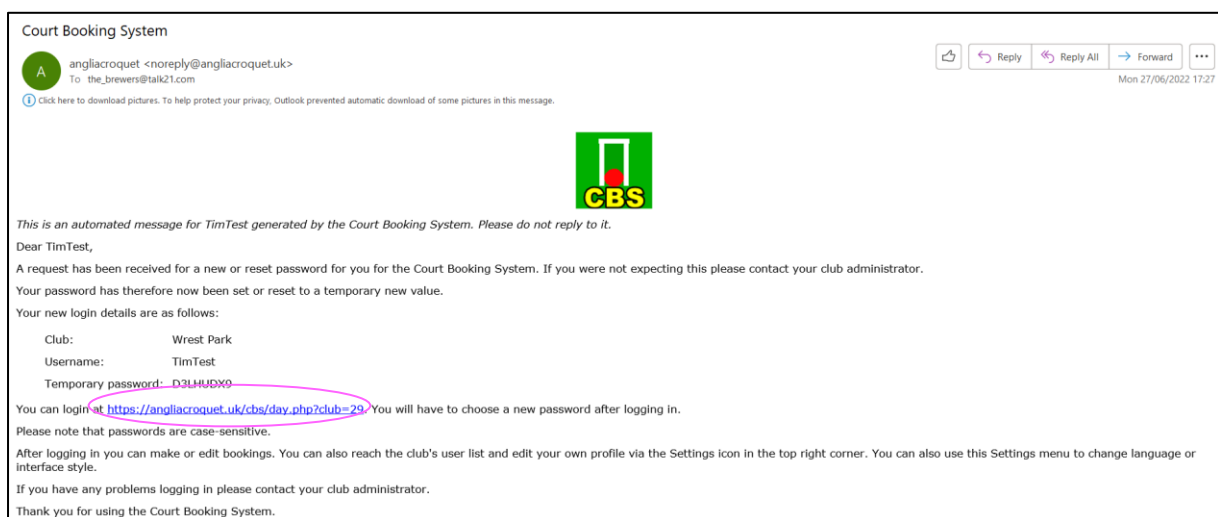# EACF Court Booking System User guide

This user guide will provide you with the information that you will need to access and use the court booking system. Please note that the term 'court' has been used to reference a lawn, as this is then consistent with the name of the booking system. You will need access to the internet on whichever device you choose to use to access the system. All standard web browsers (Chrome, Firefox, Safari, Edge) are compatible with the booking system. The system can be used on a smartphone, but the small screen makes it challenging to use. If your web browser asks you to accept 'cookies', then click on 'Yes' or 'Accept'.

1. Accessing the booking system

All club members who have provided an email address on their membership form will receive a Welcome email from 'angliacroquet' which looks like the picture of the email shown below:


The email provides your Username, a Temporary password and the web address to access the Court Booking System on your web browser. The web link for the East Anglian Croquet Federation's (EACF) – Court Booking System for Wrest Park Croquet Club is: https://angliacroquet.uk/cbs/month.php?club=29 *(You may wish to save this link as a favourite in your web browser)*.

This link is also highlighted in the example email shown above. You can also click on the "Court Booking" link on the home screen of our Wrest Park Croquet Club website.

Once the web page has loaded, it will look similar to the picture below:

