

ClubSpark Court Booking Guide

Read below for guides on:

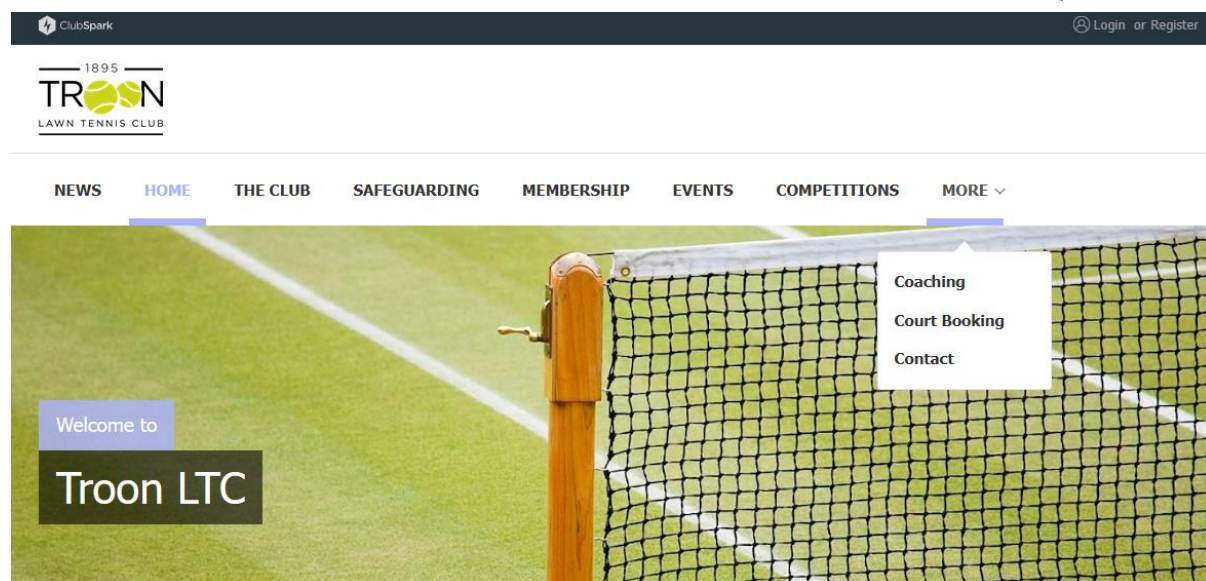
- 1) Getting Started
- 2) Viewing the booking sheet
- 3) Booking a court
- 4) Cancelling a booking
- 5) Using the ClubSpark Booker app

Getting Started

If you follow this link:

<https://clubspark.lta.org.uk/troonltc>

The page shown below will open. Sign in through your ClubSpark account i.e the one you used for your membership.



You will also have the option of registering with ClubSpark if you don't have an account or signing in through your LTA, Facebook, Google or Microsoft account.

ClubSpark

Login or Register

1895

TRON

LAWN TENNIS CLUB

Sign in to book or manage your upcoming bookings

Please note

- Every time you sign in **you will need to use the same method you selected to create your account**

Haven't created an account? [Click here](#)

Sign in with email...

Email address

Password

☐ Remember me?

Sign in with your social account

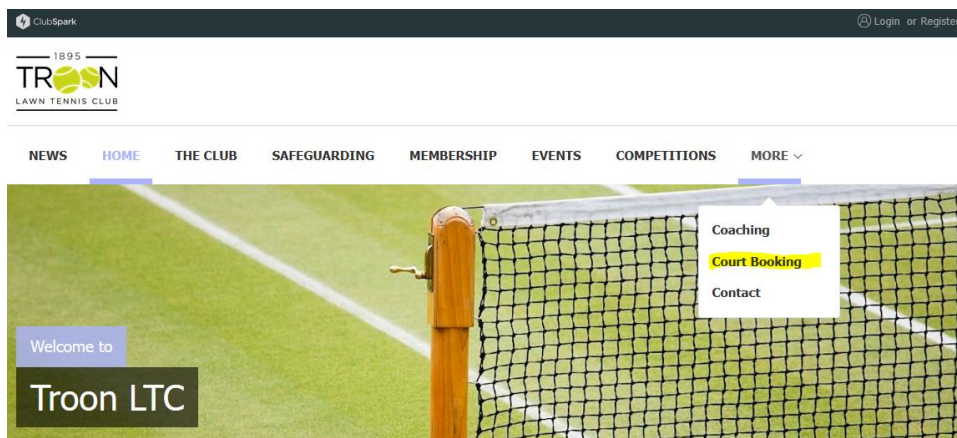
LTA

Facebook

Google

If this is your first time using the system, you will be asked to accept the privacy policy in place. Scroll to the bottom, tick the confirm box & click on the blue SIGN UP button.

