

## Accessing the Court Booking sheet

Visit <https://clubspark.lta.org.uk/ConwayLTC/Booking/>. Click **Sign in** (top right) if you are not already logged in and submit your details. The booking page will open on today's date.

The screenshot shows the ClubSpark website interface. At the top, there is a navigation bar with the ClubSpark logo and the user name 'Eileen Hulse'. Below this is the Conway LTC logo. The main heading is 'Court Booking' with a link to 'View my bookings >'. A sub-heading reads 'Please select a court and a time when you would like to play.' The date is set to 'Saturday 28th November'. There are navigation buttons for 'Day view', a calendar icon, and 'TODAY'. Below this is a grid for five courts (Court 1 to Court 5) with columns for 'Full, Outdoor, Floodlit, Tarmac' and 'Full, Outdoor, Non-floodlit, Tarmac'. The grid shows time slots for 08:00 and 09:00, all of which are currently empty.

Alternatively, visit <http://www.conwaytennis.co.uk> and click **Court Booking** at the top right of the home page. The court grid appears; click on the blue **Make a court booking** button. Our ClubSpark booking page will open. Click **Sign in** (top right) if you are not already logged in.

The screenshot shows the Conway Tennis website home page. At the top, there is a navigation bar with the Conway LTC logo and links for 'About', 'Membership', 'Diary', 'News', 'Teams', 'Coaching', 'Apparel', 'Contact', and 'Court Booking'. Below the navigation bar is a large aerial photograph of the tennis club grounds, overlaid with a blue tint.

## COURT BOOKING

[Make a court booking](#)

The screenshot shows the Court Booking page for Friday 27th November. It includes the same navigation and instructions as the previous screenshot. The date is set to 'Friday 27th November'. The court grid shows the following bookings:

	Court 1 Full, Outdoor, Floodlit, Tarmac	Court 2 Full, Outdoor, Floodlit, Tarmac	Court 3 Full, Outdoor, Floodlit, Tarmac	Court 4 Full, Outdoor, Non-floodlit, Tar...	Court 5 Full, Outdoor, Non-floodlit, Tar...	
08:00	08:00 - 09:00 Booked				08:00 - 09:00 Booked	08:00

## Making a Booking

1. Use the arrows either side of **TODAY** to navigate through days, then click on the grid square for the court and time you would like to book. 7 days will be available in advance.



### Court Booking

[View my bookings >](#)

Please select a court and a time when you would like to play.

Thursday 3rd December

Day view < TODAY >

	<b>Court 1</b> Full, Outdoor, Floodlit, Tarmac	<b>Court 2</b> Full, Outdoor, Floodlit, Tarmac	<b>Court 3</b> Full, Outdoor, Floodlit, Tarmac	<b>Court 4</b> Full, Outdoor, Non-floodlit, Tarmac	<b>Court 5</b> Full, Outdoor, Non-floodlit, Tarmac	
08:00						08:00
09:00			Book at 09:00 - 10:00			09:00
10:00						10:00
11:00						11:00

2. A pop-up window will open. Set the finish time for your session, then click **+ Add participant**.

### Make a booking

**Court 3**

Thursday 3rd December 2020, 09:00 to

For 1hr 0 minutes

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**Participants**

Eileen Hulse  
Member

[+ Add participant](#)

3. Type the first and last name of the person you will be playing with, then click **Save**.

### Make a booking

For 1hr 0 minutes

**Participants**

EH Eileen Hulse  
Member

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**Participant**

Emma Harverson

Save Cancel

Discard Continue booking

4. Repeat until all players have been added. Use the dropdown arrow to select whether each participant is a **Member** or **Guest**. If you select a Guest (non-member), you will then be asked to confirm and pay for that guest by entering your card details.

### Make a booking

**Participants**

EH Eileen Hulse  
Member

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EH Emma Harverson  
Member Remove

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HK Helen Kelly  
Member Remove

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PS Philip Sheffield  
Guest Remove

Guest

Member

Discard Continue booking

5. Click **Continue booking**. You'll see a confirmation screen. Enjoy your game!

The screenshot shows the ClubSpark website header with the user name 'Eileen Hulse' in the top right. Below the header is the 'CONWAY LTC' logo. A confirmation message reads: 'Your booking has been confirmed'. A box titled 'Booking' contains the following details: Court 3, 03 December 2020 09:00 - 10:00. Under 'Main contact', it lists 'Eileen Hulse (Member)' and a redacted 'Contact email address'. Under 'Participants', it lists 'Eileen Hulse (Member), Emma Harverson (Member), Philip Sheffield (Member), Helen Kelly (Member)'. At the bottom of the box are two buttons: 'Book another court' and 'View my bookings'. Below the box is a section titled 'Contact the organizer' with the phone number '02088829218' and email 'conwaytennis@gmail.com'.

To view, manage and cancel upcoming bookings, click the dropdown arrow next to your name (top right), and select **Profile**, then click **Manage your court bookings**.

The screenshot shows the ClubSpark website header with the user name 'Eileen Hulse' in the top right. Below the header is the 'CONWAY LTC' logo. The main content area has a dark grey header with the name 'Eileen Hulse' and an 'Edit profile' button. Below this is a section titled 'Court bookings' with the text 'You can now book courts online using ClubSpark.' There are two buttons: 'Manage your court bookings' with a gear icon and the text 'View and manage your upcoming bookings', and 'Book a court' with a calendar icon and the text 'Check availability online'.

## Booking on behalf of a Junior

Parent/Guardians can make bookings on behalf of their children using the child's membership. For details on how to do this, please go to this link: <https://sportlabs.zendesk.com/hc/en-us/articles/210554546-How-to-Book-a-Court-Parents-of-Child-members->