The first action you need to take is to 'Log in' using the 'Username' and 'Temporary Password' provided in the email, by clicking on the Login button [Log in] towards the top right of the booking system window (see circled area in the picture above). The screen will change to the login screen as shown in the picture below.
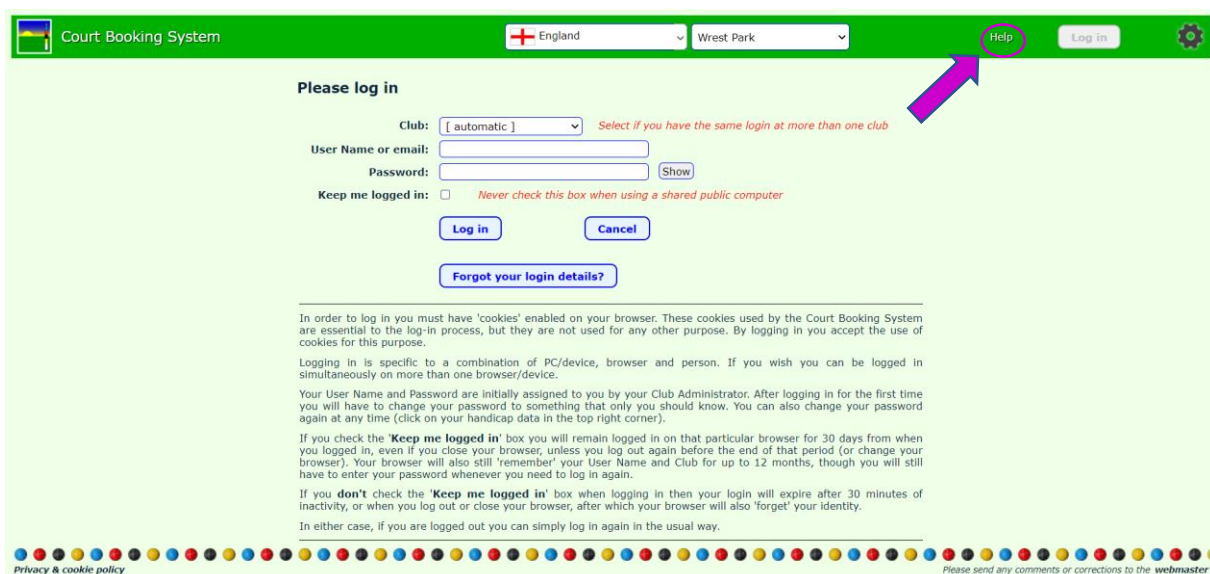
When you first login, you should change your password to one that only you know. The 'Help' menu item [Help] and circled in the picture above, explains how to do this. However, a brief description is provided here.

1) Enter your 'Username' provided in the email described above in the box below the club name.
2) Enter the 'Temporary Password' provided in the email described above in the box labelled 'Password'.
3) Click on the 'Log in' button.
4) The 'Edit user details' screen (see picture below) will now be displayed where you can reset your password

5) In the second section of the page (highlighted in the picture above), enter a password of your choice in the first box and then re-enter it in the second box. Please make sure you include the correct number and type of characters as explained in the notes below the input boxes.

6) You can also edit the other details about yourself in 'Edit user details' box if you wish.

7) Click on the 'Save' button `Save` to save your changes

If you get stuck, please contact Tim at the_brewers@talk21.com.

When you click on 'Save' the booking system will then show you the 'Wrest Park User list'. This lists all of the members entered into the system and is only visible to Wrest Park Croquet Club members.

Click on the 'Return to bookings' button `Return to bookings` at the top of the screen to view the calendar and to make bookings.

