

Online Booking System instructions... Part 2 : Booking and cancelling slots

You should by now have successfully completed your online registration with **BTA**. Please see **Part 1 : Registration** instructions if you have not.

Every member gets **FOUR** slots allocated to them weekly. **ONE** slot during PEAK times and **THREE** slots during OFF-PEAK times. You are only able to book a maximum of **FOUR** slots per week.

This document is for you to print off incase you get stuck getting familiar with this new system. It is very user friendly so don't be worried. If you have any queries or difficulties please feel free to contact the website administrator on jen@jennieroutley.co.uk

PLEASE NOTE: DO NOT HIT YOUR BROWSERS BACK BUTTON WHEN USING THE SYSTEM IF YOU DO YOU WILL HAVE TO LOG BACK IN. IF THE SYSTEM IS UNRESPONSIVE FOR A WHILE AFTER YOU HAVE CLICKED A BUTTON TRY CLICKING IT AGAIN.

Booking slots

The system is set up to allow you to book courts in slots of one hour from 8am - 8pm (*light permitting!*)

As a BTA member you are given an allocation of **FOUR** slots a week and you may only book a week in advance. Each week a booking report will be printed out and posted up on the courts so everybody knows who has booked what. You are able to view your bookings for the current week incase you need a reminder by clicking the **VIEW CURRENT WEEK** button in the bottom right corner of the calendar.

Please note: When you click on a slot you will see in the box that appears in the bottom left whether it is an off-peak or a peak slot. Members can only book **ONE** court at **peak times**, and **THREE** courts at all **off-peak** times. Due to courts having to be left available for the general public.

To start making your bookings login with your email address and password, this will then bring up the booking calendar. You will see from the colour system which slots are your bookings and which are unavailable.

bookings online													Guest (Member) log out my details	
Unavailable														
3rd - 10th November 2008														
Your slots	Morning				Afternoon				Evening					
Monday 3rd	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	
Tuesday 4th	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm			
Wednesday 5th	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	
Thursday 6th	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	
Friday 7th	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	
Saturday 8th			10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	
Sunday 9th			10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	

[view current week \(this week\)](#)

[click a session to check availability and book](#) [My Bookings](#)

To book a court click on the time slot you want - this will then bring up the court selection window in the bottom left of the calendar. Here you can see if any courts are already booked and which are available. Click on the court you want and then confirm. You have now made your first booking!

The screenshot shows a booking interface. On the left, under the heading "Wednesday 5 November - 11:00am (1hr) off-peak", there is a 2x2 grid of court options: Court 1, Court 2, Court 3, and Court 4. Each court name is followed by a "book" button. Below this grid, it says "2 bookings remaining". On the right, there is a "My Bookings" panel. It lists two bookings: "Tue 4 Nov - 12:00pm (1hr) : Court 2" and "Sat 8 Nov - 3:00pm (1hr) : Court 1". Each booking has a "cancel" button. At the bottom of the panel, it says "4 per week max."

You can keep an eye on your bookings and cancel any bookings you have made using the **MY BOOKINGS** panel in the right hand corner.



Cancelling slots

To cancel a booking is very simple, just go to your **MY BOOKINGS** panel at the bottom right and click on the **CANCEL** button for the slot you no longer want - if you accidentally book a slot you can easily undo it by clicking **CANCEL** here.

This screenshot shows the "My Bookings" panel. It lists two bookings: "Tue 4 Nov - 12:00pm (1hr) : Court 2" and "Sat 8 Nov - 3:00pm (1hr) : Court 1". Each booking has a "cancel" button. At the bottom of the panel, it says "4 per week max."

Amending your details

If you need to change any of your email address or password you can do this by clicking the MY DETAILS button at the top right corner and following the prompts.

The screenshot shows a user profile menu. At the top, it says "Guest (Member)" followed by "log out" and "my details" buttons. Below this, the user's email "claredawes@hotmail.com" and member ID "[member : 170]" are displayed, followed by "change email", "change password", and "close" buttons.