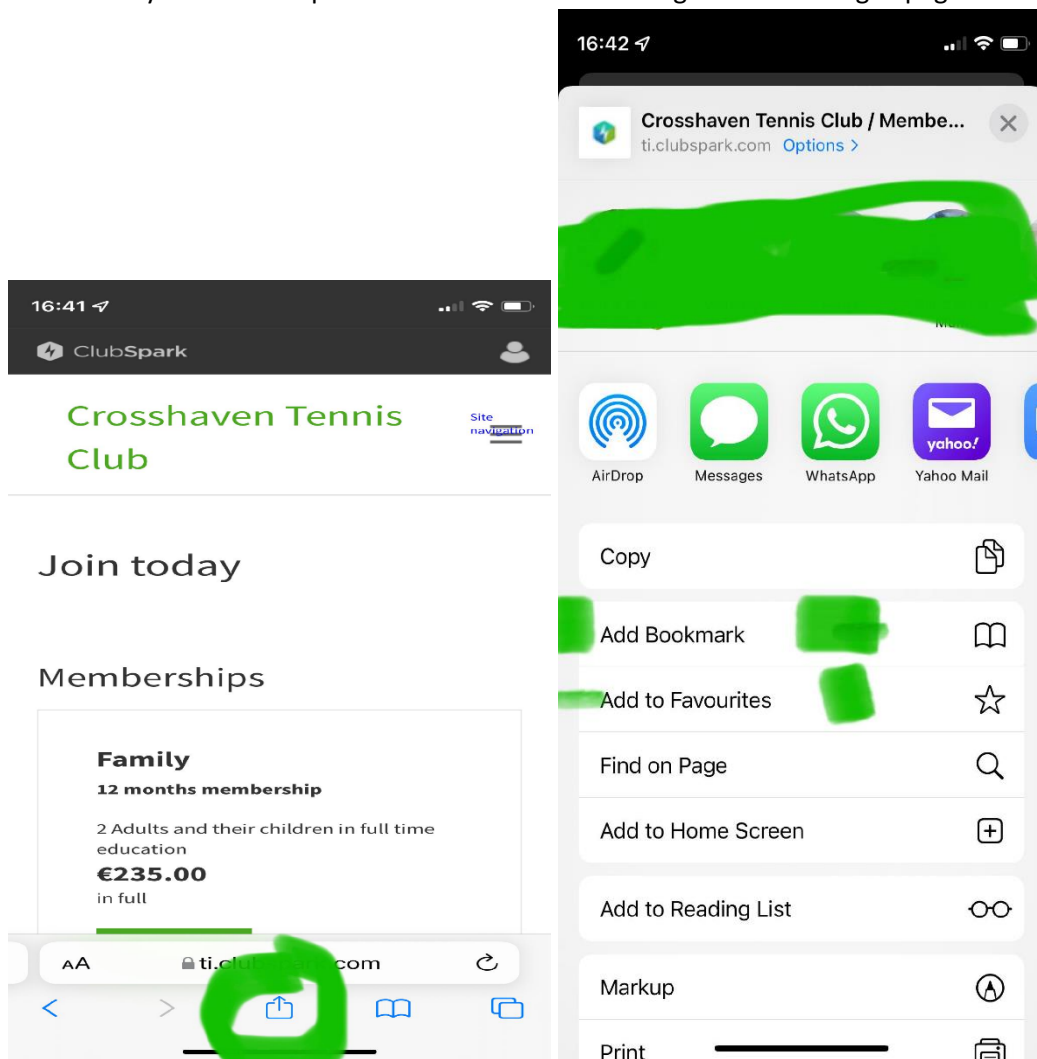


## GUIDE TO LOGGING INTO AND BOOKING COURTS ON CLUBSPARK BOOKING SYSTEM

Link to Booking system log in is the same as membership payment page

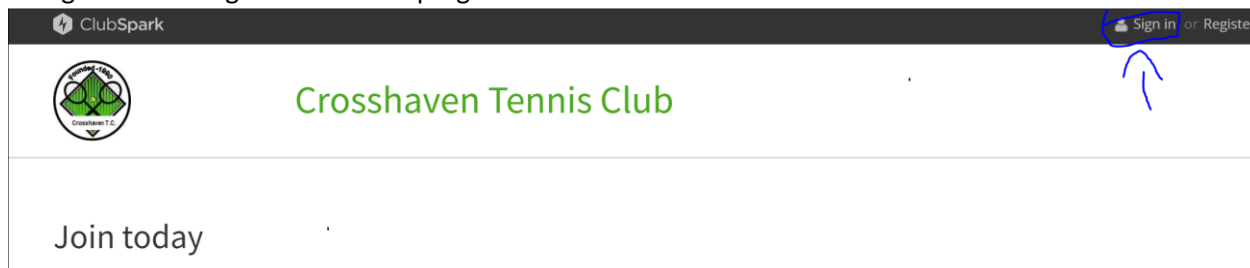
[Crosshaven Tennis Club / Membership / Packages \(clubspark.com\)](https://clubspark.com/Crosshaven-Tennis-Club/Membership/Packages)