2. Introduction to the using the online booking system.

Once you have logged on, the current days' Calendar for Wrest Park Croquet Club will be displayed. On the example shown on page 2 of this user guide and below, there were no bookings for Saturday 18th June 2022 and therefore all of the 'cells' in the table are blank. Later in this document you will see examples where club events and lawn bookings for the Club or Members are shown using different colours to indicate the types of game or event. It is the blank cells that are available to be booked by Members.
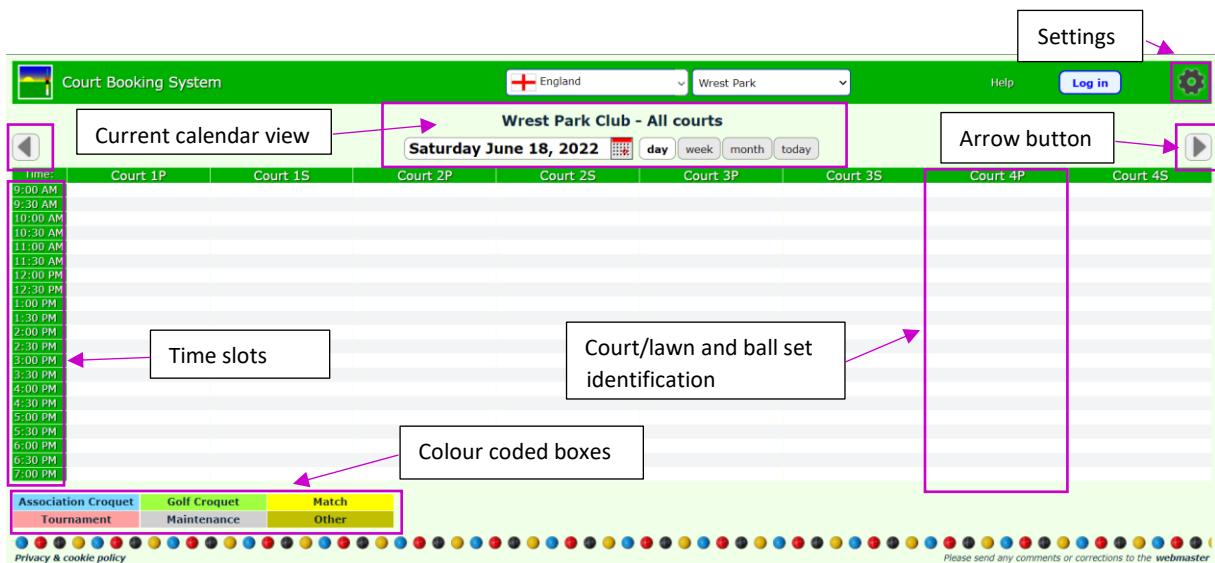
A brief description of each part of the screen is as follows:

1) Current calendar view – clicking on 'day', 'week', 'month' or 'today' will change the calendar view accordingly. You can also click on the small picture of a calendar next to the day, date and year information to interactively select a specific date in the current month.

2) Arrow buttons – allow you to navigate forward or backwards in time based on the calendar setting selected i.e. in the Day view shown above, clicking on the right hand arrow would move the view on one Day to Sunday June 19th 2022.

3) Court and ball set identification – the court labels forming the columns in the table identify the individual courts and the set of coloured balls e.g. Court 1P is court 1 with primary colours (blue, black, red & yellow balls) and Court 1S is court 1 with secondary colours (green, brown, pink & white balls).

4) Time slots - the time slots represented by the rows in the table are given as 30 minute intervals.

5) Colour coded boxes – The coloured and labelled boxes provide the legend/key for the colours seen in the table when bookings have been entered.

6) Settings – the settings cog wheel button allows you change various preferences you may wish to adjust.

The 'Help' menu item [Help] on the title strip at the top of the page provides some help in using the system.

3. Making a booking

The following description assumes that you will be using the daily view. It is also important to note the following:

Mowing: All individual club member bookings are subject to change when the weather conditions are right for mowing i.e. mowing cannot be scheduled in the booking system. If your booking coincides with when mowing is taking place you may be asked to move your game to another court or suspend your game whilst the court is mown. Mowing takes precedence over games.

