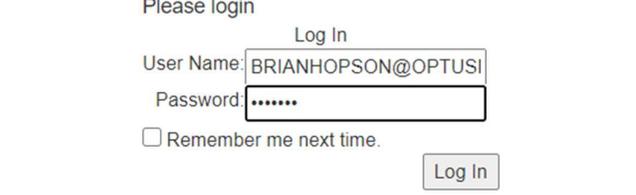
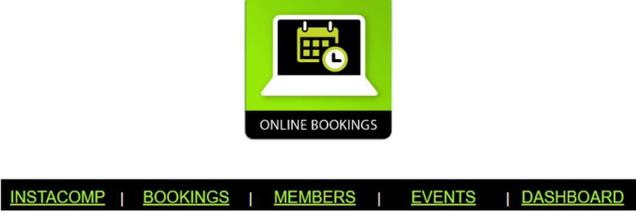
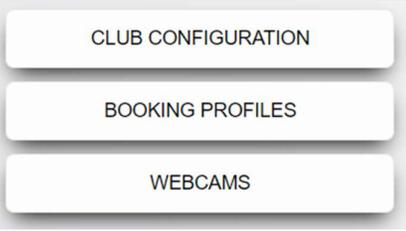
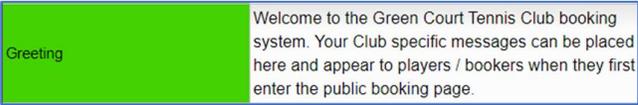
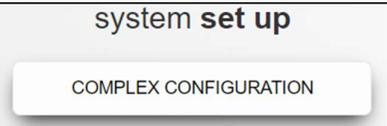
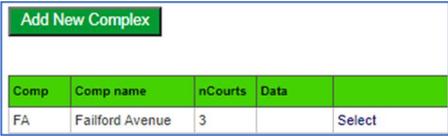
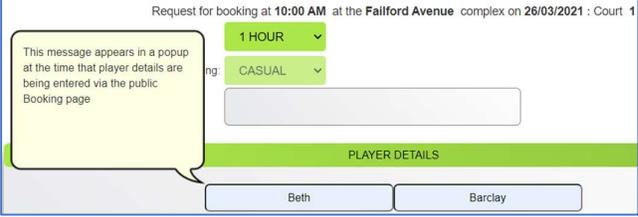


Getting Started with your Booking system

<p>Go to your Booking system webpage</p>	<p>http://demo.barclayconsulting.com.au/</p>																																								
<p>In the bottom RHS of the screen</p> <ul style="list-style-type: none"> - Click Login 																																									
<p>Login screen appears</p> <ul style="list-style-type: none"> - Enter your Administrator credentials - Click Log in 																																									
<p>Administrator View</p> <p>Click either</p> <ul style="list-style-type: none"> - ONLINE BOOKINGS icon or - BOOKINGS from the footer bar 																																									
<p>A date selected from the Booking calendar displays both Available and booked hyperlinked timeslots.</p> <p>Casuals and members can make online bookings based on configurable settings for:</p> <ul style="list-style-type: none"> - Open / Close times for your Centre - No. of courts available for booking - No. of days bookings can be made in advance - Any other restrictions such as Maintenance 	<table border="1"> <thead> <tr> <th>Times</th> <th>Date</th> <th>Court 1</th> <th>Court 2</th> </tr> </thead> <tbody> <tr> <td>5:30 PM</td> <td>12/10/2020</td> <td>Available</td> <td>Available</td> </tr> <tr> <td>6:00 PM</td> <td>12/10/2020</td> <td>Available</td> <td>Available</td> </tr> <tr> <td>6:30 PM</td> <td>12/10/2020</td> <td>Available</td> <td>Vanessa Leigh On-line</td> </tr> <tr> <td>7:00 PM</td> <td>12/10/2020</td> <td>Available</td> <td>On-line</td> </tr> </tbody> </table>	Times	Date	Court 1	Court 2	5:30 PM	12/10/2020	Available	Available	6:00 PM	12/10/2020	Available	Available	6:30 PM	12/10/2020	Available	Vanessa Leigh On-line	7:00 PM	12/10/2020	Available	On-line																				
Times	Date	Court 1	Court 2																																						
5:30 PM	12/10/2020	Available	Available																																						
6:00 PM	12/10/2020	Available	Available																																						
6:30 PM	12/10/2020	Available	Vanessa Leigh On-line																																						
7:00 PM	12/10/2020	Available	On-line																																						
<p>Bookings made on the public Booking page display as:</p> <ul style="list-style-type: none"> - 'On-line' on green background when made by the public – ie., Casual bookings - 'Member' on blue background when made by members (requires valid Member check #) <p>Names of Bookers DO NOT appear on the Public page</p>	<table border="1"> <tbody> <tr> <td>11:00 AM</td> <td>31/07/2020</td> <td>Member</td> <td>On-line</td> </tr> <tr> <td>11:30 AM</td> <td>31/07/2020</td> <td>Member</td> <td>On-line</td> </tr> <tr> <td>12:00 PM</td> <td>31/07/2020</td> <td>Member</td> <td>Available</td> </tr> <tr> <td>12:30 PM</td> <td>31/07/2020</td> <td>Available</td> <td>Available</td> </tr> <tr> <td>1:00 PM</td> <td>31/07/2020</td> <td>Available</td> <td>Available</td> </tr> <tr> <td>1:30 PM</td> <td>31/07/2020</td> <td>Available</td> <td>Available</td> </tr> <tr> <td>2:00 PM</td> <td>31/07/2020</td> <td>Available</td> <td>Available</td> </tr> <tr> <td>2:30 PM</td> <td>31/07/2020</td> <td>Available</td> <td>Coach.</td> </tr> <tr> <td>3:00 PM</td> <td>31/07/2020</td> <td>Available</td> <td>Coach.</td> </tr> <tr> <td>3:30 PM</td> <td>31/07/2020</td> <td>Available</td> <td>Perm.</td> </tr> </tbody> </table> <p>Public View</p>	11:00 AM	31/07/2020	Member	On-line	11:30 AM	31/07/2020	Member	On-line	12:00 PM	31/07/2020	Member	Available	12:30 PM	31/07/2020	Available	Available	1:00 PM	31/07/2020	Available	Available	1:30 PM	31/07/2020	Available	Available	2:00 PM	31/07/2020	Available	Available	2:30 PM	31/07/2020	Available	Coach.	3:00 PM	31/07/2020	Available	Coach.	3:30 PM	31/07/2020	Available	Perm.
11:00 AM	31/07/2020	Member	On-line																																						
11:30 AM	31/07/2020	Member	On-line																																						
12:00 PM	31/07/2020	Member	Available																																						
12:30 PM	31/07/2020	Available	Available																																						
1:00 PM	31/07/2020	Available	Available																																						
1:30 PM	31/07/2020	Available	Available																																						
2:00 PM	31/07/2020	Available	Available																																						
2:30 PM	31/07/2020	Available	Coach.																																						
3:00 PM	31/07/2020	Available	Coach.																																						
3:30 PM	31/07/2020	Available	Perm.																																						
<p>Administrators can manage all Booking Types (create, delete, move, copy) including those for Permanents, Schools, Competitions and Casuals.</p> <p>Each Booking Type has its own unique colour setting.</p> <p>Coaches can make/delete their own bookings via the public Booking page within configurable parameters.</p>	<ul style="list-style-type: none"> • Casual • Coaching • Permanent • Competition • On-line • School 																																								

