



HENDREDS TENNIS

Members Profile, Online Court Booking and Message Forum

In order to gain access to the above features a member will need to first login using their Username (registered email address) and password initially issued by the club. Login is via the website home page or if trying to access the Court Booking or Message Board before being logged in the user will be presented with a login screen.

A forgotten password can be sent to the members registered email address via the Forgotten Password link under each login box.

Members Profile

Once logged in the member will have access to a link at the top of each page called **Your Profile** which will allow the member to view and edit their membership details and also to change their password if necessary. A similar link is also available from the Booking Manager within the Court Booking section.

Court Booking

Both club courts can be booked online. The Booking Manager consists of a monthly calendar which displays any times already booked for each court on each day. Court 1 times are shown with a green background and Court 2 in yellow.

To find out the details of the person who has made a booking click on the relevant times.

Making a new Booking:

To make a booking click on the chosen date, if there are any existing bookings on that date they will be shown on a summary screen. To add a new booking click on the **Add New Booking** link to the right.

In accordance with Club Rules courts cannot be booked more than 14 days in advance and each court session can only be booked up to 2 hours.

The member must add the required court times, making careful reference to any times already booked in order not to double book a court. The times should be entered as shown in the example on the booking page ie 0800-1000

The relevant court should be selected (Court 1 is selected by default) and the members name and contact telephone number are automatically entered. Additional information can be added if required. The booking is completed by clicking on **Add Booking** and your booking details will appear on the summary page and on the main calendar page.

Edit or Cancelling an Existing Booking:

Only the user who made the booking can edit or delete it.

By selecting the relevant booking time from the calendar page from the Booking Detail select the **Edit Booking** link on the right. If cancelling the booking, place a tick in the **Delete Booking** box and click on Update Booking. To edit details of the booking make the necessary changes - if making changes to court booking times make careful reference to any other times already booked in order not to double book the court - and click on Update Booking.

Message Board

Access to view the Message Board page requires a member to have logged in. It gives access to forums where messages can be left in any existing topics or new topics can be added.

As the Forums are an independent area of the website and have their own features members can view postings but in order to take part and add replies or post new topics they will need to first register a few details, including creating a username that will appear on the postings (nick names can be used) and password.

Note: These details are in addition and separate to the members normal login for the Court Booking and Message Board access.

There are several different forums, each of which a member can select and view existing topics or add a new topic by clicking the **New Topic** button. This will open a message entry page in which you can type the message, and if necessary include formatting options and enable the addition of 'emoticon smilies'. The entry can be previewed before posting.

By selecting the title of an existing topic members can post a reply by clicking on the Post reply button and a similar message entry page will allow them to compose their reply and preview it before posting.

New users are encouraged to make use of the Practice Area forum for learning how to add new topics or post replies to existing messages and of the features such as navigating between forums, searching postings, updating their profile, deleting or printing out postings etc.