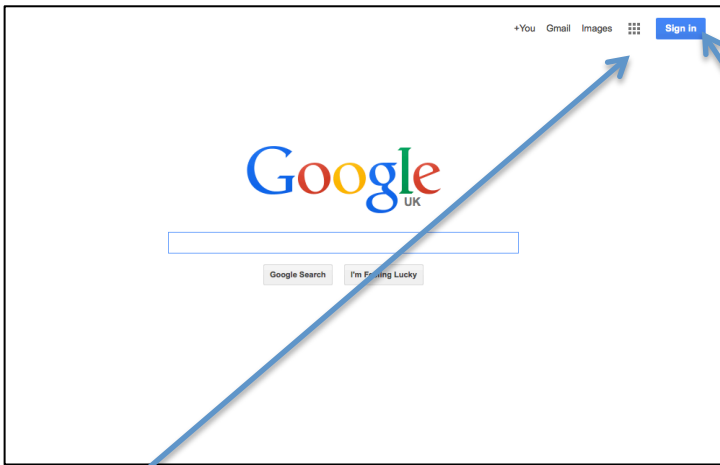



Whitton Tennis Courts Booking system

The Booking System uses Google Calendars as a court booking system. To Book a court you can use the Google Account: WTCourts@gmail.com

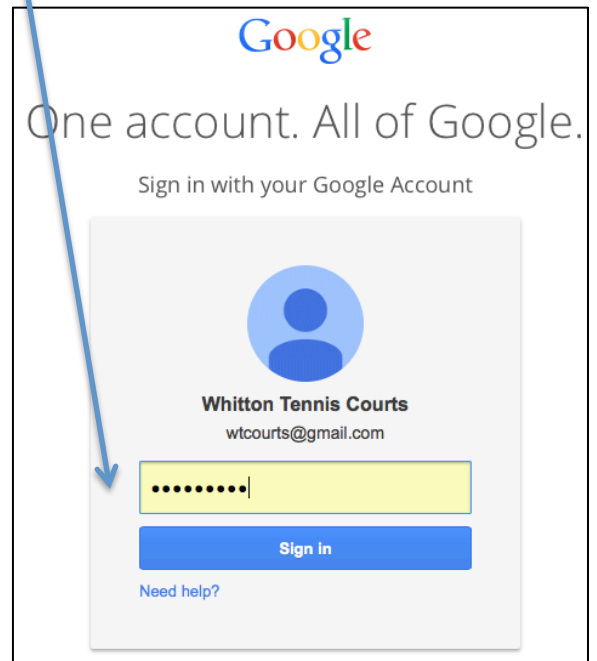
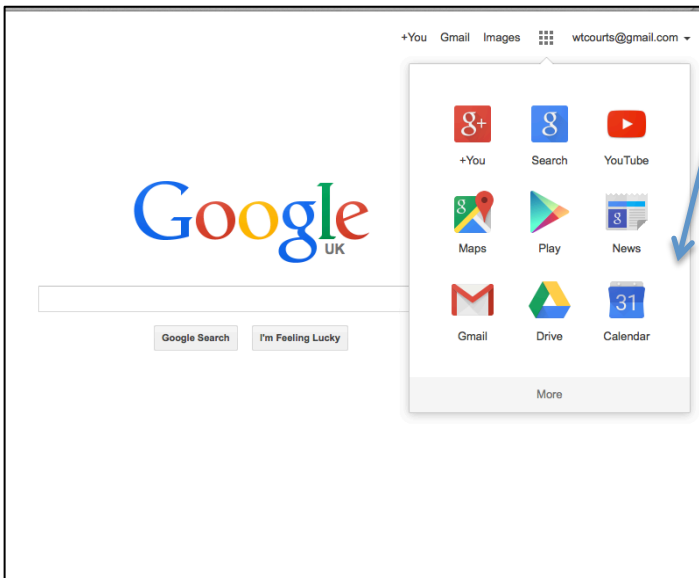


- To begin go to the Google homepage and click on press the blue **Sign In** on the top right corner.

