

Court (Lawn) Booking System

We have set up a booking system to enable members to book a lawn to play or practice croquet at any time permitted and that shows as available in the system.

It will also provide Gordon with a way of blocking off the lawns if required for maintenance or grass cutting etc. or if the weather makes the lawns unplayable. It will be easy for members to find out if Club Sessions are going ahead as usual or if they have been cancelled. This will be especially useful for those who don't use WhatsApp.

Anyone making a booking will be responsible for looking after the club facilities during that time and to ensure there is no damage caused and that everything is properly locked up when they have finished. Play outside of the club sessions will not be permitted unless you reserve a lawn via the booking system. This will enable others to see if space is available and let Gordon keep track on how much the lawns are being used.

To enable you to use the system first let Ken know that you wish to do so. Your access will be activated and you will receive an automated email with your username and a temporary password. Click on the link in the email or type in the web address that will take you to a login page. Enter your username and temporary password and login. Scroll down and reset your password to something you can remember following the guidelines provided.

You are then set to go and to use the system follow the steps below.

1. Go to:- <https://cbs.worldcroquet.org/?club=121> or click on the button/link on our website members page (moretoncroquet.com/members).
2. Click on an available slot or use the navigation buttons at the top to scroll through days, weeks or months display to find a suitable slot. If you are not logged in the system will ask for your username and password.
3. The booking screen will appear for you to enter some details. Enter a **Brief Description** (e.g. name and a reason for the booking such friendly game, match game etc.) You can add more information (eg. numbers playing etc.) in the **Full Description** box.
4. Check the date & time are correct and adjust the duration if required.
5. Check the lawn number is correct (eg. **1P** or **2S** etc) P = Primary Colours (BRBY) S = Secondary Colours (GPBW) which enables 2 games on each lawn.
6. Set the type of booking from the list of **Golf Croquet**, **Association Croquet**, **Match** for a competition game, **Tournament** (usually set by the committee), **Maintenance** (eg. lawn cutting or other site work) usually set by Gordon or **Other** for any other reason such as David's Tai Chi or a group visit etc.
7. Remember to click **Confirm** to secure your boeing.

To edit your booking just click on it while logged in and use the **Edit Entry** button to make any changes or **Delete Entry** button to cancel the whole booking. You can use the **Copy Entry** button if you want to make a similar booking at another time and you can just amend the details as necessary rather than repeat the whole process again. If you are not already logged in the system will ask you to do so.

There is a **Help** link at the top of the page to give you some pointers if required and there is a **Settings Icon** in the top right corner where you can update your own details and change some display options.