



## ClubSpark Court Booking Guide

Read below for guides on:

- 1) [Viewing the booking sheet](#)
- 2) [Booking a court](#)
- 3) [Cancelling a booking](#)
- 4) [Using the ClubSpark Booker app](#)

<http://www.lydneytennisclub.net/court-booking.html>

### Booking Sheet

The booking sheet will show the availability of all courts at the club on the chosen day.

**Book your court** MAKE A BOOKING | MY BOOKINGS

Please select a court and a time when you would like to play.

Monday 1st May View By Date < TODAY >

	Court 1 Full, Outdoor, Floodlit, Hard	Court 2 Full, Outdoor, Floodlit, Hard	Court 3 Full, Outdoor, Floodlit, Hard	Court 4 Full, Outdoor, Floodlit, Hard	
07:00					07:00
07:30					07:30
08:00					08:00
08:30					08:30
09:00					09:00
09:30					09:30
10:00					10:00
10:30					10:30
11:00					11:00

Clicking the 'Today' button will automatically bring up the schedule of the current day.

Selecting the calendar icon brings up an overlay where you can choose a specific day you would like to view.

You can scroll to previous or future days by clicking the arrows on either side of the 'Today' button.

## Booking a Court

To book a court, click on your desired booking slot on the booking sheet.

	Court 1 Full, Outdoor, Floodlit, Hard	Court 2 Full, Outdoor, Floodlit, Hard	Court 3 Full, Outdoor, Floodlit, Hard	Court 4 Full, Outdoor, Floodlit, Hard	
07:00					07:00
07:30					07:30
08:00					08:00
08:30					08:30
09:00					09:00
09:30					09:30
10:00	BOOK AT 10:00				10:00
10:30					10:30
11:00					11:00

After clicking on the booking slot an overlay will appear.

**Make a booking** [Close]

**Court 1: Mon 1st May from 10:00 until** 10:30 [Dropdown]

⌚ For 30 minutes.

**BOOK NOW**

You can now choose how you want your slot for by selecting a time from the drop down menu. It can last a maximum of 2 hours. To book the court, click the 'Book now' button.

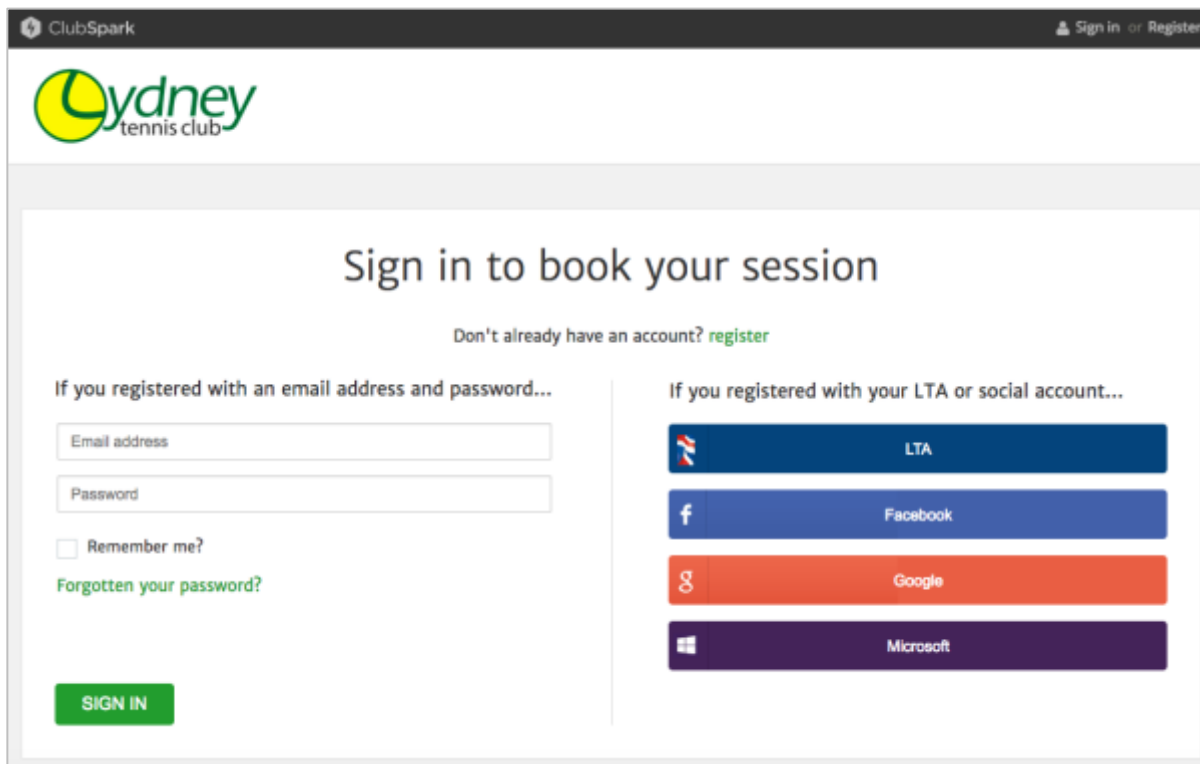
**Make a booking** [Close]