**Step 1:** Save this link as a bookmark on your phone by clicking on icon circled in green in first screen shot, select 'Add bookmark' or Add to Favourites'. The screenshots show this on a iPhone, there should be similar functionality on all smart phones. This will ease the navigation to the log in page for future court bookings:



**Step 2:** Log in to booking system:

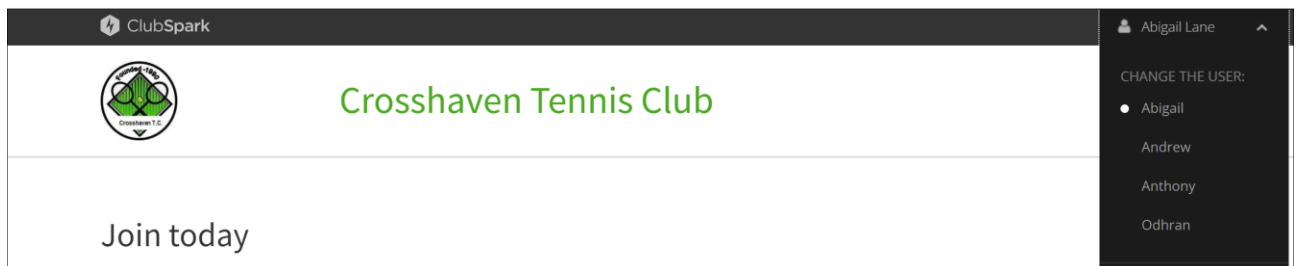
Navigate to the 'Sign In' icon on top right corner:



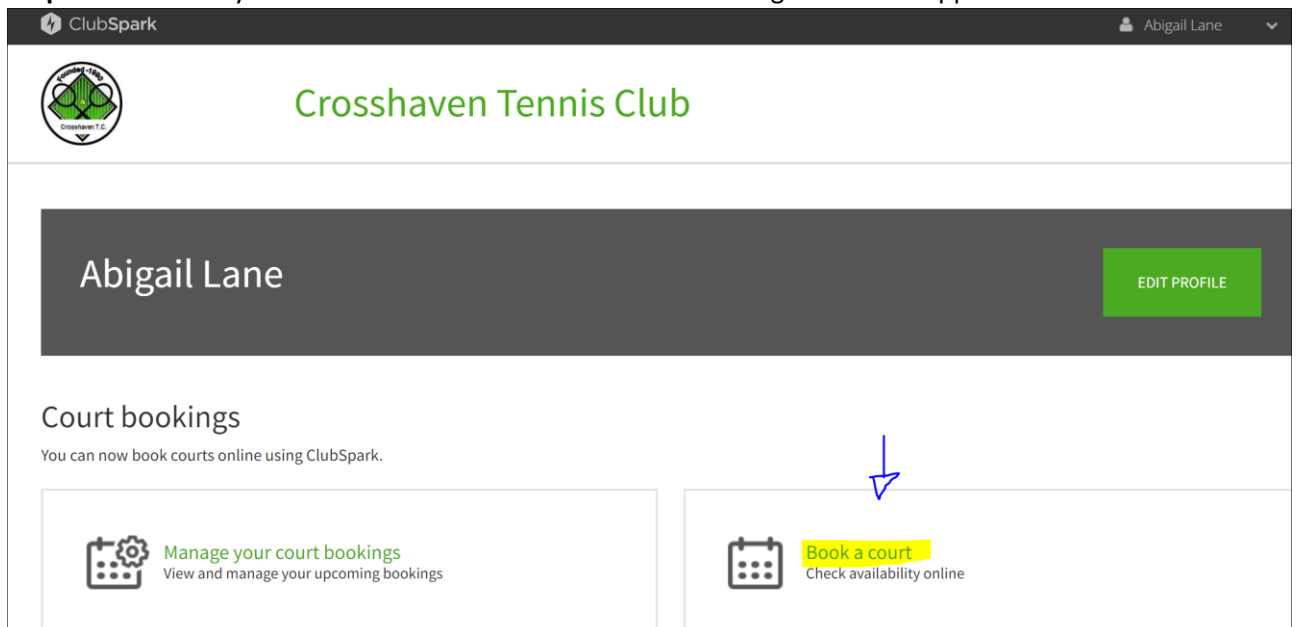
**Step 3:** Enter your log in details that were set up on registration. Click 'remember me' so your log in details will be remembered for future log-ins