Getting Started with your Booking system

MAINTAIN BOOKING MESSAGES	
<p>on-line bookings screen appears</p> <p>Scroll down</p> <ul style="list-style-type: none"> - Select ADMINISTER SYSTEM 	
<p>administration options screen appears</p> <p>To change your Greeting Message on main Booking system page</p> <p>Select CLUB CONFIGURATION</p>	
<p>Main Greeting</p> <p>Scroll up to maintain your Greeting text (Greeting text appears on the main (front) page of your Booking system)</p> <ul style="list-style-type: none"> - Click into the text box next to Greeting 	
<p>When changes are complete, scroll to bottom of page</p> <ul style="list-style-type: none"> - Select Update (to accept changes) <p>Scroll down again to bottom of page</p> <ul style="list-style-type: none"> - Select RETURN 	 
<p>Change Popup and eMail confirmation messages:</p> <p>From administration options screen</p> <ul style="list-style-type: none"> - Select COMPLEX CONFIGURATION 	
<p>complex/centre configuration screen appears</p> <ul style="list-style-type: none"> - Click Select 	
<p>Scroll to bottom of screen</p> <ul style="list-style-type: none"> - Select Edit 	
<p>Booking Popup Message - BMsg</p> <p>Scroll up to maintain the size and content of the Booking popup message, which appears when a player enters their first name details at Booking time.</p> <p>BMsg – a change to the following values, controls the size of the popup message window:</p> <ul style="list-style-type: none"> 1 = Small popup sized box 2 = Medium popup sized box 3 = Large popup sized box 	 <p style="text-align: center;"><i>Public view</i></p>

Getting Started with your Booking system

<p>BookMsg contains the content of the popup message box and can be edited to suit your centre's needs.</p>	 <p>The screenshot shows a green header bar with 'BMsg' and the number '2'. Below it, a white box contains the text: 'By booking this court you agree to comply with the Tennis Australia COVID-19 Community Play Guidelines and the relevant social distancing, hygiene and other COVID-19 advice from NSW Health and the Australian Government.'</p>
<p>ConfMsg text appears in the confirmation email sent to the player's email address.</p> <p>The 9 digit access code used to open the Smart Padlock is auto-generated and will appear as the last entry in the email ConfMsg</p>	 <p>The screenshot shows a green header bar with 'ConfMsg'. Below it, a white box contains the text: 'Please print this message and bring with you to the court as confirmation of your payment. Thank you for your booking. If PIN codes are used to access courts, the code will appear here'.</p>
<p>The PIN code also appears in the screen message appearing upon successful completion of a booking.</p> <p>The booking system confirmation message is system-generated and cannot be changed</p>	<p style="text-align: center;"> booking system confirmation Your online court booking has been successfully processed. A booking confirmation receipt has been sent to your email address. Please bring it with you and follow its instructions. The gate lock code is 1234 </p>
<p>Example email confirmation message</p>	 <p>The screenshot shows an email header with 'From: admin@tennisbcs.com.au', 'Sent: Thursday, March 25, 2021 8:39 PM', 'To: vcbrowne@gmail.com; beth@barclayconsulting.com.au; beth@barclayconsulting.com.au', and 'Subject: Court Booking'. The body text includes: 'Court Booking - (no payment) - for VC Browne', 'Complex=Failford Avenue, Court=2, Date=26/03/2021, Time=12:30 PM, Duration=60, Price=\$0.00', and 'Please print this message and bring with you to the court as confirmation of your payment. Thank you for your booking. If PIN codes are used to access courts, the code will appear here ####'. A footer note says 'Do not reply to this email. For enquiries related to this booking contact: beth@barclayconsulting.com.au'.</p>
<p>MChkNo entry is configurable -> located below the Confirmation email message. Members use 4 digit code to validate their online Member Booking.</p> <p>Adjust & communicate a new code regularly.</p>	 <p>The screenshot shows a green input field labeled 'MChkNo' with the value '2289' entered.</p>
<p>When changes are complete - scroll to bottom of page</p> <ul style="list-style-type: none"> - Select Update (to accept changes) <p>Scroll down again to bottom of page</p> <ul style="list-style-type: none"> - Select RETURN 	 <p>The screenshot shows a green button labeled 'Update Cancel' and a black button labeled 'CANCEL AND/OR RETURN'.</p>
<p>administration options page appears</p> <ul style="list-style-type: none"> - Select RETURN <p>main online bookings page appears</p>	 <p>The screenshot shows a black button labeled 'CANCEL OR RETURN'.</p>

