'Cancel' button with a green border.

7. Click the **Save** button.

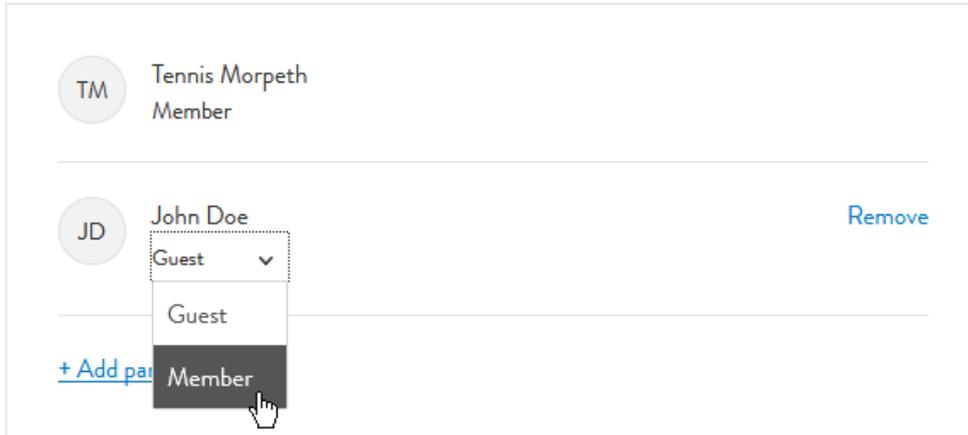
The name of the participant you have specified now appears beneath your name in the list of participants.



The screenshot shows a 'Make a booking' modal window. At the top, it displays the date and time: 'Sunday 27th September 2020, 09:00 to 10:30' with a dropdown arrow, and 'For 1hr 30 minutes' in green. Below this is a 'Participants' section. It lists 'Tennis Morpeth Member' (TM) and 'John Doe Guest' (JD) with a 'Remove' button next to the latter. A '+ Add participant' link is at the bottom of the list. At the bottom of the modal, the word 'Free' is displayed on the left, and 'Discard' and 'Continue booking' buttons are on the right.

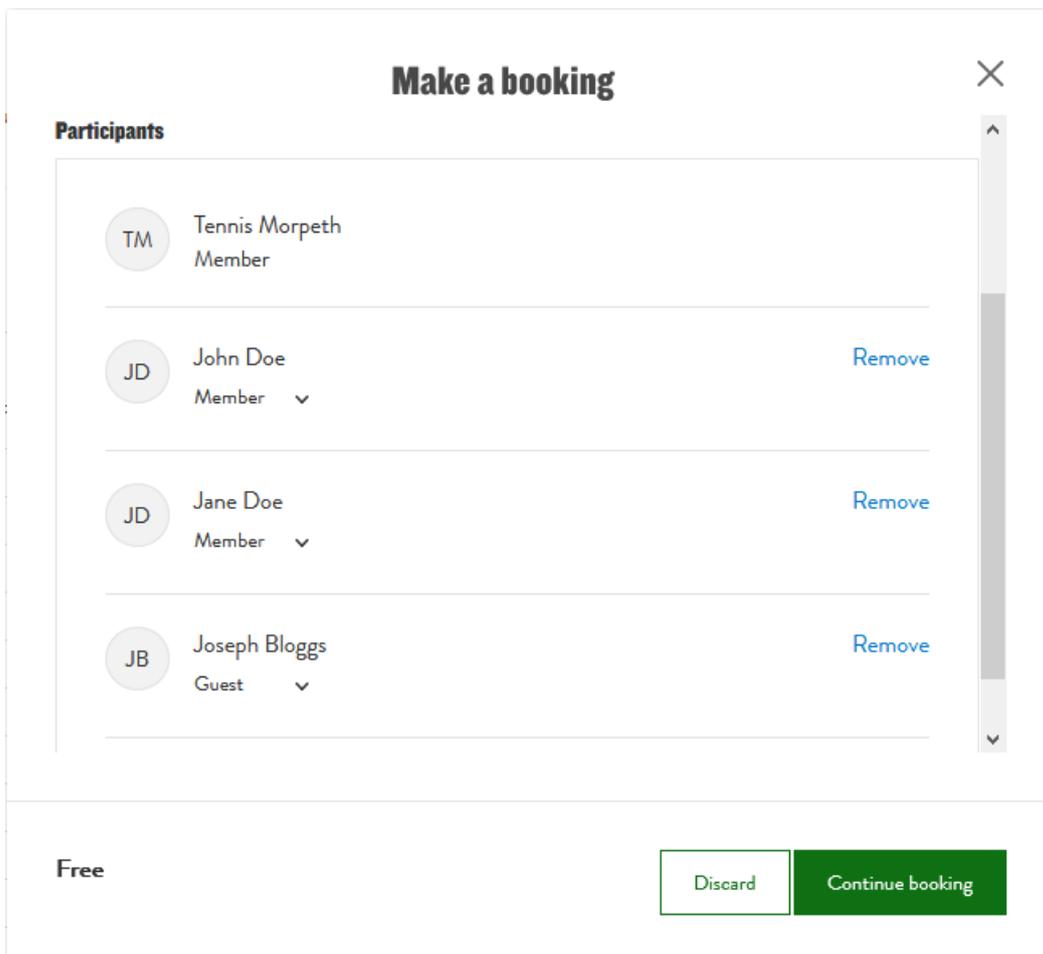
Note that this new participant has been added as a guest, rather than a member.

