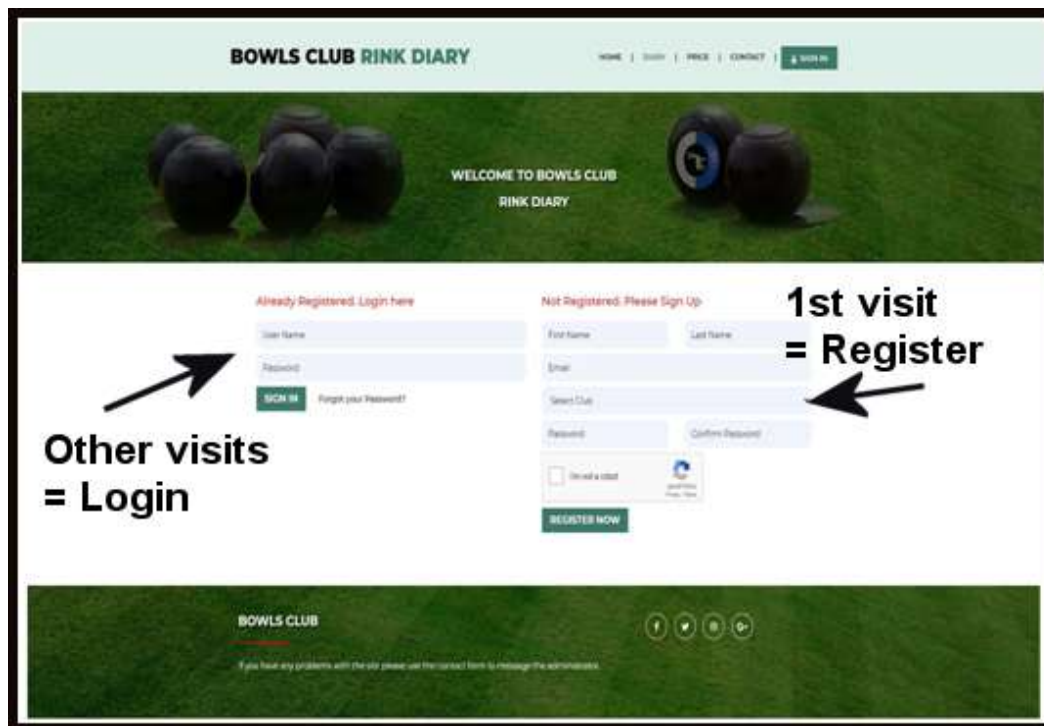


Billericay Rink Diary User Manual - Ver 1 (July 2021)



Login or Sign Up

Above is the Login or Sign Up panel that appears when you open the online diary.

If you are have registered:

- log in with your User Name and Password
- click **SIGN IN**

If you have forgotten your Password just click on "**Forgot your Password?**", enter your User Name and a new password will be emailed to you.

You can change the new password once you have signed in by clicking on the "My Profile" tab which appears when you are signed in.

If you are not yet registered:

- fill in your Name and Email details on the right of the panel
- click our club name in the dropdown menu on the "**Select Club**" tab
- enter a password twice
- tick the box in the "I'm not a robot" panel
- click "**Register Now**"

The diary administrator will approve your registration and you will be sent an email to let you know.

You will then be able to sign in with the details you have provided.

The sign in User Name is usually your first name and either the first initial of your surname or your full surname.

The Diary Page

The first time you login in it is advised that you click on the "My Profile" tab at the top right to change your password.

Once you are signed in to the system you will see a diary page similar to that below with a 7 day view.

The page will open with the today's date column highlighted in a different colour.

The days are split into timed sessions, each with 6 slots (rinks), shown on the left of the page.

