

Team Booking Requests A visual guide for team captains

Ian Stewart

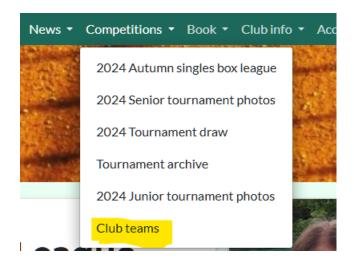
Version 1.1

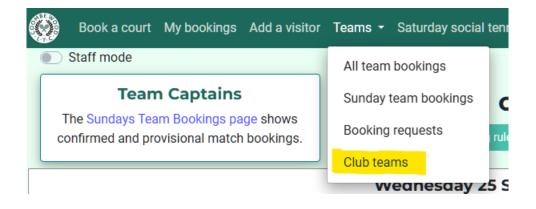
22 October 2024

Updated to cover booking midweek matches

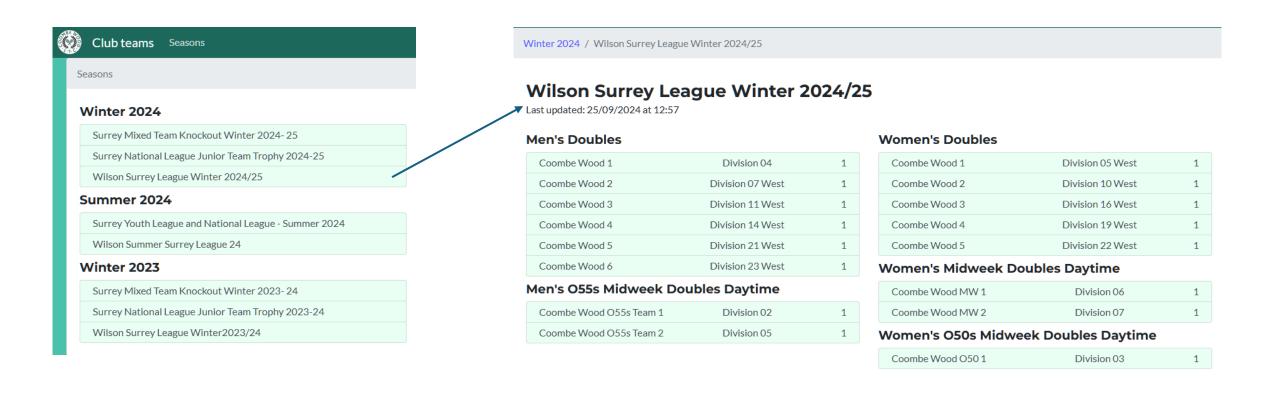
Court Booking Request are made through your team's page accessible form the Club Teams page.

The Club Teams page appears under the *Competitions* menu of the club home page and also under *Teams* on the court booking page. Also note the link to *Sunday Team Bookings*.

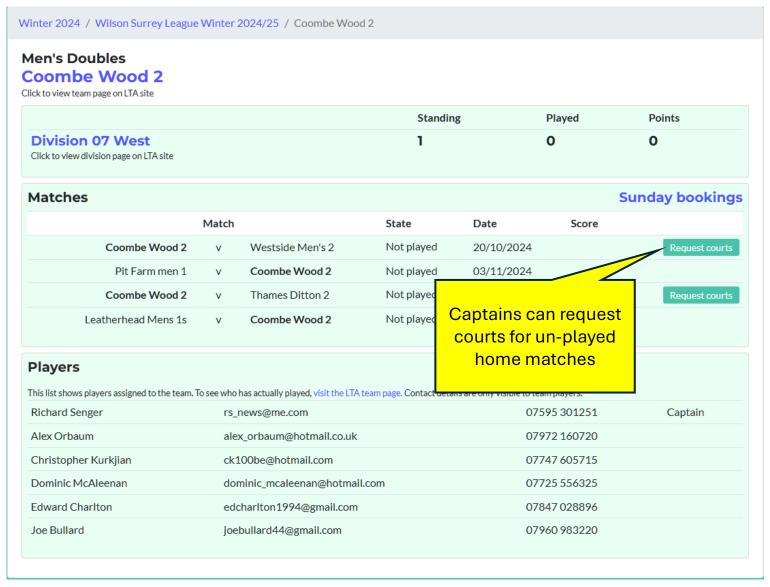




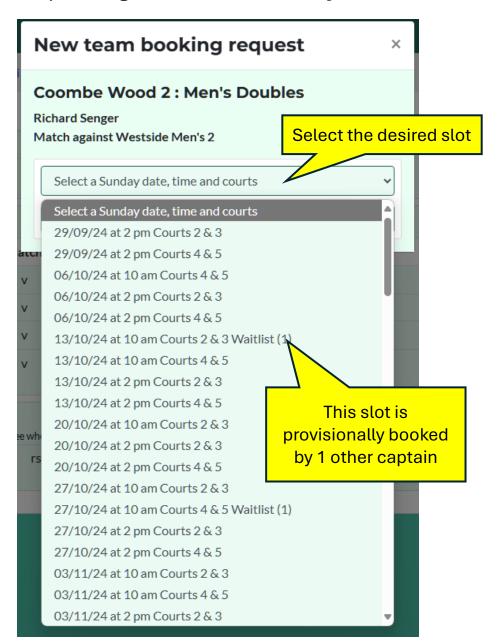
The Club Teams page shows all leagues that the club takes part in organised by seasons. The information is updated from the LTA site each night.

