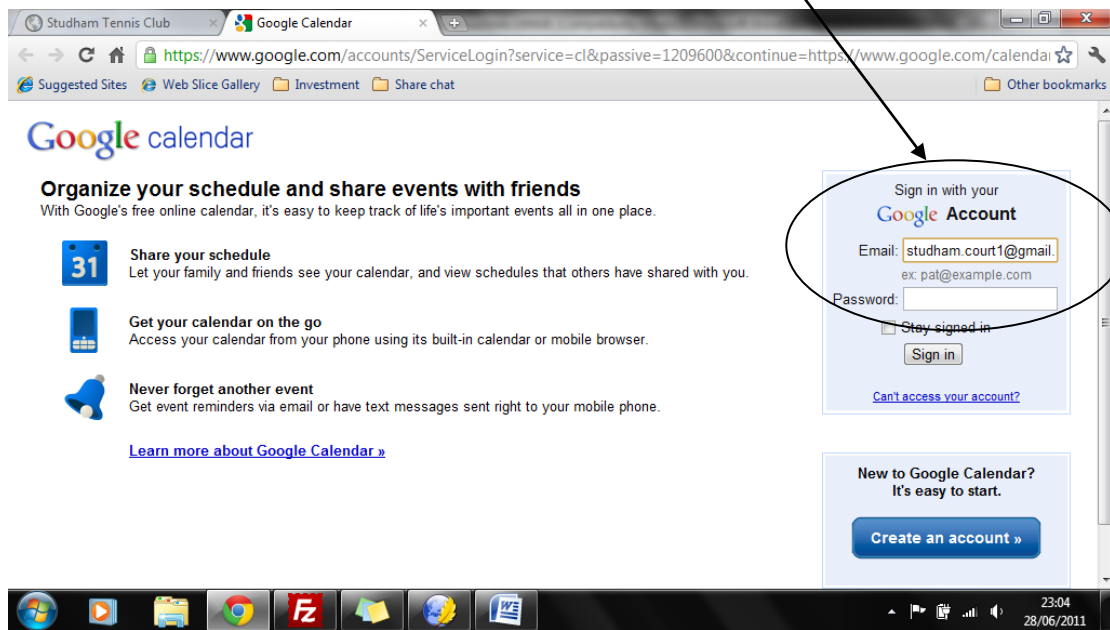


Method of using interactive website booking – Print this page.

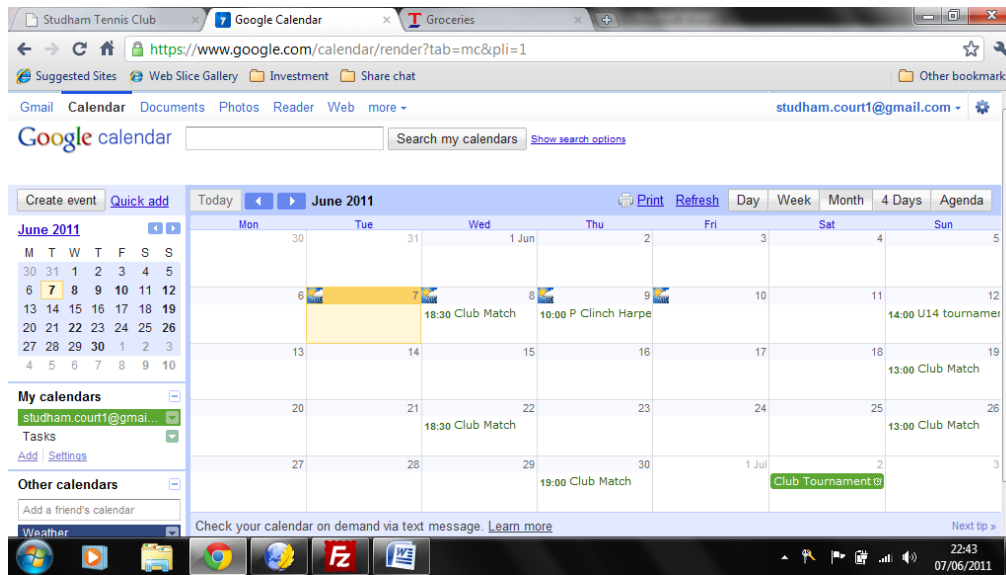
All mouse operations are left click.

- 1) Go to Studham Tennis Website www.studhamtennisclub.co.uk this takes you to our Home page currently under construction.
- 2) Select [Court Bookings](#) at the top of the website (header section)
- 3) Select **CLICK HERE TO BOOK COURT 1** This will take you to the google calendar sign in page for court 1. Sign into google using the email of: studham.court1 and the password is the same as for the old booking system (7 characters) except add on “court1” at the end – see below for screenshot of login:

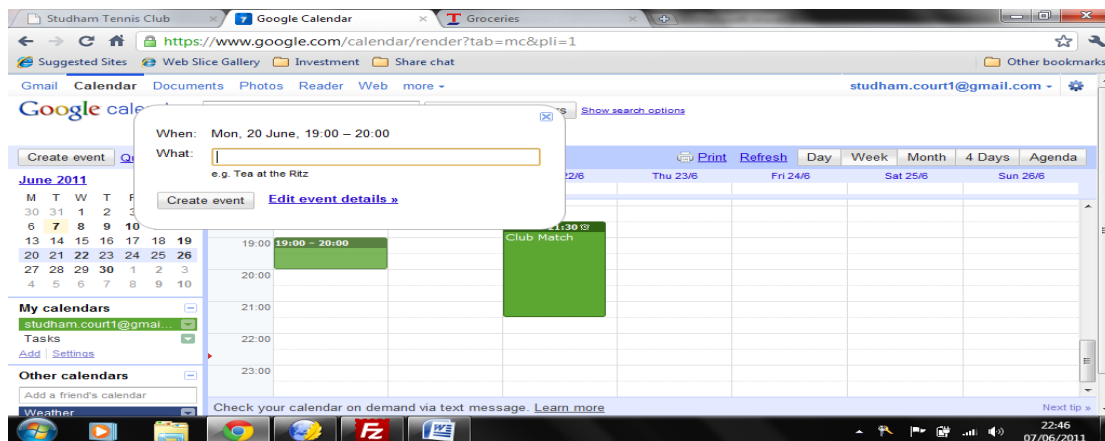


VERY IMPORTANT – YOU MUST ENSURE YOU SIGN IN TO THE CORRECT COURT. PLEASE CHECK THE COURT NUMBER ON THE CALENDAR. IF YOU ARE ACTUALLY SIGNED IN TO THE WRONG COURT THEN SIGN OUT FIRST AND THEN RE-CLICK ON THE LINK FOR THE COURT YOU WISH TO BOOK.

- 4) You should now be signed in and should see a google calendar with the calendar name as studham.court1 – see example screenshot below



- 5) Suggest at this stage you select “Month” which will show all currently reserved dates and times of known bookings on a monthly basis.
- 6) To reserve a court go to the date you want to book and click anywhere in the date in the main section, a quick add box should appear. You can then edit this to change the time etc for your booking. For example see screenshot below:



It is recommended that you include your initial and surname in the booking should someone need to contact you about the booking. Please also note that all bookings should be by the full hour, and not part.

- 7) The procedure for [Court 2 Bookings](#) are identical to [Court 1 Bookings](#), except that the court 2 calendar must be logged into using the username of studham.court2 and the password is the same as the current one (i.e. 7 characters) with “court2” added to the end (no space in between).