

Online Booking System instructions...

Part 1 : Registration

With the launch of the new tennis courts the **BTA** have also introduced an online booking system to make it easier and more accessible for you to book your slots whenever you wish 24 hours a day!

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

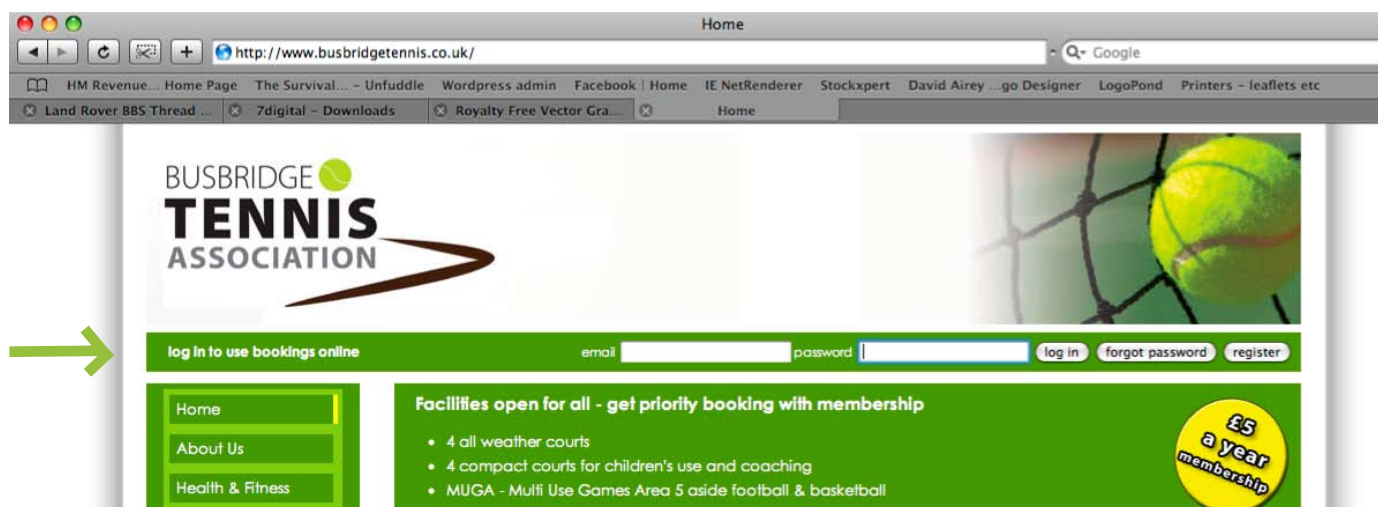
Register

The first thing you need to do in order to use the online booking system is register online.

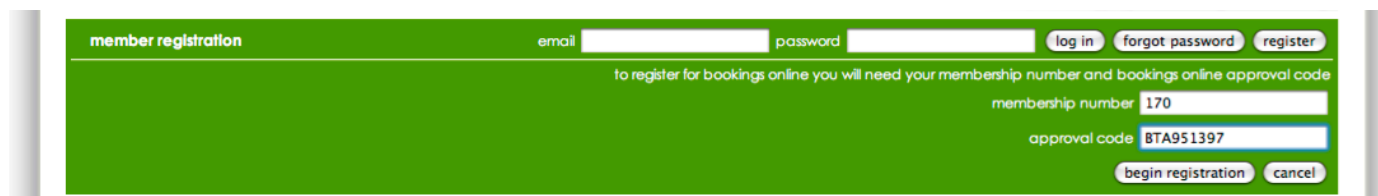
To do this you will need your **email address**, **membership number** and **personalised approval code** that was included in the original email.

Go to <http://www.busbridgetennis.co.uk>

Here on the Home page you will see a the logging in strip just under the logo.



Click on the **REGISTER** button on the far right, next you will be asked to enter your membership number and your personalised approval code . Once you have entered the details click **BEGIN REGISTRATION**.



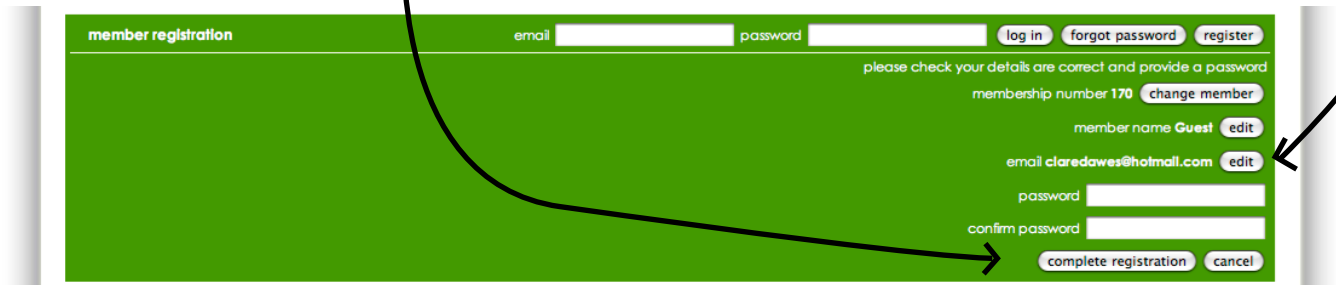
Don't worry! You are almost registered and can then start booking your slots...

Next you will be asked to check that the system has found the correct member, if not then click **CHANGE MEMBER** and double check the details you keyed in before.

The system will automatically bring up the email address we hold for you, if you wish to use another one then click **EDIT** next to the email and you can change this.

Finally you must enter a password, you will log in using your email address and this password so make sure it is something you will remember!

When you have checked all the information is correct and you have entered in a password click **COMPLETE REGISTRATION**.



The screenshot shows a green-themed web form titled "member registration". At the top, there are input fields for "email" and "password", followed by buttons for "log in", "forgot password", and "register". Below these, a message reads "please check your details are correct and provide a password". The form displays the following details: "membership number 170" with a "change member" button; "member name Guest" with an "edit" button; "email claredawes@hotmail.com" with an "edit" button; "password" and "confirm password" input fields; and finally, "complete registration" and "cancel" buttons at the bottom right. Two black arrows originate from the text above: one points from "COMPLETE REGISTRATION" to the corresponding button, and another points from "EDIT" to the "edit" button next to the email address.

thank you for registering
you may now login using your registered email and password

Congratulations! You have now finished the registration process and can now log in to use the booking system by entering your email address and password. See the **instructions.pdf** for details on making and cancelling bookings online.