

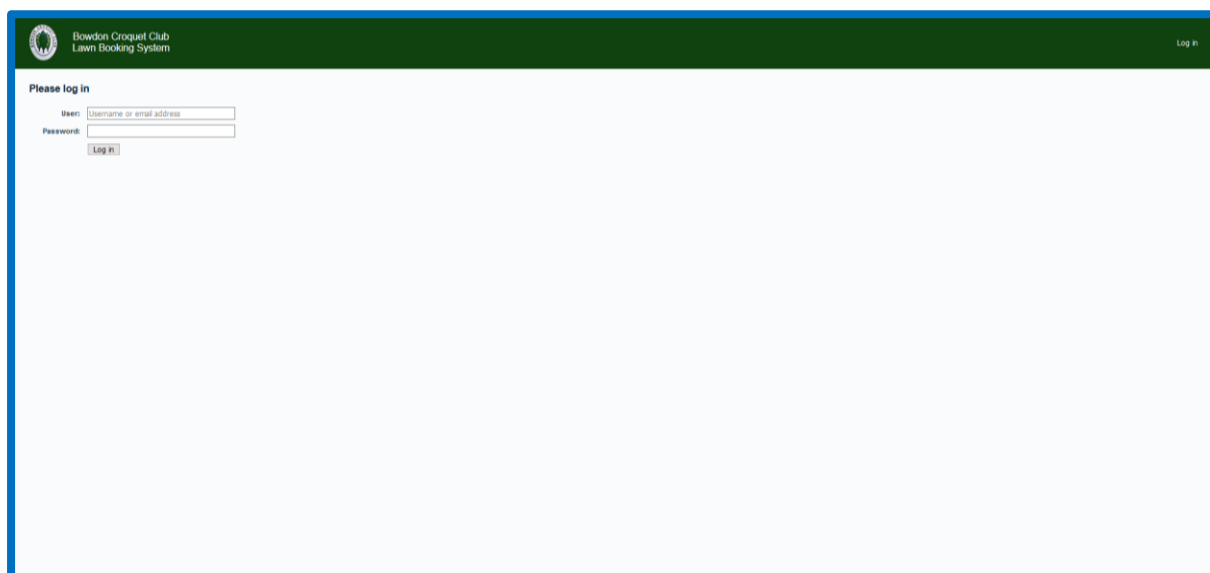
How to Book a Lawn

You will be able to do this on the Bowdon Lawn Booking website. There is a link to the booking website on the Bowdon Croquet Club website, in the **Taking Part** menu. Alternatively, you can click on the following link <https://bowdoncroquetbooking.com/>

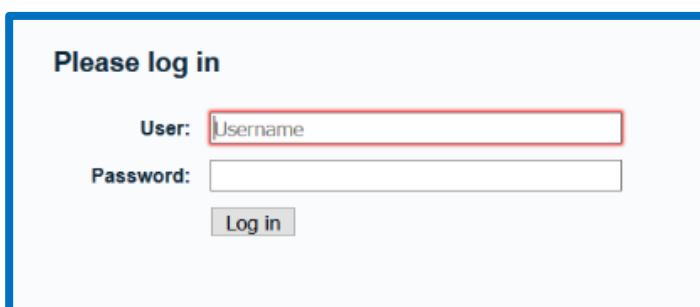
This guide shows how your screen will look on a personal computer or laptop using Windows. The screens look sufficiently similar on Apple computers that you will be able to follow this guide quite easily. The guide takes you through an example which shows you how to book a lawn.

If you are using an android phone or tablet you can see how the screens will display by looking at the last 2 pages of this guide, the **'Phone/Tablet Displays'** section. I-pads, phones and tablets with touch screens allow you to tap on relevant parts of the screen instead of clicking on things as in this guide.

You will now see this screen. It is the 'Log in' screen. Not very intimidating is it, just 2 boxes?



To the right is merely a larger version of the one on the full screen. You will have been given a username and password. You need to type your username into the first box titled **User:**. Next you should type your password into the second box titled **Password:***. Then move your cursor over, and click on, the button named 'Log in'. Be careful to type the username and password exactly as it has been given. In particular, make sure that you have the 'caps lock' key on your computer switched off.



