

Click on the relevant link on your club's website to access the welcome page for the XML2010 Booking Centre (above).

Then click on the "Login" link to access your personal booking account.

Enter your username and password in the form that appears (below) and then click on "Access your online booking account".

XML2010 Booking Centre Login Area. Please enter your username and password.

| | |
|---|--|
| Username / Number | <input type="text" value="demonstration"/> |
| Password | <input type="password" value="••••••••"/> |
| <input type="button" value="Access your online booking account"/> | |

If you do not have a username and password, please contact your club.

Once you have successfully logged in, click on the appropriate button to view the availability of the court you are interested in. To get an overview of all the courts, click "All Courts".

View/Book:

1. Choose the week you are interested in (the current week is selected by default). The dates signify the **beginning of the week**.

2. Each court has a grid showing the days of the week (on the left) and the times for each booking session (at the top).

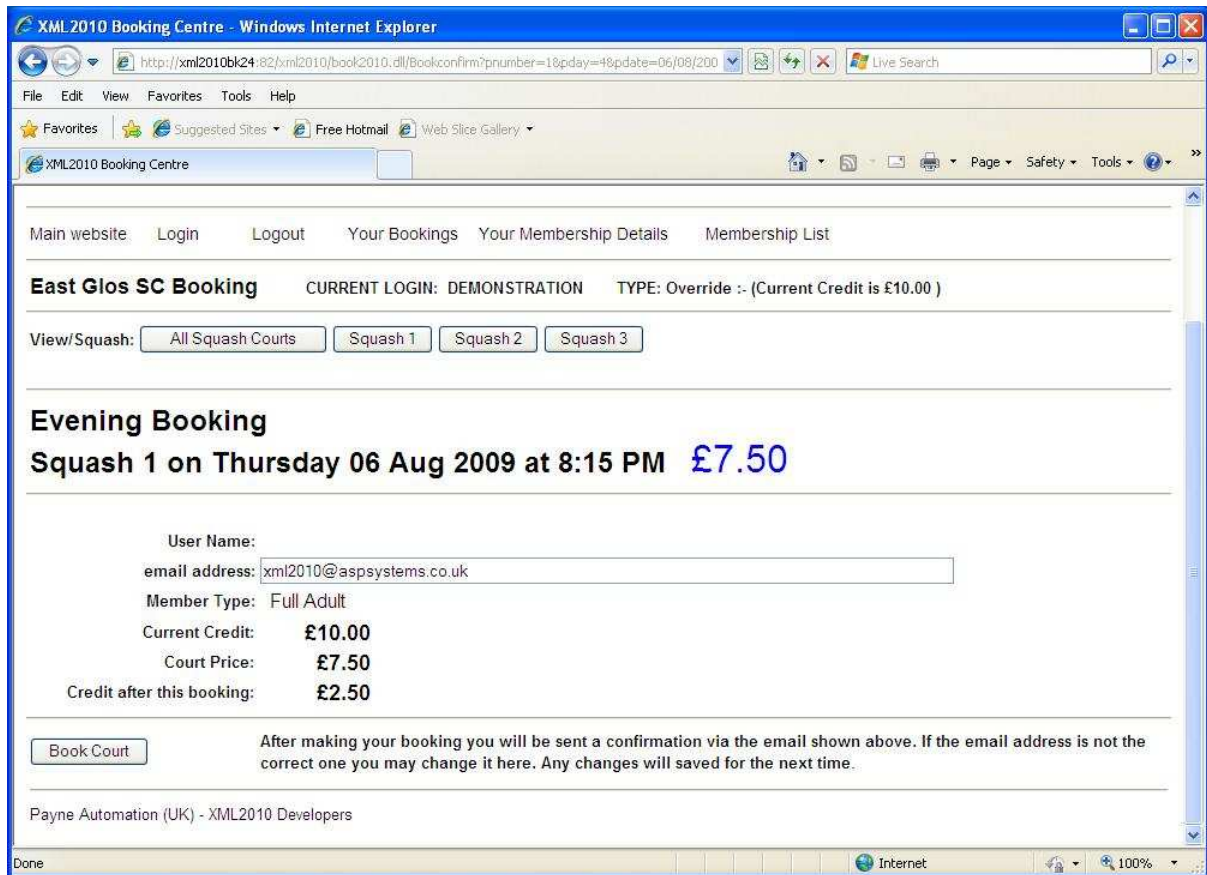
3. Line up the day that you want with the time that you want. The square where both meet represents the desired booking session.