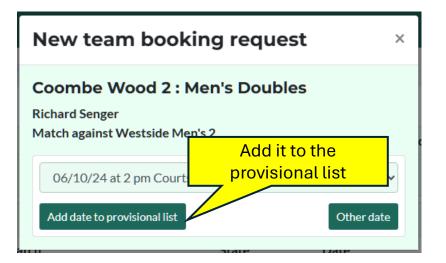


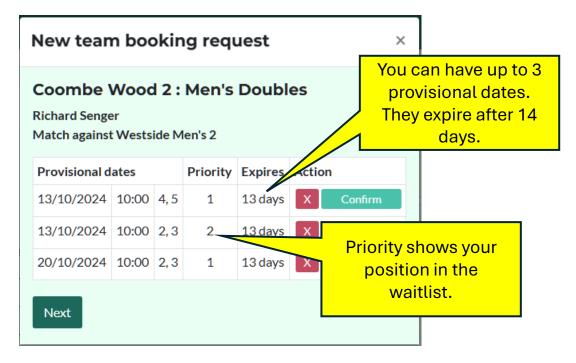
The page for a club team shows the current state of all matches. Links on the page go directly to the LTA site if you want more for more detail



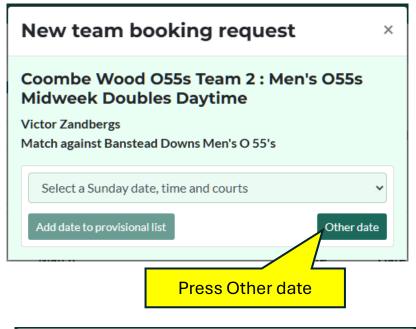
Requesting courts for a **Sunday** match