BOWLS CLUB RINK DIARY RINK BOOKING | MY PROFILE | CONTACT | [LOGOUT](#)

Welcome Michael Yates

Diary Calendar Search Date:

← Previous Week
← Return To Today →
Next Week →

	Monday 05th Jul 2021	Tuesday 06th Jul 2021	Wednesday 07th Jul 2021	Thursday 08th Jul 2021	Friday 09th Jul 2021	Saturday 10th Jul 2021	Sunday 11th Jul 2021
10.00AM - 12.00PM	1		MAINTENANCE	Michael Y - Roll-up - All welcome			
	2		MAINTENANCE	Michael Y - Roll-up - All welcome			
	3		MAINTENANCE	Michael Y - Roll-up - All welcome			
	4		MAINTENANCE	Michael Y - Roll-up - All welcome			
	5		MAINTENANCE	Michael Y - Rink - Casuals			
	6		MAINTENANCE	Michael Y - Rink - Casuals			
12.00PM TO 2.00PM	1		MAINTENANCE				
	2		MAINTENANCE				
	3		MAINTENANCE				
	4		MAINTENANCE				
	5		MAINTENANCE				
	6		MAINTENANCE				
2.00PM TO 5.30PM	1						
	2						
	3	Michael Y - Roll-up - Perry Kirby, H White and C White					
	4						
	5						
	6						
5.30PM TO 9.00PM	1						
	2						
	3						Michael Y - Singles - Mark Jones
	4						
	5						
	6						

● RED CLUB MEMBERS ● BLUE CLUB MEMBERS

BOWLS CLUB

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[G+](#)

Making a Booking

This page shows the bookings already made, with more detail for your own bookings, highlighted in yellow.

An empty slot indicates a vacant rink that is available for booking.

	Monday 18th May 2021	Tuesday 19th May 2021	Wednesday 20th May 2021	Thursday 21st May 2021	Friday 22nd May 2021	Saturday 23rd May 2021	Sunday 24th May 2021
10:00AM TO 11:30AM			Maintenance		Maintenance	Maintenance	
12:00PM TO 1:30PM				Maintenance			
2:00PM TO 3:30PM							

Clicking on a booked slot brings up the full booking details for perusal similar to this.

BOOK YOUR SLOT

MONDAY 5TH JULY 2021 2:00PM TO 3:30PM

MICHAEL YATES (RED CLUB)

GAME NAME *
Roll-up

ADDITIONAL INFORMATION:
Coaching session with Des

NAME OF THE OPPOSITION (OR PRACTICE) *
Penny Kirby, H White and C White

SAVE BOOKING

If this is your booking you can edit or delete the booking as required.

To update your booking - change or add details as required and click SAVE BOOKING.

Clicking on an empty slot brings up the booking form shown in the series of pictures below.

The booking details are mainly selected from the default details that will drop down from the "Choose Slots" (= rinks) and "Game Name" tabs.

"Additional information" can be added as free text similar to below, as can "Name of Opposition".

When choosing your rink (slot), you will have the option to select from the available rink number(s).

Depending on the club's succession order of matches, you may not get the actual rink number you have selected.

Always recheck nearer your booking time.

To complete your booking, click on "Request Slot" at the bottom.

Email confirmation and 24hr reminders are sent out with all bookings.

The screenshot shows the 'BOOK YOUR SLOT' form with the 'CHOOSE SLOTS' dropdown menu open, displaying a list of rink numbers (1, 2, 3, 4, 5, 6, 7, 8, 9, 10). The 'CHOOSE GAME NAME' dropdown is set to 'Singles'. The 'NAME OF THE OPPOSITION (OR PRACTICE)' field is empty. The 'PROVISIONAL BOOKING' checkbox is unchecked. A red 'REQUEST SLOT' button is at the bottom right.

The screenshot shows the 'BOOK YOUR SLOT' form with the 'ADDITIONAL INFORMATION' text area filled with the text 'Practice'. The 'CHOOSE SLOTS' dropdown is set to '1'. The 'CHOOSE GAME NAME' dropdown is set to 'Singles'. The 'NAME OF THE OPPOSITION (OR PRACTICE)' field is empty. The 'PROVISIONAL BOOKING' checkbox is unchecked. A red 'REQUEST SLOT' button is at the bottom right.

