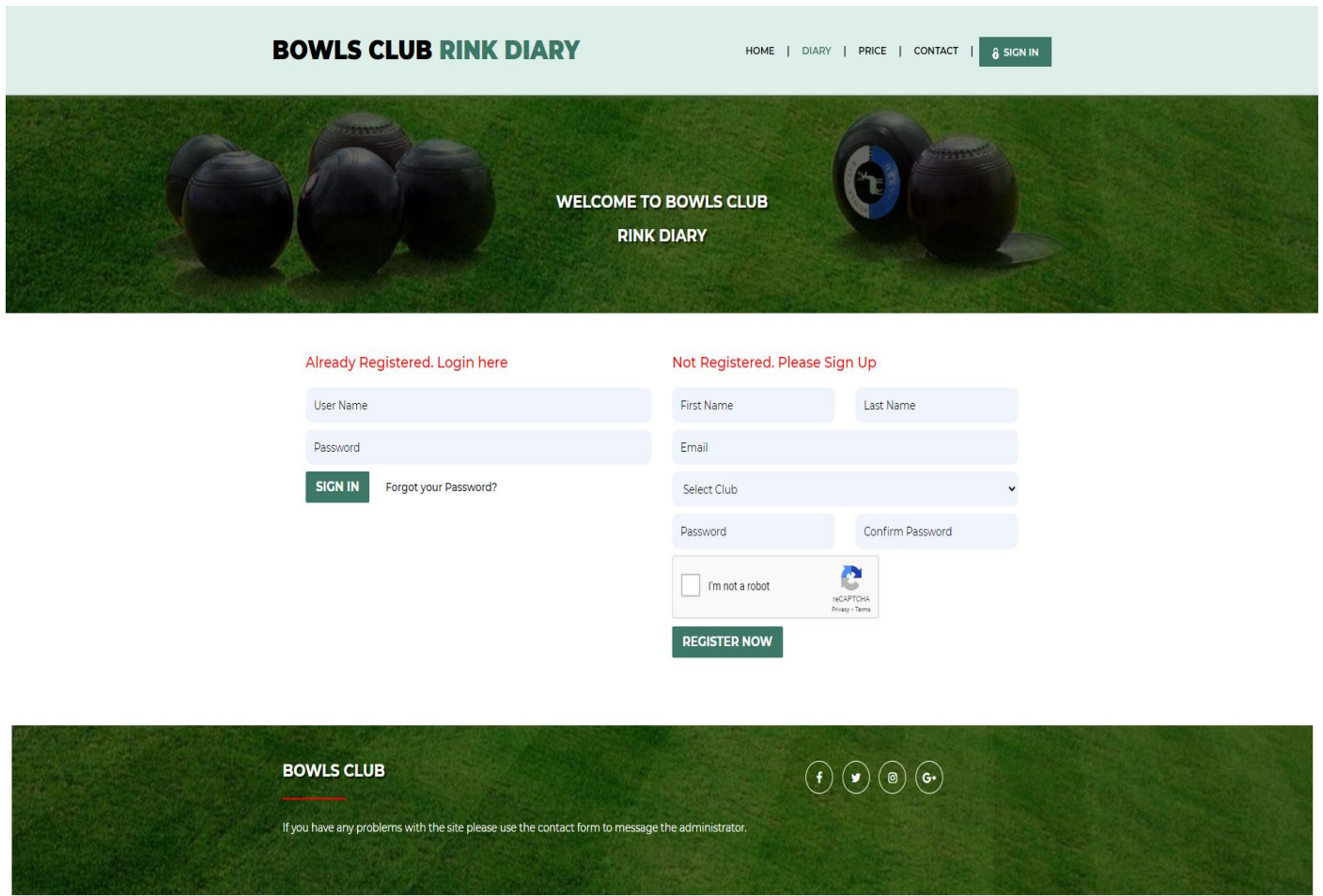


Rink Diary Instruction Manual (v4)



Sign In or Register

Above is the Sign In or Register Now panel which appears when you open the homepage of your club's online diary. If you are registered and have login details you can use the left of the panel to login. If you have forgotten your password just click on "Forgot your Password", enter your user name and a new password will be emailed to you. You can change your password once you have logged in by clicking on the "My Profile" tab which appears when you are logged in.