Getting Started with your Booking system

MAINTAIN PRICE TABLES																																																				
<p>Select ADMINISTER SYSTEM</p> <p>administration options screen appears</p> <ul style="list-style-type: none"> Select PRICING TABLES 																																																				
<p>pricing configuration appears</p> <p>Pricing will trigger automatically as type</p> <ul style="list-style-type: none"> On-line - casual visitor booking Member - member booking with valid member check # (2020) will not trigger pricing <p>Administrator to use Casual type for visitor bookings. Any amount including zero (0) can be entered as payment (does not trigger Paypal).</p> <p>On-line and Member pricing has been set and will charge via Paypal when bookings via public booking page are made (also accepts major credit cards).</p> <ul style="list-style-type: none"> Click Select for Booking Type to maintain 	<p>NB: All prices have been set to zero</p> <table border="1" data-bbox="971 495 1295 936"> <thead> <tr> <th>Comp</th> <th>Booking Type</th> <th></th> </tr> </thead> <tbody> <tr><td>FA</td><td>Casual</td><td>Select</td></tr> <tr><td>FA</td><td>Coach</td><td>Select</td></tr> <tr><td>FA</td><td>Coach.</td><td>Select</td></tr> <tr><td>FA</td><td>COACH2</td><td>Select</td></tr> <tr><td>FA</td><td>Comp.</td><td>Select</td></tr> <tr><td>FA</td><td>Event</td><td>Select</td></tr> <tr><td>FA</td><td>Member</td><td>Select</td></tr> <tr><td>FA</td><td>On-line</td><td>Select</td></tr> <tr><td>FA</td><td>Other</td><td>Select</td></tr> <tr><td>FA</td><td>Perm.</td><td>Select</td></tr> <tr><td>FA</td><td>Schools</td><td>Select</td></tr> <tr><td>FA</td><td>Social</td><td>Select</td></tr> <tr><td>FA</td><td>Unavailable</td><td>Select</td></tr> <tr><td>FA2</td><td>Casual</td><td>Select</td></tr> <tr><td>FA2</td><td>On-line</td><td>Select</td></tr> <tr><td>FA2</td><td>Unavailable</td><td>Select</td></tr> </tbody> </table>	Comp	Booking Type		FA	Casual	Select	FA	Coach	Select	FA	Coach.	Select	FA	COACH2	Select	FA	Comp.	Select	FA	Event	Select	FA	Member	Select	FA	On-line	Select	FA	Other	Select	FA	Perm.	Select	FA	Schools	Select	FA	Social	Select	FA	Unavailable	Select	FA2	Casual	Select	FA2	On-line	Select	FA2	Unavailable	Select
Comp	Booking Type																																																			
FA	Casual	Select																																																		
FA	Coach	Select																																																		
FA	Coach.	Select																																																		
FA	COACH2	Select																																																		
FA	Comp.	Select																																																		
FA	Event	Select																																																		
FA	Member	Select																																																		
FA	On-line	Select																																																		
FA	Other	Select																																																		
FA	Perm.	Select																																																		
FA	Schools	Select																																																		
FA	Social	Select																																																		
FA	Unavailable	Select																																																		
FA2	Casual	Select																																																		
FA2	On-line	Select																																																		
FA2	Unavailable	Select																																																		
<p>pricing configuration appears for your selected Booking Type</p>	<table border="1" data-bbox="812 991 1458 1302"> <tbody> <tr> <td>Comp</td> <td>FA</td> <td></td> <td></td> </tr> <tr> <td>Btype</td> <td>On-line</td> <td></td> <td></td> </tr> <tr> <td>Base Day</td> <td>0</td> <td>Base Night</td> <td>0.0000</td> </tr> <tr> <td>D30</td> <td>0.0000</td> <td>N30</td> <td>0.0000</td> </tr> <tr> <td>D60</td> <td>0.0000</td> <td>N60</td> <td>0.0000</td> </tr> <tr> <td>D90</td> <td>0.0000</td> <td>N90</td> <td>0.0000</td> </tr> <tr> <td>D120</td> <td>0.0000</td> <td>N120</td> <td>0.0000</td> </tr> <tr> <td>D150</td> <td>0.0000</td> <td>N150</td> <td>0.0000</td> </tr> <tr> <td>D180</td> <td>0.0000</td> <td>N180</td> <td>0.0000</td> </tr> </tbody> </table>	Comp	FA			Btype	On-line			Base Day	0	Base Night	0.0000	D30	0.0000	N30	0.0000	D60	0.0000	N60	0.0000	D90	0.0000	N90	0.0000	D120	0.0000	N120	0.0000	D150	0.0000	N150	0.0000	D180	0.0000	N180	0.0000															
Comp	FA																																																			
Btype	On-line																																																			
Base Day	0	Base Night	0.0000																																																	
D30	0.0000	N30	0.0000																																																	
D60	0.0000	N60	0.0000																																																	
D90	0.0000	N90	0.0000																																																	
D120	0.0000	N120	0.0000																																																	
D150	0.0000	N150	0.0000																																																	
D180	0.0000	N180	0.0000																																																	
<p>Scroll to bottom of screen</p> <ul style="list-style-type: none"> Select Edit <p>Make price changes as required – both Day & Night</p>																																																				
<p>When changes are complete, scroll to bottom of page</p> <ul style="list-style-type: none"> Select Update (to complete changes) Select RETURN <p>The pricing changes are effective immediately for the relevant Booking Type(s).</p>																																																				
<p>NB: Night pricing is triggered automatically where a booking falls in the period after the time set in Default Night setting. See Complex Configuration. eg., a 6-8pm booking charges 1 hour at Day rates and 1 hour at Night rates.</p>																																																				