8. If the participant 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.



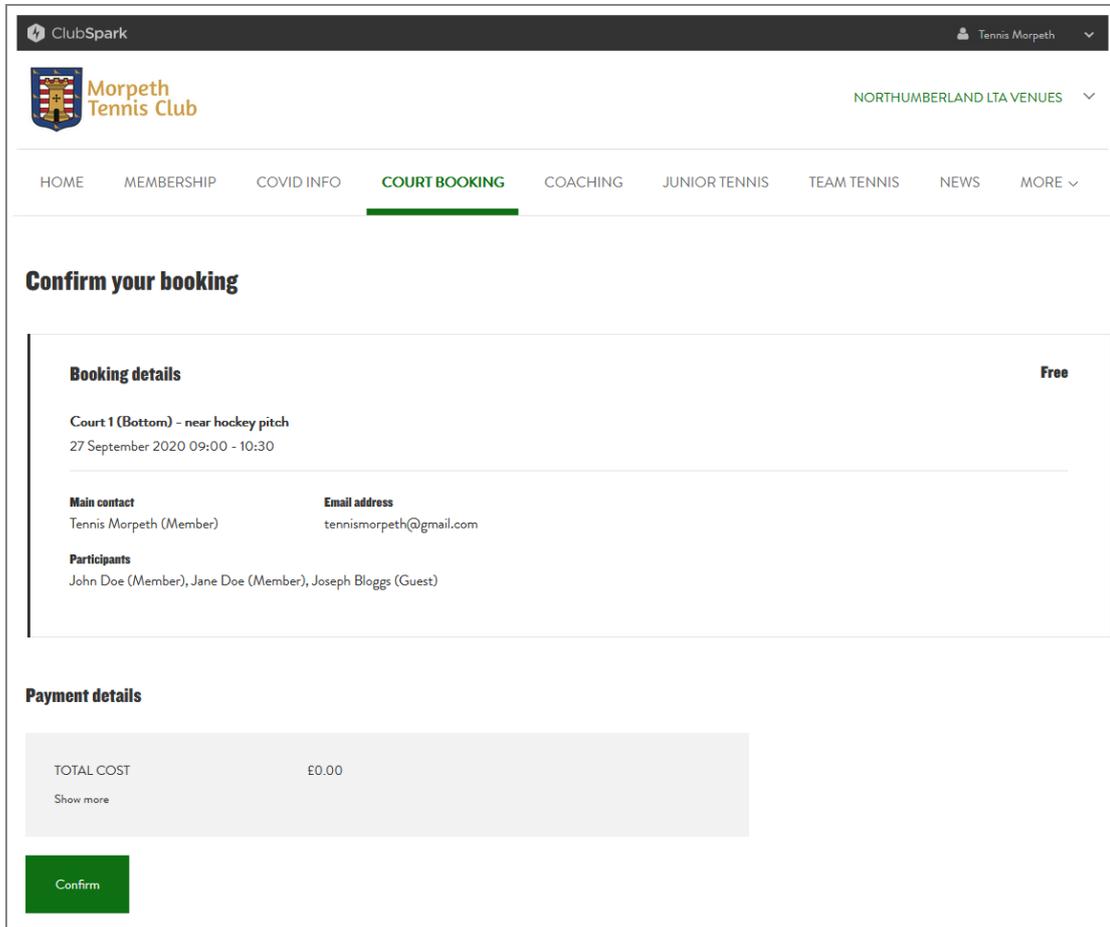
9. If the booking is for a doubles game, you need to add the other two participants by repeating steps 5 to 8 above.

For instance, here we have added one more member and a guest:



10. Click the **Continue booking** button at the bottom of the 'Make a booking' window.

The website now shows a summary of your booking, and asks you to confirm that you want to go ahead with making this booking.



The screenshot displays the 'Morpeth Tennis Club' website interface. At the top, there is a navigation bar with the ClubSpark logo, the club name, and a user profile for 'Tennis Morpeth'. Below this is a secondary navigation bar with the club crest and the text 'Morpeth Tennis Club', along with a dropdown menu for 'NORTHUMBERLAND LTA VENUES'. A main navigation bar includes links for HOME, MEMBERSHIP, COVID INFO, COURT BOOKING (which is highlighted), COACHING, JUNIOR TENNIS, TEAM TENNIS, NEWS, and MORE. The main content area is titled 'Confirm your booking'. It features a 'Booking details' section with a 'Free' price tag. The booking details include 'Court 1 (Bottom) - near hockey pitch' for '27 September 2020 09:00 - 10:30'. Contact information is provided for the 'Main contact' (Tennis Morpeth, Member) and 'Email address' (tennismorpeth@gmail.com). The 'Participants' list includes John Doe (Member), Jane Doe (Member), and Joseph Bloggs (Guest). Below the booking details is a 'Payment details' section showing a 'TOTAL COST' of '£0.00' with a 'Show more' link. At the bottom of the page, there is a prominent green 'Confirm' button.

Notice that only your name is shown on the booking. If you (or anyone else) wants to see the names of other participants for this booking, you simply click on the booking to obtain a 'Booking' window, showing full details of the booking.

Booking ✕

 **Category**
Booking

 **Court 1 (Bottom) - near hockey pitch**
Sunday 27th September 2020, 09:00 to 10:30
For 1hr 30 minutes

 **Contact**
Tennis Morpeth

 **Participants**
Tennis Morpeth
Joseph Bloggs
Jane Doe
John Doe