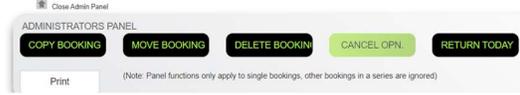


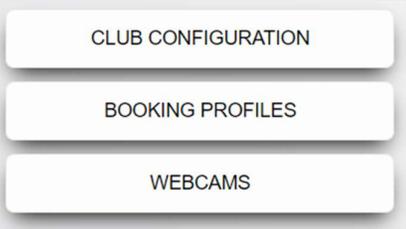
Getting Started with your Booking system

<p>Go to your Booking system webpage</p>	<p>https://xyz.tennisbcs.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>From the screen footer click either</p> <ul style="list-style-type: none"> - ADMINISTER SYSTEM or - <u>BOOKINGS</u> 																																									
<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>7:00 AM</td> <td>16/11/2021</td> <td>Available</td> <td>Available</td> </tr> <tr> <td>7:30 AM</td> <td>16/11/2021</td> <td>Available</td> <td>Available</td> </tr> <tr> <td>8:00 AM</td> <td>16/11/2021</td> <td>Available</td> <td>Available</td> </tr> <tr> <td>8:30 AM</td> <td>16/11/2021</td> <td>Available</td> <td>Available</td> </tr> <tr> <td>9:00 AM</td> <td>16/11/2021</td> <td>Available</td> <td>Heath Campling Coach.</td> </tr> <tr> <td>9:30 AM</td> <td>16/11/2021</td> <td>Available</td> <td>Coach.</td> </tr> <tr> <td>10:00 AM</td> <td>16/11/2021</td> <td>Available</td> <td>Coach.</td> </tr> </tbody> </table> <p style="text-align: center;">Administrator View</p>	Times	Date	Court 1	Court 2	7:00 AM	16/11/2021	Available	Available	7:30 AM	16/11/2021	Available	Available	8:00 AM	16/11/2021	Available	Available	8:30 AM	16/11/2021	Available	Available	9:00 AM	16/11/2021	Available	Heath Campling Coach.	9:30 AM	16/11/2021	Available	Coach.	10:00 AM	16/11/2021	Available	Coach.								
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9:30 AM	16/11/2021	Available	Coach.																																						
10:00 AM	16/11/2021	Available	Coach.																																						
<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 style="text-align: center;">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.
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<p>Administrators can manage all Booking Types (create, delete, move, copy) including those for Permanent, 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 																																								

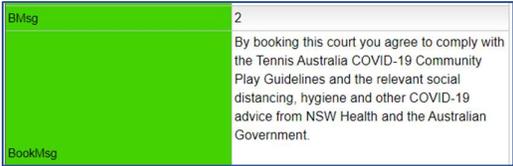
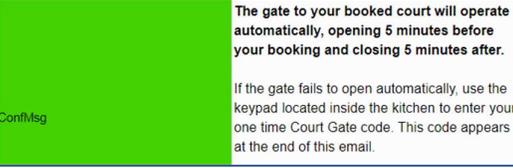
Getting Started with your Booking system

RESCHEDULE BOOKINGS										
<p>Misadventure may mean that an Administrator needs to reschedule a booking.</p> <p>To reschedule a booking:</p> <ul style="list-style-type: none"> - Go to Booking page - Locate the booking you wish to reschedule - At the bottom of the Booking page - Click the arrow adjacent to Open Admin Panel 										
<p>ADMINISTRATION PANEL opens</p> <ul style="list-style-type: none"> - Click MOVE BOOKING 										
<p>In the Booking grid</p> <p>Message appears</p> <ul style="list-style-type: none"> - Move initiated – Select Source - Locate and click Booking to be moved 	<p style="color: red;">Move initiated - Select Source</p> <table border="1" data-bbox="893 703 1372 850"> <thead> <tr style="background-color: #00b050; color: white;"> <th>Times</th> <th>Date</th> <th>Court 1</th> </tr> </thead> <tbody> <tr> <td>6:00 AM</td> <td>2/03/2022</td> <td>BETH BARCLAY Member</td> </tr> <tr> <td>6:30 AM</td> <td>2/03/2022</td> <td>Member</td> </tr> </tbody> </table>	Times	Date	Court 1	6:00 AM	2/03/2022	BETH BARCLAY Member	6:30 AM	2/03/2022	Member
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<p>Message appears</p> <ul style="list-style-type: none"> - Move initiated – Select Target 	<p style="color: red;">Move initiated - Select Target</p> <table border="1" data-bbox="893 903 1372 1050"> <thead> <tr style="background-color: #00b050; color: white;"> <th>Times</th> <th>Date</th> <th>Court 1</th> </tr> </thead> <tbody> <tr> <td>6:00 AM</td> <td>2/03/2022</td> <td>BETH BARCLAY Member</td> </tr> <tr> <td>6:30 AM</td> <td>2/03/2022</td> <td>Member</td> </tr> </tbody> </table>	Times	Date	Court 1	6:00 AM	2/03/2022	BETH BARCLAY Member	6:30 AM	2/03/2022	Member
