

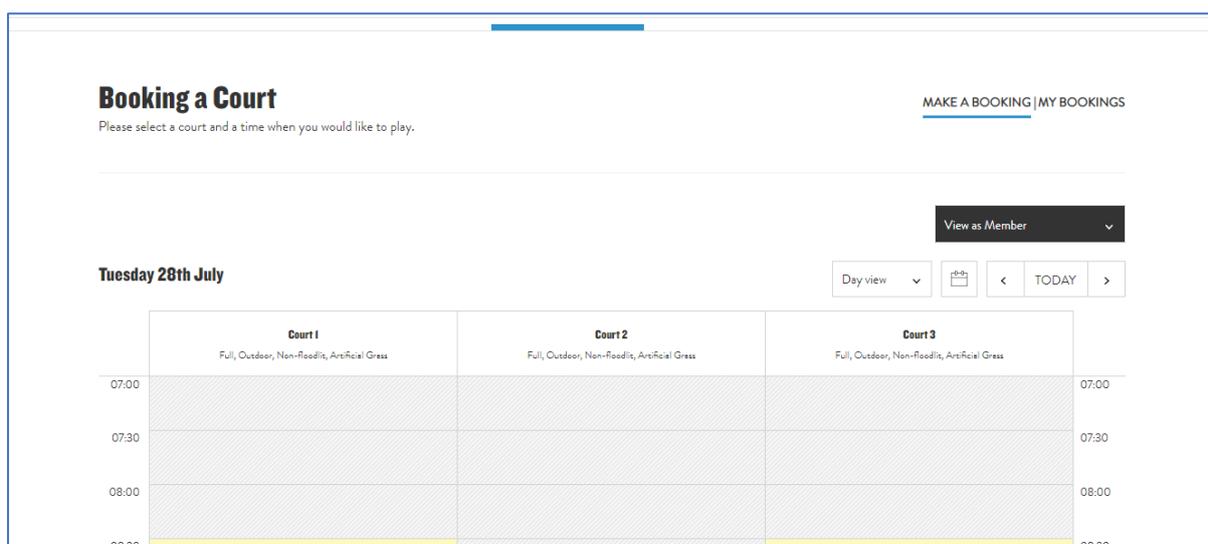
# Clubspark – how to book, or cancel, a court via the website or Booker app

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## Booking a court via website

Go to the [booking pages on the Wychwoods Tennis Club website](#) and log in using the credentials you first signed up with, ie, email/password, LTA login, Facebook, Google or Microsoft. This will take you to the following page:



You should see your name in the black banner (where it says 'View as Member' in the example above). If you are booking a court for a junior member, you need to check that the correct member name is selected from the list.

## Booking a Court

Please select a court and a time when you would like to play.

MAKE A BOOKING | MY BOOKINGS

View as Member

**Thursday 30th July** Day view

	Court 1 Full, Outdoor, Non-Floodlit, Artificial Grass	Court 2 Full, Outdoor, Non-Floodlit, Artificial Grass	Court 3 Full, Outdoor, Non-Floodlit, Artificial Grass	
07:00	FREE	FREE	FREE	07:00
07:30	Book at 07:30 - 08:00	FREE	FREE	07:30
08:00	FREE	FREE	FREE	08:00
08:30	FREE	FREE	FREE	08:30

<https://clubspark.itn.org.uk/WychwoodsTennisClub/Booking/BookByDate#>

Find the time slot you would like to book and click on it. You will see the following window:

## Booking a Court

Please select a court and a time when you would like to play.

MAKE A BOOKING | MY BOOKINGS

View as Member

**Thursday 30th July**

### Make a booking

Court 1

Thursday 30th July 2020, 07:30 to 08:00

For 30 minutes

Free

Discard Continue booking

	Court 1 Full, Outdoor, Non-Floodlit, Artificial Grass	Court 2 Full, Outdoor, Non-Floodlit, Artificial Grass	Court 3 Full, Outdoor, Non-Floodlit, Artificial Grass	
07:00	FREE	FREE	FREE	07:00
07:30	Book at 07:30 - 08:00	FREE	FREE	07:30
08:00	FREE	FREE	FREE	08:00
08:30	FREE	FREE	FREE	08:30

Make any adjustments to the length of your booking using the drop down list:

## Booking a Court

Please select a court and a time when you would like to play.