**Court 1: Mon 1st May from 10:00 until** 11:00 [Dropdown]

⌚ For 60 minutes.

**BOOK NOW**

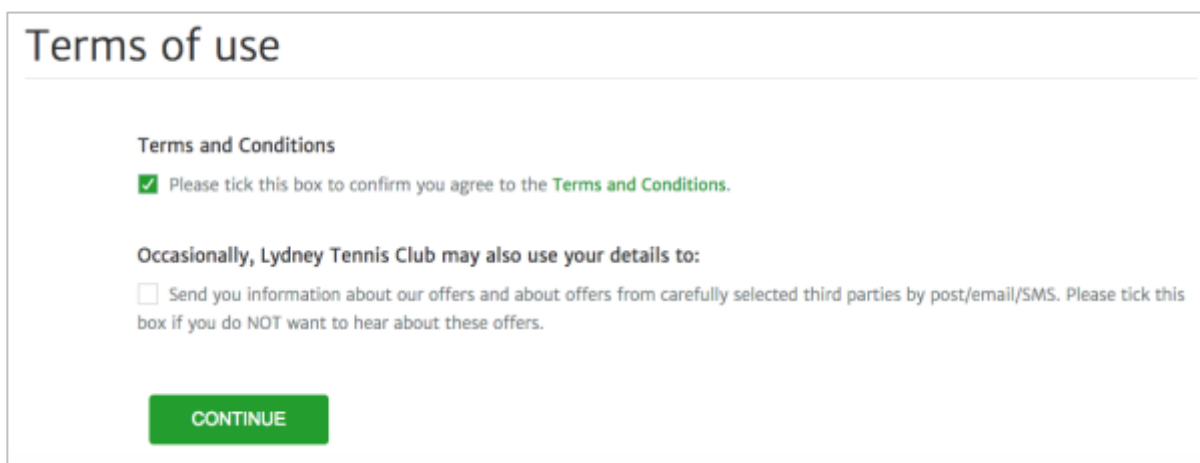
If you have not already signed in through your ClubSpark account you will be prompted to do so. You will also have the option of registering with ClubSpark if you don't have an account or signing in through your LTA, Facebook, Google or Microsoft account.



The screenshot shows the ClubSpark sign-in interface for Lydney Tennis Club. At the top left is the ClubSpark logo and at the top right are links for 'Sign in' and 'Register'. The Lydney Tennis Club logo is prominently displayed. The main heading is 'Sign in to book your session'. Below this, there is a link: 'Don't already have an account? register'. The sign-in options are divided into two columns. The left column is for email and password, with fields for 'Email address' and 'Password', a 'Remember me?' checkbox, a 'Forgotten your password?' link, and a green 'SIGN IN' button. The right column is for LTA or social accounts, with buttons for 'LTA', 'Facebook', 'Google', and 'Microsoft'.

If this is your first time using the system, you will be asked to accept the club's T&Cs for using the courts.

Do not select the second box to receive information from Lydney Tennis Club. [NOTE: we will never give your information to or send offers from third parties]



The screenshot shows the 'Terms of use' section. It has a heading 'Terms of use' and a sub-heading 'Terms and Conditions'. There is a checked checkbox with the text: 'Please tick this box to confirm you agree to the Terms and Conditions.' Below this, there is a sub-heading 'Occasionally, Lydney Tennis Club may also use your details to:' followed by an unchecked checkbox with the text: 'Send you information about our offers and about offers from carefully selected third parties by post/email/SMS. Please tick this box if you do NOT want to hear about these offers.' At the bottom is a green 'CONTINUE' button.

Once signed in you will be taken to the booking confirmation page, which will give details of the booking. You will also be sent a confirmation email.

