



Welcome to the online court booking system for Plumpton Tennis club.  
 The system can be accessed from the club website ([www.plumptontennisclub.org.uk](http://www.plumptontennisclub.org.uk)) and following the link on the front page or directly using the following web address [www.ebookingsonline.net/box/box3.php?id=8](http://www.ebookingsonline.net/box/box3.php?id=8)

There are 4 steps to making a booking: ❶ Login ❷ Chose a Date/Time/Court ❸ Add players ❹ Completed Booking

### ❶ Login in as a user

When you visit the website you will see the screen shown to the right.

In the boxes provided, enter your 4 digit membership number and your 4 digit PIN as provided by the club (or your own, if you have changed it).

Once you have entered the numbers, click “Sign In” and continue to make your booking by choosing a date, a time and a court.



### ❷ Choose a Date, a Time and a Court

In the next step you can choose the date on which you want to play by using the calendar. Use the drop down lists to chose the month and year or use the **Next>** button.

Click on your chosen date and the main display will show the court bookings for that day. Use the **<Earlier Times** and **Later Times>** buttons to view the time you want to play.

When you have located the time and court, click on the main display to add players to your booking.

### ❸ Add players to your booking

When you add players to your booking they will receive an email to remind them of the match.

To add a player, type the first few letter of their **surname** in the box and click the Search symbol.

A list of available players will appear and click the appropriate player to add them to the match.

You can add guests too. That'll remind you to pay the visitors fee!

Click the box shown to book for 2 hours play.





#### 4 Complete your booking

Once you have added players (or not, if you choose) you can complete your booking by clicking the **Confirm** button.

If you are not happy with your booking click **Cancel** and start over again. You can view and modify your bookings using the **Manage Bookings** feature on the main display.

With your booking complete, the main display will show your name and your opponent's names on the court you booked in your chosen time slot.

#### Managing your account details

From the main display you can select an option to manage your account.

You can choose whether to receive email notifications of court bookings, whether to receive the emails in a rich HTML format and the email address which will receive the emails. Emails are sent out for cancellations too.

You can also change your PIN number to something more memorable if you wish.



#### Frequently asked questions

**Q:** Do I need to sign in to check that the courts are free for play?

**A:** No. Just use the calendar and earlier/later times buttons to check for a free court before you sign in.

**Q:** How far ahead can I book?

**A:** Bookings may be made up to 28 days in advance

**Q:** Will the system show that the courts are unavailable due to club night, team matches and other events?

**A:** Yes. All events in the club calendar will appear on the system.

**Q:** Are all the club's members on the system?

**A:** The entire club membership, including juniors, has been loaded onto the system. Members will be added and removed as they join or leave the club. If you wish to be removed from the online booking system please contact the administrator whose details are shown on the Account page.

**Q:** Will the system be developed to include new features, such as payment online?

**A:** The system is constantly being developed and there will be new features in the future. You'll be informed of any changes as they occur.