

Melbourn Squash Club Booking System

INTRODUCTION

The Melbourn Squash Club booking system consists of a website at melbourn-squash.club and an electronic light control system located on the wall between the doors to court 1 and 2.

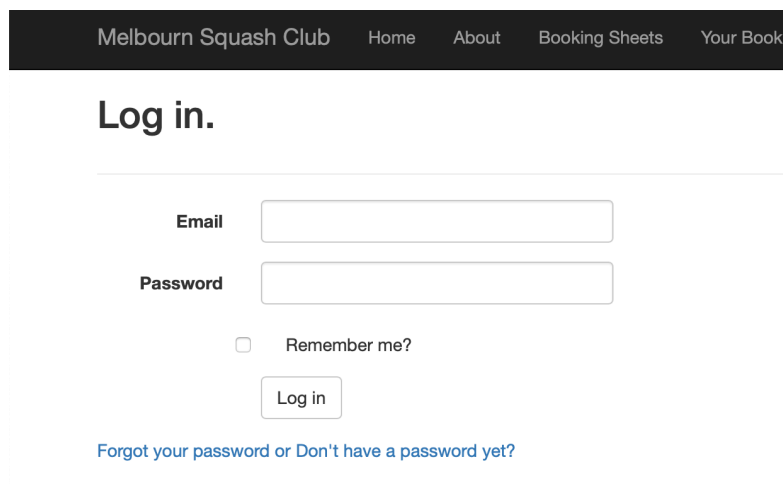
The website is used to book and pay for a court session and obtain a light control code.

The light control code is entered into the keyboard of the light control system to activate the lights for the court session that has been booked.

If you encounter difficulties, send an email to bookings@melbourn-squash.club.

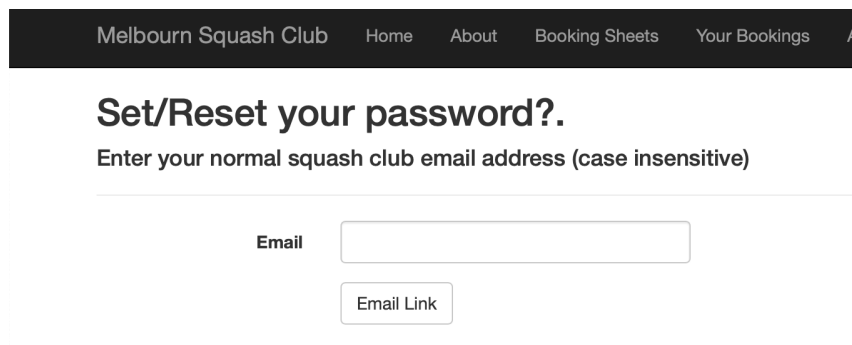
GAINING ACCESS TO THE WEBSITE

Access the website using melbourn-squash.club. Select the *Log in* menu item to log in to the website. This will take you to the *Log in* page.



The screenshot shows the top navigation bar of the Melbourn Squash Club website with links for Home, About, Booking Sheets, and Your Bookings. Below the navigation bar is the 'Log in.' section, which includes a form with an 'Email' field, a 'Password' field, a 'Remember me?' checkbox, and a 'Log in' button. At the bottom of the form is a blue link that reads 'Forgot your password or Don't have a password yet?'.

The first time you visit the website, you will not have a password and so you will not be able to log in. At the bottom of the *Log in* page, there is a *Forgot your password or Don't have a password* link. Click on this link to Set your password.



The screenshot shows the 'Set/Reset your password?' page on the Melbourn Squash Club website. It features a navigation bar with links for Home, About, Booking Sheets, and Your Bookings. The main heading is 'Set/Reset your password?.' Below the heading is a sub-heading: 'Enter your normal squash club email address (case insensitive)'. The form contains an 'Email' field and an 'Email Link' button.

Enter your normal squash club email address - the one that that would be used by other members to contact you. Click on the Email Link button. An email will be immediately sent to this email address. It will contain a link that you can use to return to the website and set a password of your choice. The email will be sent by bookings@melbourn-squash.club. You may wish to add this email address to your white list.

