

SHTC Updated Booking Manual

10/2021

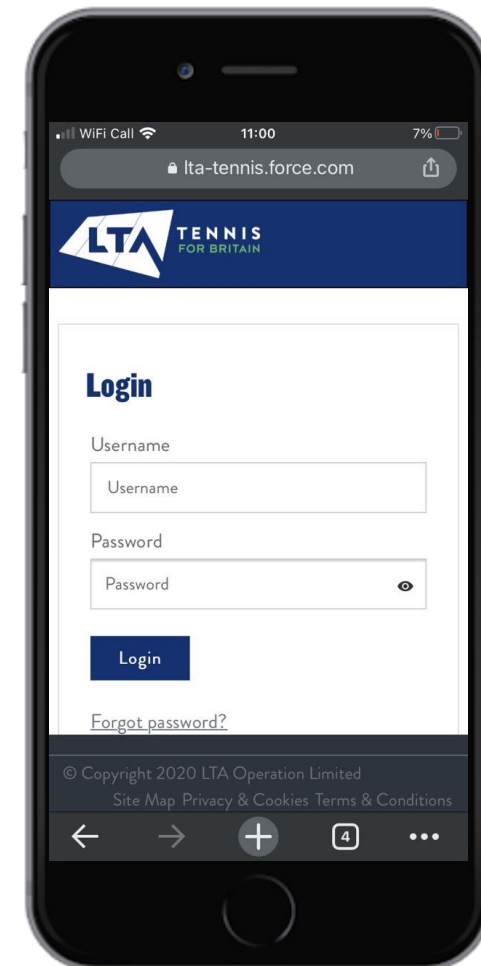
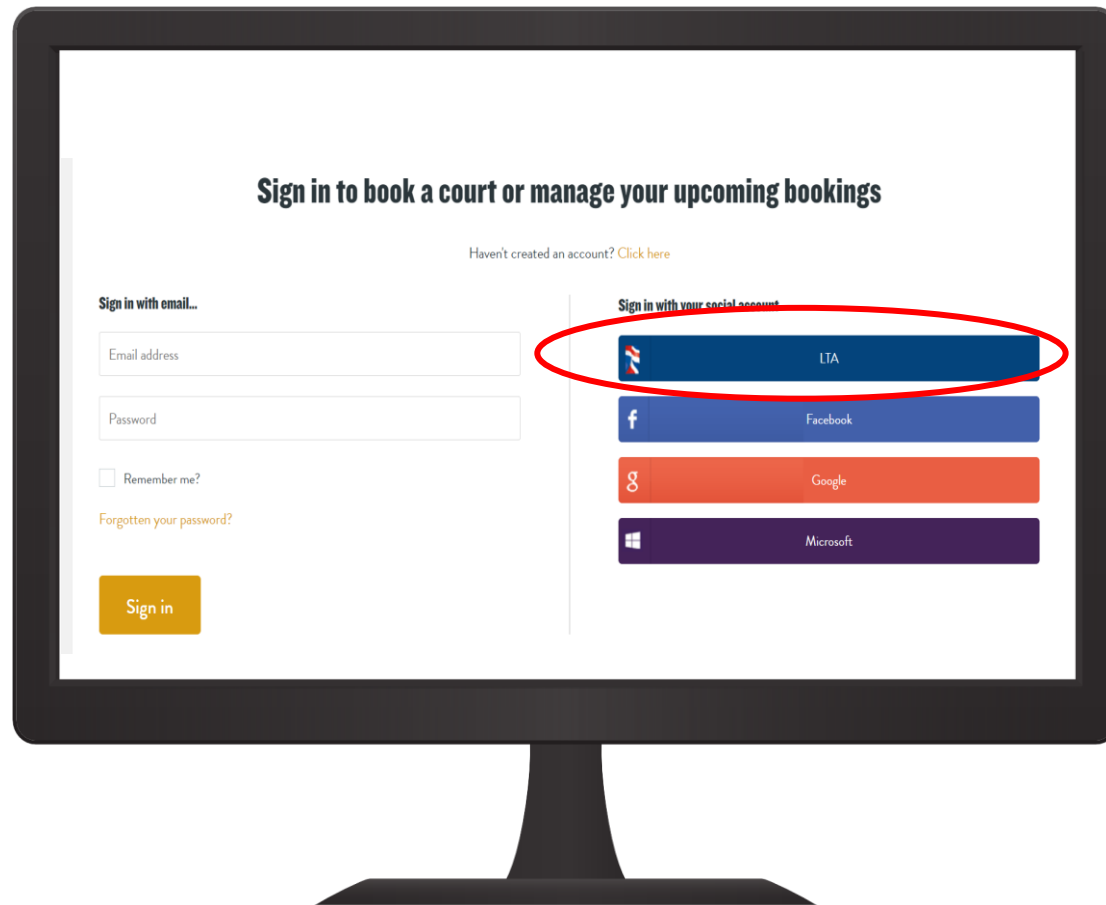