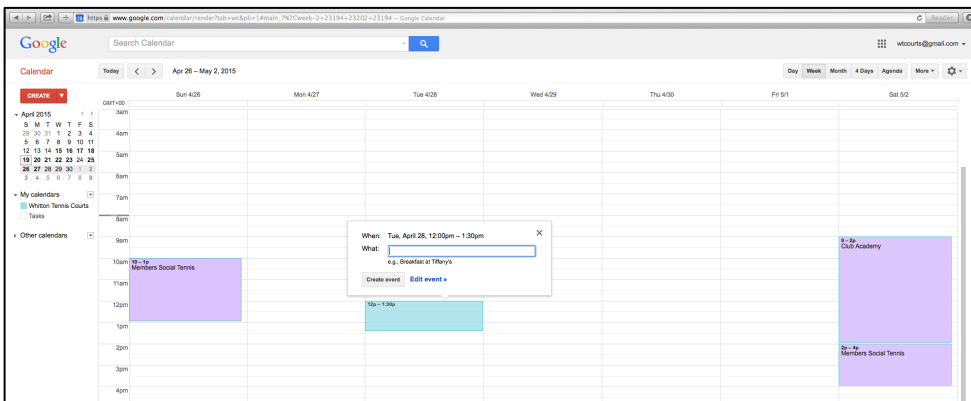
- Sign in as [WTCourts](mailto:WTCourts@gmail.com) (You do not need enter the @gmail.com) with the password provided.

- Once you've signed in, you're computer will go back to the Google homepage. From here press the  symbol that is at the top.

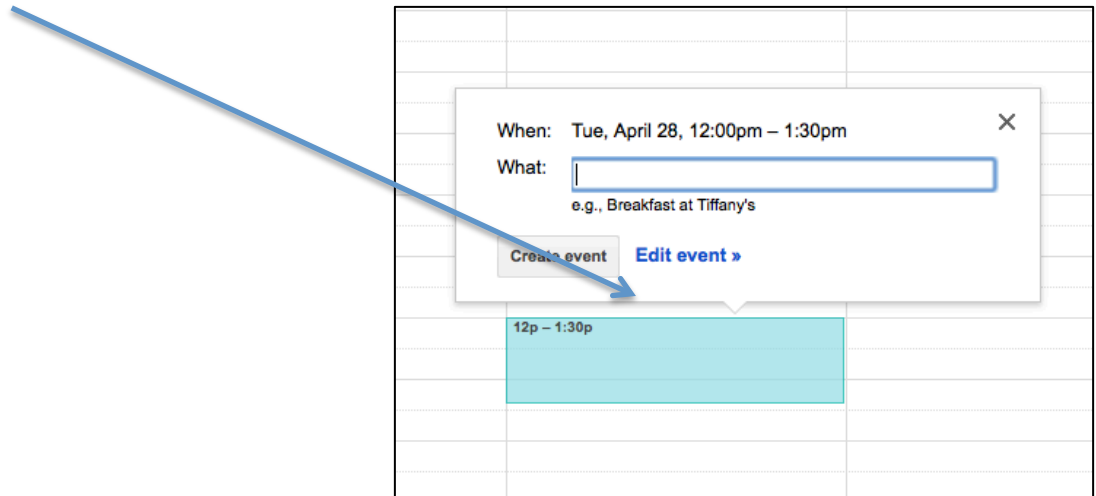
- A drop down bar will appear, click on Calendar.



- The screen will have the weekly calendar



- Find the date you wish to book a court and click on the time you wish to start (the booking is pre-set at 1hour 30 minutes but can be changed).
- A box will appear with an option to **Edit Event**. Click this.



- Type the name of the person booking the event in **What** field

← **SAVE** Discard

Name

4/28/2015 12:00pm to 1:30pm 4/28/2015 [Time zone](#)

All day Repeat...

Event details [Find a time](#)

- Type the court number in the **Where** field

Where

Video call [Add video call](#)

Calendar

Description

- Click on the colour to colour code the event according to the court number

Event color

Notifications

[Add a notification](#)

- Press the Save Button at the top to complete your booking



Show me as Available Busy

Visibility Calendar default Public Private

Making this event public will expose all event details to anyone who has access to this calendar, even if they can't see details of other events. [Learn more](#)



Court 1-Red
 Court 2-Blue
 Court 3-Green
 All Courts-Pink

- Your booking will now appear on the screen colour coded according to the court you have booked. Please remember floodlight bookings are for court two only and must end at 21:30 when the lights will automatically go out.

The screenshot shows a Google Calendar interface for the week of May 3-9, 2015. The calendar is displayed in a weekly view with columns for each day from Sunday to Saturday. The time slots range from 7am to 9pm. Several bookings are visible:

- Monday 5/4:** A grey block from 7am to 8am.
- Sunday 5/3:** A purple block from 10am to 11am labeled "Members Social Tennis".
- Tuesday 5/5:** A red block from 1pm to 2:30pm labeled "Rachel".
- Saturday 5/9:** A purple block from 9am to 2pm labeled "Club Academy".
- Saturday 5/9:** A purple block from 3pm to 4pm labeled "Members Social Tennis".

The interface includes a search bar at the top, a "CREATE" button on the left, and a navigation pane showing the current month and other calendars.