BOOKING A COURT

Court Bookings Monday 17 August 2020

Your Bookings

Select Day to Display	Time	Court 1	Time	Court 2
Monday 10 August	12:00 AM		12:00 AM	
Tuesday 11 August	01:00 AM		01:00 AM	
Wednesday 12 August	02:00 AM		02:00 AM	
Thursday 13 August	03:00 AM		03:00 AM	
Friday 14 August	04:00 AM		04:00 AM	
Saturday 15 August	05:00 AM		05:00 AM	
Sunday 16 August	06:00 AM		06:00 AM	
Monday 17 August	07:00 AM		07:00 AM	
Tuesday 18 August	08:00 AM	Book me	08:00 AM	
Wednesday 19 August	09:00 AM	Book me	09:00 AM	
Thursday 20 August	10:00 AM	Book me	10:00 AM	
Friday 21 August	11:00 AM	Book me	11:00 AM	
Saturday 22 August	12:00 PM	Book me	12:00 PM	
Sunday 23 August	01:00 PM		01:00 PM	
Monday 24 August	02:00 PM		02:00 PM	
Tuesday 25 August	03:00 PM		03:00 PM	
Wednesday 26 August	04:00 PM	Book me	04:00 PM	
Thursday 27 August	05:00 PM	Book me	05:00 PM	
Friday 28 August	06:00 PM	Book me	06:00 PM	
Saturday 29 August	07:00 PM	Book me	07:00 PM	
Sunday 30 August	08:00 PM	Book me	08:00 PM	
Monday 31 August	09:00 PM		09:00 PM	
Tuesday 01 September	10:00 PM		10:00 PM	
Wednesday 02 September	11:00 PM		11:00 PM	


Select the *Booking Sheets* menu item. Then in the left hand column click on the day for which you wish to book a court. Click on the *Book Me* link to the right of the court time that you wish to book. The court will be immediately allocated to you as a provisional booking and you will be taken to the *Your Bookings* page. This will show you the provisional booking that you have just made along with any other bookings that you made earlier and are still valid:

Your Bookings

Your credit: £10.00

The Cost column indicates the amount that will be deducted from your credit when you confirm a booking

Once you have confirmed a booking, you cannot cancel it.

Time	Name	Opponent	Responsible Member	Court	Light Control Code	Cost	Actions	Status
Monday 17 August 09:00AM				1		£2.00	Cancel Confirm	Expires in 59 minutes
Email this information to me.								

Light Control Codes should be entered into the light controller on the day of play before you are due to play.

The lights on the specific court to which the Light Control Code applies will be automatically switched on at the court session start time and switched off 40 minutes later.

If the Light Control Code is entered after the session start time, the lights will be switched on immediately. The lights will still switch off at the normal session end time and so you will not get a full 40 minutes of play.

If the Light Control Code is entered after the session end time, the lights will not be switched on at all.

If the display of the light controller is blank, touch it to wake up the controller.

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You can *Cancel* or *Confirm* this provisional booking either immediately or later.

If you click on the *Cancel* link the booking will be immediately deleted.

The *Status* column indicates how long you have to confirm the court. If you do not confirm the booking within this period your provisional booking will expire and the court session will become available for somebody else to book.

The amount in the *Cost* column informs you of how much it will cost to confirm the court. You must have sufficient credit to cover this cost before you can successfully confirm the booking.

If you click on the *Confirm* link, you will be taken to a page where you need to select your opponent:

Select Opponent



Select your opponent by clicking on your opponents name (scrolling down to find it if necessary).

You will then be taken to a page where you must agree to be the Responsible Member and confirm that you wish to book the court:

Confirm Booking

Confirm Booking

The booking fee of £2.50 will be deducted from your credit when your booking is confirmed.

When you have clicked on the *Confirm Booking* button, the booking amount will be deducted from your credit, a *Light Control Code* will be generated and you will be taken back to the *Your Bookings* page:

Your Bookings

Your credit: £8.00

The Cost column indicates the amount that will be deducted from your credit when you confirm a booking

Once you have confirmed a booking, you cannot cancel it.

Time	Name	Opponent	Responsible Member	Court	Light Control Code	Cost	Actions	Status
Monday 17 August 09:00AM				1		£2.00	Change Opponent	Confirmed
Email this information to me.								

Light Control Codes should be entered into the light controller on the day of play before you are due to play.

The lights on the specific court to which the Light Control Code applies will be automatically switched on at the court session start time and switched off 40 minutes later.

If the Light Control Code is entered after the session start time, the lights will be switched on immediately. The lights will still switch off at the normal session end time and so you will not get a full 40 minutes of play.