Summary

- Go to www.southhampsteadtennisclub.com/bookings
- Log-in with your LTA login
- You can book once per day, four days in advance
- Sessions are still 1hr30, apart from the 9pm-10.30pm as the lights will go off at 10pm.
- If you are playing with an existing member, just select a court and book it, without entering a guests' name
- If you are playing with a non-member, add the guests' name and pay the guest fee of £6. If you are playing with multiple guests you must list each name separately.
- Any questions about membership, please email membership@southhampsteadtennisclub.com, and any general questions please email contact@southhampsteadtennisclub.com

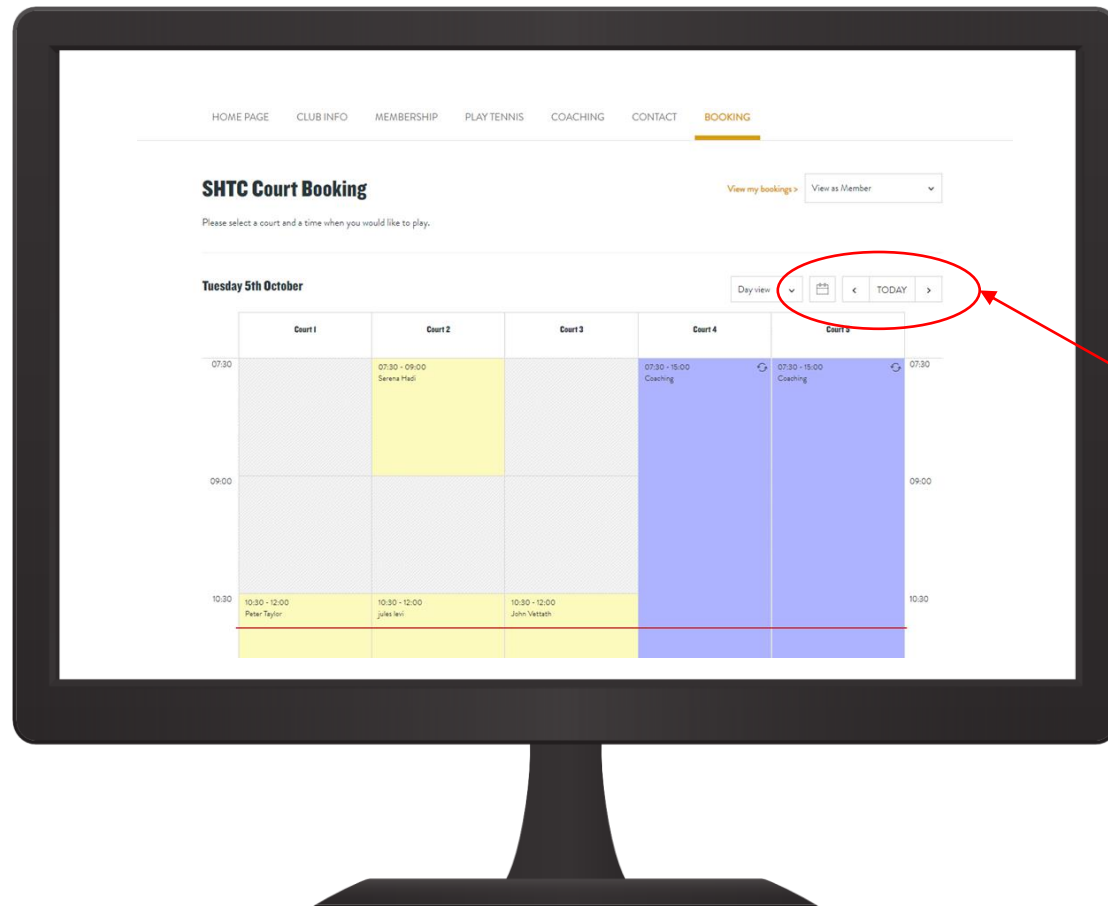
Log-in to SHTC booking system

Go to www.southhampsteadtennisclub.com/bookings on mobile or desktop, and log-in with your LTA login. If you don't have one, sign up



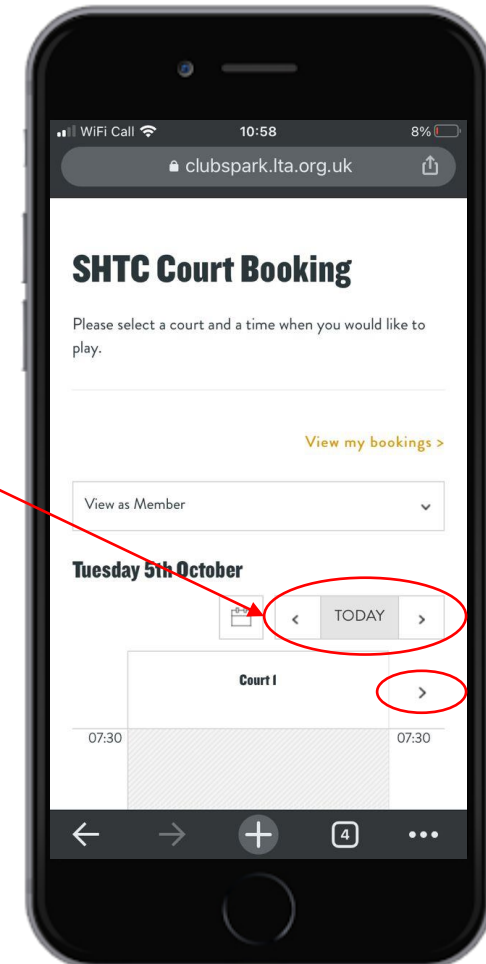
Court finder

Once you have logged in, you should be able to see all of the available courts.



