

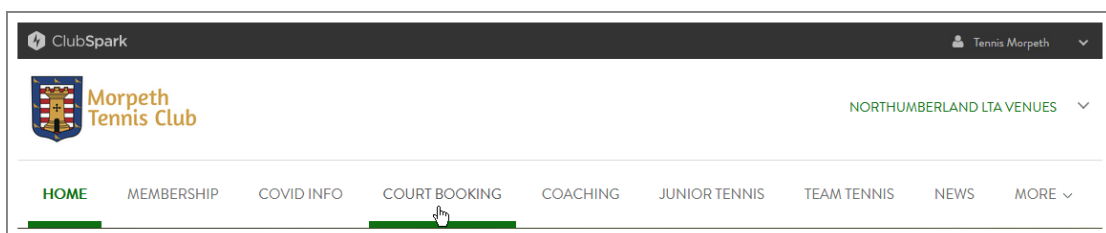
COURT BOOKING INSTRUCTIONS

This document takes you through the process of adding a court booking on the ClubSpark Morpeth Tennis Club website.

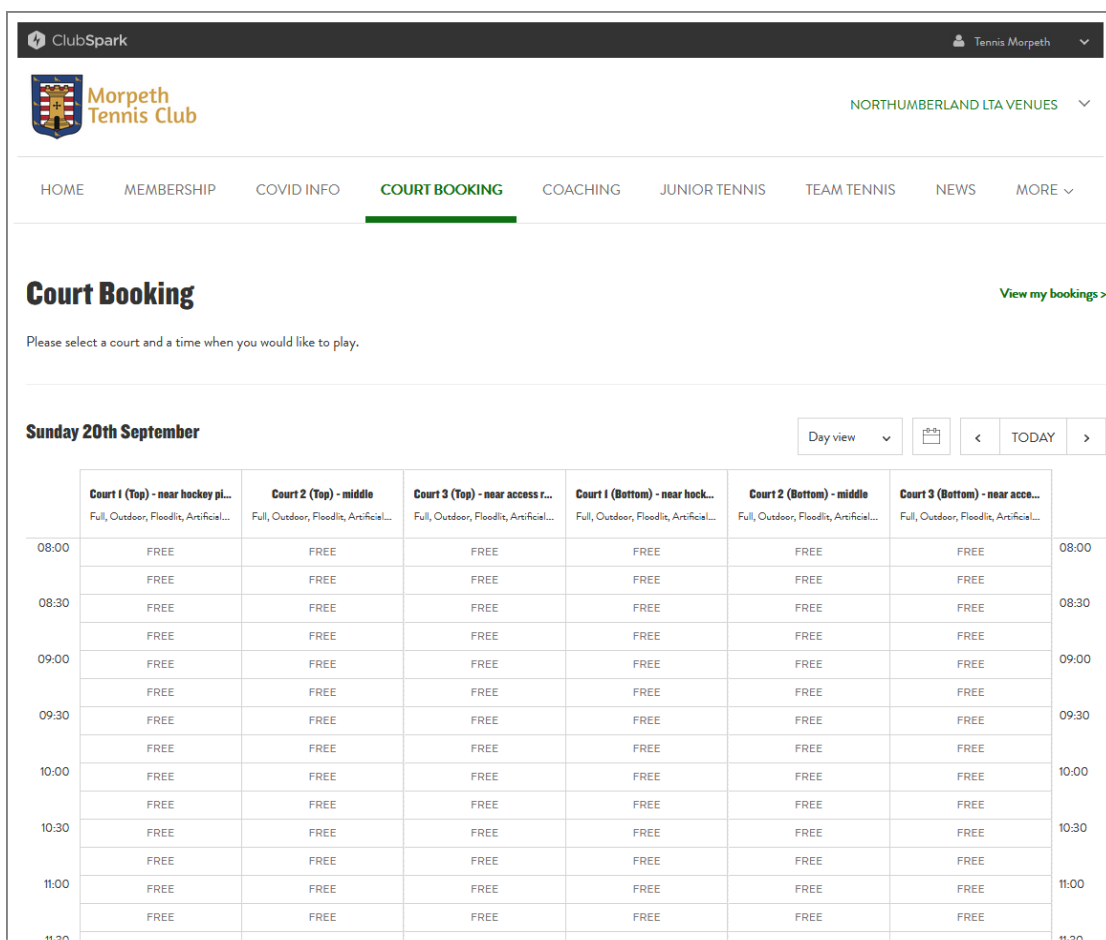
Whenever you make a booking you must include all the people you are playing with as part of that booking. This is to ensure that we have a record of who has played and when, in the case of a Covid-19 outbreak being implicated with a particular booking.