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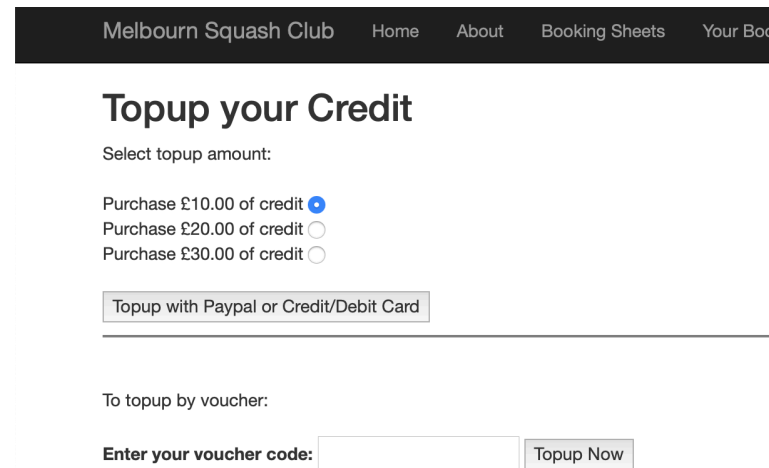
If the display of the light controller is blank, touch it to wake up the controller.

On the Your Bookings page you can click on the *Change Opponent* link to select a different opponent and you can click on the *Email this information to me* link to be sent this information to your email address. The email will be sent by bookings@melbourn-squash.club. You may wish to add this email address to your white list.

The *Light Control Code* is unique and you use this to activate the court lights when you arrive a the squash club.

TOPPING UP YOUR CREDIT

Select the Topup menu item to top up your credit. The *Topup your Credit* page will be shown.



The screenshot shows a website header for 'Melbourn Squash Club' with navigation links: Home, About, Booking Sheets, and Your Bookings. Below the header is a section titled 'Topup your Credit'. Under this title, there is a label 'Select topup amount:' followed by three radio button options: 'Purchase £10.00 of credit' (which is selected), 'Purchase £20.00 of credit', and 'Purchase £30.00 of credit'. Below these options is a button labeled 'Topup with Paypal or Credit/Debit Card'. A horizontal line separates this section from the next one, which is titled 'To topup by voucher:'. Below this title is a label 'Enter your voucher code:' followed by a text input field and a 'Topup Now' button.

Select the amount of credit that you require (£10.00, £20.00 or £30.00) and click on the *Topup with Paypal or Credit/Debit Card* button. This will take you to the *Paypal Topup* page. Note that top-up amounts of £12.50 and £25.00 are now available.

(The *top-up by voucher* option can be ignored unless you have a top-up voucher.)

Paypal Topup

To topup £10.00 your credit using PayPal or Credit/Debit Card use the buttons below:

This system is now live. You will be spending real money.



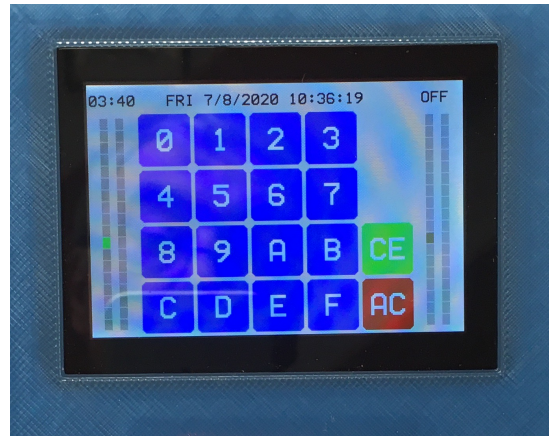
 Debit or Credit Card

Powered by 

To pay with a PayPal account click on the *PayPal* button. To pay by credit or debit card click on the *Debit or Credit Card* button. Follow the payment instructions.

After clicking on the Pay Now button within the payment system, wait to be redirected to the *Your Bookings* page where you will be able to view your updated credit amount.

ACTIVATING THE LIGHTS



The electronic light control system is located on the wall between the doors of court 1 and 2.

Your *Light Control Code* is unique to the court number and court session that you have booked. It can only be used on the day of play.

Before you play, use the blue buttons on the display to enter the 8 characters of your code. The unit will recognise the code and prepare to switch the court lights on and off at the beginning and end of your session.

The lights on the specific court to which the *Light Control Code* applies will be automatically switched on at the court session start time and switched off 40 minutes later.

If the *Light Control Code* is entered after the session start time, the lights will be switched on immediately. The lights will still switch off at the normal session end time and so you will not get a full 40 minutes of play.

If the Light Control Code is entered after the session end time, the lights will not be switched on at all.

If the display of the light controller is blank, touch it once to wake up the controller.

If there is no-one playing on the court session that precedes yours, you can start up to 10 minutes early. Your session will end at the normal time so you will get up to 50 minutes of squash.

If you key in your light control code within 10 minutes of your normal start time you will see a [Start Now](#) button. Touch this to start immediately.

Or at any time within 10 minutes of your normal start time you can touch the region of rectangles for your court. (Left side for court 1, right side for court 2.) You will then see the [Start Now](#) button and you can touch it to start immediately.