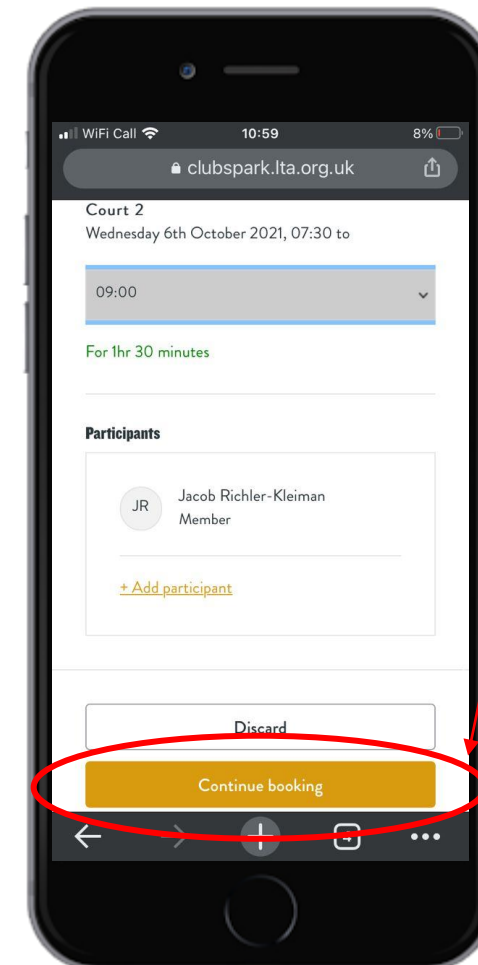
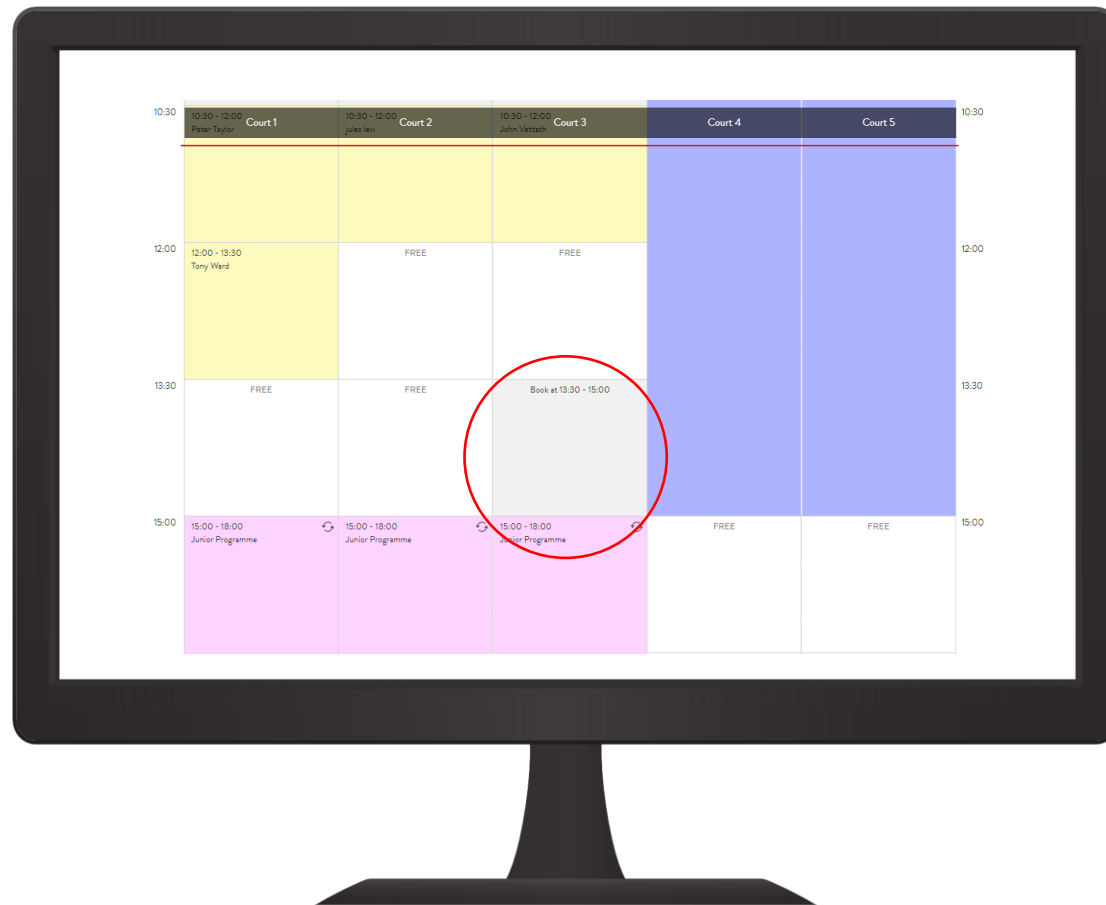
Use arrows to filter between days and courts.