**Step 4:** Once logged in navigate to top right hand corner to select the user as in screenshot below:



**Step 5:** Select user you wish to book a court for and the following screen will appear. Select 'Book a court'

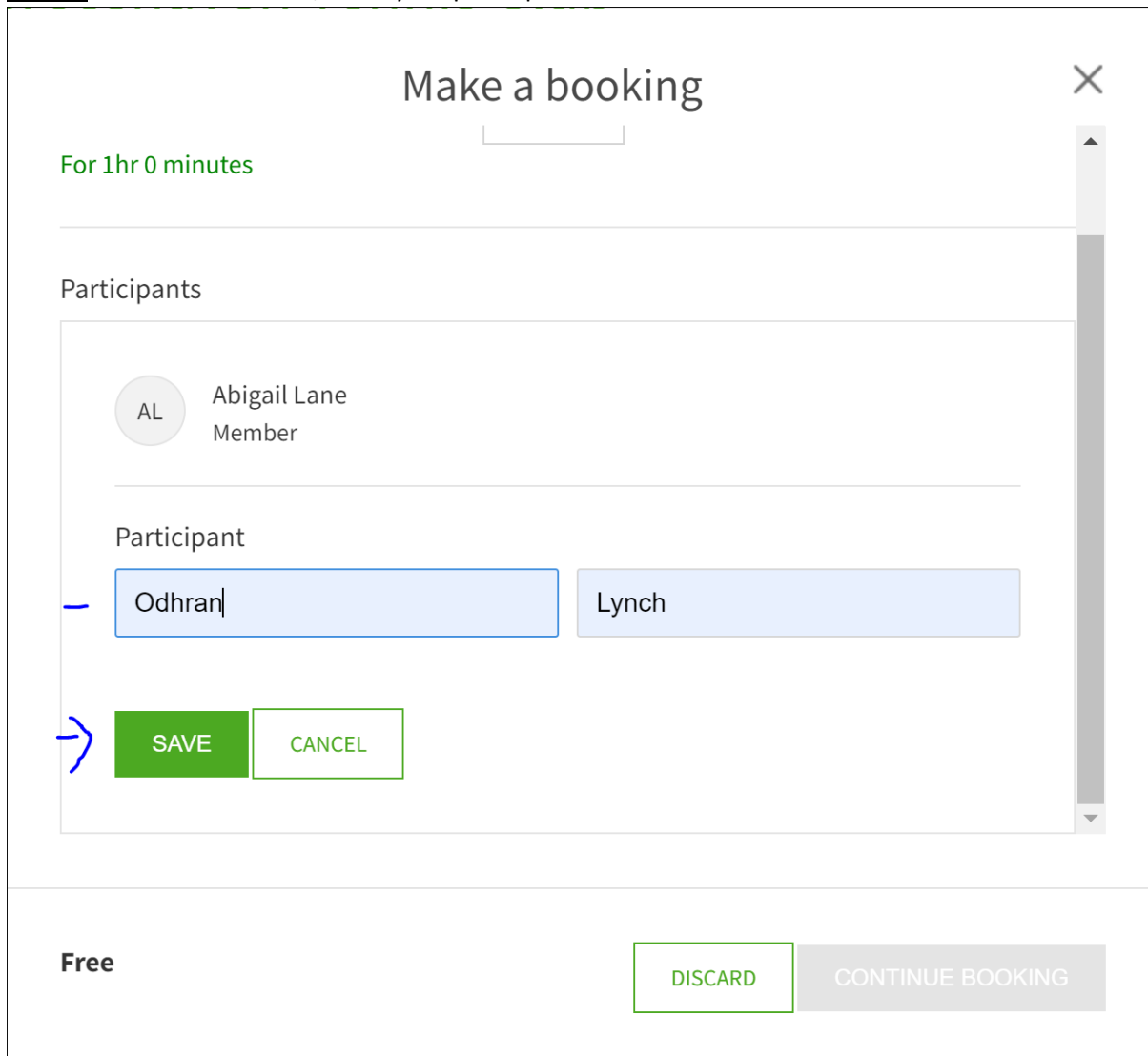


**Step 6:** Navigate to time and court you wish to book per the below view:



The screenshot shows the Crosshaven Tennis Club booking page. At the top left is the club's logo. The title "Crosshaven Tennis Club" is centered at the top. Below the title is the word "Booking" and a link "View my bookings >". A message says "Please select a court and a time when you would like to play." Below this is a date selector for "Thursday 17th February" and a "Day view" dropdown menu. A calendar icon and navigation arrows are also present. The main area is a grid with three columns for "Court 1", "Court 2", and "Court 3", each with the description "Full, Outdoor, Floodlit, Hard". The rows represent time slots from 08:00 to 09:00. All slots in the grid are currently greyed out.

**Step 7:** Double click on slot, enter your participant as follows and click save:



The screenshot shows a "Make a booking" modal form. At the top, it says "Make a booking" with a close button (X) on the right. Below this, it indicates "For 1hr 0 minutes". The "Participants" section shows a list of participants, with "Abigail Lane" (Member) selected. Below the list is a "Participant" input field containing "Odhran" and "Lynch". At the bottom left of the form are "SAVE" and "CANCEL" buttons. At the bottom of the modal, the word "Free" is displayed on the left, and "DISCARD" and "CONTINUE BOOKING" buttons are on the right.

**Step 8:** Change participant to 'Member' if they are a member, otherwise a €5 guest fee will be generated. Click 'continue booking' and court will be booked.

## Make a booking

✕

Friday 18th February 2022, 08:00 to 09:00 ▾

For 1hr 0 minutes

---

### Participants

AL

Abigail Lane

Member

---

OL

Odhran Lynch

Guest ▾

Remove

Guest

Member

+ Add pa

**Total €5.00**

DISCARDCONTINUE BOOKING