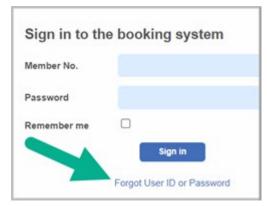
# Online Court Booking System

If you wish to book a court to play at a certain time, this is done using our online booking system. You can do this on a computer: or you can do most (not all) things on the phone/tablet app. (See below for getting the app.)

Members can book ahead for 2 weeks. (Team Captains can book matches practice further ahead.)

New members are emailed a Membership Number and a Password. You log in at:

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



If you need to, use the "Forgotten ID or PIN" feature on the login page (see left).

Once logged in, you will see this below:



Select the date (left).

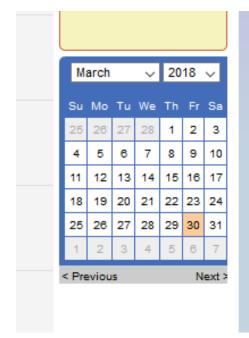
...and court availability will be shown.

See you're on the right date here (right):

To **DELETE** bookings, click "**Manage Bookings**"

Add funds for Airhall play: click "**Manage Account**"



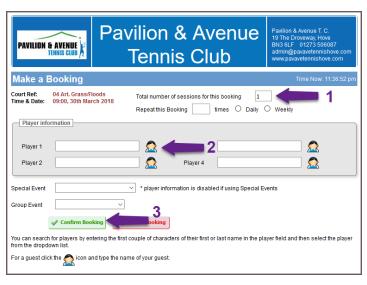


To book a court, click on the time you want to book. You'll see the screen below.



Usually, you just need to use the fields numbered 1, 2, 3 on the image to the right:

- 1. The number of 30-minute sessions you wish to book. A single member can book up to 4 a day.
- 2. To select yourself as the person booking the court then add in the other members playing.
- 3. "Confirm Booking" to reserve the court. To check/delete bookings "Manage Bookings" from your login page.



### Using the Airhall (mid-October to mid-April)

If booking courts 9 and 10 when the Airhall is in place, there is a fee payable. "Top up" your Pav and Ave account from the "Manage Account" option on the Login page. Top up by credit card, debit card, or PayPal.

It is sometimes easier for one person to pay for the whole booking, and then get cash off the other players on the day. Alternatively, adding each member to the booking takes the money from each member's account, as long as each member has funds in their account (see above). If, for any reason, cash has to be paid manually, this can be done in the Clubhouse lobby. Be sure to fill in the form and drop the money in the secure box.

### Installing the mobile app (Phone/Tablet)

To access the app, add a shortcut to the app page on your device, for example by using Safari (Apple) or Google Chrome (Android). Go to this page on your device's browser: <a href="http://ebookingonline.net/mobile/280">http://ebookingonline.net/mobile/280</a>. Then add a shortcut to the page on your device. See this page: <a href="https://ebookingonline.net/">https://ebookingonline.net/</a>, click on "Support", then: "Mobile Web App Guide", which opens the comprehensive pdf. Transactions/deletions are confirmed by email.

### **Deleting Bookings**



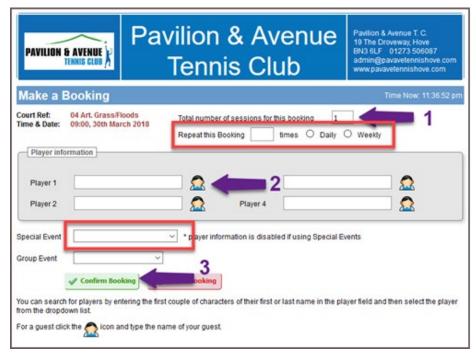
Delete bookings as soon as you can, to free up the courts. If it's a paid-for Airhall booking, deleting more than 24 hours before the booking starts returns your money in full (and is confirmed by email). NB: Deleting an Airhall booking less than 24 hours before it starts will get you a refund only if someone else books the court at those times.

See image left – the default option when deleting is: "Edit only this booking", which

deletes your booking 1 x half-hour session at a time. To delete a complete 3- or 4-session booking click: "Edit ALL bookings on the same day".

### Coaches and Admins

If you are a coach or admin, you'll need to use the following extra fields (with a red box around them) to repeat bookings, eg coaching repeated weekly, or Team Practice in a month's time.



When logged in using your Coach or Team Captain, you will be able to book your courts for future needs without the 2-week limit which applies to members.

(Your "Members login" has the two week limit: and it is the only way to get your name appearing on the booking.)

Your Team Captain/Coach login will only allow you to select "Special Events", not to book in your own name. Choose an appropriate Special Event from the Dropdown.

To book to play as a member, logout, and log back in again using your member credentials.

## Extra Privilege Admins

If, as a Team Captain/Coach, you need something done that you don't have the privileges for, the two users with all rights are Malc and Julie. (For example, if a Team Captain booking needs to be deleted and they are unavailable.)

#### Queries

If you have any queries about the booking system, feel free to ask me. (Or Nicky, our Admin Officer.)



malcolm@shs100.com

Nicky: <a href="mailto:admin@pavavetennishove.com">admin@pavavetennishove.com</a>