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<p>Select date to be moved to in the Booking grid</p> <ul style="list-style-type: none"> - Click on <i>Available</i> link for rescheduled slot Booking appears in the Target slot 	<table border="1" data-bbox="893 1071 1372 1218"> <thead> <tr style="background-color: #00b050; color: white;"> <th>Times</th> <th>Date</th> <th>Court 1</th> </tr> </thead> <tbody> <tr> <td>6:00 AM</td> <td>5/03/2022</td> <td>BETH BARCLAY Member</td> </tr> <tr> <td>6:30 AM</td> <td>5/03/2022</td> <td>Member</td> </tr> </tbody> </table>	Times	Date	Court 1	6:00 AM	5/03/2022	BETH BARCLAY Member	6:30 AM	5/03/2022	Member
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6:30 AM	5/03/2022	Member								
<p>Details of the Rescheduled Booking are sent to the email address in the original booking.</p> <p>NB: This may not necessarily be the email address linked to PayPal.</p> <p>Any new access codes that may apply to the new booking are also included.</p>	<p>Rescheduled booking for BETH BARCLAY Complex: FA Court: 1 Date: 5/03/2022 Time: 6:00 AM Duration: 60</p> <p>Access codes: 629574019# - Smart Padlock code - for use on Main gate 86102460# - Court gate code - for use should your court gate not open automatically</p> <p>Delete member booking message Click here</p> <p>For enquiries related to this booking contact: Beth@barclayconsulting.com.au</p>									

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>Greeting text appears to the public at the top of the Booking page. Hyperlinks can be used as shown.</p> <p>Scroll down to base of list</p> <ul style="list-style-type: none"> Select Edit <p>Scroll up to maintain your Greeting text</p> <ul style="list-style-type: none"> Click into the text box next to Greeting 	
<p>When changes are complete, scroll to bottom of list</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>ConfMsg text appears in the confirmation email sent to the player's email address.</p> <p>Access Codes are appended to the end of the email. Smart Padlock - 9 digit access code Override Code – used to open the Smart Padlock is auto-generated and will appear as the last entry in the email ConfMsg.</p> <p>Should lighting be commissioned, an 8 digit access code for lights will be appended</p>	
<p>Your centre is using locks and lights connected to bookings. The associated PIN codes appear in the screen message, upon successful completion (payment) of a booking.</p> <p>The email address associated with PayPal will receive the confirmation message.</p> <p>The booking system confirmation message shown is system-generated and cannot be changed.</p>	<p style="text-align: center;">booking system confirmation</p> <p style="text-align: center;">Your online court booking has been successfully processed. A booking confirmation receipt has been sent to the email address associated with your PayPal account. Please bring it with you and follow its instructions. The gate lock code is 123456789</p>
<p>Example email confirmation message</p>	<p>Court Booking - Payment Confirmation - for 27/11/2021 3:30 PM Ashley Barty</p> <p>Complex = Forest Hill Court = 2 Duration = 60 Receipt number = 0KA20117AS445410F</p> <p>Thank you for booking with Forest Hill Tennis Two access codes appear below: For main gate - enter the first 9 digit code in the gate padlock. For lights - enter the second 8 digit code plus # in the keypad mounted against the clubhouse. You will only need to enter this code if the lights do not activate automatically.</p> <p>Your access codes are main gate – 197743235 lights - 10332320# - enter on Clubhouse keypad</p> <p>Do not reply to this email. For enquiries related to this booking contact: tennis@xyz.tennis.