WVCC - Croquet Booking Guide

Use of the system is fairly intuitive but you might find this guide useful. When you have logged on, you can find additional information under the '***Help'*** button.   As with Fastcourts, this new system uses a web browser (no 'App'), and should work on PCs, MACs, tablets and mobile phones.

Logging onto the System:

Go to: https://croquetbooking.com/book/index.php?site=87 (which you can bookmark in your browser);

Then: follow the "***Lost your password?***" link using your email address and you will be able to set a password. A link will be sent to your email address. Click on this link and follow the instructions to set your password using your username (automatically generated) and then log on. **Take a note of your username**.
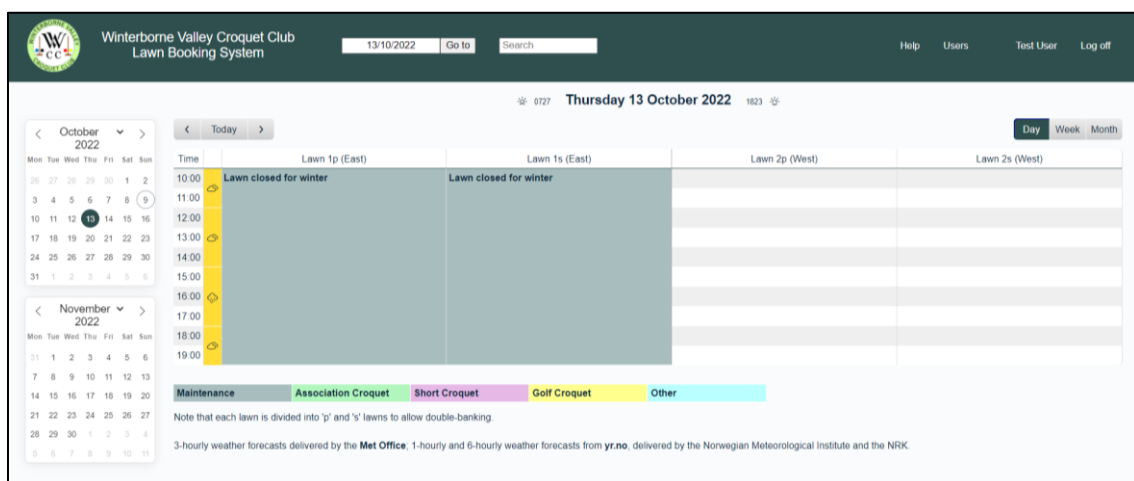
You will then see a page like this. Click '***Log in***' in the top righthand corner.

You will then see a page like this:

To access the lawn booking diary, click the **'Go to'** button next to the date, which will reveal a page like this:

Once in the lawn diary, you can view it by **'*Day*'**, **'*Week*'** and **'*Month*'**. You can also go to a specific date by setting the date next to the **'*Go to'*** window or by using the calendar to the left of the lawn diary.

You will see 4 lawns available.   This is because both lawns have been split into 'Primary' (eg 'Lawn 1p (East)') and 'Secondary' lawns to allow double-banking.

To book a lawn, simply click on the lawn you want at the time you want, which will generate a booking page as below asking you to '**Add Entry'**.

When entering the details for your booking, please make sure you:

- Add the names of all players in the '**Brief description**' box (no particular need to add anything in the '**Full Description**' box unless you wish to);
- Set the '**Start'** and '**End'** times (the default is two hours);
- Ensure the correct '**Lawn'** has been selected;
- Set the '**Type'** of booking (AC, GC or Short Croquet) – this is essential as it will enable double-banking for those playing similar codes (the default '**Type'** is GC);
- Finally – click '**Save'**.

Please note that a confirmatory email will only be sent to the person making the booking. If you don't want a reminder email, you can select that option just above the Save button.

To amend a booking. Go to the calendar view, find your booking, click on it and then click '**Edit entry'**. You can then change your booking as required.

To delete a booking. Go to the calendar view, find your booking, click on it and then click '**Delete entry'.** You will be asked to confirm that you want to delete the booking.

Double-banking. Feel free to double-bank by booking the secondary lawn if the primary lawn is playing the same code as you. If they are not playing the same code, find a different lawn/time.

Booking restrictions. The same restrictions apply as before. Members are limited to one session per day, for a maximum of 2 hours (4 hours if playing a Club Competition) and 4 sessions per week. Bookings are limited to a 3-week period from the current date.

User Details. To access the list of users, click on the '**Users'** button at the top right of the screen. This takes you to a table showing all users, together with their contact details and handicaps. It starts by showing the first page of 25. To see them all, click on '**All'** in the box where it says '**Show … entries'** to the top left of the table. To amend your own entry (if your email address or handicap changes), click on your name (which is in Bold), fill in any changes on the form (including a new password if you want to change that), and click on '**Save'**. The list contains your username, which you can use as alternative to your email address when logging in.

WVCC Logo. If you click the WVCC logo or the club name, you will be taken to the WVCC website.

Questions. If you have any questions (which cannot be answered via the '**Help'** facility), please contact Ian Blaby.