✓ Your booking has been confirmed.

### Booking details

<span>📅 01 May 2017</span>	<span>🕒 10:00 until 11:00</span>
<span>🏟️ Court 1</span>	<span>👤 John Smith</span>

If you have any queries, please email [nikkisalter@mail.com](mailto:nikkisalter@mail.com) or call us on **01594368031**

Book another court
View my bookings

You can now select 'Book another court' or 'View my bookings'.

Your name will appear in the booking sheet, as shown in the image below.

Monday 1st May					View By Date ▾	📅	< TODAY >
	Court 1 <small>Full, Outdoor, Floodlit, Hard</small>	Court 2 <small>Full, Outdoor, Floodlit, Hard</small>	Court 3 <small>Full, Outdoor, Floodlit, Hard</small>	Court 4 <small>Full, Outdoor, Floodlit, Hard</small>			
07:00					07:00		
07:30					07:30		
08:00					08:00		
08:30					08:30		
09:00					09:00		
09:30					09:30		
10:00	JOHN SMITH				10:00		
10:30					10:30		
11:00					11:00		

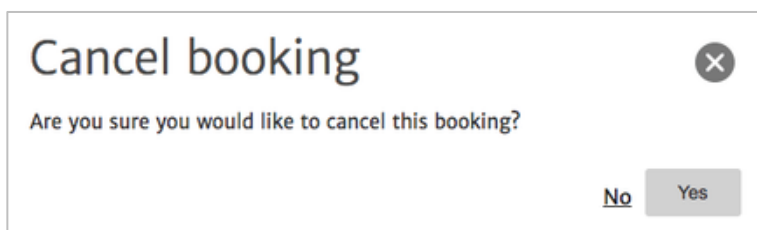
## Cancel a Booking

There are two ways to cancel a booking. The first way is to click on the 'My bookings' tab on the booking sheet. The second way is within the email, click on the link 'click here to manage your bookings', which will open your 'My bookings' page. This will bring you to a list of your upcoming bookings.



Date	Time	Court	
<a href="#">01/05/2017</a>	10:00 - 11:00	Court 1	<a href="#">Cancel</a>
<a href="#">03/05/2017</a>	20:00 - 21:00	Court 3	<a href="#">Cancel</a>
<a href="#">05/05/2017</a>	13:30 - 15:00	Court 2	<a href="#">Cancel</a>

To cancel a booking, click the 'cancel' tab adjacent to the booking you would like to cancel.



**Cancel booking** ✕

Are you sure you would like to cancel this booking?

[No](#)

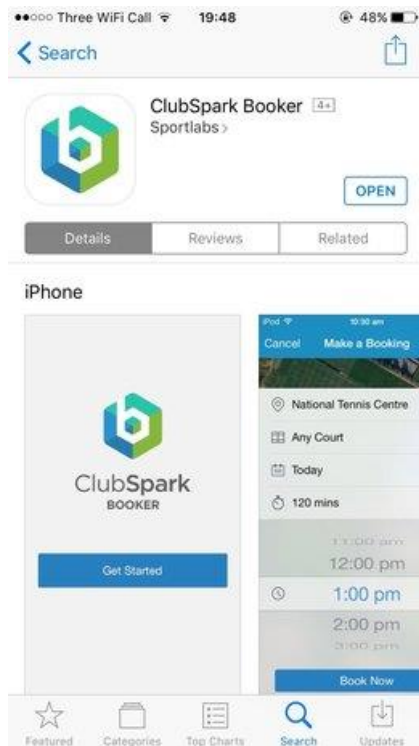
You will see that this booking now shows as 'cancelled' on your 'My bookings' page.