If you are not yet registered fill in your details on the right of the panel, tick the box in the "I'm not a robot" panel, click "Register Now" and the administrator will approve your registration.

If two or more clubs use the same online booking diary you will have a choice of clubs to sign up with from the dropdown menu on the "Select Club" tab.

You will be sent an email to let you know your registration has been approved and you can then sign in with the details you have provided. The login user name is usually your first name and the first initial of your surname (or your full surname).

The Diary

Once you are signed in to the system you will see a diary page similar to below with 7 day view. The page will open at today's date which will be highlighted in a different colour. The first time you login in it is advised that you click on the "My Profile" tab at the top right to change your password if desired.

The day is split into sessions, each split into a number rink slots (1 – 6 below but this may vary from club to club). Session times are as shown on the page and can be edited by the administrator, in the Control Panel.

WALLFIELDS RINK DIARY								RINK BOOKING	MY PROFILE	CONTACT	LOGOUT
Welcome Mike Irving											
Diary		Calendar		Search Date		19/05/2020		Go			
<Previous Week		<Return To Today				Next Week>					
		Monday 25th May 2020	Tuesday 26th May 2020	Wednesday 27th May 2020	Thursday 28th May 2020	Friday 29th May 2020	Saturday 30th May 2020	Sunday 31st May 2020			
10.00AM TO 12.00PM	1	MAINTENANCE	Admin - CLOSED - for Social Distancing	MAINTENANCE	Admin - CLOSED - for Social Distancing	MAINTENANCE	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	2	MAINTENANCE	Admin - CLOSED - for Social Distancing	MAINTENANCE	Admin - CLOSED - for Social Distancing	MAINTENANCE	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	3	MAINTENANCE	Admin - CLOSED - for Social Distancing	MAINTENANCE	Admin - CLOSED - for Social Distancing	MAINTENANCE	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	4	MAINTENANCE	Admin - CLOSED - for Social Distancing	MAINTENANCE	Admin - CLOSED - for Social Distancing	MAINTENANCE	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	5	MAINTENANCE	Admin - CLOSED - for Social Distancing	MAINTENANCE	Admin - CLOSED - for Social Distancing	MAINTENANCE	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	6	MAINTENANCE	Admin - CLOSED - for Social Distancing	MAINTENANCE	Admin - CLOSED - for Social Distancing	MAINTENANCE	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
12.00PM TO 2.00PM	1	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	2	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	3	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	4	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	5	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	6	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	MAINTENANCE - Rinks - CLOSED	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
2.00PM TO 4.00PM	1	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	2	Mike R - Bot-Up - Tins Row	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	3	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	4	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	5	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	6	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
4.00PM TO 6.00PM	1	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	2	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	3	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	4	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			
	5	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing	Admin - CLOSED - for Social Distancing			

Here you will see the current bookings. The empty slots show the available rinks for booking.

Clicking on a populated slot brings up the full booking details for perusal similar to below. If this is your booking you can edit or delete the booking as required. To Edit – change or add details as required and click Save Booking.

BOOK YOUR SLOT
✕

WEDNESDAY 9TH SEPTEMBER 2020
12.00PM TO 1.30PM

MIKE IRVING (BLUE CLUB)

GAME NAME
Singles

ADDITIONAL INFORMATION:
County singles - marker required

NAME OF THE OPPOSITION (OR PRACTICE)
Marcus Thistlethwaite

SAVE BOOKING
DELETE SLOT

Clicking on an empty slot brings up the booking form below to be filled in with your booking details, selected from details that will drop down from the “Choose Slots” and Game Name” tabs. “Additional information” can be added as free text similar to below as can “Name of Opposition”. This can be helpful for deciding the allocation of rinks prior to attendance at the green. These details can be edited retrospectively.

When choosing “Slots” you will have the option to choose from any numbers depending on your club setup and how many are available. Depending on how your club operates you may not get the actual rink number you have selected as these may be allocated on arrival. Please check with your club secretary if unsure.

You have the option to select a provisional booking or full booking by clicking on “Request Slot” at the bottom. Selecting “Provisional Booking” holds the slot for 24 hours and **auto deletes if not confirmed**.

