



How to book a rink online

You can book a rink for a roll-up or a Club, County or National Competition online.

It's EASY!

First, you need to login, for which you will need your name and membership number – see, EASY.

Go to the Member pages on the Club website; you **Login** by entering your membership number and your password in the boxes at the top of the page.

Your membership number needs to be a four-digit number: if your membership number is less than four digits, add zeroes at the front. For example, John Smith with actual membership number 123 would enter '0123'.

By default, your password is your first initial, your surname and the four-digit membership number, all in one entry with no spaces. For example, our John Smith would have a default password of 'jsmith0123'

Press **Login** to see a welcome message. You are logged in!

Now, let's book your rink for a roll-up or for a Club, County or National Competition. Press the **Account** tab to the right of your welcome message.

What type of game are you booking for?

- To book a roll-up, a National or a County game find **My Roll Up/National/County Matches** in the left hand menu, half way down the page and click the box **Make a New Booking**. For competitions, you can book up to 3 provisional slots.
- To book an internal Club Competition, find **My Club Competition Matches** in the left hand menu, half way down the page; scroll to the relevant competition you wish to book and then click the **Book a Slot** box.
- Roll-ups should only be booked a maximum of two weeks in advance; Club, County and National Competitions should only be booked a maximum of four weeks ahead.

Select a date / time:

Browse the **Rink Diary** until you identify the free session you require to book by either scrolling forwards or backwards using the **Next** or **Previous** buttons, or by jumping to your required date using the red **choose date** box and the calendar that appears. Click the date you wish to jump to.

Book the selected session:

On your selected day, just hover over the session you want to book and click the **orange** button.

For Roll-ups, National and County Competitions:

- Select roll-up, National or County in the drop down box;
- Book your rink as **confirmed** or **provisional** as appropriate; you can also add notes such as your roll-up timing, number of players or other info you want to share using the **name fields**. If you don't need the full session, add a comment to the booking in one of the **name fields** so other members will know the rink is available after that time.

- If the particular rink you require isn't available – i.e. the same rink for a double session county or national booking - but another rink for the relevant session is available, then book that alternative rink and make a note of your preferred rink at the bottom of the booking form. The Office will be made aware of your requirement and will try to accommodate.

For Club Competitions

- Click **Make Reservation**.
- You can then either **confirm** that booking immediately, leave that booking as **provisional** to confirm at a later date, or make further reservations as appropriate. Please remember to clean up: as any reservations you have made prove to be not needed, go back into **My Account** and confirm or remove the bookings as appropriate. NB: reservations will be cancelled automatically by the system if not confirmed within a given time period.
- If the particular rink you require isn't available – i.e. the same rink for a double session county or national booking - but another rink for the relevant session is available, then book that alternative rink and make a note of your preferred rink at the bottom of the booking form. The Office will be made aware of your requirement and will try to accommodate.

You're done! You will get an automatic email confirmation of your booking. You will also be able to confirm the booking immediately for yourself by viewing the rink diary.

EASY!