



How to book a roll-up or match - rules and etiquette

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'.
- In the event no rinks appear free, then ring the office and ask to be added to a rink.

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 and ETIQUETTE:

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.

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Roll-up bookings: List all the players you know will be joining you.

- If you intend to bring further players with you but are not sure who then add a 'plus 1/2/3/4/5 others' comment in one of the "name" fields.
- If you are bringing visitors or guests, please add Guest or Visitor to their name(s) in the list

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 automatically be made aware of your requirement and will try to accommodate.

Under-using the rink: An online booking can be made for just one member. However, to maximise use of the rinks, and rink availability for other members, the Office manages online bookings and will amend bookings, sometimes moving players from one rink to another or adding new names to a booking.

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.

Want to change a booking: Members cannot amend their online booking but, as noted, can remove and immediately rebook the rink with new details; alternatively, ask the Office to amend your booking.

Cannot make the booked session: Go into My Account and Remove the booking or contact the Office to let them know. Online bookings are monitored and 'no-shows' for booked rinks recorded. Repeated failure to attend will be charged and the online booking facility removed from that member.

Use it or lose it: Arrive in plenty of time or risk losing the rink. Any booked rink not paid for 15 minutes prior to the start of the session will be made available to other club members wishing to play.

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

Good luck!