

“Ebooking Online” Tutorial

The **Ebooking Online** system is the way in which you book courts to play at Pav and Ave. Members can book ahead for 2 weeks. (If you have a Team Captain login, you can book team matches for as far ahead as you need to.)

Log on to the system using your User ID (a 3-digit number) and your “PIN” (Password) which is a 4-digit number. The web address is:

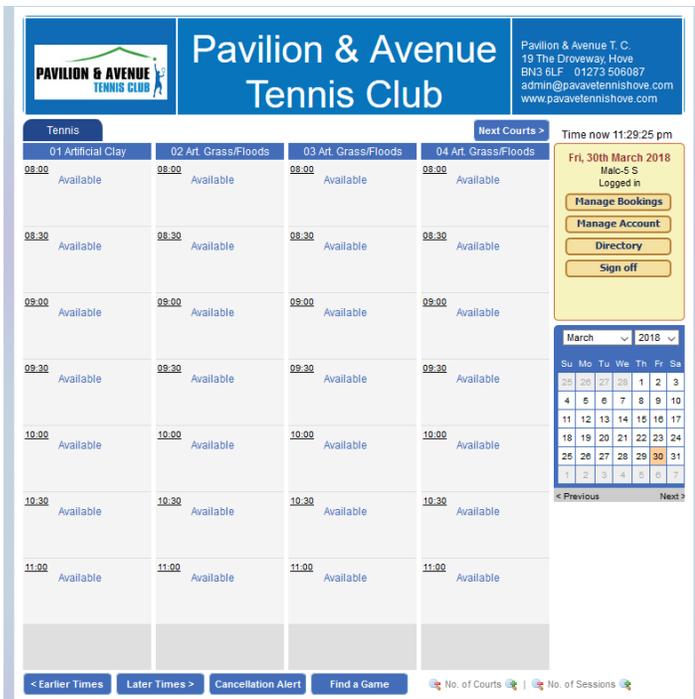
<https://ebookingonline.net/box/box3.php?id=280>

Your UserID and PIN is normally emailed to you when we create your account.

- If you don't have these details, use the “Forgotten ID or PIN” facility on the page given above. See the following image. If you use the email address registered in the system for your account, you will get immediate help

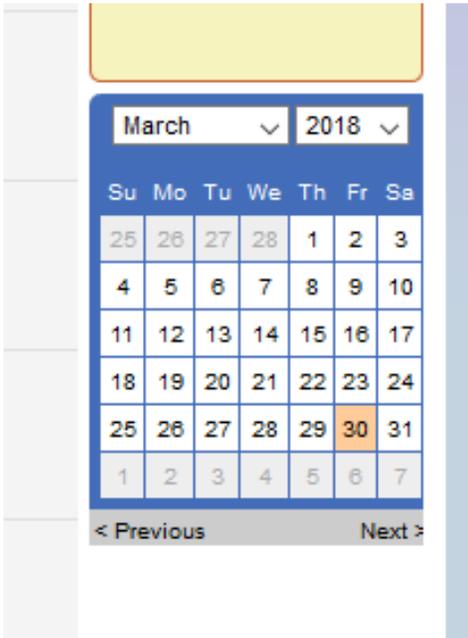


Otherwise, ask Nicky, or email admin@pavavetennishove.com. Once logged in, you will see a screen like this:



Tennis	Next Courts >	Time now 11:29:25 pm
01 Artificial Clay	02 Art. Grass/Floods	03 Art. Grass/Floods
04 Art. Grass/Floods	Fri, 30th March 2018 Malc S S Logged in Manage Bookings Manage Account Directory Sign off	
08:00 Available	08:00 Available	08:00 Available
08:30 Available	08:30 Available	08:30 Available
09:00 Available	09:00 Available	09:00 Available
09:30 Available	09:30 Available	09:30 Available
10:00 Available	10:00 Available	10:00 Available
10:30 Available	10:30 Available	10:30 Available
11:00 Available	11:00 Available	11:00 Available

Select the date on the right hand side.