Getting Started with your Booking system

MAINTAIN BOOKINGS																																																		
<p>Public view of booking page</p> <ul style="list-style-type: none"> - Open slots display as Available - Booked slots do not display Booker details <p>Administrator view of booking page</p> <ul style="list-style-type: none"> - Open slots display as Available - Booked slots display Booker details 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>11:00 AM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>11:30 AM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>12:00 PM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>12:30 PM</td><td>26/03/2021</td><td style="background-color: #cccccc;"></td></tr> <tr><td>1:00 PM</td><td>26/03/2021</td><td style="background-color: #cccccc;"></td></tr> <tr><td>1:30 PM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>2:00 PM</td><td>26/03/2021</td><td>Available</td></tr> </table> </td> <td style="width: 50%; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>11:00 AM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>11:30 AM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>12:00 PM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>12:30 PM</td><td>26/03/2021</td><td>BETH BARCLAY Casual</td></tr> <tr><td>1:00 PM</td><td>26/03/2021</td><td style="background-color: #cccccc;"></td></tr> <tr><td>1:30 PM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>2:00 PM</td><td>26/03/2021</td><td>Available</td></tr> </table> </td> </tr> </table> <p style="text-align: center;">Public view and the Administrator view</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>11:00 AM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>11:30 AM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>12:00 PM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>12:30 PM</td><td>26/03/2021</td><td style="background-color: #cccccc;"></td></tr> <tr><td>1:00 PM</td><td>26/03/2021</td><td style="background-color: #cccccc;"></td></tr> <tr><td>1:30 PM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>2:00 PM</td><td>26/03/2021</td><td>Available</td></tr> </table>	11:00 AM	26/03/2021	Available	11:30 AM	26/03/2021	Available	12:00 PM	26/03/2021	Available	12:30 PM	26/03/2021		1:00 PM	26/03/2021		1:30 PM	26/03/2021	Available	2:00 PM	26/03/2021	Available	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>11:00 AM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>11:30 AM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>12:00 PM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>12:30 PM</td><td>26/03/2021</td><td>BETH BARCLAY Casual</td></tr> <tr><td>1:00 PM</td><td>26/03/2021</td><td style="background-color: #cccccc;"></td></tr> <tr><td>1:30 PM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>2:00 PM</td><td>26/03/2021</td><td>Available</td></tr> </table>	11:00 AM	26/03/2021	Available	11:30 AM	26/03/2021	Available	12:00 PM	26/03/2021	Available	12:30 PM	26/03/2021	BETH BARCLAY Casual	1:00 PM	26/03/2021		1:30 PM	26/03/2021	Available	2:00 PM	26/03/2021	Available					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>11:00 AM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>11:30 AM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>12:00 PM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>12:30 PM</td><td>26/03/2021</td><td style="background-color: #cccccc;"></td></tr> <tr><td>1:00 PM</td><td>26/03/2021</td><td style="background-color: #cccccc;"></td></tr> <tr><td>1:30 PM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>2:00 PM</td><td>26/03/2021</td><td>Available</td></tr> </table>	11:00 AM	26/03/2021	Available	11:30 AM	26/03/2021	Available	12:00 PM	26/03/2021	Available	12:30 PM	26/03/2021		1:00 PM	26/03/2021		1:30 PM	26/03/2021	Available	2:00 PM	26/03/2021	Available	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>11:00 AM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>11:30 AM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>12:00 PM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>12:30 PM</td><td>26/03/2021</td><td>BETH BARCLAY Casual</td></tr> <tr><td>1:00 PM</td><td>26/03/2021</td><td style="background-color: #cccccc;"></td></tr> <tr><td>1:30 PM</td><td>26/03/2021</td><td>Available</td></tr> <tr><td>2:00 PM</td><td>26/03/2021</td><td>Available</td></tr> </table>	11:00 AM	26/03/2021	Available	11:30 AM	26/03/2021	Available	12:00 PM	26/03/2021	Available	12:30 PM	26/03/2021	BETH BARCLAY Casual	1:00 PM	26/03/2021		1:30 PM	26/03/2021	Available	2:00 PM	26/03/2021	Available							
11:00 AM	26/03/2021	Available																																																
11:30 AM	26/03/2021	Available																																																
12:00 PM	26/03/2021	Available																																																
12:30 PM	26/03/2021																																																	
1:00 PM	26/03/2021																																																	
1:30 PM	26/03/2021	Available																																																
2:00 PM	26/03/2021	Available																																																
11:00 AM	26/03/2021	Available																																																
11:30 AM	26/03/2021	Available																																																
12:00 PM	26/03/2021	Available																																																
12:30 PM	26/03/2021	BETH BARCLAY Casual																																																
1:00 PM	26/03/2021																																																	
1:30 PM	26/03/2021	Available																																																
2:00 PM	26/03/2021	Available																																																