The screenshot shows the XML2010 Booking Centre interface. At the top, there are navigation links: Main website, Login, Logout, Your Bookings, Your Membership Details, and Membership List. Below this, it says "East Glos SC Booking" and "CURRENT LOGIN: DEMONSTRATION TYPE: Override :- (Current Credit is £10.00)". There are buttons for "View/Squash: All Squash Courts, Squash 1, Squash 2, Squash 3". A message says "Click date buttons to see bookings in that week - Week Selected: Mon 03 Aug 09 to Sun 09 Aug 09". Below this are date buttons: "This Week 03/08/09", "(+1) 10/08/09", "(+2) 17/08/09", "(+3) 24/08/09", "(+4) 31/08/09", "(+5) 07/09/09", and "(+6) 14/09/09". The main part of the screenshot is a booking grid for "Squash 1". The grid has columns for times: 7:30 AM, 8:15 AM, 9:00 AM, 9:45 AM, 10:30 AM, 11:15 AM, 12:00 PM, 12:45 PM, 1:30 PM, 2:15 PM, 3:00 PM, 3:45 PM, 4:30 PM, 5:15 PM, 6:00 PM, 6:45 PM, 7:30 PM, 8:15 PM, and 9:00 PM. The rows represent days from Mon. 03 Aug 09 to Sun. 09 Aug 09. A price tag of £1.00 is shown in the cell for 11:15 AM on Wednesday, 05 Aug 09.

5. If the court is available, then a booking price tag will appear. Click on the price to book that court.

6. When you click on a court price tag, a booking confirmation screen appears. You then review the details and confirm.

When you click on a court price tag, the page below appears. This page shows the information regarding the selected booking session. Note that the amounts shown are for illustration purposes only.



The system sends a booking confirmation once the booking is made. You are able to type in the email address that you wish it to be sent to in the field provided, if it is not already there.

Look through the details and make sure it is the correct booking session. If it is, click on "Book Court" to confirm the booking.

When this page appears, you have 2 minutes to confirm the booking. During these two minutes, the selected booking session cannot be booked by anyone else. If the booking is not confirmed before the 2 minutes are up, then you will need to go back to the previous page to re-select the desired booking.

If you do not have sufficient credit in the system, you will not be able to confirm a booking. An "Insufficient Credit" message will appear to inform you that this is the case.

At the top of each page of the XML2010 Online Booking Centre, there are links to view both your booking details and your membership details (see image below).

Main website Login Logout Your Bookings Your Membership Details Membership List

East Glos SC Booking CURRENT LOGIN: DEMONSTRATION TYPE: Override :- (Current Credit is £10.00)

View/Squash:

CANCELLATIONS

When you click on “Your Booking Details”, you will be presented with a list of your current bookings with information on each one (see below). To cancel a court booking, click on the “Cancel” link that corresponds to the booking session you wish to cancel. The booking will be cleared, and your account will be credited with the refund (if a refund applies).

| Facility | Date | Time | Price | Type | |
|----------|---------------|----------|-------|------|------------------------|
| Court 4 | Fri 05 Aug 05 | 05:30 PM | £3.00 | P1 | Cancel |
| Court 4 | Fri 05 Aug 05 | 04:45 PM | £2.00 | OP1 | Cancel |
| Court 1 | Wed 10 Aug 05 | 06:15 PM | £3.00 | P1 | Cancel |
| Court 2 | Tue 16 Aug 05 | 01:15 PM | £2.00 | OP1 | Cancel |

CHANGING YOUR CONTACT DETAILS AND PASSWORD

By clicking on “Your Membership Details”, you enter a page where you can edit your contact details and change your password (see below). When you have made the changes in the fields provided, click on “Submit Changes” to update the system.

[User Account - view and update](#)

| | |
|---|---|
| User Name | Guest Account |
| email address | <input type="text" value="guest@guestaccount.com"/> |
| Address 1 | <input type="text" value="Street Name"/> |
| Address 2 | <input type="text" value="Town Name"/> |
| Address 3 | <input type="text" value="County Name"/> |
| Address 4 | <input type="text"/> |
| Address 5 | <input type="text" value="Post Code"/> |
| New password | <input type="password" value="••"/> Please do not cut and paste the password. |
| Repeat password | <input type="password" value="••"/> If you do you may replicate an error and lose access to the system. |
| Comments about changes | <input type="text"/> |
| <input type="button" value="Submit Changes"/> | |

East Glos - Great Sport : Great Value : Great Fun!