There are 5 courts, and you can book up to 4 days in advance



Booking a court

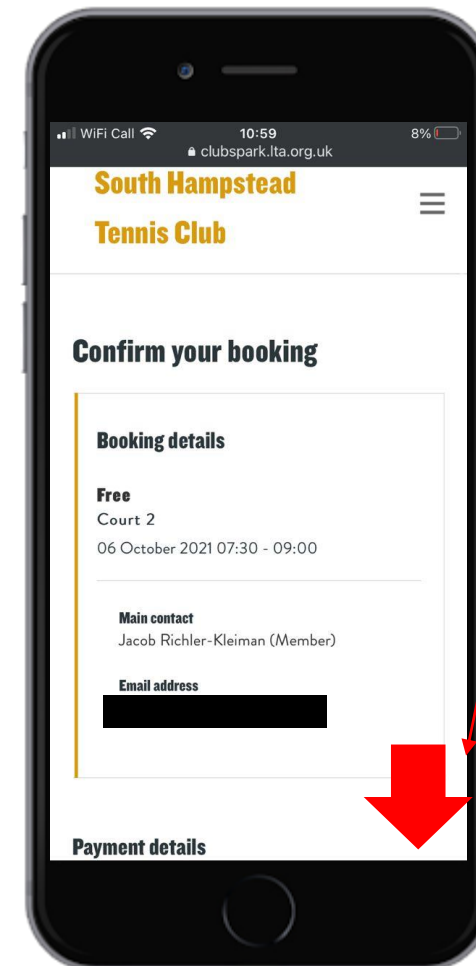
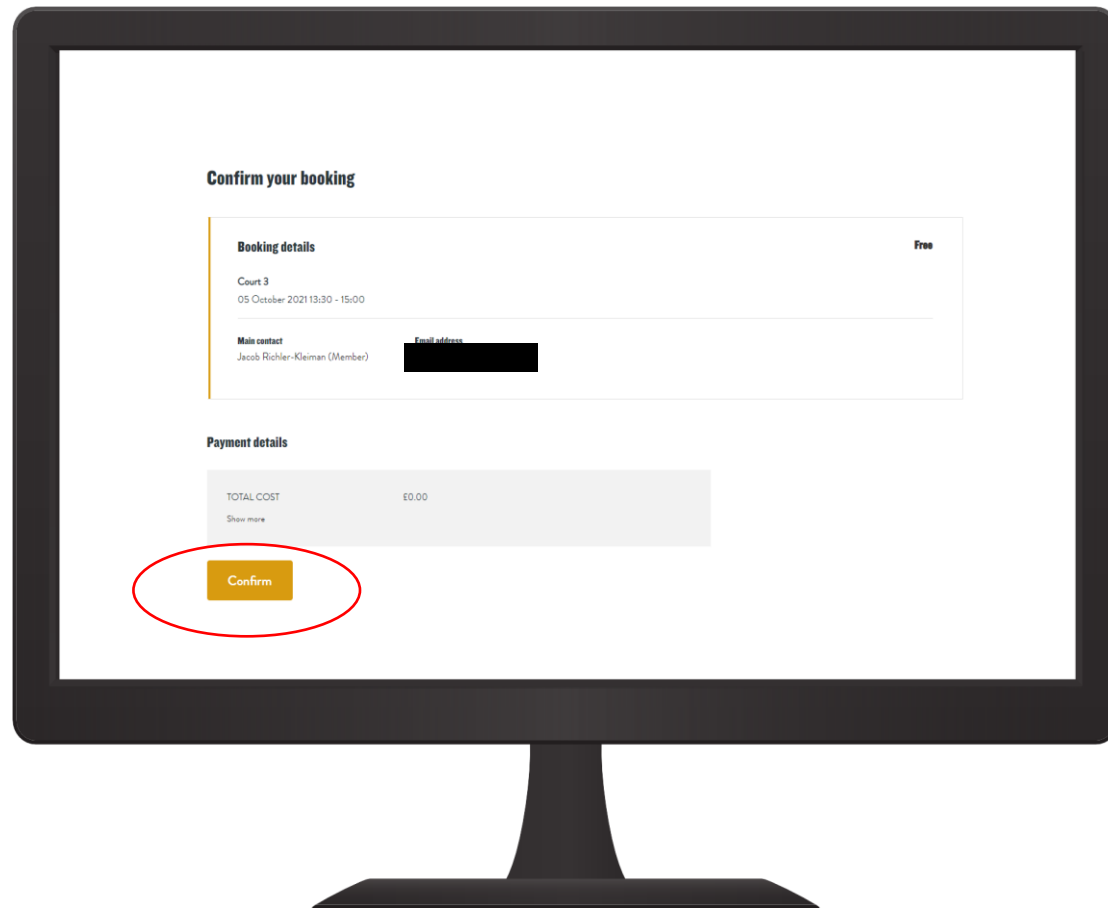
- Select any “FREE” court, and select it. Once you have selected it, click “Continue booking”
- Courts in yellow are already booked, and courts in purple/pink/blue are booked for team matches/junior tennis/coaching