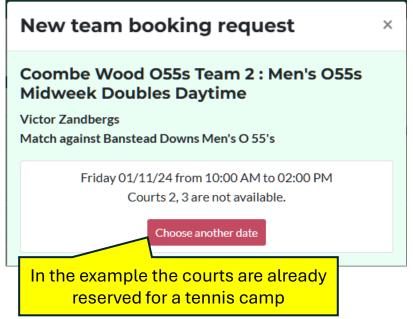


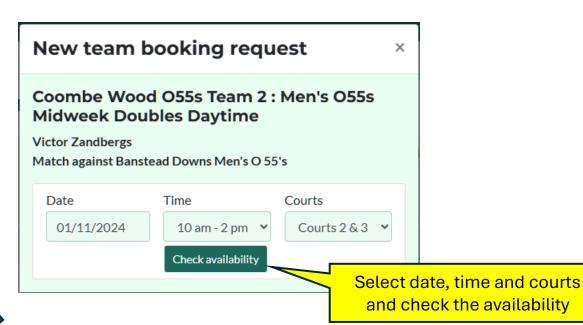


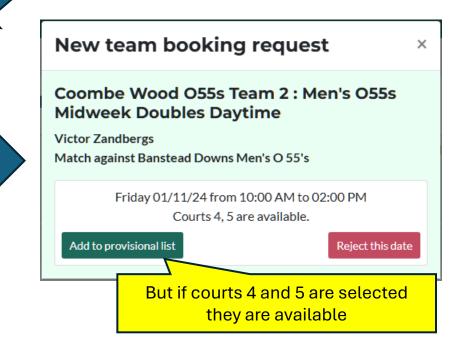


Requesting courts for a mid-week match











Submit

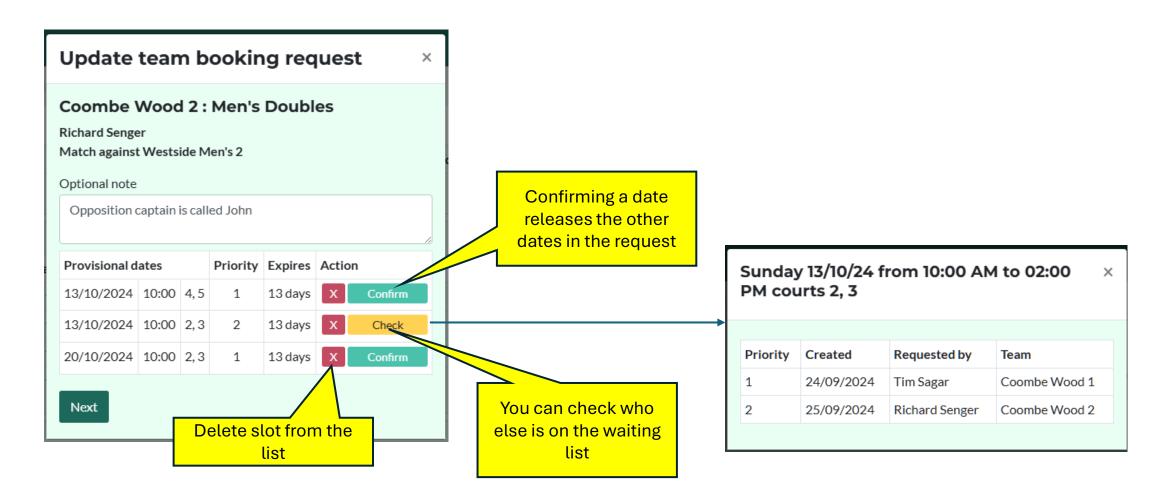
You can add an optional note before saving.

Button changes to update request after saving.

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Matches					:	Sunday lokings
	Match		State	Date	Score	/
Coombe Wood 2	٧	Westside Men's 2	Not played	20/10/2024		Update request
Pit Farm men 1	٧	Coombe Wood 2	Not played	03/11/2024		

You can re-open a request and update it at any time, always subject to a maximum of 3 slots.

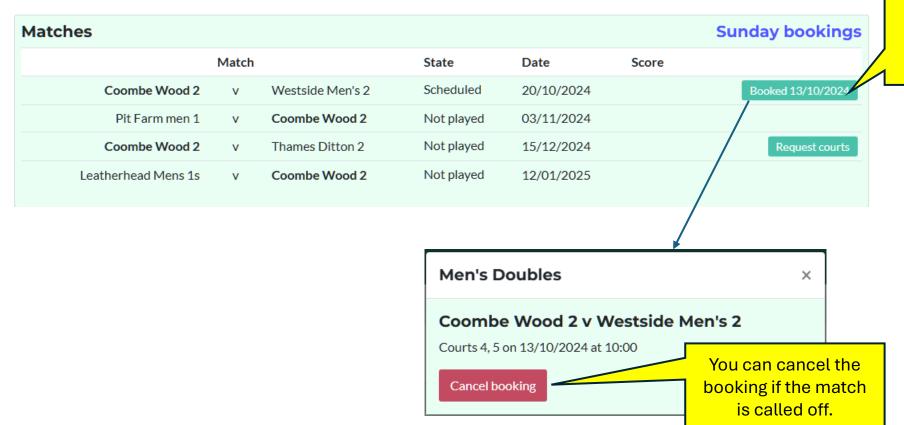


The Sunday Team Bookings page shows provisional and confirmed bookings.

You can also update your own bookings or initiate a new booking from this page by clicking *Request* courts in a free slot.

You will have to identify which match it is for if you use that route.

Date	Time		Courts 2 & 3	Courts 4 & 5	
Sun 29 Sep 2024	10:00		Request courts	Request courts	
	14:00		Request courts	Request courts	Provisional slots are
Sun 06 Oct 2024	10:00		Request courts	Request courts	yellow.
	14:00		Request courts	Request courts	•
Sun 13 Oct 2024	10:00		2 requests Coombe Wood 1	Coombe Wood 2	
	14:00		Request courts	Request courts	
Sun 20 Oct 2024	10:00		Coombe Wood 2	Request courts	
	14:00		Request courts	Request courts	
Sun 27 Oct 2024	10:00		Request courts	Coombe Wood 1	
	14:00		Request courts	Request courts	
					ed slots are blue
	14	4:00	Request courts	Request courts	
Sun 13 Oct 2024		4:00 0:00	Request courts Coombe Wood 1	Request courts Coombe Wood 2	
Sun 13 Oct 2024	10		<u> </u>	<u> </u>	
Sun 13 Oct 2024 Sun 20 Oct 2024	10	0:00	Coombe Wood 1	Coombe Wood 2	
	10	0:00 4:00	Coombe Wood 1 Request courts	Coombe Wood 2 Request courts	
	10 14 10 14	0:00 4:00 0:00	Coombe Wood 1 Request courts Request courts	Coombe Wood 2 Request courts Request courts	



The match is shown as booked on the team page.

Email Reminders

You will get a reminder email about a slot 1 week before it expires You get a second reminder 2 days before it expires and a mail when it actually expires.

Email Updates

When a slot is released because a captain no longer needs it, anyone on the waiting list whose position has changed gets an update email.

Feedback about this new application is welcome.

Please mail comments to membership@coombewoodltc.co.uk