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. Adjust & communicate a new code regularly if using.</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>administration options page appears</p> <ul style="list-style-type: none"> - Select RETURN <p>main online bookings page appears</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 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 style="background-color: yellow;">NB: All prices set to zero except On-line Night</p> <p style="background-color: green; color: white; padding: 5px; display: inline-block;">Add New Price Record</p> <table border="1" style="margin-top: 10px;"> <thead> <tr style="background-color: green; color: white;"> <th>Comp</th> <th>Booking Type</th> <th></th> </tr> </thead> <tbody> <tr><td>ETC</td><td>Casual</td><td>Select</td></tr> <tr><td>ETC</td><td>Coach.</td><td>Select</td></tr> <tr><td>ETC</td><td>Comp.</td><td>Select</td></tr> <tr><td>ETC</td><td>Member</td><td>Select</td></tr> <tr><td>ETC</td><td>On-line</td><td>Select</td></tr> <tr><td>ETC</td><td>Other</td><td>Select</td></tr> <tr><td>ETC</td><td>Schools</td><td>Select</td></tr> <tr><td>ETC</td><td>Special</td><td>Select</td></tr> <tr><td>ETC</td><td>Unavailable</td><td>Select</td></tr> </tbody> </table>	Comp	Booking Type		ETC	Casual	Select	ETC	Coach.	Select	ETC	Comp.	Select	ETC	Member	Select	ETC	On-line	Select	ETC	Other	Select	ETC	Schools	Select	ETC	Special	Select	ETC	Unavailable	Select																		
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<p>pricing configuration appears for your selected Booking Type</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: green; color: white;"> <th>Btype</th> <th>On-line</th> <th></th> <th></th> </tr> </thead> <tbody> <tr><td>Base Day</td><td>0.0000</td><td>Base Night</td><td>6</td></tr> <tr><td>D30</td><td>0.0000</td><td>N30</td><td>3</td></tr> <tr><td>D60</td><td>0.0000</td><td>N60</td><td>6</td></tr> <tr><td>D90</td><td>0.0000</td><td>N90</td><td>9</td></tr> <tr><td>D120</td><td>0.0000</td><td>N120</td><td>12</td></tr> <tr><td>D150</td><td>0.0000</td><td>N150</td><td>15</td></tr> <tr><td>D180</td><td>0.0000</td><td>N180</td><td>18</td></tr> <tr><td>D210</td><td>0.0000</td><td>N210</td><td>21</td></tr> <tr><td>D240</td><td>0.0000</td><td>N240</td><td>24</td></tr> <tr><td>D270</td><td>0.0000</td><td>N270</td><td>27</td></tr> <tr><td></td><td></td><td>Hide?</td><td>n</td></tr> </tbody> </table>	Btype	On-line			Base Day	0.0000	Base Night	6	D30	0.0000	N30	3	D60	0.0000	N60	6	D90	0.0000	N90	9	D120	0.0000	N120	12	D150	0.0000	N150	15	D180	0.0000	N180	18	D210	0.0000	N210	21	D240	0.0000	N240	24	D270	0.0000	N270	27			Hide?	n
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		Hide?	n																																														
<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 style="background-color: green; color: white; padding: 10px; display: inline-block; font-weight: bold;">Edit</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 style="background-color: green; color: white; padding: 10px; display: inline-block; font-weight: bold;">Update Cancel</p> <p style="background-color: black; color: green; padding: 10px; display: inline-block; font-weight: bold; margin-top: 20px;">CANCEL AND/OR RETURN</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>	<p style="background-color: green; color: white; padding: 10px; display: inline-block; font-weight: bold;">DefaultNight</p> <p style="background-color: #f0f0f0; padding: 10px; display: inline-block; font-weight: bold; margin-left: 20px;">7:00 PM</p>																																																