<p>Administrator to enter and maintain</p> <ul style="list-style-type: none"> - Regular Member Bookings = Permanent - Maintenance time = Unavailable - Bookings with special pricing = Other - Ad hoc Bookings = Casual <ul style="list-style-type: none"> - used for online booking eg rained out - can enter any \$\$ amount in payment step <p>Paypal does not trigger</p> <p>Members to enter their own bookings online</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Request for booking at 12:30 PM at the Failford Avenue complex on 26/03/2021 : Court 1</p> <p>Duration: 1 HOUR</p> <p>Type of booking: CASUAL</p> <p>Comments: <input style="width: 100%;" type="text"/></p> <hr/> <p style="text-align: center; background-color: #e0e0e0; margin: 0;">PLAYER DETAILS</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; width: 40%;">Beth</div> <div style="border: 1px solid #ccc; padding: 2px; width: 40%;">Barclay</div> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px; text-align: center;">0400298264</div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px; text-align: center;">beth@barclayconsulting.com.au</div> </div>																																																	
<p>Manage single bookings</p> <p>On-line bookings page</p> <p>Scroll down below the Bookings grids</p> <ul style="list-style-type: none"> - Click <i>Open Admin Panel</i> <p>ADMINISTRATORS PANEL opens</p> <p>Delete a Booking</p> <ul style="list-style-type: none"> - Click Admin Panel function - Click Booking to be deleted 	<p style="text-align: center;">Administrator view</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; font-size: small;">ADMINISTRATORS PANEL</p> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> COPY BOOKING MOVE BOOKING DELETE BOOKING CANCEL OPN RETURN TODAY ALIGN </div> <div style="font-size: x-small;"> <ul style="list-style-type: none"> • Click the Copy Booking button • Click the booking you wish to copy • Click the target "Available" slot <ul style="list-style-type: none"> • Click the Move Booking button • Click the booking you wish to move • Click the target "Available" slot <ul style="list-style-type: none"> • Click the Delete Booking button • Click the booking you wish to delete <ul style="list-style-type: none"> • Click the button to cancel a Copy or Move operations that has not completed <ul style="list-style-type: none"> • Click the button to return the calendar to today's date <ul style="list-style-type: none"> • Click the button to centre the Booking grid within the display area </div> <p style="text-align: center; font-size: x-small;">(Note: Panel functions only apply to single bookings, other bookings in a series are ignored)</p> <div style="display: flex; justify-content: space-between; font-size: x-small;"> Print Help </div> </div>																																																	
<p>Move or Copy Booking</p> <ul style="list-style-type: none"> - Click Admin Panel Function - Click Source booking in grid - Click Target <i>Available</i> slot in grid - Booking is moved or copied 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #e0e0e0;">Move initiated - Select Source</th> <th colspan="2" style="background-color: #e0e0e0;">Move initiated - Select Target</th> </tr> <tr> <th style="background-color: #e0e0e0;">Court 2</th> <th style="background-color: #e0e0e0;">Court 3</th> <th style="background-color: #e0e0e0;">Court 2</th> <th style="background-color: #e0e0e0;">Court 3</th> </tr> </thead> <tbody> <tr> <td>Available</td><td>Available</td> <td>Available</td><td>Available</td> </tr> <tr> <td>Available</td><td>Beth Barclay Member</td> <td>Available</td><td>Beth Barclay Member</td> </tr> <tr> <td>Available</td><td>Member</td> <td>Available</td><td>Member</td> </tr> <tr> <td>Available</td><td>Available</td> <td>Available</td><td>Available</td> </tr> <tr> <td>Available</td><td>Available</td> <td>Available</td><td>Available</td> </tr> <tr> <td>Available</td><td>Available</td> <td>Available</td><td>Available</td> </tr> </tbody> </table>	Move initiated - Select Source		Move initiated - Select Target		Court 2	Court 3	Court 2	Court 3	Available	Available	Available	Available	Available	Beth Barclay Member	Available	Beth Barclay Member	Available	Member	Available	Member	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available																	
Move initiated - Select Source		Move initiated - Select Target																																																
Court 2	Court 3	Court 2	Court 3																																															
Available	Available	Available	Available																																															
Available	Beth Barclay Member	Available	Beth Barclay Member																																															
Available	Member	Available	Member																																															
Available	Available	Available	Available																																															
Available	Available	Available	Available																																															
Available	Available	Available	Available																																															
<p>Add Repeating bookings</p> <p>From the on-line bookings page</p> <ul style="list-style-type: none"> - Select commencing date from the calendar - Click earliest <i>Available</i> start timeslot in grid 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>1 select the centre</p> <p style="background-color: #e0e0e0; padding: 2px; border: 1px solid #ccc;">ORANGE EX-SERVICES TENNIS</p> <p>Booking Types:</p> <ul style="list-style-type: none"> • Casual • Coaching • Permanent • Competition • On-line • School <p style="font-size: x-small;">Selected Date: 8/11/2020 Complex: Orange Ex-Services Tennis</p> <p style="font-size: x-small; text-align: center;">Courts 1-6 Courts 7-10</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>2 select a date</p> <p style="text-align: center; font-size: small;">NOVEMBER 2020</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> </thead> <tbody> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td style="background-color: #333; color: white;">1</td> </tr> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td style="background-color: #333; color: white;">8</td> </tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> </tr> <tr> <td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> </tbody> </table> <p style="text-align: center; font-size: x-small; border: 1px solid #ccc; padding: 2px;">VIEW COURT TYPES AND SURFACES</p> </div>	M	T	W	T	F	S	S	26	27	28	29	30	31	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	6
M	T	W	T	F	S	S																																												
26	27	28	29	30	31	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	6																																												