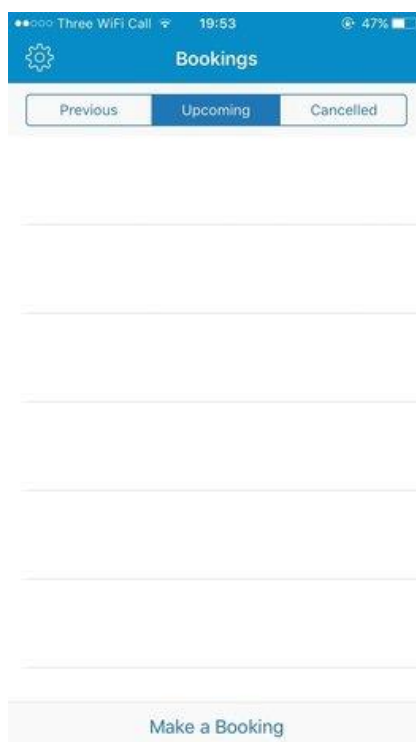
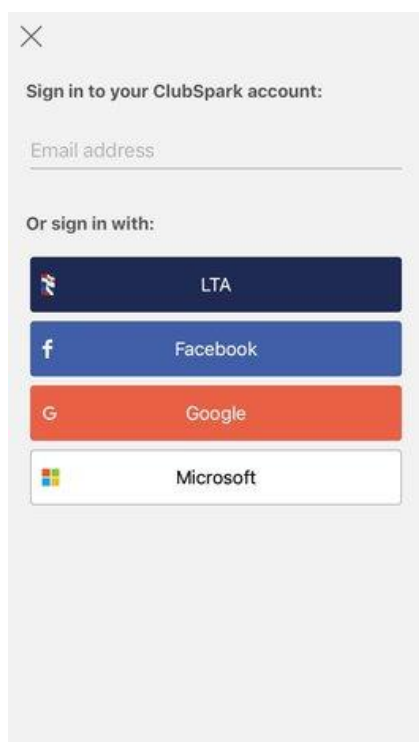
Date	Time	Court	
<a href="#">01/05/2017</a>	10:00 - 11:00	Court 1	Cancelled
<a href="#">03/05/2017</a>	20:00 - 21:00	Court 3	<a href="#">Cancel</a>
<a href="#">05/05/2017</a>	13:30 - 15:00	Court 2	<a href="#">Cancel</a>

## Use the ClubSpark Booker App

Download the ClubSpark Coaching App on [iOS](#) or [Android](#), or search for 'ClubSpark' on the App Store.

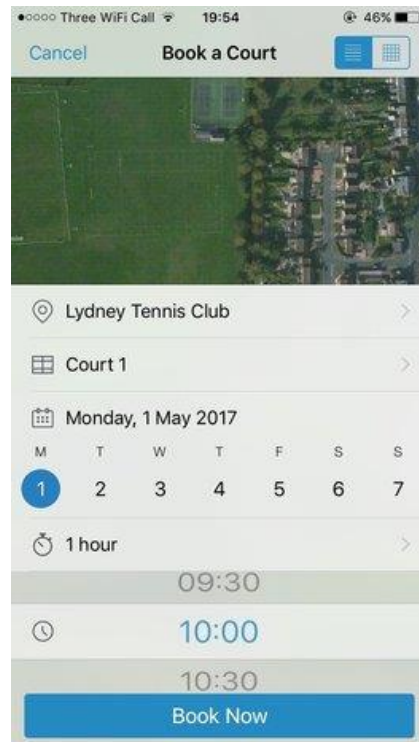


Sign into the app, using the same account as you use to sign into ClubSpark and then select 'Make a Booking'.

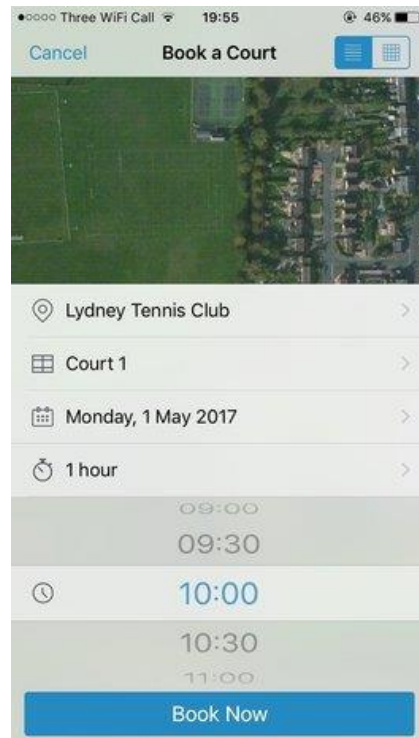
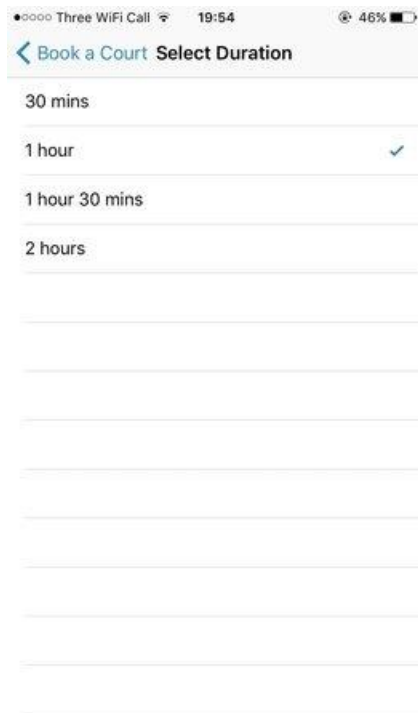


## ClubSpark Court Booking Guide

Select your court type, followed by the day which you would like to play.