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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 	<div style="display: flex; justify-content: space-around;"> <table border="1" style="font-size: 8px; 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> <table border="1" style="font-size: 8px; 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: #ffffcc;">Casual</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> </div> <p style="text-align: center;">Public view Administrator view</p>	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	Casual	1:30 PM	26/03/2021	Available	2:00 PM	26/03/2021	Available							
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<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 - 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 style="font-size: 8px;">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 style="border: 1px solid #90ee90;"/> <p style="text-align: center; font-size: 8px; background-color: #90ee90; 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 	<div style="text-align: center; font-weight: bold; font-size: 10px; margin-bottom: 5px;">Administrator view</div> <div style="border: 1px solid #ccc; padding: 5px; font-size: 8px;"> <p>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: 7px; margin-bottom: 5px;"> <ul style="list-style-type: none"> <li style="width: 15%; margin-right: 5px;">• Click the Copy Booking button <li style="width: 15%; margin-right: 5px;">• Click the Move Booking button <li style="width: 15%; margin-right: 5px;">• Click the Delete Booking button <li style="width: 15%; margin-right: 5px;">• Click the button to cancel a Copy or Move operations that has not completed <li style="width: 15%; margin-right: 5px;">• Click the button to return the calendar to today's date <li style="width: 15%;">• Click the button to centre the Booking grid within the display area </div> <p style="font-size: 7px; margin-bottom: 5px;">Print Help</p> <p style="font-size: 7px; margin-bottom: 5px;">(Note: Panel functions only apply to single bookings, other bookings in a series are ignored)</p> </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 	<div style="display: flex; justify-content: space-around; font-weight: bold; font-size: 10px; color: #c00;"> Move initiated - Select Source Move initiated - Select Target </div> <div style="display: flex; justify-content: space-around; font-weight: bold; font-size: 8px; background-color: #90ee90; margin-bottom: 5px;"> Court 2 Court 3 </div> <table border="1" style="font-size: 7px; border-collapse: collapse; width: 100%;"> <tr> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Available</td> </tr> <tr> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Beth Barclay Member</td> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Beth Barclay Member</td> </tr> <tr> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Member</td> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Member</td> </tr> <tr> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Available</td> </tr> <tr> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Available</td> </tr> <tr> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Available</td> </tr> </table>	Available	Available	Available	Available	Available	Beth Barclay Member	Available	Beth Barclay Member	Available	Member	Available	Member	Available	Available	Available																																		