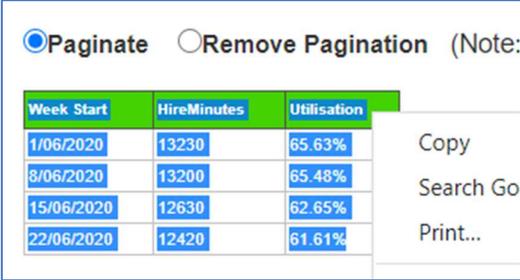
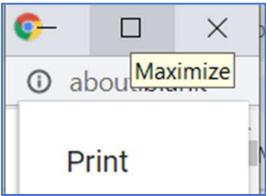
Getting Started with your Booking system

<p>booking details page appears</p> <p>Enter</p> <ul style="list-style-type: none"> - Duration in hours - Repeat Booking recurrence details - Type of Booking (matches to Pricing if setup) - Comments - Player contact details - Click SUBMIT BOOKING 	<p>Request for booking at 1:30 PM at the Orange Ex-Services Tennis complex on 8/11/2020 : Court 1</p> <p>Duration <input type="text" value="3 hours 30 mins"/> Repeat Booking? <input checked="" type="radio"/> Weekly <input type="radio"/> Daily</p> <p>Type of booking: <input type="text" value="PERM."/> <input type="text" value=""/></p> <p>Comments: <input type="text" value="Sunday Social"/></p> <p>PLAYER DETAILS</p> <p><input type="text" value="Sunday"/> <input type="text" value="Social"/></p>																																																
<p>process payment page appears</p> <p>Check details and amend as necessary</p> <ul style="list-style-type: none"> - Click ENTER - Click RETURN TO DISPLAY 	<p>Booking at Orange Ex-Services Tennis court 1 on 8/11/2020 at 1:30 PM for 210 mins Sunday Social Total Due: \$0.00</p> <table border="1"> <thead> <tr> <th colspan="2">Booking Details</th> </tr> </thead> <tbody> <tr><td>Complex</td><td>OESTC</td></tr> <tr><td>Court no</td><td>1</td></tr> <tr><td>Date</td><td>8/11/2020</td></tr> <tr><td>Time</td><td>1:30 PM</td></tr> <tr><td>Duration</td><td>210</td></tr> <tr><td>Customer</td><td>Sunday Social</td></tr> <tr><td>Booking type</td><td>Perm.</td></tr> <tr><td>Contact no.</td><td>0427462887</td></tr> <tr><td>Customer2</td><td></td></tr> <tr><td>Contact no.</td><td>bjc1974@iprimus.com.au</td></tr> <tr><td>Repeat</td><td>Yes</td></tr> <tr><td>Comments</td><td>Sunday Social</td></tr> <tr><td>Receipt no.</td><td>0</td></tr> </tbody> </table> <p>Process Payment</p> <p>Cash: <input type="text"/></p> <p>Credit Card: <input type="text"/></p> <p>Total Received: <input type="text"/></p> <p>Total Owning: <input type="text"/></p> <p><input type="button" value="ENTER"/> <input type="button" value="RETURN TO DISPLAY"/></p>	Booking Details		Complex	OESTC	Court no	1	Date	8/11/2020	Time	1:30 PM	Duration	210	Customer	Sunday Social	Booking type	Perm.	Contact no.	0427462887	Customer2		Contact no.	bjc1974@iprimus.com.au	Repeat	Yes	Comments	Sunday Social	Receipt no.	0																				
Booking Details																																																	
Complex	OESTC																																																
Court no	1																																																
Date	8/11/2020																																																
Time	1:30 PM																																																
Duration	210																																																
Customer	Sunday Social																																																
Booking type	Perm.																																																
Contact no.	0427462887																																																
Customer2																																																	
Contact no.	bjc1974@iprimus.com.au																																																
Repeat	Yes																																																
Comments	Sunday Social																																																
Receipt no.	0																																																
<p>Copy Repeating bookings from 1 court to others</p> <p>From main online bookings page</p> <ul style="list-style-type: none"> - Select the first in the series of bookings 	<table border="1"> <tbody> <tr><td>1:30 PM</td><td>8/11/2020</td><td>Sunday Social</td><td>Perm.</td><td>Available</td><td>Available</td></tr> <tr><td>2:00 PM</td><td>8/11/2020</td><td></td><td>Perm.</td><td>Available</td><td>Available</td></tr> <tr><td>2:30 PM</td><td>8/11/2020</td><td></td><td>Perm.</td><td>Available</td><td>Available</td></tr> <tr><td>3:00 PM</td><td>8/11/2020</td><td></td><td>Perm.</td><td>Available</td><td>Available</td></tr> <tr><td>3:30 PM</td><td>8/11/2020</td><td></td><td>Perm.</td><td>Available</td><td>Available</td></tr> <tr><td>4:00 PM</td><td>8/11/2020</td><td></td><td>Perm.</td><td>Available</td><td>Available</td></tr> <tr><td>4:30 PM</td><td>8/11/2020</td><td></td><td>Perm.</td><td>Available</td><td>Available</td></tr> <tr><td>5:00 PM</td><td>8/11/2020</td><td></td><td>Available</td><td>Available</td><td>Available</td></tr> </tbody> </table>	1:30 PM	8/11/2020	Sunday Social	Perm.	Available	Available	2:00 PM	8/11/2020		Perm.	Available	Available	2:30 PM	8/11/2020		Perm.	Available	Available	3:00 PM	8/11/2020		Perm.	Available	Available	3:30 PM	8/11/2020		Perm.	Available	Available	4:00 PM	8/11/2020		Perm.	Available	Available	4:30 PM	8/11/2020		Perm.	Available	Available	5:00 PM	8/11/2020		Available	Available	Available
1:30 PM	8/11/2020	Sunday Social	Perm.	Available	Available																																												
2:00 PM	8/11/2020		Perm.	Available	Available																																												
2:30 PM	8/11/2020		Perm.	Available	Available																																												
3:00 PM	8/11/2020		Perm.	Available	Available																																												
3:30 PM	8/11/2020		Perm.	Available	Available																																												
4:00 PM	8/11/2020		Perm.	Available	Available																																												
4:30 PM	8/11/2020		Perm.	Available	Available																																												
5:00 PM	8/11/2020		Available	Available	Available																																												
<p>Details review change page appears</p> <p>Extend, Delete or Copy a Series of bookings</p> <p>Copy a Series</p> <ul style="list-style-type: none"> - Select Target Complex - Select Target Courts - Click Copy Booking series - Copy Complete appears when done - Click RETURN TO DISPLAY 	<p>Repeating Booking Start Date 8/11/2020 Stop Date 27/12/2020 Num. Repeats 8</p> <p>Extend a Booking New from date: <input type="text"/> New end date: <input type="text"/> <input type="button" value="Extend bookings"/></p> <p>Delete a Series <input type="button" value="Delete Booking Series"/></p> <p>Copy a Series Target Complex Orange Ex-Services Tennis Target Courts <input type="text" value="1,2,3,4,5,6,7,8,9"/> <input type="button" value="Copy Booking series"/> Copy Complete</p> <p><input type="button" value="RETURN TO DISPLAY"/></p>																																																
<p>Delete a Series</p> <ul style="list-style-type: none"> - Click Delete Booking Series - You will be prompted to confirm 	<p>swtc.tennisbcs.com.au says</p> <p>Are you sure you want to delete this booking series?</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>																																																