The screenshot shows the 'BOOK YOUR SLOT' form with the 'ADDITIONAL INFORMATION' text area containing a warning message: 'THE BOOKING SYSTEM HAS BEEN ADVISED THAT YOU HAVE BOOKED THIS SLOT FOR PRACTICE. PLEASE CHECK THE CLUB'S BOOKING POLICY FOR PRACTICE BOOKINGS.' The 'CHOOSE SLOTS' dropdown is set to '1'. The 'CHOOSE GAME NAME' dropdown is set to 'Singles'. The 'NAME OF THE OPPOSITION (OR PRACTICE)' field is empty. The 'PROVISIONAL BOOKING' checkbox is unchecked. A red 'REQUEST SLOT' button is at the bottom right.

Provisional Bookings

You also have the option to make a provisional booking (useful for when you have to offer an opponent 2 or 3 dates) by clicking the PROVISIONAL BOOKING check box.

Booking via "Provisional Booking" holds the slot for 24 hours, plus any time left on the day the booking is made, and auto deletes if not confirmed.

Provisional bookings are confirmed either by clicking a link in the confirmation email or by clicking on the booking and un-clicking the PROVISIONAL BOOKING check box.

BOWLS CLUB RINK DIARY

BOOK YOUR SLOT

FRIDAY 9TH JULY 2021 10.00AM - 12.00PM

MICHAEL YATES (RED CLUB) CREATE INVITATION

CHOOSE SLOT(S)* 1- CHOOSE GAME NAME* Singles

ADDITIONAL INFORMATION:
Add additional info like players names here. This info is only visible when you click on the slot.

NAME OF THE OPPOSITION (OR PRACTICE)*

PROVISIONAL BOOKING (This is a Provisional Booking and if not confirmed within 24 hours it will be auto deleted)

REQUEST SLOT

When you have made a booking, your slot will appear as highlighted yellow when you are signed in to the diary.

Clicking on your slot shows your game details and gives you the opportunity to edit the details or delete the booking.

Only you or an administrator has the option to delete or edit your bookings.

Create an Invitation

After clicking on "Create Invitation" a new form pops up to be filled in similarly to a normal booking.

The number of players required for the game is indicated next to the game name. Here it shows Singles - 2.

The screenshot shows a 'CREATE INVITATION' modal window. At the top, it displays the date and time: 'SATURDAY 10TH JULY 2021' and '12.00PM TO 2.00PM'. Below this, the user's name and club are listed: 'MICHAEL YATES (RED CLUB)'. There are two dropdown menus: 'CHOOSE SLOT(S) *' with the value 'Choose links to book please -' and 'CHOOSE GAME NAME *' with the value 'Singles-2'. Below these is an 'INVITATION NAME *' field which is empty. Underneath is an 'ADDITIONAL INFORMATION:' section with a large empty text area. At the bottom left, there is a '* REQUIRED' label, and at the bottom right, there is a red 'SAVE INVITATION' button. The background shows a 'BOWLS CLUB RINK DIARY' interface with a calendar grid.

The Additional Information box can be used to present further details.