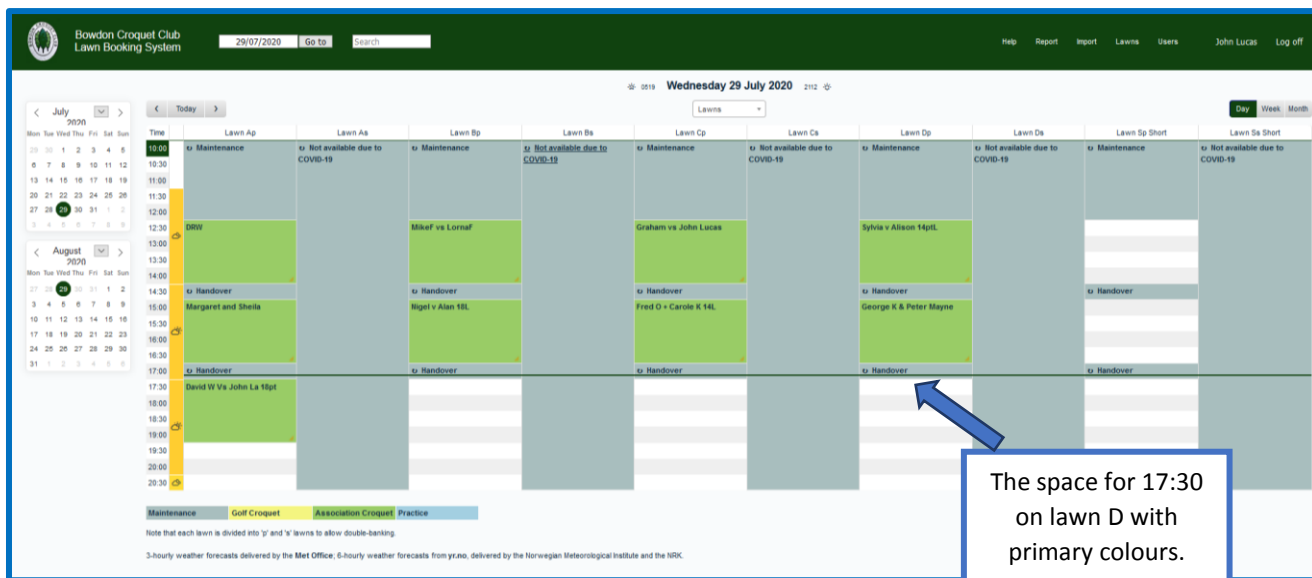
Signing in can be tricky so well done

****You are strongly advised to change your password during your first session. Please see the advice about how to do this on page 6.***

Wednesday 29 July version

If all has gone well you will see a screen similar to the one below. This guide will take you through a 'pretend' booking made by John Lucas. This will show you how it is done and will enable you to make your own bookings.

The 'diary' screen.



The diary screen shows a lot of information, but you can ignore much of it for now. It is like a one-day page in a diary where you can find the time and date for which you want to book a lawn. The lawns are shown along the top of the table and times down the left side. The lawns are labelled with a letter A, B, C, D [the full lawns] or S [the short lawn] and either 'p' or 's'. 'p' is for primary colours and 's' is for secondary colours. **The Bowdon diary screen currently has the 'secondaries' columns blocked off due to Covid-19 precautions.**

The screen illustrated is set for Wednesday 29th July 2020, and that is the day for which an illustrative example is shown. The bookings shown have green coloured shading. At the bottom of the screen you see that the yellow shading is for Golf Croquet and green is for Association Croquet. In this example John Lucas wants to play a 14-point handicap Association game against Sue Lucas, taking 90 minutes.

John and Sue like to play with primary colours. John decides to book a full lawn, labelled D, with primary colours, i.e. 'lawn Dp'. He moves the cursor to, and clicks on, the space for lawn 'Dp' at 17:30. The blue arrow indicates the appropriate space.

Having decided to book a full lawn and a time to play, and clicked on the appropriate square, magically, John is presented with a new 'details' screen, as shown below. This is where he will record the details of the booking.

The screenshot shows the 'Add Entry' form in the Bowdon Croquet Club Lawn Booking System. The header includes the club name, the date '29/07/2020', a 'Go to' button, and a search bar. The main form area contains the following fields and options:

- Created by:** John Lucas (dropdown)
- Brief description:** (text input)
- Full description:** (text area)
- Start:** 29/07/2020 17:30 (dropdown), with an All day checkbox.
- End:** 29/07/2020 19:30 (2 hours) (dropdown)
- Area:** Lawns (dropdown)
- Lawns:** Lawn Bp, Lawn B5, Lawn C0, Lawn C5, Lawn Dp (dropdown menu)
- Type:** Association Croquet (dropdown)
- Confirmation status:** Tentative, Confirmed
- Allow registration:**
- Set event capacity:**
- Event capacity:** 1 (spinner)
- Repeat type:** None, Daily, Weekly, Monthly, Yearly
- Repeat end date:** 29/07/2020 (dropdown)
- Skip past conflicts:**
- Do not send email:**

At the bottom of the form are 'Back' and 'Save' buttons, with a green checkmark icon next to the 'Save' button.

You will notice that there are boxes to be filled in. Most of them are already filled in by default but can be changed by you if necessary. For example, it is assumed that games will last 2 hours, but you can set your own game duration. The screen below shows how your screen will look when you have completed the necessary information about your booking.

The system will send the person making the booking a confirmatory email, unless the box for 'Do not send email' is clicked on.

How to enter that information is also described on the next page.

The screenshot shows the 'Add Entry' form in the Bowdon Croquet Club Lawn Booking System. The form is titled 'Add Entry' and has a header with the club name and date. The form contains several sections: 'Created by' (John Lucas), 'Brief description' (John and Sue Lucas), 'Full description' (14 point handicap), 'Start' (29/07/2020 17:30), 'End' (29/07/2020 19:00 (1.5 hours)), 'Area' (Lawns), 'Lawns' (Lawn Dp), 'Type' (Association Croquet), 'Confirmation status' (Confirmed), 'Allow registrations' (unchecked), 'Set event capacity' (checked), 'Event capacity' (1), 'Repeat type' (None), 'Repeat end date' (29/07/2020), 'Skip past conflicts' (unchecked), and 'Do not send email' (checked). At the bottom, there are 'Back' and 'Save' buttons.

The above illustration shows the boxes into which you should put the necessary details about your booking.

In the box **Brief description**: you can type the players' names – in this example, John and Sue Lucas.

In the box **Full description**: you can type more details about the game you are playing, and also that it is a friendly game.

*You can be flexible in what you type into the **Brief description**: and **Full description**: boxes on the details screen. Just make it clear who is playing and what format is being played (14, 18, 22, or 26 point; friendly or competition match, or practice).*

Because the 17:30 square for a full lawn, Dp, was selected, the **Start**: is shown automatically as 17:30, and the **End**: is by default shown as 19.30 (2 hours). In this example John and Sue only want to play for 90 minutes so would click on the small down arrow, 'v', to the right of the '**End**: time 19:00 (1.5 hours)' and then click on the 19:00 (1.5 hours) button that will be shown in the 'drop-down' menu.

The lawn that was selected in the example, 'Dp', will be highlighted in blue in the **Lawns**: box.

The **Type**: box will be set for 'Association' as the default so you don't have to do anything unless you are playing Golf or Practicing.

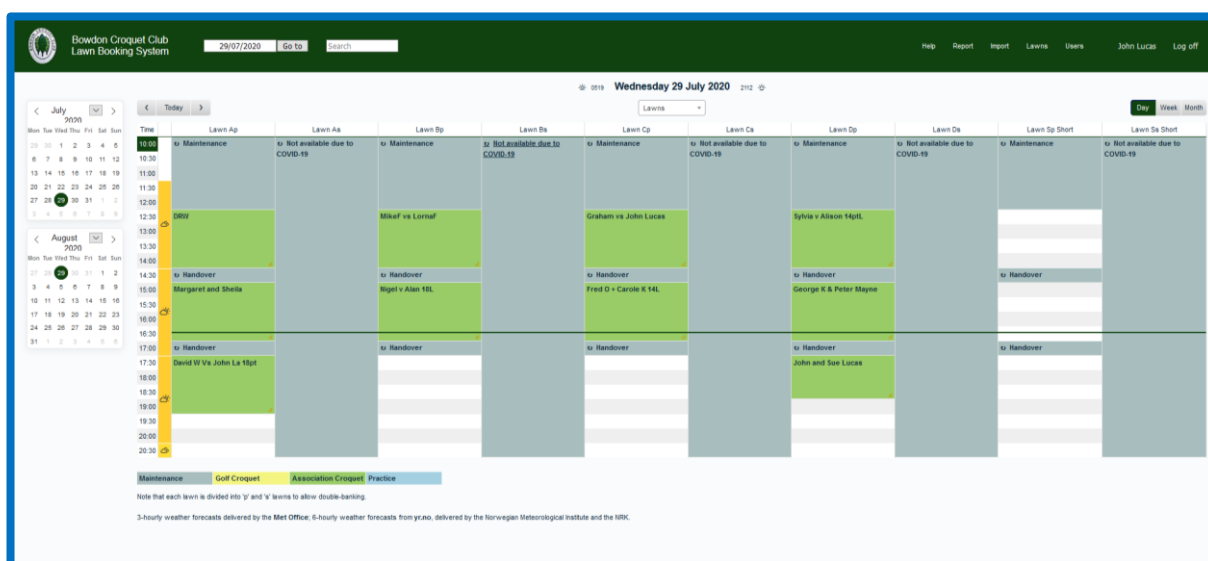
Now you can type in the details of your booking, and if you are feeling quite decisive, accept the default 'Confirmed' in the Confirmation status: choices.

To the right of the 'Save' button are 2 ticks or crosses or exclamation marks. If both are ticks then everything is OK. If either is a cross or exclamation mark you should click on them to get advice about your booking. Finally, you click on the 'Save' button, with a confident flourish.

When you arrive to play you will see that week's Lawn Rota on the whiteboard near the clubhouse door. **Although you have booked a lawn labelled with a letter, you should abide by that week's Lawn Rota to decide which lawn you will use. Play on the first available lawn offered on the Lawn Rota. The lawns should be used according to the precedence given in the Lawn Rota.**

Wednesday 29 July version

You are now automatically taken back to the diary screen with the example booking clearly made, as shown below, in green shading to show other players that John and Sue are playing Association. Your real booking will be shown.

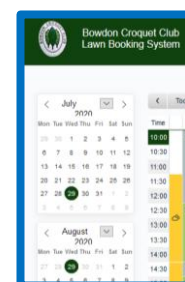


You have now seen how to book a lawn for 17:30 on 29th July to play a 14-point friendly, and will have made your own booking. You can now click on 'Log off' at the top right of the screen, and have a celebratory drink. However, while you are drinking you are strongly advised to explore some other clever things that can be done with this system, including changing your password. See below.

Further features, using Phones/Tablets and Password Change

Selecting future dates - The most likely change to the above would be if you had wanted to play on a date other than 29th July 2020, say the 30th July 2020. You would then have needed to set the screen for 30th July 2020.

To do that on a PC or laptop you just need to look at the calendar to the left side of the table and click on the 30th July 2020. The appropriate diary screen will be displayed. If you wanted to play in August, then you can click on an appropriate date in the August box.



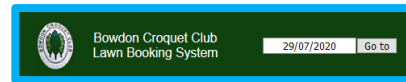
You can also choose a date by clicking on the arrows to either side of 'Today'. Left to go back one day and right to go forward one day.

Weekly and Monthly view: on the righthand side of the diary screen you will see the option to view either a weekly or monthly diary. Views are limited, especially on a phone or tablet. The left and right arrows either side of 'Today' will scroll through weeks/months and could be useful to find a lawn at busy times.

As the calendar does not appear on Android/Apple phone/tablets you can use these features to scroll to other dates.

Wednesday 29 July version

You can also type a date into the box shown here, which appears on the screens, and click on 'Go to' to find the diary for that date.

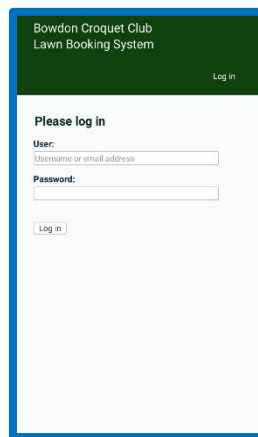


Password Change: You may decide to change your password. In fact, it is strongly recommended that you do this as soon as possible. To do that you should go to the screen above and click on the word 'Users' towards the top right. You will then see a screen which has your name displayed. Click on your name and another screen will be shown, which allows you to change your password. The new password has to satisfy certain requirements – a minimum of 8 characters, at least one upper and lower case letter, at least one number and one special character such as ?*&\$.

PC Use: If you are using a PC to access the booking website, you can highlight a number of 30 minute time slots and when the Entry screen displays it will accommodate the times you have highlighted, which speeds up entering details.

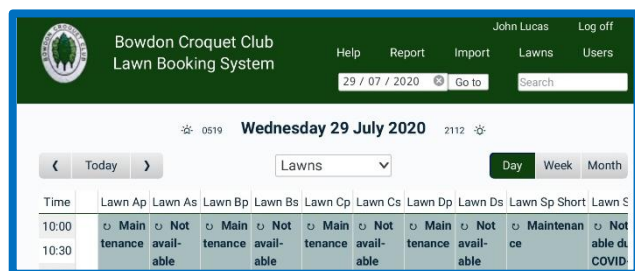
Phone/Tablet Displays.

The sign in screen.



Two views of the diary page.

NB The 'calendar' is not shown.



You can see more of this diary page by scrolling. It is best viewed in landscape format, by rotating your phone or tablet.

Wednesday 29 July version

And now the 'Details' screen.

Add Entry

Created by: John Lucas

Brief description:

Full description:

Start: 29 / 07 / 2020 17:30
All day

End: 29 / 07 / 2020 19:30 (2 hours)

Area: Lawns

Lawns:
Lawn Ep
Lawn Es
Lawn Cp
Lawn Cs
Lawn Op

Type: Association Croquet

Confirmation status:
Tentative Confirmed

Limitations

You can only book lawns up to 3 weeks ahead.

You cannot have more than 3 future games booked. If you want to book 4 games you should book 3, and then book the fourth after the first game has been played.