The steps below outline the full procedure in making a booking.

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

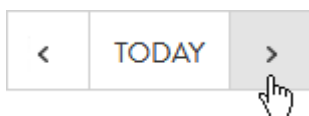


The **COURT BOOKING** page appears.

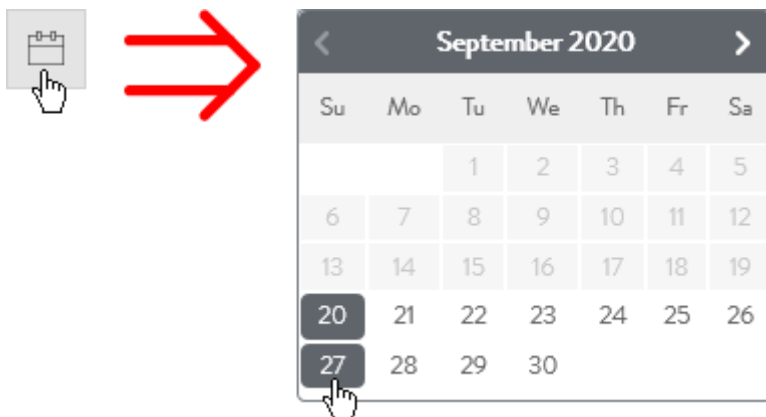


2. Navigate to the day you want to book for.

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							<div>Day view</div>		<div><div></div></div>		<div><</div>		<div>TODAY</div>		<div>></div>	
Court 1 (Top) - near hockey pl...		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	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			
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09:30	FREE		FREE		FREE		FREE		FREE		FREE		09:30			
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	FREE		FREE		FREE		FREE		FREE		FREE					
11:00	FREE		FREE		FREE		FREE		FREE		FREE		11:00			
	FREE		FREE		FREE		FREE		FREE		FREE					
11:30	FREE		FREE		FREE		FREE		FREE		FREE		11:30			
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12:00	FREE		FREE		FREE		FREE		FREE		FREE		12:00			
	FREE		FREE		FREE		FREE		FREE		FREE					
12:30	FREE		FREE		FREE		FREE		FREE		FREE		12:30			
	FREE		FREE		FREE		FREE		FREE		FREE					
13:00	FREE		FREE		FREE		FREE		FREE		FREE		13:00			
	FREE		FREE		FREE		FREE		FREE		FREE					
13:30	FREE		FREE		FREE		FREE		FREE		FREE		13:30			
	FREE		FREE		FREE		FREE		FREE		FREE					
14:00	FREE		FREE		FREE		FREE		FREE		FREE		14:00			
	FREE		FREE		FREE		FREE		FREE		FREE					

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:

Sunday 27th September							Day view		<	TODAY	>
	Court 1 (Top) - near hockey pitch 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:

Make a booking

×

Court 1 (Bottom) - near hockey pitch

Sunday 27th September 2020, 09:00 to 10:00

For 15 minutes

09:15

10:30

10:45

11:00

Participants

TM

Tennis Morpeth Member

[+ Add participant](#)

Free

Discard

Continue booking

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

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.

Participants

TM

Tennis Morpeth
Member

+ Add participant

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

Make a booking

For 1hr 30 minutes

Participants

TM

Tennis Morpeth
Member

Participant

First name

Last name

Save

Cancel


Free

Discard

Continue booking

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:

 Tennis Morpeth
Member

Participant

John

Doe

Save

Cancel

7. Click the **Save** button.

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

Make a booking


×


Sunday 27th September 2020, 09:00 to

10:30 ▾

For 1hr 30 minutes

Participants

 Tennis Morpeth
Member

 John Doe
Guest ▾

Remove

[+ Add participant](#)