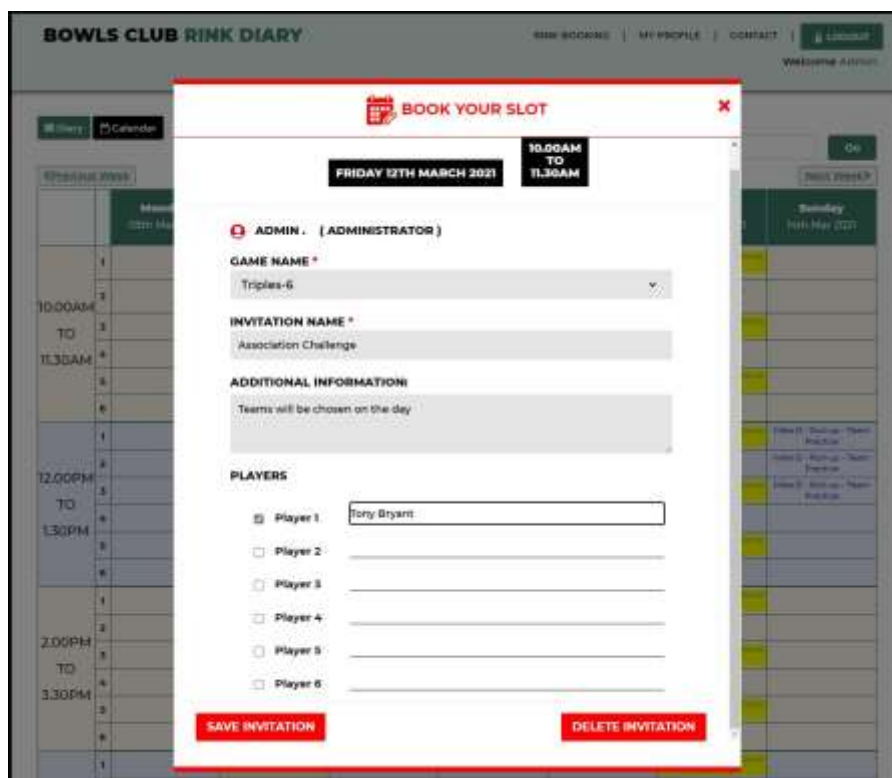
The screenshot shows a 'CREATE INVITATION' modal window. At the top, it displays the date and time: 'FRIDAY 12TH MARCH 2021' and '11.30AM'. Below this, the user's name and role are listed: 'ADMIN. (ADMINISTRATOR)'. There are two dropdown menus: 'CHOOSE SLOT(S) *' with the value '1,2 -' and 'CHOOSE GAME NAME *' with the value 'Triples-6'. Below these is an 'INVITATION NAME *' field with the value 'Association Challenge'. Underneath is an 'ADDITIONAL INFORMATION:' section with a text area containing the text 'Teams will be chosen on the day'. At the bottom left, there is a '* REQUIRED' label, and at the bottom right, there is a red 'SAVE INVITATION' button. The background shows a 'BOWLS CLUB RINK DIARY' interface with a calendar grid.

When you click the red "SAVE INVITATION" button your booking will appear as an Invitation game on the diary page as follows –



The image shows a portion of a bowling diary grid. At the top, there is a button labeled '< Return To Today >'. The grid has columns for 'Wednesday 11th Mar 2021', 'Thursday 11th Mar 2021', and 'Friday 12th Mar 2021'. The rows represent time slots. The Friday 12th Mar 2021 column has two yellow-highlighted slots, each containing the text 'Invitation - Triples - Association Challenge - (6)'. The other slots in the grid are labeled 'NANCE'.

When an Invitation slot on the Diary page is clicked the following type of pop up form appears to enable names to be added.



The image shows a 'BOOK YOUR SLOT' pop-up form overlaid on a 'BOWLS CLUB RINK DIARY' background. The form is for 'FRIDAY 12TH MARCH 2021' from '10.00AM TO 11.30AM'. It is created by 'ADMIN. (ADMINISTRATOR)'. The form includes the following fields:

- GAME NAME ***: A dropdown menu with 'Triples-6' selected.
- INVITATION NAME ***: A text field containing 'Association Challenge'.
- ADDITIONAL INFORMATION**: A text area containing 'Teams will be chosen on the day'.
- PLAYERS**: A list of six players with checkboxes and text input fields:
 - Player 1: Tony Bryant
 - Player 2:
 - Player 3:
 - Player 4:
 - Player 5:
 - Player 6:

At the bottom of the form are two buttons: 'SAVE INVITATION' (in red) and 'DELETE INVITATION' (in red).

Key in the player's name and tick the box to include them.

Clicking on a tick box automatically enters the name of the person signed in. This can be edited if required.

When you have entered your name(s) click "SAVE INVITATION" to save the details.

The booking can be deleted by the person that created it or an administrator.

Calendar View

Clicking on the black Calendar tab top left shows the month to view with the coloured dots indicating rinks booked on any given day. Clicking on a date takes you to the selected diary page for that slot where you can check match details or make or edit a booking. You may also click on forward dates to assist in making a new booking.