Depending on the size of your phone screen, you may need to scroll down to find the “Continue booking” button

Booking a court

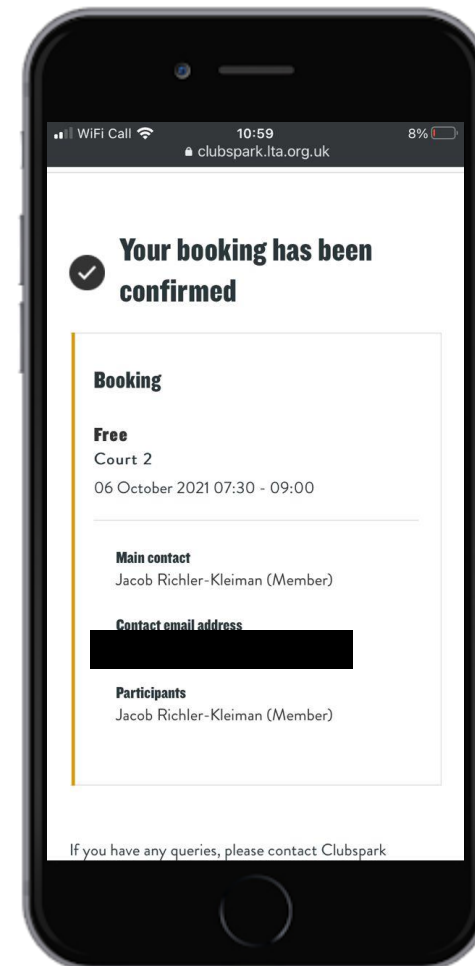
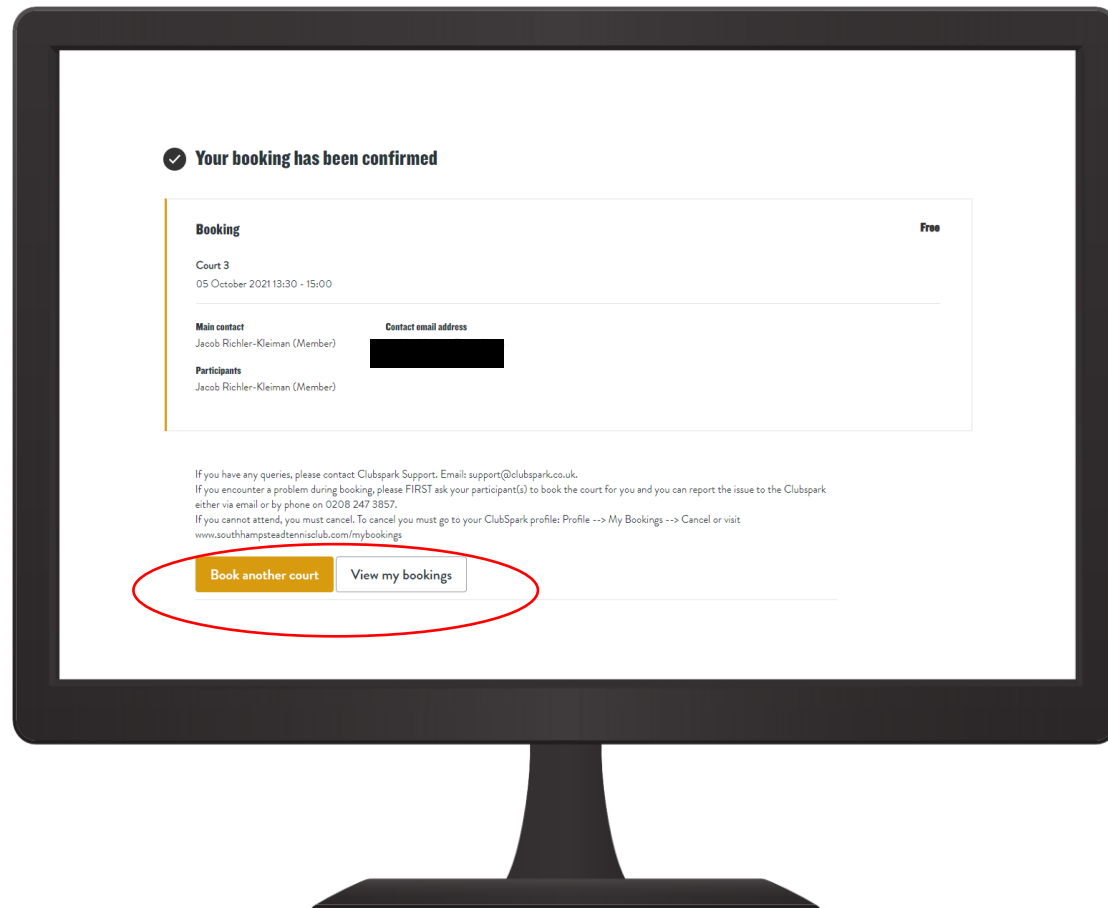
- Select any “FREE” court, and select it. Once you have selected it, click “Continue booking”
- Courts in yellow are already booked, and courts in purple/pink/blue are booked for team matches/junior tennis/coaching