Getting Started with your Booking system

REPORTING																																																																		
<p>administration options screen</p> <p>To run system Reports</p> <ul style="list-style-type: none"> Select REPORT MANAGER 	<p style="text-align: center;">administration options</p> <p style="text-align: center;">system utilities</p> <p style="text-align: center;"> <input type="button" value="PIN CODE MANAGER"/> <input type="button" value="REPORT MANAGER"/> </p>																																																																	
<p>Bookings report screen appears</p> <p>A variety of reports are available from the (select report type) dropdown list</p>	<p>Report Type: (select report type) ▼</p> <p>Enter starting: (select report type)</p> <p>From Date: Court Summary Report</p> <p>Bookings Report</p> <p>Xactn Report</p> <p>Weekly Utilisation Report</p>																																																																	
<p>Summary and Utilisation Reports produce short lists, organised by either Court or Booking Type</p> <ul style="list-style-type: none"> Report Type = Court Summary Report Complex = Name of your Complex Enter a From Date and a To Date Paginate is on by default – suits a short report Click PRODUCE REPORT 	<p>Report Type: Court Summary Report ▼ Complex: Orange Ex-Services Tennis ▼</p> <p>Enter starting and ending dates (inclusive): (enter dates in the format "dd/mm/yyyy")</p> <p>From Date: 01/11/2020 To Date: 09/01/2021</p> <p><input type="radio"/> Paginate <input checked="" type="radio"/> Remove Pagination (Note: Remove pagination to enable printing of large reports)</p> <table border="1"> <thead> <tr> <th>Court number</th> <th>Income</th> <th>Hire Hours</th> <th>Utilisation</th> </tr> </thead> <tbody> <tr><td>1</td><td>\$0.00</td><td>150.50</td><td>15.36%</td></tr> <tr><td>2</td><td>\$0.00</td><td>150.50</td><td>15.36%</td></tr> <tr><td>3</td><td>\$0.00</td><td>150.50</td><td>15.36%</td></tr> <tr><td>4</td><td>\$0.00</td><td>183.50</td><td>18.72%</td></tr> <tr><td>5</td><td>\$0.00</td><td>55.50</td><td>5.66%</td></tr> <tr><td>6</td><td>\$0.00</td><td>74.50</td><td>7.60%</td></tr> <tr><td>7</td><td>\$0.00</td><td>41.50</td><td>4.23%</td></tr> <tr><td>8</td><td>\$0.00</td><td>21.50</td><td>2.19%</td></tr> <tr><td>9</td><td>\$0.00</td><td>21.50</td><td>2.19%</td></tr> <tr><td>10</td><td>\$0.00</td><td>12.50</td><td>1.28%</td></tr> </tbody> </table>	Court number	Income	Hire Hours	Utilisation	1	\$0.00	150.50	15.36%	2	\$0.00	150.50	15.36%	3	\$0.00	150.50	15.36%	4	\$0.00	183.50	18.72%	5	\$0.00	55.50	5.66%	6	\$0.00	74.50	7.60%	7	\$0.00	41.50	4.23%	8	\$0.00	21.50	2.19%	9	\$0.00	21.50	2.19%	10	\$0.00	12.50	1.28%																					
Court number	Income	Hire Hours	Utilisation																																																															
1	\$0.00	150.50	15.36%																																																															
2	\$0.00	150.50	15.36%																																																															
3	\$0.00	150.50	15.36%																																																															
4	\$0.00	183.50	18.72%																																																															
5	\$0.00	55.50	5.66%																																																															
6	\$0.00	74.50	7.60%																																																															
7	\$0.00	41.50	4.23%																																																															
8	\$0.00	21.50	2.19%																																																															
9	\$0.00	21.50	2.19%																																																															
10	\$0.00	12.50	1.28%																																																															
<ul style="list-style-type: none"> Report Type = Booking Type Summary Complex = Name of your Complex Enter a From Date and a To Date Click PRODUCE REPORT 	<p>Report Type: Booking Type Summary ▼ Complex: Orange Ex-Services Tennis ▼ Booking Type: (select bookin</p> <p>Enter starting and ending dates (inclusive): (enter dates in the format "dd/mm/yyyy")</p> <p>From Date: 01/11/2020 To Date: 09/01/2021 <input type="button" value="PRODUCE REPORT"/></p> <p><input type="radio"/> Paginate <input checked="" type="radio"/> Remove Pagination (Note: Remove pagination to enable printing of large reports)</p> <table border="1"> <thead> <tr> <th>Booking Type</th> <th>Booking Count</th> <th>Income</th> <th>Total Hire Minutes</th> </tr> </thead> <tbody> <tr><td>Member</td><td>1</td><td>\$0.00</td><td>60</td></tr> <tr><td>Perm.</td><td>300</td><td>\$0.00</td><td>49920</td></tr> <tr><td>School</td><td>86</td><td>\$0.00</td><td>10740</td></tr> </tbody> </table>	Booking Type	Booking Count	Income	Total Hire Minutes	Member	1	\$0.00	60	Perm.	300	\$0.00	49920	School	86	\$0.00	10740																																																	
Booking Type	Booking Count	Income	Total Hire Minutes																																																															
Member	1	\$0.00	60																																																															
Perm.	300	\$0.00	49920																																																															
School	86	\$0.00	10740																																																															