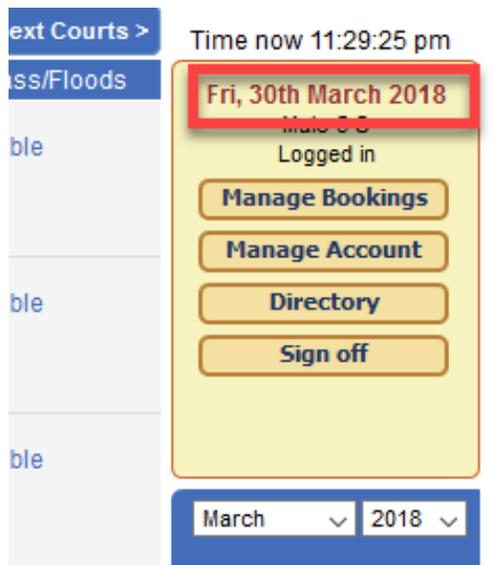


A calendar interface for March 2018. At the top, there are dropdown menus for 'March' and '2018'. Below this is a grid of dates. The days of the week are abbreviated as Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in rows. The date '30' is highlighted in orange. At the bottom of the calendar, there are navigation buttons: '< Previous' and 'Next >'.

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

...and the courts relating to that day will be shown.

Check you are on the right date here:



A user interface showing a sidebar on the left with menu items: 'ext Courts >', 'ss/Floods', 'ble', 'ble', 'ble'. The main content area shows 'Time now 11:29:25 pm' and a date selection dropdown set to 'March 2018'. Below this, a red box highlights the text 'Fri, 30th March 2018'. Underneath, it says 'Male 3-3' and 'Logged in'. There are four buttons: 'Manage Bookings', 'Manage Account', 'Directory', and 'Sign off'. At the bottom, there is another date selection dropdown set to 'March 2018'.

To book a court, click on the time you want to book it. EG to book a court at 9am, click here:



... then you will see the following screen:



Pavilion & Avenue Tennis Club

Pavilion & Avenue T. C.
19 The Droveaway, Hove
BN3 6LF 01273 506087
admin@pavavetennishove.com
www.pavavetennishove.com

Make a Booking
Time Now: 11:36:52 pm

Court Ref: 04 Art. Grass/Floods Total number of sessions for this booking ← 1

Time & Date: 09:00, 30th March 2018 Repeat this Booking times Daily Weekly

Player information

Player 1 ← 2

Player 2 Player 4

Special Event * player information is disabled if using Special Events

Group Event

✔ Confirm Booking ← 3 Bookings

You can search for players by entering the first couple of characters of their first or last name in the player field and then select the player from the dropdown list.

For a guest click the icon and type the name of your guest.

Members – you will generally just need to use the fields numbered 1, 2, 3:

1. To indicate the number of 30 minutes sessions you wish to book. The maximum is 4.
2. To select yourself as the person booking the court. Usually, you only need to insert one person in here.
3. Now, click Confirm Bookings. That's it!

Coaches and Admins

If you are a coach or admin, you might need to use the following fields with a red box around them, to repeat bookings, eg coaching repeated weekly. Members won't usually use these options.



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Make a Booking Time Now: 11:36:52 pm

Court Ref: 04 Art. Grass/Floods
Time & Date: 09:00, 30th March 2018

Total number of sessions for this booking: 1

Repeat this Booking times Daily Weekly

Player information

Player 1  

Player 2  Player 4 

Special Event * player information is disabled if using Special Events

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Bubble Usage

We have now changed the bubble booking to a “payment in advance” system. This saves you having to trek up to the clubhouse to pay, not having the right change, and mistakes being made which consume a lot of admin time.

The usual options are:

1. The person making the booking pays for the bubble on booking, and collects payment from the other players on the day. This will usually be the easiest option to use.
2. The alternative is, the person booking enters the names of 1-3 other players, and the total court fee is split between all members entered. Only members with sufficient credit in their accounts can be added to a booking.

Members can add to their account balance either online, or by buying vouchers from the bar in cash or by card.

Coaches and Team Captains

Logged on as a Coach or Team Captain, you will be able to book your courts for matches in the future, without the 2-week limit which applies to members.

However, you will have a second login to book as a member to play other games. In other words, your Team Captain/Coach login will only allow you to select “Special Events”, not regular games. You'll need to log out, and log back in again using your regular member login for this.

If it all goes wrong – it could well be my fault.

Malc 😊

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