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<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="display: flex; justify-content: space-between; font-weight: bold; font-size: 10px; margin-bottom: 5px;"> 1 select the centre 2 select a date </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 45%;"> <div style="background-color: #90ee90; padding: 2px; border-radius: 3px; margin-bottom: 5px;">FOREST HILL ▼</div> <p style="font-size: 7px; margin-bottom: 5px;">Booking Types:</p> <ul style="list-style-type: none"> • Casual • Coaching • Permanent • Competition • On-line • School <p style="font-size: 7px; margin-bottom: 5px;">Selected Date: 2/11/2021 Complex: Forest Hill</p> </div> <div style="width: 45%;"> <div style="text-align: center; font-weight: bold; font-size: 8px; margin-bottom: 5px;">NOVEMBER 2021</div> <table border="1" style="font-size: 7px; border-collapse: collapse; width: 100%;"> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> <tr> <td>25</td><td>26</td><td style="background-color: #90ee90;">27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> <tr> <td style="background-color: #90ee90;">1</td><td style="background-color: #90ee90;">2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> </tr> <tr> <td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> </table> <div style="border: 1px solid #ccc; padding: 2px; font-size: 7px; margin-top: 5px; text-align: center;">VIEW COURT TYPES AND SURFACES</div> </div> </div>	M	T	W	T	F	S	S	25	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
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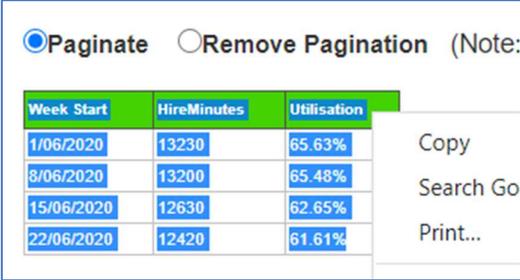
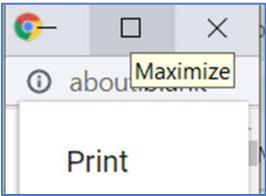
Getting Started with your Booking system

<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 12:30 PM at the Forest Hill complex on 28/10/2021 : Court 3</p> <p>Duration 3 HOURS Repeat Booking? <input checked="" type="radio"/> Weekly <input type="radio"/> Daily</p> <p>Type of booking: CASUAL <input type="text" value="4"/></p> <p>Comments: <input type="text"/></p> <p>PLAYER DETAILS</p> <p>Elizabeth Barclay</p> <p>0400298268</p> <p>bethbarc@gmail.com</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 Forest Hill court 3 on 28/10/2021 at 12:30 PM for 180 mins Elizabeth Barclay</p> <p>Total Due: \$0.00</p> <table border="1"> <thead> <tr> <th colspan="2">Booking Details</th> </tr> </thead> <tbody> <tr><td>Complex</td><td>ETC</td></tr> <tr><td>Court no</td><td>3</td></tr> <tr><td>Date</td><td>28/10/2021</td></tr> <tr><td>Time</td><td>12:30 PM</td></tr> <tr><td>Duration</td><td>180</td></tr> <tr><td>Customer</td><td>Elizabeth Barclay</td></tr> <tr><td>Booking type</td><td>Casual</td></tr> <tr><td>Contact no.</td><td>0400298268</td></tr> <tr><td>Customer2</td><td></td></tr> <tr><td>Contact no.</td><td>bethbarc@gmail.com</td></tr> <tr><td>Repeat</td><td>Yes</td></tr> <tr><td>Comments</td><td></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 Owing: <input type="text"/></p> <p>ENTER RETURN TO DISPLAY</p>	Booking Details		Complex	ETC	Court no	3	Date	28/10/2021	Time	12:30 PM	Duration	180	Customer	Elizabeth Barclay	Booking type	Casual	Contact no.	0400298268	Customer2		Contact no.	bethbarc@gmail.com	Repeat	Yes	Comments		Receipt no.	0								
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<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>12:30 PM</td> <td>28/10/2021</td> <td>Available</td> <td>Available</td> <td>Elizabeth Barcl</td> <td>Casual</td> </tr> <tr> <td>1:00 PM</td> <td>28/10/2021</td> <td>Available</td> <td>Available</td> <td></td> <td>Casual</td> </tr> <tr> <td>1:30 PM</td> <td>28/10/2021</td> <td>Available</td> <td>Available</td> <td></td> <td>Casual</td> </tr> <tr> <td>2:00 PM</td> <td>28/10/2021</td> <td>Available</td> <td>Available</td> <td></td> <td>Casual</td> </tr> <tr> <td>2:30 PM</td> <td>28/10/2021</td> <td>Available</td> <td>Available</td> <td></td> <td>Casual</td> </tr> <tr> <td>3:00 PM</td> <td>28/10/2021</td> <td>Available</td> <td>Available</td> <td></td> <td>Casual</td> </tr> </tbody> </table>	12:30 PM	28/10/2021	Available	Available	Elizabeth Barcl	Casual	1:00 PM	28/10/2021	Available	Available		Casual	1:30 PM	28/10/2021	Available	Available		Casual	2:00 PM	28/10/2021	Available	Available		Casual	2:30 PM	28/10/2021	Available	Available		Casual	3:00 PM	28/10/2021	Available	Available		Casual
