

A Brief Guide to booking a Lawn

The 3 lawns are divided into 2 half lawns each. Where the lawns have not been set up for half lawns one half will be blocked out with the heading 'No half lawns' and these are only available for full lawn play by clicking in lawn 1P, 2P or 3P. In the image below lawn 3 has been set up for half lawns, so you can only book a full lawn by clicking in lawn 3P and 3S simultaneously.

To book Lawn 1 for the morning slot on Monday 3rd August 2020:

Click here to select the day

Click here to book for a 10a.m. start

See next image

Enter the names of the players

Optional – for social play leave blank

Check date and time. Length of booking is set at 3.5 hours. You can change it to less if required or Tick the 'All Day' box for longer

Check that the correct lawn is Highlighted

Use the drop-down arrow to select type of activity

Click to confirm booking

If you want to book a half lawn on lawn 3 select either 3P or 3S. If you want lawn 3 as a full lawn hold down ctrl whilst clicking 3P and 3S on the 'Add Entry' screen.

What you can and can't do!

You can book up to 2 weeks in advance

You can amend or cancel your booking by clicking anywhere in your booked area and selecting Edit Entry or Delete Entry.

You cannot delete or amend another member's booking

You can find another member's contact details to request a game (*See next image*)

You can update your own details – very useful for keeping records of handicaps up to date.

Updating your details and viewing the user list

The screenshot shows the 'Court Booking System' interface for 'Cornwall Club - All courts' on 'Saturday 1 August 2020'. The main area displays a booking grid for four lawns (1P, 1S, 2P, 2S) from 09:00 to 19:00. Lawn 1S is marked 'No half lawns'. Lawn 2P has a booking for 'Peter C. & Rhona' from 13:30 to 15:30. At the bottom, there are buttons for 'Association Croquet', 'Golf Croquet', 'Match', 'Tournament', 'Maintenance', and 'Other'. A 'Privacy & cookie policy' link is at the bottom left.

On the right, the 'Profile and preferences' sidebar is visible. It includes sections for 'Country and club' (England, Cornwall), 'Language' (Automatic), and 'User interface' (Old style: toggle off, Always: toggle off). Below this is the 'My profile' section with 'AC handicap: 16' and 'GC handicap: 4', and buttons for 'Save', 'Cancel', 'My details', and 'User list'. A 'Help ?' link is also present.

Annotations with arrows point to specific elements:

- An arrow points to the cog icon in the top right, next to the log in/log out button, with the text: "Click on the image of a cog in the top right, next to the log in/log out button".
- Two arrows point to the 'Language' and 'User interface' sections, with the text: "Leave these settings as they are".
- An arrow points to the 'User list' button in the 'My profile' section, with the text: "Click here to view a list of all users and their contact details".
- An arrow points to the 'My details' button in the 'My profile' section, with the text: "Click here to check and update your own details, not forgetting to save them".

Discovered whilst exploring! If you find yourself stuck and not knowing how to return to the 'Front Page' (day booking page) just click on the 'Court Booking System' words on the top green bar.

If you get stuck, please ask for help!

Rhona