

# GUIDE TO BOOKING COURTS

## BOOKING COURTS

1. Enter the following url into your internet browser

<https://blackheathsquashclub.mycourts.co.uk>

2. Enter your Username and Password where indicated. These will have been sent to you when you joined.



# Blackheath Squash Club

Established 1928

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**MEMBER LOGIN**

username

\*\*\*\*\*

Remember Login

Submit

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## Sunday 04/12/2016

MORNING   AFTERNOON   **EVENING**   ALL TIMES

### SQUASH 1

n/a

### SQUASH 2

n/a

### BOOKING SHEETS

**Sunday 04/12/2016**

Monday 05/12/2016

Tuesday 06/12/2016

3. Click on the Booking Sheets Tab & choose the day you wish to book for. At the time of writing, courts can only be booked for 6:00pm - 9:20pm Monday - Friday.
4. At all other times, turn up and put your name on the whiteboard above the

**John Mead**  
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**BOOKING SHEETS**  
 Sunday 04/12/2016  
**Monday 05/12/2016**  
 Tuesday 06/12/2016  
 Wednesday 07/12/2016  
 Thursday 08/12/2016

**Monday 05/12/2016**

MORNING AFTERNOON **EVENING** ALL TIMES

**SQUASH 1**

1800: Joe Lovell  
 1840: Fernando Mendes  
 1920: Gabor Bary  
 Simon Ruff  
 2000: Simon Ruff  
 Gabor Bary  
 \*2040: book now  
 (40 mins)  
 2120: Mark Godden

**SQUASH 2**

1800: Laura Ings  
 1840: John Mead  
 Gareth Owen  
 1920: book now  
 (40 mins)  
 2000: Charles Tedesco  
 Francisco Bernardo  
 2040: Simon Cork  
 2120: Peter Griffiths  
 Josh Hanning

light meters - first come first served to 40 min games.

5. In the above example, you will see I have Court 2 booked at 18:40 to play against Gareth Owen. I am allowed to book up to two courts a week, so I've clicked on the 20:40 Court 1 slot, which is showing as unbooked.
6. On the next screen, it will check whether you do want to book the court. Click "Yes".

**John Mead**

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## Are you sure you want to book this court?

|                        |          |       |            |    |
|------------------------|----------|-------|------------|----|
| Monday 5 December 2016 |          |       |            |    |
| Squash 1               | 2040 hrs | £0.00 | <b>Yes</b> | No |

### Squash Court Booking Rules

- Members can book courts 14 days prior from 12 noon. In other words, a new "booking sheet" is auto added to the system 14 days prior at 12 noon.
- Only peak-time courts from 6 pm to 9.20 pm (finishing 10 pm) Monday to Friday can be booked on
- Maximum 2 peak-time bookings per member per calendar week.
- Members should select their opponent's name to show on the booking sheet.

7. The next screen will show all your court bookings. The next thing to do is to add your opponent's name. You don't have to do this, but if you do, the system will send them reminders on court bookings and they will be able to check in your booking on the day (see later). Click on "Select Opponent(s)".

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## John Mead

### Court Bookings

|                        |                                    |       |                                    |                        |
|------------------------|------------------------------------|-------|------------------------------------|------------------------|
| Monday 5 December 2016 |                                    |       |                                    |                        |
| Squash 1, 2040 hrs     | <a href="#">select opponent(s)</a> | £0.00 | <a href="#">cancel</a>             |                        |
| Squash 2, 1840 hrs     | Gareth Owen                        | £0.00 | <a href="#">change opponent(s)</a> | <a href="#">cancel</a> |

Click on the envelope  ("mailto" link) to launch a new email message window to your partner( only works if you have an email programme installed on your computer.

Attn web-mail users (eg. GMail, Hotmail, etc): you can install a browser plugin or adjust your cc make "mailto" links work on your computer. For instructions, search the web for "[mail service] m mailto link".

8. You will receive an automatic email notifying you that you have booked a court. I use Mozilla Thunderbird as my email client, so here it is notifying me of the email.

nishing  
r calend  
show or



**coach@blackheathjuniorsquash.co.uk received 1 new message**

**Confirmed court reservation** Blackheath Squash Club

Dear John Mead, You have made a reservation for the following court. Monday ...

9. When you click on "Select Opponent(s)", the next screen will ask you to choose your opponent from an alphabetical list.

## Select your partner(s) or opponent(s)

Select your playing partner(s) or opponent(s) to show on the booking sheets and for them to appear in their bookings.

| Monday 05 December 2016, 2040 hrs, Squash 1 |                 |
|---------------------------------------------|-----------------|
| 1st partner or opponent                     | (no opponent) ▼ |
| 2nd partner or opponent                     | (no opponent) ▼ |
| 3rd partner or opponent                     | (no opponent) ▼ |
| <input type="button" value="Submit"/>       |                 |

10. In this example I have chosen to play against Andre Nowaczek, whose name

## John Mead

### Court Bookings

| Monday 5 December 2016             |                  |                                    |       |                        |
|------------------------------------|------------------|------------------------------------|-------|------------------------|
| <a href="#">Squash 1, 2040 hrs</a> | Andre Nowaczek ✉ | <a href="#">change opponent(s)</a> | £0.00 | <a href="#">cancel</a> |
| <a href="#">Squash 2, 1840 hrs</a> | Gareth Owen ✉    | <a href="#">change opponent(s)</a> | £0.00 | <a href="#">cancel</a> |

Click on the envelope ✉ ("mailto" link) to launch a new email message window to your partner or opponent. This will only work if you have an email programme installed on your computer.