Once signed in, access the booking page, which will show the availability of all courts at the club on the chosen day.



Viewing the Booking Sheet

Thursday 23rd February

Day view  < TODAY >

	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6	
07:00							07:00
07:30							07:30
08:00							08:00
08:30							08:30
09:00							09:00
09:30							09:30
10:00							10:00
10:30							10:30

Clicking the 'Today' button will automatically bring up the schedule of the current day. Selecting the calendar icon brings up an overlay where you can choose a specific day you would like to view. Members are able to book up to 7 days in advance. You can scroll to previous or future days by clicking the arrows on either side of the 'Today' button.

Booking a Court

To book a court, click on your desired booking slot on the booking sheet.

Thursday 23rd February

Day view ▾



<

TODAY

>

	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6	
07:00							07:00
07:30							07:30
08:00				Book at 08:00 - 08:30			08:00



After clicking on the booking slot an overlay will appear.

Make a booking

Court 4

Thursday 23rd February 2023, 08:00 to

08:30 ▾

For 30 minutes

You can now choose how long you want your slot for by selecting a time from the drop down menu. It can last a maximum of 2 hours. To book the court, click the 'Book now' button.

Make a booking

Court 4

Thursday 23rd February 2023, 08:00 to

For 1hr 30 minutes

Category

Booking

09:30

08:30

09:00

09:30

You will be asked to confirm your booking, check the details and press the Confirm button.

Once you've made your booking, you will be taken to the booking confirmation page, which will give details of the booking. You will also be sent a confirmation email.

✓ Your booking has been confirmed

Booking

Court 4

23 February 2023 09:30 - 10:00

End date

23 February 2023

Sub category

None

Main contact

None

Main contact email address

None

Senior Members are entitled to sign a guest on five times during any one season. The same guest may not be introduced more than three times. All guests contact info MUST be emailed to Secretary@troontennis.org.uk PRIOR to using the courts. At all times, players should adhere to the Scottish Government's social distancing guidelines (staying at least 2m away from others), and practice public health advice for hygiene. The clubhouse will remain out of bounds and as such there will be no toilet facilities. Please bring your own hand sanitiser and sanitise on arrival and leaving the club. Court gates should remain open at all times to minimise touching of gates. All your tennis balls should be marked so you are only touching your own equipment. All benches have been removed to reduce possible contamination and no spectating is permitted. All nets will be set at the correct height so please do not touch or adjust nets.

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

You can now select 'Book another court' or 'View my bookings'. Your name will appear in the booking sheet, as shown in the image below.

Thursday 23rd February

	Court 1	Court 2	Court 3	Court 4
07:00				
07:30				07:30 - 08:00 Booked
08:00				

Cancelling a Booking

To cancel a booking click on the 'My bookings' tab on the booking sheet. This will open your 'My bookings' page and bring you to a list of your upcoming bookings.

Your account

- Your profile
- Your bookings**
- Your courses
- Your memberships
- Sign out

Your bookings

Your upcoming bookings at Troon LTC.

[Upcoming](#)
[In Progress](#)
[Completed](#)
[Cancelled](#)

Date	Time	Court	
23/02/2023	08:00 - 08:30	Court 4	Cancel

[Book a court](#)
Check availability online

You can cancel a booking here by pressing the Cancel button.

Your account

- Your profile
- Your bookings
- Your courses
- Your memberships

Your bookings

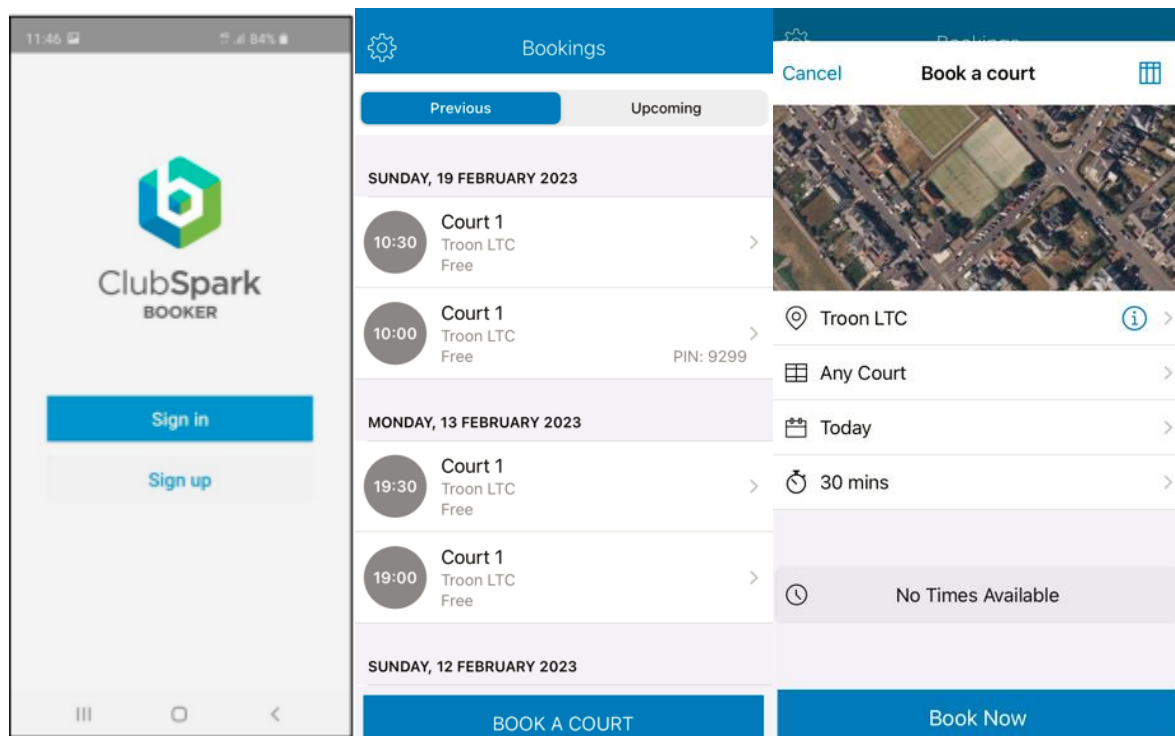
Your upcoming bookings at Troon LTC.

Upcoming In Progress Completed **Cancelled**

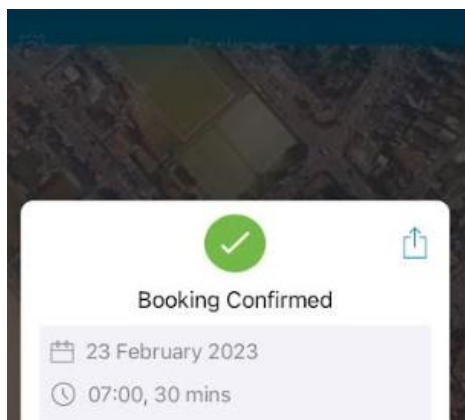
Date	Time	Court	
23/02/2023	08:00 - 08:30	Court 4	Cancelled
23/02/2023	08:00 - 08:30	Court 4	Cancelled

Using the ClubSpark Booker App

Download the ClubSpark Booker App on iOS or Android, or search for 'ClubSpark' on the App Store. Sign into the app, using the same account as you use to sign into ClubSpark and then select “Book A Court”. On the Book a Court page select the court, if you have a preference, the date, the duration and the time. Press the “Book now” button.



Check the booking details and confirm. You will then be presented with the confirmation screen and have the opportunity to add the booking to your calendar.



Your booking will then be visible on the Upcoming bookings tab. To cancel a booking, click on the appropriate booking and press the “Cancel booking” button.