Depending on the size of your phone screen, you may need to scroll down to find the “Confirm” button – unless you confirm, your court will not be booked

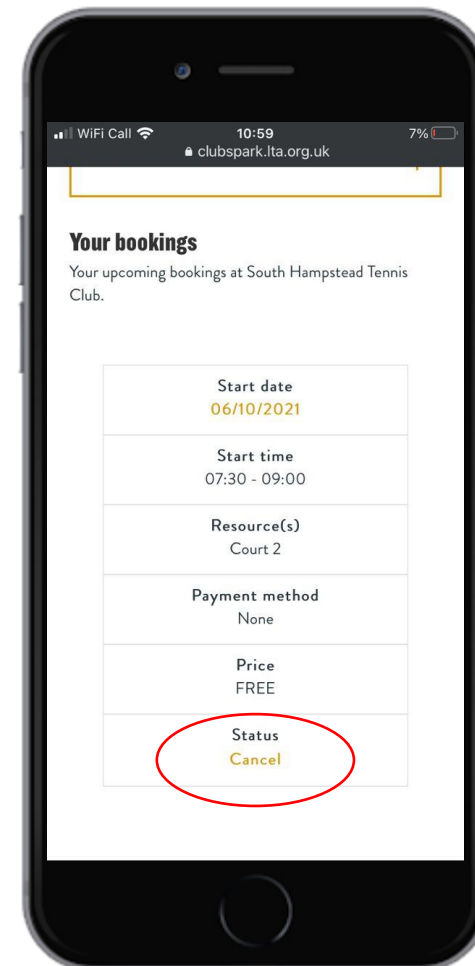
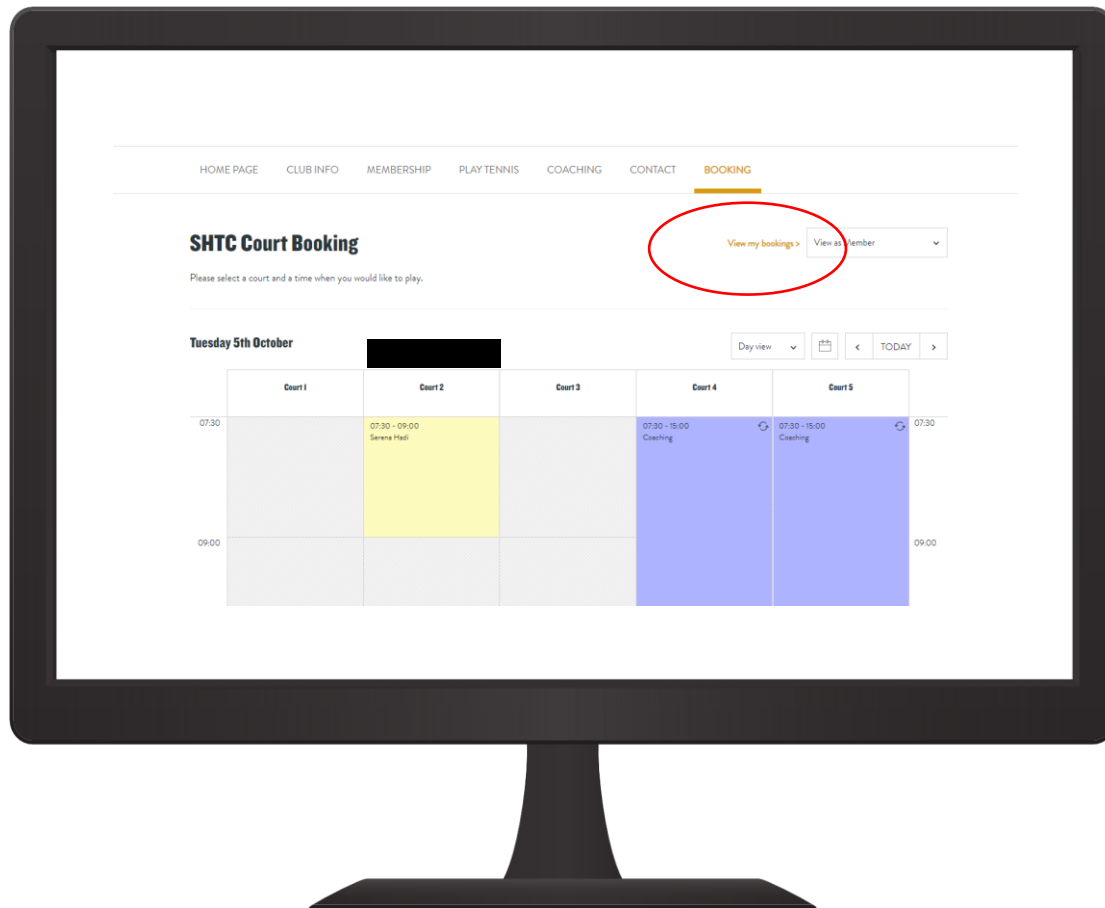
Booking confirmation