1. To select the date for your booking, click on the mini picture of a calendar. This will display a screen similar to the one below based on the current date.
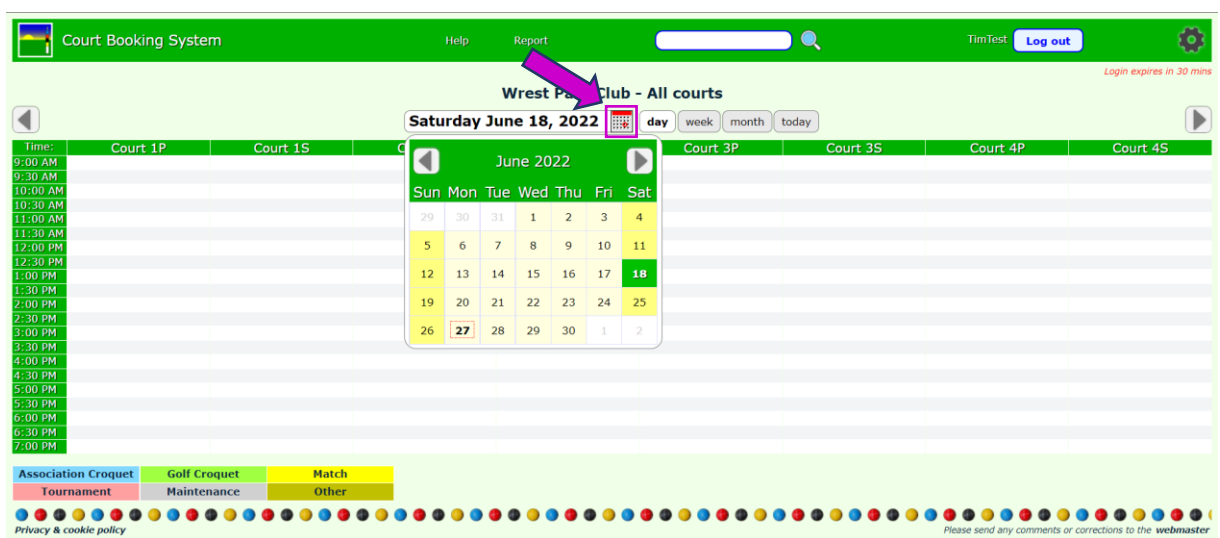
The arrow buttons on the left and right take you respectively to the previous and next month.

2. You can then use the calendar to pick any date in the month, or switch to another month. Click on the day you wish to select by placing the mouse cursor on the day you wish to select and clicking with the left mouse button.

3. The pop-up calendar will disappear and leave a page showing your selected day and any existing bookings on that day. To switch between the 'Day', 'Week' and 'Month' views, just click on the corresponding button in the date navigation bar. The 'Today' button will take you straight to the 'Day' view for the current day's bookings. In the 'Week' and 'Month' views the navigation bar is very similar, except that there is also a court selection button next to the Club name (see picture below). Use this to show bookings for different courts.
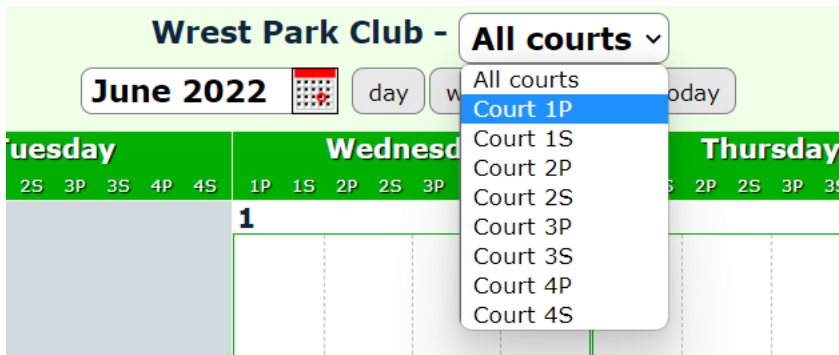
4. To book a court select the desired date, check availability, then click on an available cell by start time, court number and ball colour. If you mistakenly select the wrong court, don't worry, this can be corrected on the next screen.

5. The Court Booking Screen then appears for you to fill in:

Note: This is the default view created by the software and so will always display in this form.

6. Enter your booking details in the relevant sections of the form following the guidelines below:

   a. *Brief Description*: It is recommended that you do not enter names into this box but identify the booking by the tournament, event or competition name e.g. GC Club Handicap Competition. The text entered here will be displayed on the calendar view of the booking system.

   b. *Full Description*: This is where you can add further details, such as, the names of the players. This text only becomes visible when a booking is selected by clicking on the booking in the calendar view.

c. *Date*: Check that the date is correct and use the 'Reset' button if you wish to change the date.

d. *Time*: Type in the start time using the 24 hour time format with the hour in the left hand box and the minutes in the right hand box e.g. 14:30 for 2.30 p.m.

e. *Duration*: Specify the expected duration of your booking, selecting the appropriate unit of time from the drop down list displayed by clicking on the box with the downward pointing arrow:

f. *Courts*: Select the court number and the colour of balls (P = primary colours; S = secondary colours).