After clicking on the envelope link, the name of the opponent now appears on my booking.

11. And the court booking, with both our names now appears on the booking sheets.

# Monday 05/12/2016

MORNING

AFTERNOON

**EVENING**

ALL TIMES

## SQUASH 1

1800: Joe Lovell

1840: Fernando Mendes

1920: Gabor Bary  
Simon Ruff

2000: Simon Ruff  
Gabor Bary

2040: John Mead  
Andre Nowaczek

2120: Mark Godden

## SQUASH 2

1800: Laura Ings

1840: John Mead  
Gareth Owen

1920: book now  
(40 mins)

2000: Charles Tedesco  
Francisco Bernardo

2040: Simon Cork

2120: Peter Griffiths  
Josh Hanning

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## CANCELLING COURTS

12. Oh no! Something's come up and I can no longer play. I can cancel the court up to 12 noon on the day without penalty. If I cancel the court after that time, I will not be charged IF someone else books the court. If they don't I will be charged £6 for the court, and I will be unable to book any further courts until this is paid.
13. Simply go to the booking sheet for the day and click on your name.
14. A list of your court bookings will appear, and you just have to click "cancel".

## John Mead

### Court Bookings

| Monday 5 December 2016             |                                                                                                                  |                                    |       |                        |
|------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------|-------|------------------------|
| <a href="#">Squash 1, 2040 hrs</a> | <a href="#">Andre Nowaczek</a>  | <a href="#">change opponent(s)</a> | £0.00 | <a href="#">cancel</a> |
| <a href="#">Squash 2, 1840 hrs</a> | <a href="#">Gareth Owen</a>     | <a href="#">change opponent(s)</a> | £0.00 | <a href="#">cancel</a> |

Click on the envelope  ("mailto" link) to launch a new email message window to your partner(s) or opponent(s). This only works if you have an email programme installed on your computer.

**Attn web-mail users** (eg. GMail, Hotmail, etc): you can install a browser plugin or adjust your computer settings to make "mailto" links work on your computer. For instructions, search the web for "[mail service] mailto link".

### Squash Court Booking Rules

- The court is then cancelled and immediately offered out to anyone on the Court Cancellation email group. The booking no longer appears in the list of your bookings.

## John Mead

### Court Bookings

| Monday 5 December 2016             |                                                                                                                 |                                    |       |                        |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------|-------|------------------------|
| <a href="#">Squash 2, 1840 hrs</a> | <a href="#">Gareth Owen</a>  | <a href="#">change opponent(s)</a> | £0.00 | <a href="#">cancel</a> |

Click on the envelope  ("mailto" link) to launch a new email message window to your partner(s) or opponent(s). This only works if you have an email programme installed on your computer.

**Attn web-mail users** (eg. GMail, Hotmail, etc): you can install a browser plugin or adjust your computer settings to make "mailto" links work on your computer. For instructions, search the web for "[mail service] mailto link".

- And the court is shown as free on the booking sheet.

# Monday 05/12/2016

MORNING

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## SQUASH 1

1800: Joe Lovell

1840: Fernando Mendes

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Simon Ruff

2000: Simon Ruff  
Gabor Bary

2040: [book now](#)  
(40 mins)

2120: Mark Godden

## SQUASH 2

1800: Laura Ings

1840: [John Mead](#)  
Gareth Owen

1920: [book now](#)  
(40 mins)

2000: Charles Tedesco  
Francisco Bernardo

2040: Simon Cork

2120: Peter Griffiths  
Josh Hanning

## PRE-BOOKED TIMES

17. Some times are pre-booked for team matches - these are done before the booking sheets go live and you will not be able to book them. Saturday mornings are also reserved for Junior Squash and Sunday mornings for Group Coaching.

# Wednesday 07/12/2016

MORNING

AFTERNOON

EVENING

ALL TIMES

## SQUASH 1

1800: Vic Hansell

1840: Ian Osborne

1920: Eugene Romain

2000: 1st Team Match

2040: 1st Team Match

2120: 1st Team Match

## SQUASH 2

1800: Sean Woodford

1840: Sean Woodford

1920: [book now](#)  
(40 mins)

2000: 1st Team Match

2040: 1st Team Match

2120: 1st Team Match

## GETTING YOUR GAMES PLAYED

Courts become available two weeks ahead, at 12 noon. Some players know this and will book two weeks ahead and find a partner during that two week period. The best way to guarantee you get your games in is as follows:-

1. Work out which days you can play on
2. Book courts two weeks ahead
3. Put your opponents into your phone contacts and form a text / WhatsApp group for your current league
4. TEXT / WhatsApp your opponents - this is far more likely to get a response than an email
5. Let people know if you are going away on holiday - your opponents want to play you so will prioritise you when you are around
6. Cancel courts you can't fill with league games or friendlies
7. If you have games lined up for when you come back from holiday, make sure to take your squash racket with you and get in touch with the local squash club to get in some practice while you are away.