- Unless you see the booking confirmation screen, your booking has not been confirmed
- Once you have booked, you can either book another court, or view your bookings to check/cancel them



Checking/cancelling a booking

- Navigate to your bookings – you can do this on the bookings page or after booking (previous example)
- You can view your bookings, and easily cancel. If you cannot attend please cancel your booking so the court can be used by someone else





Adding Guests

and paying



Booking flow for adding guests

Make a booking

Court 5

Saturday 17th July 2021, 21:00 to 22:30

For 1hr 30 minutes

Participants

JR Jacob Richler-Kleiman
Member

[+ Add participant](#)

Free

Discard Continue booking

Make a booking

For 1hr 30 minutes

Participants

JR Jacob Richler-Kleiman
Member

Participant

Wayne Rooney

Save Cancel

Free

Discard Continue booking

Make a booking

Saturday 17th July 2021, 21:00 to 22:30

For 1hr 30 minutes

Participants

JR Jacob Richler-Kleiman
Member

WR Wayne Rooney
Guest

Remove

[+ Add participant](#)

Free

Discard Continue booking



Booking flow for adding guests

Booking details

Court 5
17 July 2021 21:00 - 22:30

Main contact
Jacob Richler-Kleiman (Member)

Email address
[REDACTED]


Participants
Wayne Rooney (Guest)

Payment details

TOTAL COST	£6.00
Show more	

PLEASE NOTE: Cancelled bookings will be refunded if cancelled 12 hours or more before the start of the booking slot.

Confirm and pay



South Hampstead Tennis Club
[REDACTED]

1234 1234 1234 1234

MM / YY CVC

Pay £6.00



Adding multiple guests

Make a booking

Participants

- JR Jacob Richler-Kleiman
Member
- WR Wayne Rooney
Guest Remove
- RF Rio Ferdinand
Guest Remove
- PS Paul Scholes
Guest Remove

Free

Discard Continue booking

Booking details

Court 5
17 July 2021 21:00 - 22:30

Main contact
Jacob Richler-Kleiman (Member) Email address

Participants
Wayne Rooney (Guest), Rio Ferdinand (Guest), Paul Scholes (Guest)

Payment details

TOTAL COST	£18.00
Show more	

PLEASE NOTE: Cancelled bookings will be refunded if cancelled 12 hours or more before the start of the booking slot.

Confirm and pay