West Hoathly Bowls Club RINK BOOKING SYSTEM.

IMPORTANT - Log in to the Bowls Club Web Home Page. If you don't you will not see the RINK BOOKING option below the heading picture.

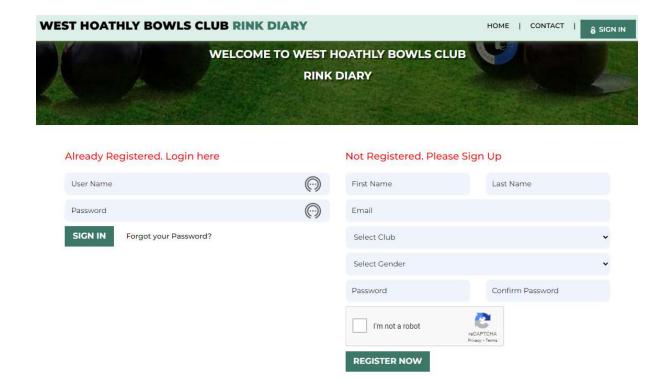


If you click on RINK BOOKING it will take you to the new system, where you need to click on SIGN IN.



The first time you do this you need to register your details, which will go to the ADMINISTRATOR (me) for approval (wait for the e-mail to say its been approved). Click on I am not a Robot and then REGISTER NOW.

When you have been approved, enter your User name (usually your first and last name in lower case – e.g. joebloggs) and the password you set when registering.



You are now free to book a slot and sessions....

There are 4 possible sessions every day -

 GAMES AFTERNOON SESSION - From 2pm to 5:45pm for Friendly and other afternoon Club Games (These will require a number of rinks, so check the Fixture diary)

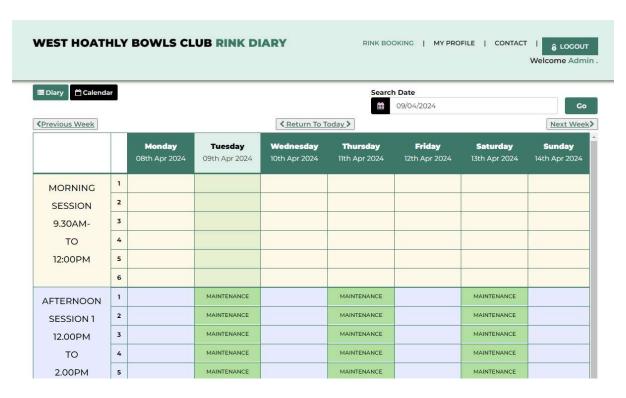
For General use :-

1. Morning Session - From 09:30 to 12pm – rinks 1-6 ACROSS

2. Afternoon Session 1 - From 12pm to 2pm – Rinks 1-6 Up and Down from the Pavilion (Note: Maintenance may be scheduled during Afternoon Session 1.)

3. Afternoon Session 2 - From 2pm to 5:45 pm - Rinks 1-6 Up and Down from the Pavilion

4. Evening Session From 6pm to 9pm - rinks 1-6 ACROSS



Scroll down



You can enter bookings for the current and future weeks.

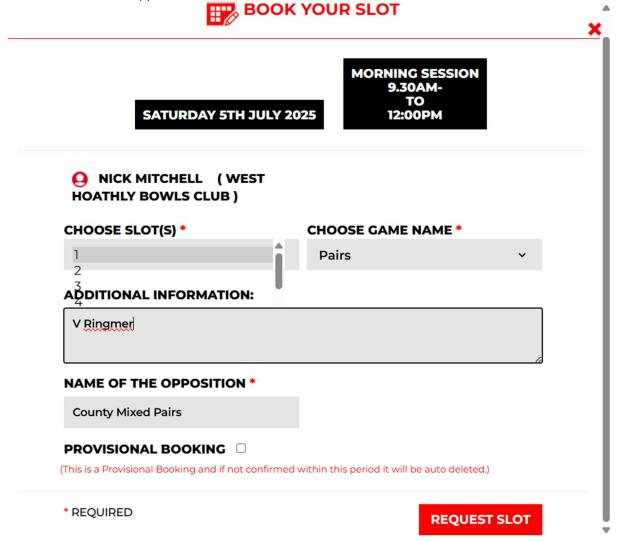
Select the first available slot within the Day and Session you want. Be aware that not all Friendly games should have been entered, so just check the Fixture list and see how many rinks will be free.

Choose the next available slot - unavailable slots will show as booked Choose the Game Name from the drop-down list

The Name of Opposition field **MUST** be used to specify the competition hierarchy type. i.e – this can be anything from County /National to practice.

DESPITE THE NAME OF THE FIELD - PLEASE DO NOT USE IT TO NAME YOUR OPPOSITION (The field is used to determine Rink priority)

Then click on REQUEST SLOT. You can use the Additional Information for anything that is pertinent like the name of the opposition.



You will receive an acceptance message and your slot will be booked and visible on the booking diary.

You will also get an Email confirmation of all your actions – Bookings, changes and deletions....

EMAIL for a provisional booking

To: Glyn Lyford glynlyford@gmail.com **Subject:** Provisional Rink Booking

Hello,

This Rink Booking is provisional.

Please confirm it within 3 days otherwise it will be auto cancelled.

To confirm booking click here

Confirmation of rink booking as below

Name: Glyn Lyford

Email: glynlyford@gmail.com

Game Name: Singles
Opposition: practice
Booking Date: 22/05/2022

Morning Session

Time Slot: 9.30am-

to

12pm

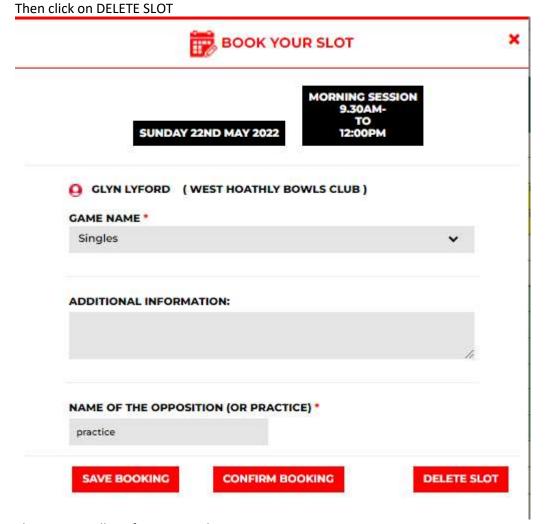
Slot Number: 1 - (Slot = rink!)#

Regards,

West Hoathly Rink Diary

www.westhoathly.rinkdiary.co.uk

To Cancel an unwanted booking , click on it.



The system will confirm your Deletion....

Hello,

A Rink booking has been deleted.

Details are as follows:

Name: Glyn Lyford

Email: glynlyford@gmail.com

Game Name: Singles
Opposition: practice
Booking Date: 22/05/2022

Morning Session

Time Slot: 9.30am-

to

12:00pm

Slot Number: 1

Regards,

West Hoathly Rink Diary

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Any queries – contact Glyn (by E-mail preferably) and let me know the nature of your problem.