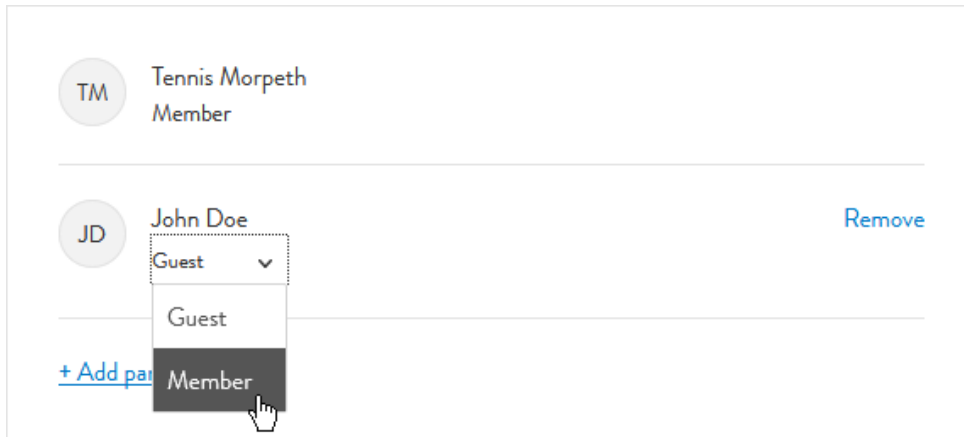
Free

Discard

Continue booking

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

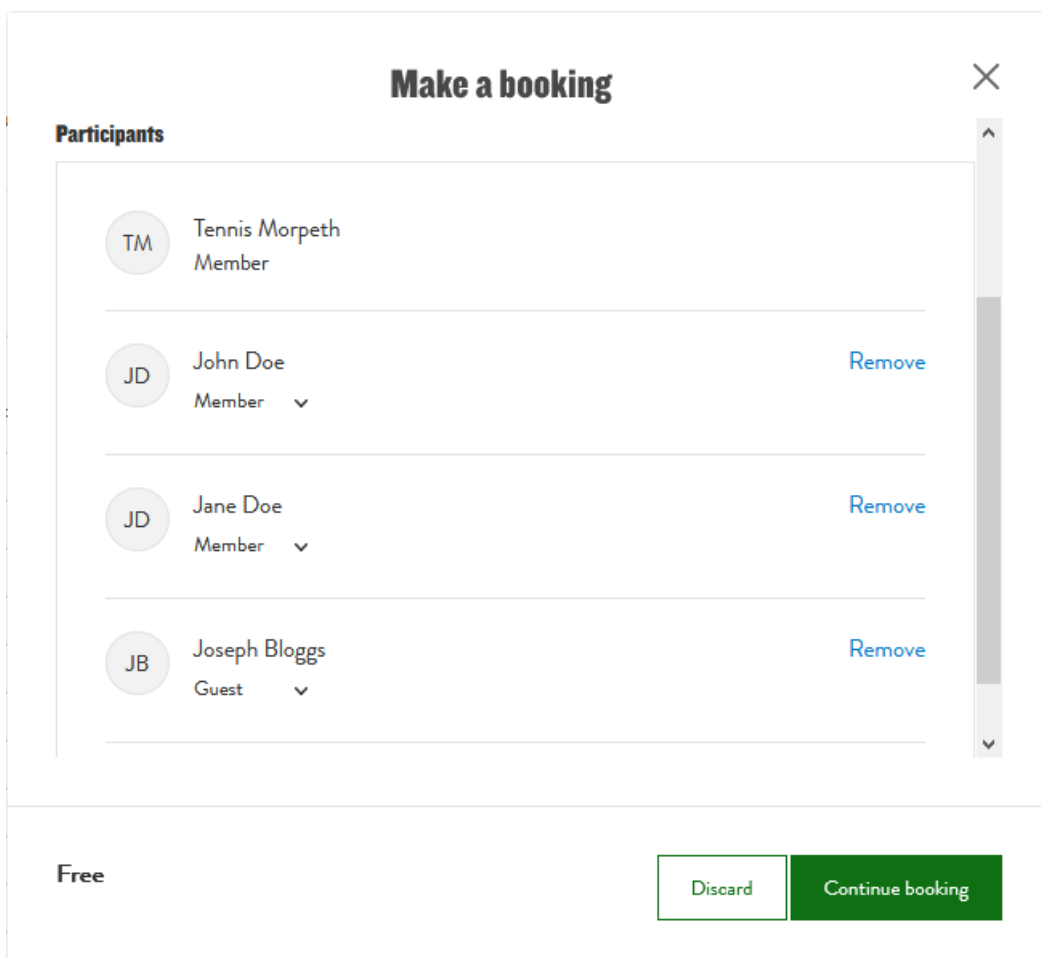
8. If the participant is a member, rather than a guest, select the 'Member' entry from the drop-down list that you get by clicking the down-arrow to the right of the 'Guest' label.