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<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</p> <p>Start Date 28/10/2021 Stop Date 18/11/2021 Num. Repeats 4</p> <p>Extend a Booking</p> <p>New from date: <input type="text"/> New end date: <input type="text"/></p> <p>Extend bookings</p> <p>Delete a Series</p> <p>Delete Booking Series</p> <p>Copy a Series</p> <p>Target Complex Forest Hill Target Courts <input type="text"/></p> <p>Copy Booking series</p> <p>RETURN TO DISPLAY</p>																																				
<p>Delete a Series</p> <ul style="list-style-type: none"> - Select the first in the series of bookings - Click Delete Booking Series - Click OK in the confirmation message - You will be returned to the Booking page & your series will no longer appear 	<p>fhct.tennisbcs2.com.au says</p> <p>Are you sure you want to delete this booking series?</p> <p>OK 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 	<div style="text-align: center;"> <h3>administration options</h3> <p>system utilities</p> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="background-color: #008000; color: white; padding: 5px 20px; border-radius: 5px;">PIN CODE MANAGER</div> <div style="background-color: #008000; color: white; padding: 5px 20px; border-radius: 5px;">REPORT MANAGER</div> </div> </div>																																																																		
<p>Bookings report screen appears</p> <p>A variety of reports are available from the (select report type) dropdown list</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <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> </div>																																																																		
<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 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Report Type: Court Summary Report ▼ Complex: Forest Hill ▼ Booking Type: (select booking type) ▼</p> <p>Enter starting and ending dates (inclusive): (enter dates in the format "dd/mm/yyyy")</p> <p>From Date: 01/11/2021 To Date: 30/11/2021 PRODUCE REPORT</p> <p><input type="radio"/> Paginate <input checked="" type="radio"/> Remove Pagination (Note: Remove pagination to enable printing of large</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #008000; color: white;"> <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> </tbody> </table> </div>	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%																																														
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<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 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Report Type: Booking Type Summary ▼ Complex: Forest Hill ▼ Booking Type: (select booking type) ▼</p> <p>Enter starting and ending dates (inclusive): (enter dates in the format "dd/mm/yyyy")</p> <p>From Date: 27/10/2021 To Date: 01/12/2021 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" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #008000; color: white;"> <th>Booking Type</th> <th>Booking Count</th> <th>Income</th> <th>Total Hire Minutes</th> </tr> </thead> <tbody> <tr><td>Casual</td><td>4</td><td>\$0.00</td><td>720</td></tr> </tbody> </table> </div>	Booking Type	Booking Count	Income	Total Hire Minutes	Casual	4	\$0.00	720																																																										