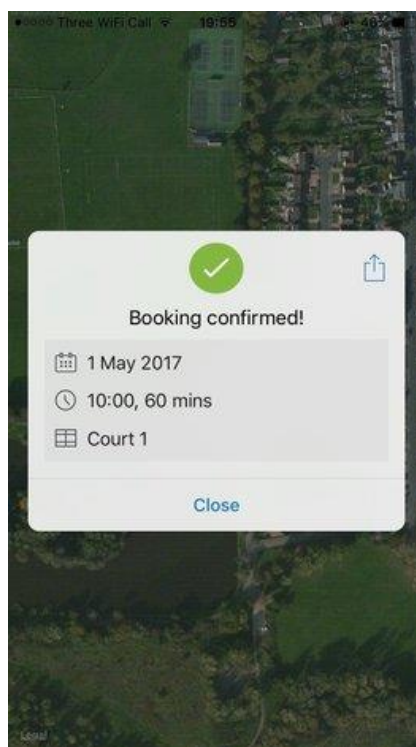
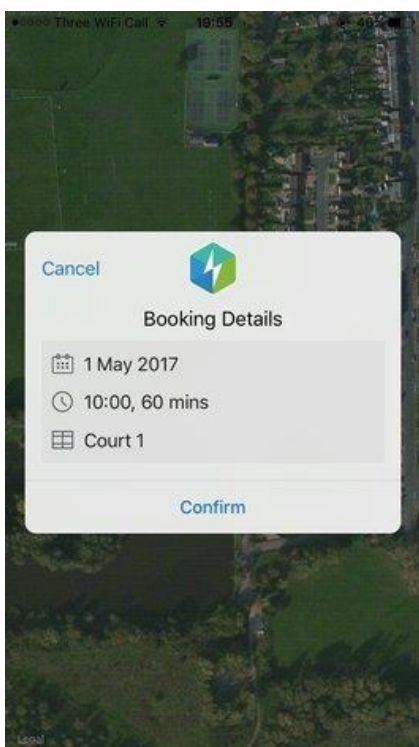


Now select your duration and the time which you would like to play. Please note, only available times will be displayed.

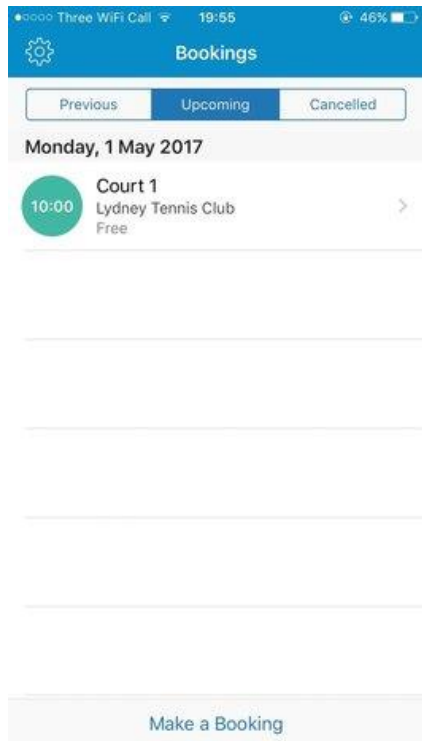


## ClubSpark Court Booking Guide

Selecting 'Book Now' will bring up the confirmation overlay.



Your booking will then appear in your 'Upcoming' tab.



Download the ClubSpark Booker app:

iOS - [itunes.apple.com/gb/app/clubspark-booker/id1028325841](https://itunes.apple.com/gb/app/clubspark-booker/id1028325841)

Android - [play.google.com/store/apps/details?id=com.sportlabs.clubsparkplayers](https://play.google.com/store/apps/details?id=com.sportlabs.clubsparkplayers)