



How to book a roll-up or match

Once you have mastered how to log into your online Bowlr account, booking a rink for a roll-up or a Club, County or National match is EASY!

Log into your Bowlr account - remember your membership number and password.

Go to the Diary page and click on "**Book a Match**".

What type of game are you booking for? The menu down the left hand side has your options:

- To book a roll up or a National/County, select "**My Roll Up/National/County Matches**" and then click the "**Make a New Booking**" box; (you can book up to 3 provisional slots)
- To book an internal Club Competition, select "**My Club Competition Matches**", scroll to the relevant competition you wish to book and then click the "**Book a Slot**" box

Select a date/time (you can book up to a maximum of 30 days in advance). Browse the Rink Diary until you identify the session you require to book - scroll forwards or backwards by clicking "**Next**" or "**Previous**" - or jump to your required date using the red "**CHOOSE DATE**" box and a calendar will appear; click the date you wish to jump to.

For Roll Ups / Nationals/Counties, on your selected day hover over the session you want to book and click the orange "**Book slot**" button.

- Use the drop down box to select whether you are booking a roll up or county/national game.
- Select your rink as "confirmed" or "provisional" as appropriate [see below to make note of your preferred rink from County / National bookings].
- Add names/notes such as your roll up timing, number of players or other info you want to share using the 'name fields'.

For Club Competitions, hover over the session you want to book and click the orange "**Make Reservation**" button. You can then either confirm that booking immediately, leave that booking as a reservation to confirm at a later date or make further reservations as appropriate.

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.

NOTES:

Any reservations that prove not needed, go back into My Account and click "**Remove**" next to the booking. The system will automatically cancel provisional reservations if not confirmed within a few days. Also, once you start to make a booking you must complete it even if you decide you don't need it; just book it and then remove it.

Preferred Rinks: If the particular rink you require isn't available when booking - e.g. 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 automatically made aware of your requirement and will try to accommodate.

Don't need the full session: if you are intending to roll up for less than a full session add a comment to the booking in one of the "name" fields; other members will then know the rink is available after that.

For further help on making a booking, see the Bowlr [Online Booking Help Guide](#) in the menu.

Good luck!