Very important: Do not book an Association game on a court already booked for a Golf croquet game and vice versa. Only double bank games of the same kind. Please contact Tim Brewer (the_brewers@talk21.com) if you think other bookings could be moved to accommodate your planned booking e.g. each lawn has been booked to a single AC game preventing any GC games being booked.

g. *Type*: Specify the type of booking from the dropdown list (see picture below). This will colour code the booking in the calendar view.

7. Check the information you have entered (see picture below) and if it is correct then click on the 'Confirm' button. If you wish start again with a blank entry form then click the 'Cancel' button.

8. You will be returned to the calendar view and your booking will be visible if you selected 'Confirm' at the previous step in the process (see picture below). If you selected 'Cancel' at the previous step, no booking will be visible.

4. Reviewing and editing one of your bookings

If you want to review, edit or delete one of your booking entries, then move the mouse pointer over the booking and the cursor will change into a finger pointing hand and click on the entry and that will bring up the Booking Edit Screen.
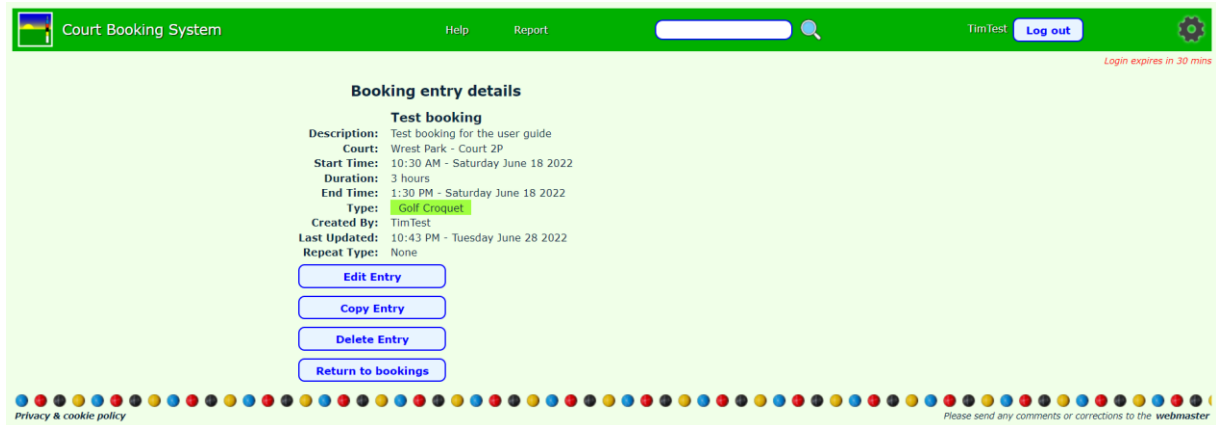
Click on one of the buttons (Edit Entry; Copy Entry; Delete Entry; or, Return to Bookings) to perform whichever task is appropriate. Edit Entry and Copy Entry will return you to the Booking Screen. Clicking on Delete Entry will display a prompt asking you to confirm you wish to delete this booking – click 'Yes' or 'No', as appropriate. Clicking on Return to Bookings will close this view and return you to the calendar view.

If you wish to make other bookings then follow the procedures described above.

When finished you should Logout. This will return you to Viewing the current days calendar, from which you can explore the calendar to see what other Club Events have been booked and what other bookings have been made.

When finished you should then close the Court Booking System window in your browser.

The software does have additional functionality e.g. making repeat bookings, please refer to the Help if you need to use this facility.

If you get stuck, Help is available on the system or you can contact Bryan Harral by phone (07511 023372) or email (harral_b2@hotmail.com) to make the booking on your behalf.

Tim Brewer

Secretary, Wrest Park Croquet Club

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