Getting Started with your Booking system – PROSHOP Role

Go to your Booking system webpage	https://bbtc.tennisbcs2.com.au/
In the bottom RHS of the screen - Click Login	Copyright 2016 | barclayconsulting.com.au | All Rights Reserved | Login
Login screen appears - Enter your Administrator credentials - Click **Log in**	Please login Log In User Name: USERNAME Password: •••••• ☐ Remember me next time.
Booking page appears Use the calendar to navigate to any date - **ADMINISTER SYSTEM** or - **BOOKINGS**	**2** select a **date** ◀ **JUNE 2024** ▶ M T W T F S S 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
PROSHOP role The ADMINISTRATOR PANEL appears at the base of the Booking page. The Proshop administrator manages **single bookings** - sees ALL Booking information - administers single bookings of all Types Create | Copy | Move/Reschedule | Delete - can create a new repeat booking - can access the DASHBOARD view The Proshop administrator cannot access - Configuration - Reporting - Series functionality	Booking table with times 3:30 PM–8:00 PM for 6/06/2023 showing Callen Ritcey, Coach3, Jennifer de V, Available entries. 🏠 Close Admin Panel ADMINISTRATORS PANEL COPY BOOKING MOVE BOOKING DELETE BOOKING
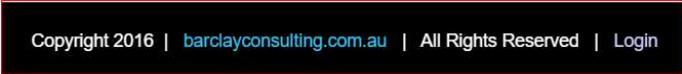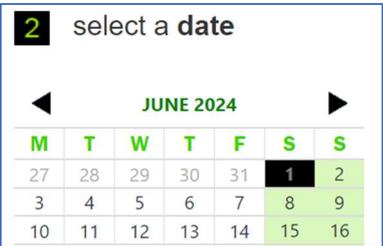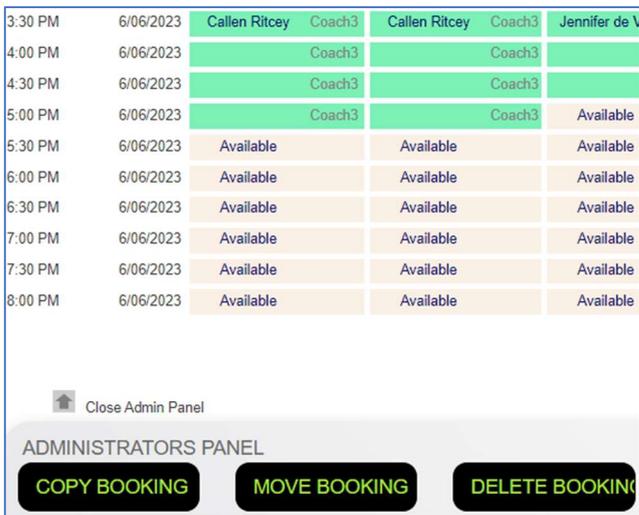
CREATE Booking by selecting an **Available** booking slot
 	
All Booking Types are available for selection
 	
Use the ADMINISTRATORS PANEL to
COPY | **MOVE** (Reschedule) | **DELETE** a Booking
	Request for booking at **7:30 PM** at the **Failford Avenue** complex on **3/06/2024** : Court **2**
	
	Duration [2 HOURS ▾] Repeat Booking? ◉Weekly ○Daily
	Type of booking: [MEMBER ▾] [10]
	  CASUAL
	  COACH
	Comments:
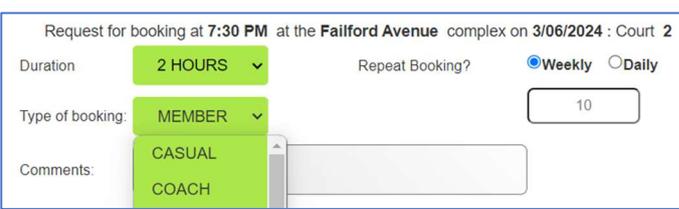
Getting Started with your Booking system – PROSHOP Role

R E S C H E D U L E B O O K I N G S	
Poor weather may mean an Administrator needs to reschedule a booking. To reschedule a booking: - Go to Booking page - ADMINISTRATORS PANEL is found at base of Booking page - If the Admin Panel is not visible, Click the arrow adjacent to **Open Admin Panel**	Open Admin Panel **ADMINISTER SYSTEM**

- Click **MOVE BOOKING**
 	
- Message appears
  Move initiated - Select Source
- Click the booking to be rescheduled/moved
 	
- Message appears
  Move initiated - Select Target
 	
- Select new date from calendar
- Click **Available** slot to complete rescheduling	
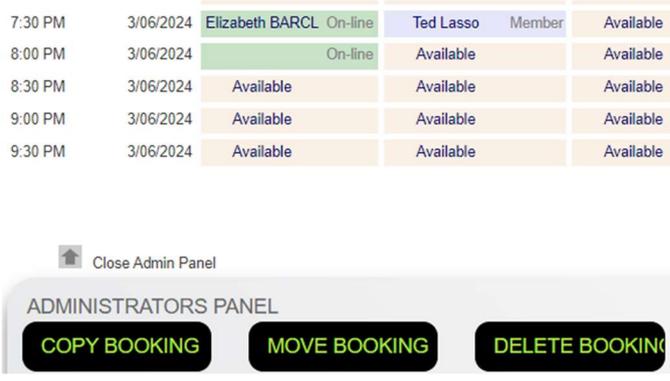
The rescheduled Booking will appear in the new slot. Details of the Rescheduled Booking are sent to the email address associated with the original booking. **NB:** This may not be the same as the player's PayPal email address. Any new access codes (gate / lights) applying to the rescheduled booking are also included.	Rescheduled booking for Elizabeth Barclay Complex: Green Tennis Court: 1 Date: 05/09/2024 Time: 7:30 PM Duration: 60 Access code: 421276189# For enquiries related to this booking contact: xyzcentre@xyz.com.au
A player's email address contained in their booking can be adjusted. - Click the Booking to open details **/ review change** page appears - Click the **Edit** link at base of Booking Details - Adjust **Customer2** email address - Click **Update link** at base of Booking Details - Click **RETURN TO DISPLAY**	