# How to use the Chorleywood tennis court booking system

- Chorleywood tennis club now has access to an online court booking system that can be accessed via a website, or a mobile phone app. This is run by the clubspark website.
- Here are the instructions in order to gain access and book the courts
- You will receive an email from clubspark to invite you to join Chorleywood LTC on clubspark in order to access the booking system.
- Click on the <u>register or login now</u> link in the email that will be sent to you and follow the instructions on this tutorial. This link will be unique to each member.
- This tutorial is split into 2 parts- website version and app version
- It will show you how to sign in and register yourself with the club, book courts and cancel bookings.
- For more detailed online information click <u>here</u>

# Website version

#### **Chorleywood LTC** The link from your email should bring you here. If you have a ClubSpark account, sign in here. If Sign in to accept invitation not create an account Haven't created an account Click here Sign in with email... If you registered with your LTA or social account... 2 LTA t3stmember321@gmail.com f Facebook Password Remember me? g Google Forgotten your password? Microsoft Sign in

#### 🕢 ClubSpark



#### **Register with ClubSpark**

Already have an account? Sign in

#### You can either register with your email, <u>OR</u> your existing LTA account name and password, or other social accounts shown. Just remember you have to stick to whichever method you use whenever you access the court booking system

#### Register with an email address and password...

Please complete all the information below:

#### First name

Test

Last name

Member

#### Email address

t3stmember321@gmail.com

We use this to confirm a booking and provide club specific information.

#### Confirm email address

t3stmember321@gmail.com

#### Register with your LTA or social account...



#### 💄 Sign in 🛛 r Register

#### 🕜 ClubSpark

#### **Chorleywood LTC**

HOME COURT BOOKING

#### Tick the Terms and Conditions box (offers are optional) and press "continue"

#### **Accept Invitation**

**Terms and Conditions** 



Please tick this box to confirm you agree to the Terms and Conditions.

#### Our offers

Send you information about our offers and about offers from carefully selected third parties by post/email/SMS. Please tick this box if you want to hear about these offers.



By using ClubSpark you agree to our use of cookies as described in our cookie policy. cookie policy.

#### 🕐 ClubSpark

#### **Chorleywood LTC**

HOME COURT BOOKING

You will be automatically taken to this page in order to book a court. If this not what you see, follow this link <u>here</u>. Click "book a court"



#### **Court bookings**

You can now book courts online using ClubSpark.



#### **Memberships**

We've made it even easier for you to manage your membership with us.

#### 🕐 Club**Spark**

Click "make a booking"

#### **Chorleywood LTC**

HOME COURT BOOKING

#### **Court booking**

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

#### Monday 6th July

	<b>Court I</b> Full, Outdoor, Floodlit, Artificial	<b>Court 2</b> Full, Outdoor, Floodlit, Artificial	<b>Court 3</b> Full, Outdoor, Floodlit, Artificial	<b>Court 4</b> Full, Outdoor, Floodlit, Carpet	<b>Court 5</b> Full, Outdoor, Floodlit, Carpet	<b>Court 6</b> Full, Outdoor, Floodlit, Carpet	
06:00							06:00
06:30							06:30
07:00							07:00
07:30							07:30



Day view 🗸 💾 < TODAY	>
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HOME COURT BOOKING

#### **Court booking**

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

Monday	6th	July
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	Court I	Court 2	Court 3	Court 4	Court 5	Court 6	
	Full, Outdoor, Floodlit, Artificial	Full, Outdoor, Floodlit, Artificial	Full, Outdoor, Floodlit, Artificial	Full, Outdoor, Floodlit, Carpet	Full, Outdoor, Floodlit, Carpet	Full, Outdoor, Floodlit, Carpet	
06:00							06:00
06:30							06:30
07:00							07:00
07:30							07:30

If you want to book a court for another day, click the calendar and select the day you want to play

MAKE A BOOKING | MY BOOKINGS

TODAY

>

Day view





#### Your booking has been confirmed

# Booking To cancel your booking, press "view my bookings" Court 1 07 July 2020 16:30 - 17:00 Main contact Contact email address Test Member (Member) t3stmember321@gmail.com Participants Test Member (Member)

You can now book

another court, or view

your bookings

Your court is booked. If you no longer require the booking, please cancel it as early as possible so it may be used by another member. If you are the last one to leave, please turn off any floodlights, lock the clubhouse and secure the gate with the padlock. Thank you!



#### 🕐 Club**Spark**

HOME

#### **Chorleywood LTC**

**COURT BOOKING** 

Press "cancel". As soon as you know, you're not going to use the court, please cancel it

Your profile	Your bookings Your upcoming bookings at Chorleywood LTC.					
🛆 Your details	Date	Time	Court			
Your bookings	07/07/2020	16:30 - 17:00	Court 1	Cancelled		
$[\bullet_{\times}]$ Your courses	20/07/2020	16:30 - 17:00	Court 5	Cancel		
▲≡ Your memberships						
$\Box$ Sign out	Book a court Check availability online					



# App version



#### Preview



Download this app, which is available on IOS, android and google store

Once you open the app, it should look like this. If you have a ClubSpark login, press "sign in". If not, press "sign up"





#### Sign up with:

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You can either register with your email, or LTA, or other social accounts shown. Just remember you have to stick to whichever method you use



Once you sign in, you should see all of your bookings. Press "book a court"



You can select your date and time here. To view the calendar and see bookings of other people, press the icon in the top right corner



You can change the date and see which courts are available when here. Select the time slot you want



You can change the duration of your booking here. When done, press "confirm"



### Press close to go to your bookings page



To cancel your booking, tap on the booking you want to cancel



#### Chorleywood LTC

The Walled Garden, Chorleywood House, Rickmansworth Rd, CHORLEYWOOD, Hertfordshire, WD3 5SL

www.chorleywoodtennis.com

- 💾 Friday, 17 July 2020
- () 10:00 10:30
- E Court 1
- € Free

Cancel Booking

Press "cancel booking" at the bottom. As soon as you know, you're not going to use the court, please cancel it

## If you have any questions, please contact the club via the website https://www.chorleywoodtennis.com/contact-us/