

## Procedure for Booking a Court on eBookingOnline

Once you have set your PIN you can log into the Booking System with your User ID and PIN. Your User ID is your Membership Number. Notification will have been sent to you previously regarding verification of your email address and registration of your PIN. Setting your PIN is described in a previous document 'Procedure for setting up account details on eBookingOnline'

### Log in Screen

To manage your bookings or change your email preferences log on to

<https://ebookingonline.net/box/144>

with your User ID (Membership Number) and the PIN you previously created **or** use the link from Carrigaline Tennis Club's Website

Once you are logged in you will get the options to **Manage Bookings**, **Manage Account** and **Book a Court**.

To Book a Court click on the date required on the Calendar at the bottom right of the screen. You are only permitted to book 5 days in advance and only one Court per day during the Peak Court Times of 6pm, 7pm, 8pm and 9pm. See the Club Court Rules.

## Carrigaline Tennis Club

Next, select the Court and the Time you require. The tabs on the bottom left allow you to select earlier or later times.

The following screen will open once you select the required Court.

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### Make a Booking

court Ref: Court 2  
Time & Date: 19:00, 12th September 2013

Player information

Player 1: Myriam Cotter  
Player 2:   
Player 3:   
Player 4:

You can search for players by entering the first couple of characters of their first or last name in the player field and then select the player from the dropdown list.  
For a guest click the icon and type the name of your guest.

Your own name will appear as Player 1. You will have the option of entering the names of the other players. To enter a Guest click on the image of the person, you will get a red cross over the image. The name of the Guest can then be entered.

The system is presently set up to allow bookings with one named player so it is not necessary to enter any further names. But, you will need to enter the name of your Guest as the Guest Fee will be Billed online once Court Billing Fees are activated.

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### Booking Confirmation

Your Booking status is confirmed as

court ID Court 2 at 7:00 - 8:00 pm, 12th September 2013

Player 1: Myriam Cotter  
Player 2: Guest \*

\* Guest Player  
You will automatically be redirected to the main page in 10 seconds

Once the Booking is confirmed the screen on the left will be displayed and an email confirming your booking will be sent to your registered email address. Click **'Main Menu'**

## Manage Bookings

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Displaying bookings for Myriam Cotter for all sports from Wednesday, 11th Sep 2013

Del	Edit	Player 1/3	Player 2/4	Date	Time	Sport	court
		Myriam Cotter	Guest	12th Sep	19:00	Tennis	Court 2
		Myriam Cotter	Guest	12th Sep	19:00	Tennis	Court 2

Wednesday, 11th September 2013  
Sport:

September 2013

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

< Previous Next >

On the Main Screen, click **Manage Bookings**.

You have the option to Cancel or Edit a Booking.

To Cancel a Booking click on **Del** on the left hand side of the screen. To Edit click on the yellow circle.

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### Change Booking

court Ref: Court 2  
Time & Date: 19:00, 12th September 2013

Player information

Player 1 Myriam Cotter

Player 3

Guest Name Guest

Player 4

You can search for players by entering the first couple of characters of their first or last name in the player field and then select the player from the dropdown list.

For a guest click the icon and type the name of your guest.

Confirm the Cancellation or Editing of the Booking or Cancel Changes.

## Manage Account

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### Manage Account

Name Myriam Cotter  
Member Number 109

Change PIN  
Current Pin  New Pin  Confirm Pin

Online Account  
Current Balance: €4.17

Account Details  
Email address myriamcotter@gmail.com  
Receive email confirmations  Receive rich text emails

Here you can edit your email address and preferences to receive email updates when you or your partner make a booking. The default format of rich text emails is best, but if you are having problems in reading your booking emails untick the box and plain text emails will be sent instead.

You can also change your PIN number, please note PIN numbers must be four digits long. For security reasons please do not disclose your PIN to anyone else. If allowed by your administrator you can also edit your personal details and publish your telephone number in the online Directory.

If you need to change any other information please contact your administrator or club manager.

Your online account balance is also shown, to view detailed information click the view history button.

Contact: Committee Carrigaline Tennis C  
Telephone:   
Email Address: ctcmanagementsystem@gmail.com

Click **Manage Account** on the Main Page.

On this screen you can change your PIN, email address and view your Online Account.

**Please note that your Account can only be Credited through PayPal.**

## Happy Booking!

If you have any queries please contact any of the eBooking subcommittee members:

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August 2014