The screenshot shows a list of participants within a rectangular frame. At the top, there is a participant 'Tennis Morpeth' with the initials 'TM' and the status 'Member'. Below this is a horizontal separator line. The next participant is 'John Doe' with initials 'JD'. To the right of 'John Doe' is a blue 'Remove' link. Below the name 'John Doe', there is a dropdown menu that is currently open, showing two options: 'Guest' and 'Member'. A mouse cursor is pointing at the 'Member' option. To the left of the dropdown, there is a blue link that says '+ Add participant'. The entire interface is enclosed in a light gray border.

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:




The screenshot shows a 'Make a booking' dialog box. At the top, the title 'Make a booking' is centered, with a close button (X) on the right. Below the title is a section labeled 'Participants'. This section contains a list of four participants, each with a circular icon containing initials, a name, a status, and a 'Remove' link. The participants are: 1. 'Tennis Morpeth' (TM) with status 'Member'. 2. 'John Doe' (JD) with status 'Member'. 3. 'Jane Doe' (JD) with status 'Member'. 4. 'Joseph Bloggs' (JB) with status 'Guest'. Each participant entry is separated by a horizontal line. To the right of the list is a vertical scrollbar. At the bottom of the dialog, there is a section labeled 'Free' on the left. On the right, there are two buttons: 'Discard' (outlined in green) and 'Continue booking' (solid green).

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.

ClubSpark

Tennis Morpeth

Morpeth Tennis Club

NORTHUMBERLAND LTA VENUES

HOMEMEMBERSHIPCOVID INFOCOURT BOOKINGCOACHINGJUNIOR TENNISTEAM TENNISNEWSMORE

Confirm your booking

Booking details

Free

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

Main contact
Tennis Morpeth (Member)

Email address
tennismorpeth@gmail.com

Participants
John Doe (Member), Jane Doe (Member), Joseph Bloggs (Guest)

Payment details

TOTAL COST

£0.00

Show more

Confirm

11. Click the **Confirm** button at the bottom of these confirmation details.

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

Tennis Morpeth

NORTHUMBERLAND LTA VENUES

HOME

MEMBERSHIP

COVID INFO

COURT BOOKING

COACHING

JUNIOR TENNIS

TEAM TENNIS

NEWS

MORE

✓

Your booking has been confirmed

Booking

Free

Court 1 (Bottom) - near hockey pitch

27 September 2020 09:00 - 10:30

Main contact

Tennis Morpeth (Member)

Contact email address

tennismorpeth@gmail.com

Participants

Tennis Morpeth (Member), Joseph Bloggs (Guest), Jane Doe (Member), John Doe (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

Contact the organizer

Contact on Phone 01670515125


Email tennismorpeth@gmail.com


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							Day view		<	TODAY	>
	Court 1 (Top) - near hockey pitch Full, Outdoor, Floodlit, Artificial...	Court 2 (Top) - middle Full, Outdoor, Floodlit, Artificial...	Court 3 (Top) - near access road Full, Outdoor, Floodlit, Artificial...	Court 1 (Bottom) - near hockey pitch Full, Outdoor, Floodlit, Artificial...	Court 2 (Bottom) - middle Full, Outdoor, Floodlit, Artificial...	Court 3 (Bottom) - near access road 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	09:00 - 10:30 Tennis Morpeth	FREE	FREE					09:00
	FREE	FREE	FREE		FREE	FREE					
09:30	FREE	FREE	FREE		FREE	FREE					09:30
	FREE	FREE	FREE		FREE	FREE					
10:00	FREE	FREE	FREE		FREE	FREE					10:00
	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					


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