

Southbourne Bowls Club Booking System v5 – 2/10/20

Accessing SBC Bookings (method 1)

- Log on to any page of southbournebowls.co.uk
- Click on the 'Bookings' button in the page Navigation Panel.
- Read instructions if required.
- Click on the 'Bookings' button at the top of the page.
- Enter Username & Password on the 'SBC Bookings' log on page (account details supplied separately).

OR

Accessing SBC Bookings (method 2)

- Log on to the Home page of southbournebowls.co.uk
 - Click on the 'Quick Bookings' button in the Site Quick Links Panel.
 - Enter Username & Password on the 'SBC Bookings' log on page (account details supplied separately).
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Booking (Outdoors)

- The main Bookings sheet should be displayed by default. If not, click on 'Schedule' and select 'Bookings'.
- Select 'SBC Rink Booking' from the drop down box at the top of the page.
- Navigate around the displayed schedule to find the Date & Time of your required booking (use green arrows to change week if necessary).
- The availability of all six rinks is shown. A white square indicates that a particular rink is available. A pink or blue square indicate that a particular rink is not available.
- Click on the white square of your choice to bring up the 'New Reservation' page.
- Select an appropriate 'Fixture Type Code' (mandatory)
- Enter an appropriate description in the 'Fixture' box (optional)
- Tick the 'I understand all Green usage restrictions' checkbox to agree compliance (mandatory).
- Click on the 'Create' button to make your booking request. A reservation successful or reservation could not be made message (with reasons) will be displayed.

Booking (Short Mat)

- The main Bookings sheet should be displayed by default. If not, click on 'Schedule' and select 'Bookings'.
- Select 'SBC Short Mat' from the drop down box at the top of the page.
- Navigate around the displayed schedule to find the Date & Time of your required booking (use green arrows to change week if necessary).
- The availability of all four Short Mat Player positions is shown. A white square indicates that a particular position is available. A pink or blue square indicate that a particular position is not available.
- Click on the white square of your choice to bring up the 'New Reservation' page.
- Select an appropriate 'Fixture Type Code' (mandatory)
- Tick the 'I understand all Short Mat usage restrictions' checkbox to agree compliance (mandatory).
- Click on the 'Create' button to make your booking request. A reservation successful or reservation could not be made message (with reasons) will be displayed.

Cancelling A Booking (you can only cancel your own bookings)

- Click on the booking you wish to cancel.
- Click on the 'More' button and select 'Delete'. Press 'Delete' in the pop up box to confirm.

Notes on altering your Account profile & Password

- I have generated a dummy email address for your account which should not be altered (your privacy).
- I have only used your initials for the booking sheet rather than your full name (your privacy). You may change this at your discretion.
- I have generated an initial Password for your account which you can change if you require.

General Notes

- Please contact the System Administrator if you require a password reset.

System Administrator

- Dave Alner
- Email rinkbooking@southbournebowls.co.uk