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<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 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Report Type: Xactn Report ▼ Complex: Forest Hill ▼ Booking Type: Casual ▼</p> <p>Enter starting and ending dates (inclusive): (enter dates in the format "dd/mm/yyyy")</p> <p>From Date: 27/10/2021 To Date: 01/12/2021 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" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #008000; color: white;"> <th>Complex</th> <th>Court</th> <th>Date</th> <th>Our</th> <th>Time</th> <th>Rtype</th> <th>Customer</th> <th>Customer2</th> <th>Comments</th> <th>Repeat</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>ETC</td><td>3</td><td>28/10/2021</td><td>180</td><td>12:30 PM</td><td>Casual</td><td>Elizabeth Barclay</td><td></td><td></td><td>Yes</td><td>\$0.00</td></tr> <tr><td>ETC</td><td>3</td><td>4/11/2021</td><td>180</td><td>12:30 PM</td><td>Casual</td><td>Elizabeth Barclay</td><td></td><td></td><td>Yes</td><td>\$0.00</td></tr> <tr><td>ETC</td><td>3</td><td>11/11/2021</td><td>180</td><td>12:30 PM</td><td>Casual</td><td>Elizabeth Barclay</td><td></td><td></td><td>Yes</td><td>\$0.00</td></tr> <tr><td>ETC</td><td>3</td><td>18/11/2021</td><td>180</td><td>12:30 PM</td><td>Casual</td><td>Elizabeth Barclay</td><td></td><td></td><td>Yes</td><td>\$0.00</td></tr> <tr><td>Total</td><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>\$0.00</td></tr> </tbody> </table> </div>	Complex	Court	Date	Our	Time	Rtype	Customer	Customer2	Comments	Repeat	Amount	ETC	3	28/10/2021	180	12:30 PM	Casual	Elizabeth Barclay			Yes	\$0.00	ETC	3	4/11/2021	180	12:30 PM	Casual	Elizabeth Barclay			Yes	\$0.00	ETC	3	11/11/2021	180	12:30 PM	Casual	Elizabeth Barclay			Yes	\$0.00	ETC	3	18/11/2021	180	12:30 PM	Casual	Elizabeth Barclay			Yes	\$0.00	Total	4									\$0.00
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<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 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Report Type: Bookings Report ▼ Complex: Forest Hill ▼ Booking Type: Casual ▼</p> <p>Enter starting and ending dates (inclusive): (enter dates in the format "dd/mm/yyyy")</p> <p>From Date: 27/10/2021 To Date: 01/12/2021 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" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #008000; color: white;"> <th>Complex</th> <th>Court</th> <th>Date</th> <th>Our</th> <th>Time</th> <th>Rtype</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>ETC</td><td>3</td><td>28/10/2021</td><td>180</td><td>12:30 PM</td><td>Casual</td><td>Elizabeth Barclay</td><td></td><td>0400298268</td><td>bethbarc@gmail.com</td><td></td><td>Yes</td><td>\$0.00</td></tr> <tr><td>ETC</td><td>3</td><td>4/11/2021</td><td>180</td><td>12:30 PM</td><td>Casual</td><td>Elizabeth Barclay</td><td></td><td>0400298268</td><td>bethbarc@gmail.com</td><td></td><td>Yes</td><td>\$0.00</td></tr> <tr><td>ETC</td><td>3</td><td>11/11/2021</td><td>180</td><td>12:30 PM</td><td>Casual</td><td>Elizabeth Barclay</td><td></td><td>0400298268</td><td>bethbarc@gmail.com</td><td></td><td>Yes</td><td>\$0.00</td></tr> <tr><td>ETC</td><td>3</td><td>18/11/2021</td><td>180</td><td>12:30 PM</td><td>Casual</td><td>Elizabeth Barclay</td><td></td><td>0400298268</td><td>bethbarc@gmail.com</td><td></td><td>Yes</td><td>\$0.00</td></tr> </tbody> </table> </div>	Complex	Court	Date	Our	Time	Rtype	Customer	Customer2	Contact1	Contact2	Comments	Repeat	Amount	ETC	3	28/10/2021	180	12:30 PM	Casual	Elizabeth Barclay		0400298268	bethbarc@gmail.com		Yes	\$0.00	ETC	3	4/11/2021	180	12:30 PM	Casual	Elizabeth Barclay		0400298268	bethbarc@gmail.com		Yes	\$0.00	ETC	3	11/11/2021	180	12:30 PM	Casual	Elizabeth Barclay		0400298268	bethbarc@gmail.com		Yes	\$0.00	ETC	3	18/11/2021	180	12:30 PM	Casual	Elizabeth Barclay		0400298268	bethbarc@gmail.com		Yes	\$0.00	
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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>	
<h3>system dashboard reports</h3>	
<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 	