<p>Transaction Type Reports can be lengthy. Enter Booking Type criteria organises output to make it meaningful and manageable</p> <ul style="list-style-type: none"> Report Type = Xactn Report (Transaction) Complex = Name of your Complex Booking Type = On-line Enter a From Date and a To Date Click Remove Pagination – suits long reports Click PRODUCE REPORT 	<p>Report Type: Xactn Report ▼ Complex: Orange Ex-Services Tennis ▼ Booking Type: Member ▼</p> <p>Enter starting and ending dates (inclusive): (enter dates in the format "dd/mm/yyyy")</p> <p>From Date: 29/10/2020 To Date: 31/10/2020 <input type="button" value="PRODUCE REPORT"/></p> <p><input type="radio"/> Paginate <input checked="" type="radio"/> Remove Pagination (Note: Remove pagination to enable printing of large reports)</p> <table border="1"> <thead> <tr> <th>Complex</th> <th>Court</th> <th>Date</th> <th>Dur</th> <th>Time</th> <th>Bytype</th> <th>Customer</th> <th>Customer2</th> <th>Contact1</th> <th>Contact2</th> <th>Comments</th> <th>Repeat</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>OESTC</td><td>2</td><td>30/10/2020</td><td>60</td><td>4:30 PM</td><td>Member</td><td>Beth Barclay</td><td></td><td>(0400298260</td><td>beth@barclayconsulting.com.au</td><td></td><td>No</td><td>\$0.00</td></tr> <tr><td>OESTC</td><td>1</td><td>31/10/2020</td><td>60</td><td>10:00 AM</td><td>Member</td><td>Beth Barclay</td><td></td><td>(0400298260</td><td>beth@barclayconsulting.com.au</td><td></td><td>No</td><td>\$0.00</td></tr> <tr><td>OESTC</td><td>2</td><td>31/10/2020</td><td>60</td><td>10:00 AM</td><td>Member</td><td>Beth Barclay</td><td></td><td>(0400298260</td><td>beth@barclayconsulting.com.au</td><td></td><td>No</td><td>\$0.00</td></tr> <tr><td>Total</td><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>\$0.00</td></tr> </tbody> </table>	Complex	Court	Date	Dur	Time	Bytype	Customer	Customer2	Contact1	Contact2	Comments	Repeat	Amount	OESTC	2	30/10/2020	60	4:30 PM	Member	Beth Barclay		(0400298260	beth@barclayconsulting.com.au		No	\$0.00	OESTC	1	31/10/2020	60	10:00 AM	Member	Beth Barclay		(0400298260	beth@barclayconsulting.com.au		No	\$0.00	OESTC	2	31/10/2020	60	10:00 AM	Member	Beth Barclay		(0400298260	beth@barclayconsulting.com.au		No	\$0.00	Total	3											\$0.00
Complex	Court	Date	Dur	Time	Bytype	Customer	Customer2	Contact1	Contact2	Comments	Repeat	Amount																																																						
OESTC	2	30/10/2020	60	4:30 PM	Member	Beth Barclay		(0400298260	beth@barclayconsulting.com.au		No	\$0.00																																																						
OESTC	1	31/10/2020	60	10:00 AM	Member	Beth Barclay		(0400298260	beth@barclayconsulting.com.au		No	\$0.00																																																						
OESTC	2	31/10/2020	60	10:00 AM	Member	Beth Barclay		(0400298260	beth@barclayconsulting.com.au		No	\$0.00																																																						
Total	3											\$0.00																																																						
<ul style="list-style-type: none"> Report Type = Bookings Report Complex = Name of your Complex Enter a From Date and a To Date Click Remove Pagination – suits long reports Click PRODUCE REPORT 	<p>Report Type: Bookings Report ▼ Complex: Orange Ex-Services Tennis ▼ Booking Type: Member ▼</p> <p>Enter starting and ending dates (inclusive): (enter dates in the format "dd/mm/yyyy")</p> <p>From Date: 29/10/2020 To Date: 31/10/2020 <input type="button" value="PRODUCE REPORT"/></p> <p><input type="radio"/> Paginate <input checked="" type="radio"/> Remove Pagination (Note: Remove pagination to enable printing of large reports)</p> <table border="1"> <thead> <tr> <th>Complex</th> <th>Court</th> <th>Date</th> <th>Dur</th> <th>Time</th> <th>Bytype</th> <th>Customer</th> <th>Customer2</th> <th>Contact1</th> <th>Contact2</th> <th>Comments</th> <th>Repeat</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>OESTC</td><td>1</td><td>30/10/2020</td><td>60</td><td>4:00 PM</td><td>On-line</td><td>Beth Barclay</td><td></td><td>(0400298260</td><td>beth@barclayconsulting.com.au</td><td></td><td>No</td><td>\$0.00</td></tr> <tr><td>OESTC</td><td>2</td><td>30/10/2020</td><td>60</td><td>4:30 PM</td><td>Member</td><td>Beth Barclay</td><td></td><td>(0400298260</td><td>beth@barclayconsulting.com.au</td><td></td><td>No</td><td>\$0.00</td></tr> <tr><td>OESTC</td><td>1</td><td>31/10/2020</td><td>60</td><td>10:00 AM</td><td>Member</td><td>Beth Barclay</td><td></td><td>(0400298260</td><td>beth@barclayconsulting.com.au</td><td></td><td>No</td><td>\$0.00</td></tr> <tr><td>OESTC</td><td>2</td><td>31/10/2020</td><td>60</td><td>10:00 AM</td><td>Member</td><td>Beth Barclay</td><td></td><td>(0400298260</td><td>beth@barclayconsulting.com.au</td><td></td><td>No</td><td>\$0.00</td></tr> </tbody> </table>	Complex	Court	Date	Dur	Time	Bytype	Customer	Customer2	Contact1	Contact2	Comments	Repeat	Amount	OESTC	1	30/10/2020	60	4:00 PM	On-line	Beth Barclay		(0400298260	beth@barclayconsulting.com.au		No	\$0.00	OESTC	2	30/10/2020	60	4:30 PM	Member	Beth Barclay		(0400298260	beth@barclayconsulting.com.au		No	\$0.00	OESTC	1	31/10/2020	60	10:00 AM	Member	Beth Barclay		(0400298260	beth@barclayconsulting.com.au		No	\$0.00	OESTC	2	31/10/2020	60	10:00 AM	Member	Beth Barclay		(0400298260	beth@barclayconsulting.com.au		No	\$0.00
Complex	Court	Date	Dur	Time	Bytype	Customer	Customer2	Contact1	Contact2	Comments	Repeat	Amount																																																						
OESTC	1	30/10/2020	60	4:00 PM	On-line	Beth Barclay		(0400298260	beth@barclayconsulting.com.au		No	\$0.00																																																						
OESTC	2	30/10/2020	60	4:30 PM	Member	Beth Barclay		(0400298260	beth@barclayconsulting.com.au		No	\$0.00																																																						
OESTC	1	31/10/2020	60	10:00 AM	Member	Beth Barclay		(0400298260	beth@barclayconsulting.com.au		No	\$0.00																																																						
OESTC	2	31/10/2020	60	10:00 AM	Member	Beth Barclay		(0400298260	beth@barclayconsulting.com.au		No	\$0.00																																																						

Getting Started with your Booking system

<p>Reports can be printed &/or have their grid selected and copied to a spreadsheet for further analysis</p> <p>To copy/paste to a spreadsheet</p> <ul style="list-style-type: none"> - Drag your mouse through the grid - Right click for options or Ctrl+C - Click Copy - Go to spreadsheet screen - Click into a cell and click Paste or Ctrl+V 	
<p>To Print a report</p> <ul style="list-style-type: none"> - Scroll to the base of screen - Click Print 	
<p>Should your Print screen appear minimised:</p> <p>Click the Maximise button as shown</p>	
<h2>system dashboard reports</h2>	
<p>The Dashboard provides the following views for the current and previous month:</p> <ul style="list-style-type: none"> - Court Occupancy - Booking Types (Member & On-line) - Coach Bookings - On-line Bookings by Date 	