

Using the Club Touchscreen to Book Courts/Amend Bookings and Mark Attendance

The Clubhouse Touchscreen is called 'The Kiosk'

Go to the Kiosk (Touch Screen) located in the hall of the Clubhouse. The booking application will already be logged in with the name under the date on the upper right hand side saying 'Club PC Logged in'

Courts may be booked, amended and Attendance can be marked.

The Touch Pad Screen may be powered off. If you are the first person to use the Touch Pad on any particular day you will need to activate the Power Button which is underneath the bottom of the screen.

The screen power must not be left turned on overnight.

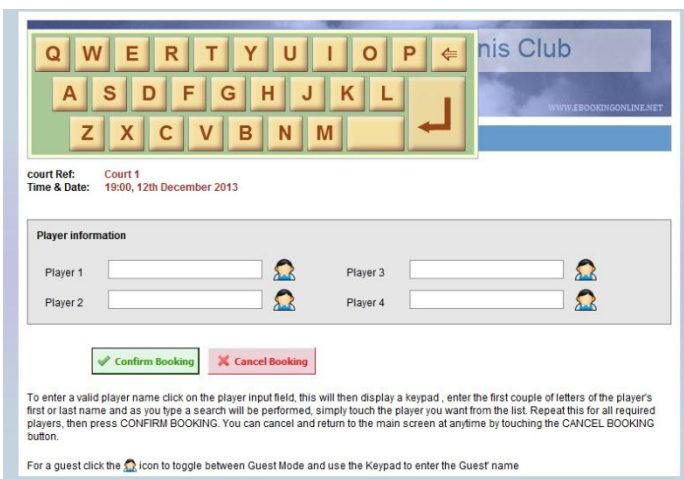
Booking a Court



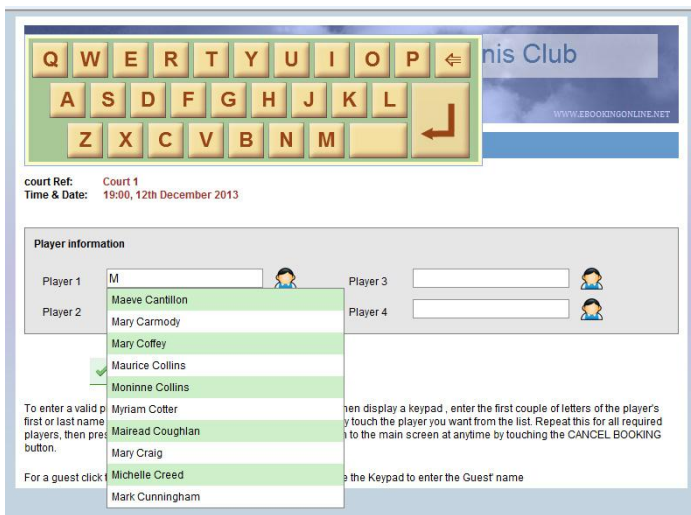
Select the Date that you want to Book



Enter your name by touching the Player 1 box.
The Touch Pad Keyboard will open



Touch a letter and you will get a dropdown list of all options beginning with that letter.



Select your name from the dropdown list



If you are adding a Guest, touch the Icon to the right of the box for Player 2. A red X will appear over the icon. The Guest's name can then be added using the Touch Keypad. Please note that the Guest Fee is €5.00 and this will be debited from your online account once you confirm the booking. If another member will be playing on the same court and they are also inviting a Guest these can be added in the other boxes. The cost of the Guests is then shared among the two members named. When you have finished entering the names touch the 'Confirm Booking' button.



You will then be asked for your PIN to Confirm the Booking. Using the Touch Pad, enter your PIN number using the Number Pad displayed. Each time you select a number on the number pad an * will be entered into the PIN field. If the PIN you entered does not belong to you or one of the players booked into the session you will get a message saying 'BAD PIN'

Amending a Court Booking/ Confirming Attendance



Select the Court that you want to Amend or Confirm Attendance on.

A small green window will open in front of the main page which will have turned blue. You must enter your PIN to change the Booking. You will then be taken to the Change Booking Page where you can cancel your booking or change players/guests.



Please Note that attendance can only be marked in a window of 30 minutes prior to the booking time. If you are within the 30 minute window to mark Attendance there will also be a green box with attendance on it. If you enter a good PIN you can select the option 'Attendance' which will return you to the Booking Page where a 'correct tick' mark will be displayed on the court that you confirmed your attendance for