MAKE A BOOKING | MY BOOKINGS

View as Member

**Thursday 30th July**

### Make a booking

Court 1

Thursday 30th July 2020, 07:30 to 08:30

For 1hr 0 minutes

Total £0.00

Discard Continue booking

	Court 1 Full, Outdoor, Non-Floodlit, Artificial Grass	Court 2 Full, Outdoor, Non-Floodlit, Artificial Grass	Court 3 Full, Outdoor, Non-Floodlit, Artificial Grass	
07:00	FREE	FREE	FREE	07:00
07:30	FREE	FREE	FREE	07:30
08:00	FREE	FREE	FREE	08:00
08:30	FREE	FREE	FREE	08:30

Once you click on 'Continue booking' you will see a summary of your booking:

**Booking details** **Free**

Court 1  
30 July 2020 07:30 - 08:30

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**Main contact** **Email address**  
Kate Lister (Member) wtcmembershipsecretary@gmail.com

**Payment details**

TOTAL COST £0.00

[Show more](#)

[Confirm](#)

Click 'Confirm' to complete your booking:

WICHWOODS TENNIS CLUB

HOME NEWS MEMBERSHIP COACHING **BOOKING A COURT** EVENTS COMPETITION MEMBERS INFO

**✔ Your booking has been confirmed**

**Booking** **Free**

Court 1  
30 July 2020 07:30 - 08:30

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**Main contact** **Contact email address**  
Kate Lister (Member) wtcmembershipsecretary@gmail.com

**Participants**  
Kate Lister (Member)

**Court 1**  
30 July 2020 07:30 - 08:30

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**Main contact**  
Kate Lister (Member)

**Contact email address**  
wtcmembershipsecretary@gmail.com

**Participants**  
Kate Lister (Member)

Many thanks for your booking. For information about club rules and the court code of conduct please visit our website:  
<http://www.wychwoodstennis.co.uk/calendar.php>.

COVID-19 RULES:  
WIPE KEY PAD WITH HAND SANITIZER TO USE KEYPAD OR WEAR GLOVES.  
KEEP AT LEAST ONE METER APART  
USE TENNIS RACKET TO PASS BALLS BACK OR KICK THEM BACK  
PLEASE DONT SIT ON BENCHES AND TAKE YOUR RUBBISH AWAY WITH YOU.

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

### Cancel your booking via the website

When signed in, click on 'Your bookings' to see a summary of your activity. To cancel a booking, select it from the list:

**WYCHWOODS TENNIS CLUB**

HOME NEWS MEMBERSHIP COACHING **BOOKING A COURT** EVENTS COMPETITION MEMBERS INFO

**Your profile**

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

**Your bookings**  
Your upcoming bookings at Wychwoods Tennis Club.

Date	Time	Court	Payment method	Cost	
30/07/2020	07:30 - 08:30	Court 1	None	FREE	<a href="#">Cancel</a>
01/08/2020	11:00 - 12:30	Court 3	None	FREE	<a href="#">Cancel</a>

[Book a court](#)  
Check availability online

Click 'Yes' to confirm the cancellation:

The screenshot shows a modal dialog titled "Cancel booking" with a close button (X) in the top right corner. The text inside the modal asks, "Are you sure you would like to cancel this booking?". There are two buttons: "No" and "Yes". The "Yes" button is highlighted in blue. In the background, a table of bookings is visible, with the selected booking highlighted. The table has columns for Date, Time, Court, Payment method, and Cost. The selected booking is for 01/08/2020, 11:00 - 12:30, Court 3, with a cost of FREE and a "Cancel" button.

Date	Time	Court	Payment method	Cost	
01/08/2020	11:00 - 12:30	Court 3	None	FREE	Cancel

The booking will then show as 'Cancelled' in your list:

The screenshot shows the "Your bookings" section of the website. The title is "Your bookings" and the subtitle is "Your upcoming bookings at Wychwoods Tennis Club." Below the title is a table with columns for Date, Time, Court, Payment method, and Cost. The table shows two bookings: one for 30/07/2020, 07:30 - 08:30, Court 1, with a cost of FREE and a status of "Cancelled"; and another for 01/08/2020, 11:00 - 12:30, Court 3, with a cost of FREE and a status of "Cancel".

