

Method of using interactive website booking – Print this page.

All mouse operations are left click.

- 1) Go to Studham Tennis Website www.studhamtennisclub.co.uk this takes you to our Home page currently under construction.
- 2) Select [Court Bookings](#)
- 3) Select [Court 1 Bookings](#) This will take you to the diary page for court 1 – left click “Sign In” (in top right corner, not top centre) and sign in “YAHOO ID” – studham.tennis – “password” – *****
- 4) You are now signed in but are through to the “**My Time Guides**” page (says so in black on RH side), which you do not want, so just close it.
- 5) You will then return to the Home page and again select [Court Bookings](#) tab.
- 6) Select [Court 1 Bookings](#) this will display “**Calendar of studham.court1**” (says so in black on LH side), and will probably default to current day
- 7) Suggest at this stage you select “Week” which will show all currently reserved dates and times of known bookings on a week by week basis.
- 8) To reserve a court go to “Quick Add Event” at bottom of page and enter details of your booking. Which, I suggest, should take the following format – “one member’s initial and surname” entered in the blank box and then select choice of date and hour slot they wish to reserve (all bookings must be by the full hour, and not part).
- 9) This should automatically update the calendar.
- 10) To delete a reservation, follow the above instructions 1-7 then select reservation to be deleted, select “(delete)”, this will open another page, which will invite you to “delete” or “cancel”, chose as appropriate.
- 11) The procedure for [Court 2 Bookings](#) are identical to [Court 1 Bookings](#)