

Chipperfield Tennis Club

Online Court Booking System

CTC have an online court booking system that enables all members to have equal access in booking a court up to 13 days ahead. Also it enables courts to be cancelled easily.

See attached guide or click on the link here:

<http://www.clubsite.co/facilities.php?club=CHIPPERFIELD>

SPECIFIC CTC BOOKING RULES

- The system will only let you book 13 days ahead
- **Max 4 hours** forward booking per family membership (on a rolling basis) i.e. as soon as you have played you can then forward book again a further slot
- **Max 3 hours** forward booking per single membership (on a rolling basis)
- Please note that over booking court time will result in the account being suspended
- Please try and only book max 1.5 hours slot per game so that more members can play
- After 5pm max 1.5 hours on the back court
- 10-minute rule applies: if you are not on court then another member can use the court for the whole booking
- If courts are still free on the actual day of play then a member can book and use the court (better than it not being used)

GUEST FEE PAYMENT

A member is allowed to play with a Guest but the Member is responsible for paying the Guest Fee: **£5 hour per Guest** – non-payment of Guest Fees will result in your online account being suspended.

Please pay online in advance to:

CHIPPERFIELD TENNIS CLUB

REFERENCE: YOUR SURNAME

ACCOUNT NO: 48608998

SORT CODE: 60 00 08

- Please cancel your court if you can no longer make the booking as far ahead as possible to be fair to your CTC members; nonuse of a court will be reported and ultimately you are at risk of having your account suspended

The Club relies on members to self-police the use of the courts. Please look after our great courts and ENJOY your tennis

Kind Regards

CTC Committee

April 2021

GUIDE TO ONLINT BOOKING

Below is a brief guide to using the system, see details below or go to http://www.youtube.com/watch?v=yH54gDA_bZI to see a users guide

- To access the system just go to the **ONLINE BOOKING LINK** :
<http://www.clubsite.co/facilities.php?club=CHIPPERFIELD>
- follow the link to 'court bookings', sign-in (USERNAME and PASSWORD) and then click on '**Bookings and Availability**'
- To change your password, go to 'My Details' and click on 'Member Access Data'
- If you wish you can also add your contact details which will only be visible by other signed in club members

Your username and password:

To start off all member's login details will follow the same format:

| <i>Login details are NOT case sensitive</i> | Default | Example |
|---|--|----------------|
| | | |
| Username: | Surname.Initial of 1st name. | SMITH.J |
| Password: | 1st 4 letters of surname | SMIT |

Note: If you have the same 1st initial + surname as someone else in the club, or you have a particularly long name then we have used your full 1st name rather than just the initial of your 1st name, thus, if we had a John and Jane Smith their user names would be Smith.John and Smith.Jane, they would both have Smit as their password .

Changing my password:

All members have been given unique login details but in a common format. If you wish you can change your password by going to 'MY DETAILS' then 'Member Access Data'.

Making my contact details available to signed in club members:

If you want to add your telephone numbers or email address to the 'members directory' you can do this by going to 'My Details' and clicking on 'Member Details', you can then opt to include them. The member's directory can only be accessed by signed in members.

Club Diary

Any bookings you make, as well as being visible on the booking page will also appear in 'CLUB DIARY'.

How do I book a court?

Sign-in, then click on '**BOOKINGS AND AVAILABILITY**'

You can view activity for all courts for a single day or activity for a single court for a full week by using the drop down boxes titled; 'Activity', 'View', 'Facility for' and 'Select date' to show all facilities, you can navigate to the court and date you want to book for.

| | | | |
|--|--------------|---------------------------------------|----|
| ility ▼ | Facility for | Select Period ▼ | Se |
| Court 3 | | | |
| Booking Confirmation | | | |
| Court 2 | | | |
| At: 6/2/2014 15:00:00 | | | |
| Member Name : | | <input type="text" value="GUEST"/> | |
| Note : | | <input type="text"/> | |
| <input type="button" value="Confirm"/> | | <input type="button" value="Cancel"/> | |
| 12:30 | | | |
| 13:00 | | | |
| 13:30 | | | |
| 14:00 | | | |

To place a booking simply hover over the slot you want to book and click, the following applet will appear, either click 'CONFIRM' if that's the slot you want or 'CANCEL' if it isn't. You can also add notes to your booking.