Date	Time	Court	Payment method	Cost	
30/07/2020	07:30 - 08:30	Court 1	None	FREE	Cancelled
01/08/2020	11:00 - 12:30	Court 3	None	FREE	Cancel

## Booking via App Booker

To use the app, download it first from:

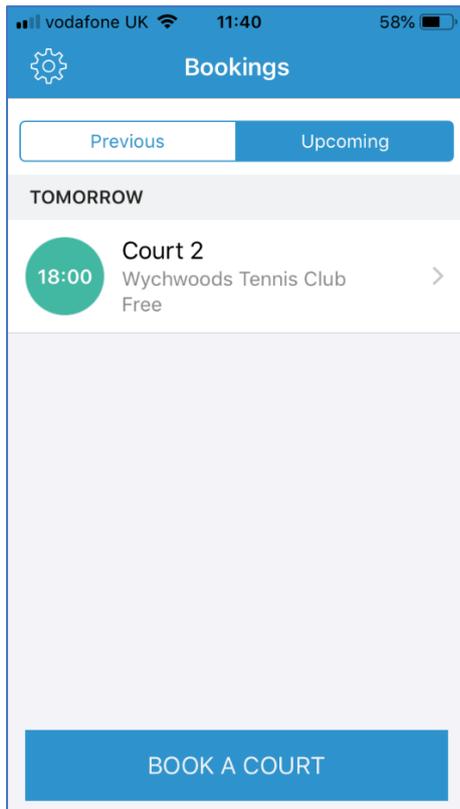


Or



Sign into the app using your Clubspark credentials, ie, email/password, LTA login, Facebook, Google or Microsoft.

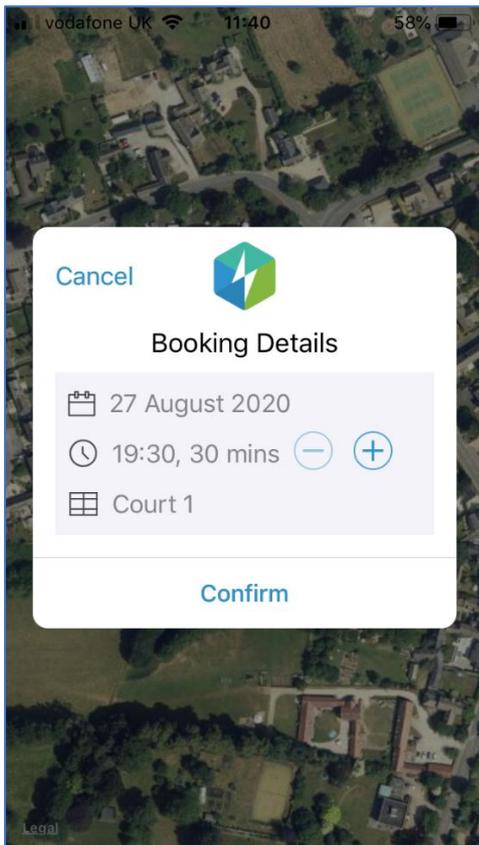
Click on 'Book a Court':



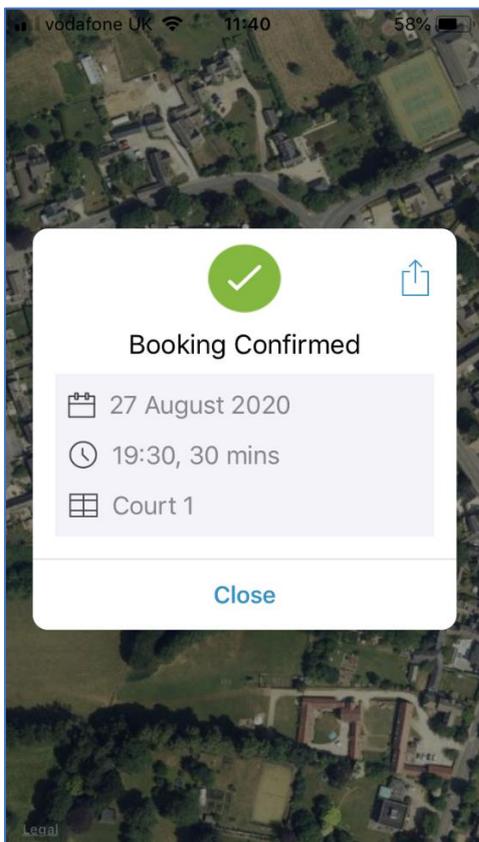
Click on the time slot you want to book:



To change the duration of your time slot, click on the + or – button, then click on ‘Confirm’:

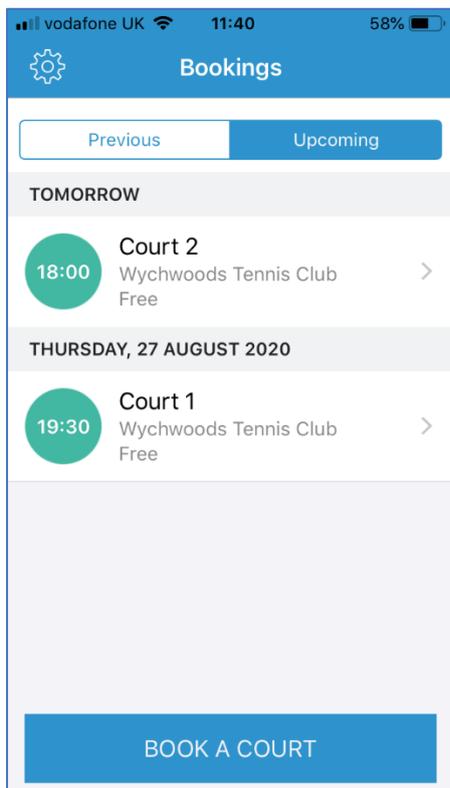


A booking summary will be displayed and you can close the screen:

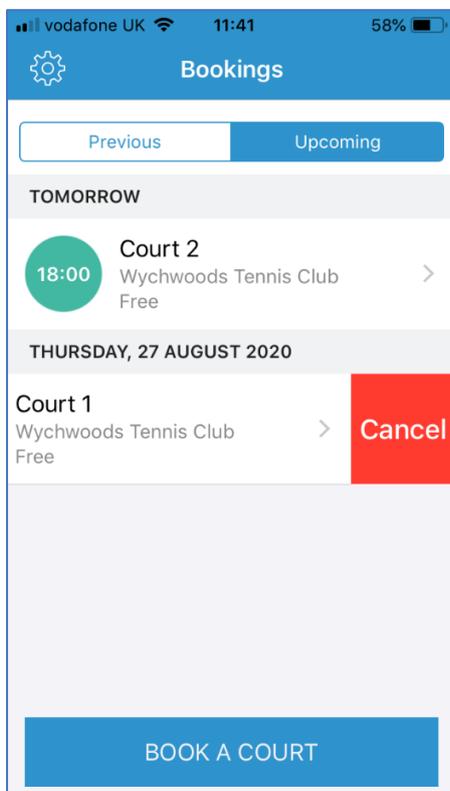


## Cancelling via App Booker

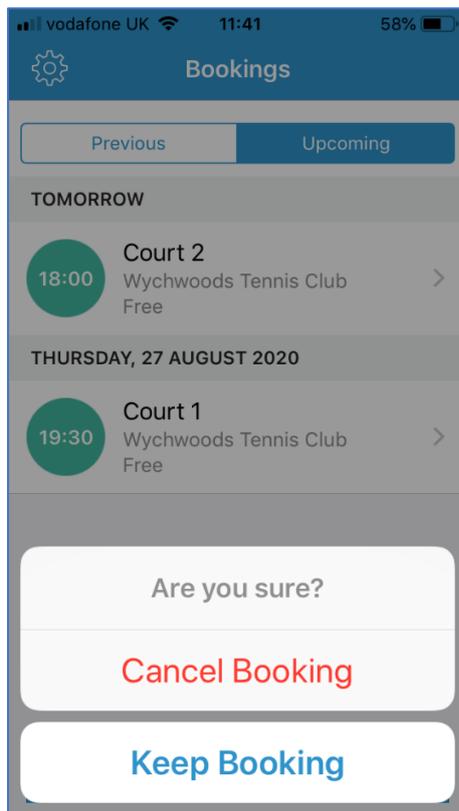
Access the app to see a list of your bookings:



Click on the booking you wish to cancel and then click the 'Cancel' button:



Click 'Cancel Booking':



The booking will show as 'Cancelled' in your list:

