

## **On-line Booking: Using the Touch Screen at Hazelwood**

If, when you arrive at the screen, the screensaver is operating touch the screen lightly and the Welcome Screen will appear.

Now you can login. Select "**Log in**" and enter your member ID on the numeric keypad, press "**Enter**". If you don't know your ID then click "**Member List**" and find your name among the listing. You can choose the "**Log in**" option on the left to go back to the login screen but this time the member ID box will be completed. Add your PIN and press "**Log in**".

Your initial PIN will be a 4 digit number and will be sent to you via e-mail for those who have access to e-mail or via letter for those members who do not have access to the internet. The system will prompt you to amend this initial PIN number to one of your own, it is important that this number is kept secret at all times.

To book a court, select booking area, select day and select court. You are now in the booking screen. Choose the court and playing time you want and touch "**Confirm Booking**".

If you wish to include your opponent's name select "**Find Opponent**" choose the name from the listing and press "**Select**" then "**Confirm Booking and Price**". Your opponent's name will appear in the court slot along with your own and the next time they login they will be invited to credit your account with their share of the court fees. *Please note:* Only two members can share the court fee (singles). The system will not allow for four members (doubles).

If you subsequently wish to relinquish the court you can delete the booking by clicking the booked court and selecting the "**Delete Booking**" option. If you delete the booking more than 7 days in advance the system will automatically credit your account; after that a refund will be made only if the court is subsequently booked by another member.

You can check your account at any time by clicking "**Your Account**". Similarly you can view your open bookings by choosing "**Your Bookings**".

For your information, you cannot top up your account from the touch screen, for security reasons. However you can change your PIN by pressing the "**Your Account**" button and you can also move credit around using "**Transferring Funds to Another Member**". This will be useful to members who have children who are Juniors and who don't have a credit or debit card of their own.

If you experience any difficulty using the system, or have any comments regarding it, please send an e-mail to [nick@hazelwoodtennisclub.co.uk](mailto:nick@hazelwoodtennisclub.co.uk) or leave a message at the club office on 020 8360 5660.