Email confirmation and 24hr reminders are sent out with all bookings

The image shows a 'BOOK YOUR SLOT' form overlaid on a diary grid. The form is titled 'BOOK YOUR SLOT' and has a close button (X) in the top right corner. It displays the date 'THURSDAY 10TH SEPTEMBER 2020' and the time slot '12.00PM TO 1.30PM'. The club name is 'MIKE IRVING (BLUE CLUB)'. The form includes the following fields and options:

- CHOOSE SLOT(S)**: A dropdown menu with the text 'Choose rinks to book please -'.
- GAME NAME**: A dropdown menu with the text 'Choose Game Name'.
- ADDITIONAL INFORMATION:** A text area for entering additional details.
- NAME OF THE OPPOSITION (OR PRACTICE)**: A text input field with the example 'e.g. Buntingford'.
- PROVISIONAL BOOKING**: A checkbox that is currently unchecked. Below it, a note states: '(This is a Provisional Booking and if not confirmed within 24 hours it will be auto deleted)'. A red asterisk and the word 'REQUIRED' are positioned to the left of the checkbox.
- REQUEST SLOT**: A red button at the bottom right of the form.

The background diary grid shows a weekly view with columns for days and rows for time slots. The 12.00PM to 1.30PM slot for Thursday 10th September is highlighted in yellow, indicating a booking. Other slots are either empty or marked as 'Admin - CLOSED - Social distancing'.

When you have made a booking your slot will appear highlighted yellow when you are logged in to the diary. Clicking on your slot shows your game details and gives you the option to delete or edit the booking. Only you or an administrator has the option to delete or edit your bookings. This can also be used to edit bookings retrospectively.

Clicking on other populated slots will show full details of that booking.

Calendar View

Clicking on the calendar tab top left shows the month to view with the coloured dots indicating rinks booked on any given day. Clicking on a date takes you to the selected diary page for that slot where you can check match details or make or edit a booking. You may also click on forward dates to make a new booking.

BOWLS CLUB RINK DIARY

[RINK BOOKING](#) | [MY PROFILE](#) | [CONTACT](#) | [LOGOUT](#)

Welcome Mike Irving

[Diary](#) [Calendar](#)

[← Previous Month](#)

[Next Month →](#)

JUNE 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
A MAINTENANCE B C D E G	A B C D E G	A MAINTENANCE B C D E G	A B ●●●●● C ●● D E G	A MAINTENANCE B ●● C D E G	A ●●●●●●● B ●●●●●●● C ●●●●●●● D ●●●●●●● E ●●●●●●● G ●●●●●●●	A ●●●●●●● B ●●●●●●● C ●●●●●●● D ●●●●●●● E ●●●●●●● G ●
01	02	03	04	05	06	07
A MAINTENANCE B ●●●●●●● C D E G	A ●●●●●●● B ●●●●●●● C ●●●●●●● D E G	A MAINTENANCE B C D E G ●	A ●●●●●●● B ●●●●●●● C ●●●●●●● D ●●●●●●● E G	A MAINTENANCE B ●●●●●●● C D E G	A ●●●●●●● B ●●●●●●● C ●●●●●●● D E G	A B C D E G
08	09	10	11	12	13	14
A MAINTENANCE B ●●●●●●● C D E G	A ●●●●●●● B ●●●●●●● C ●●●●●●● D E G	A MAINTENANCE B ●●●●●●● C ●●●●●●● D ●●●●●●● E G	A B ●●●●●●● C ●●●●●●● D ●●●●●●● E G	A MAINTENANCE B C ●●●●●●● D E G	A ●●●●●●● B ●●●●●●● C ●●●●●●● D E G	A ●●●●●●● B ●●●●●●● C ●●●●●●● D E G
15	16	17	18	19	20	21
A MAINTENANCE B ●●●●●●● C ●●●●●●● D ●●●●●●● E ●●●●●●● G	A ●●●●●●● B ●●●●●●● C ●●●●●●● D E G	A MAINTENANCE B C D E G	A ●●●●●●● B ●●●●●●● C ●●●●●●● D ●●●●●●● E G	A MAINTENANCE B ●●●●●●● C ●●●●●●● D E G	A B C D E G	A ●●●●●●● B ●●●●●●● C ●●●●●●● D ●●●●●●● E G
22	23	24	25	26	27	28
A MAINTENANCE B ●●●●●●● C D E G	A ●●●●●●● B ●●●●●●● C ●●●●●●● D E G					
29	30					

● RED CLUB MEMBERS ● BLUE CLUB MEMBERS