

Tennis & squash

Online Booking – away from the club

using your PC, laptop, smartphone or whatever

Go to the club website waverleysports.co.uk & click where it says “Click here for Online Booking” (green box, bottom left). Enter your User ID and Password*, then click “Login”.

* Your User ID and Password are both set as (lower case) your 1st initial & surname (e.g. **User ID** jsmith, **Password** jsmith).

You then see today’s booking sheet. If you want another date, choose it from the Calendar (right). Click “earlier” or “later” to go back or forward. From “**Activity**” (green line) select “Squash Courts” or “Tennis courts” then click on the court time you want.

You then see a blue box.

(At this stage you can, if you wish, add your opponent. Start typing their **surname** then choose from the list of names which appears.)

Click “OK” to book the court & “OK” again to confirm. You (and your opponent if you added one) will get an automatic confirmation email & a reminder on the day.

To exit, click “**Logout**” (green line).

To **cancel a court**, click on it (or choose from the drop-down list of your bookings at the bottom of the booking sheet) & click “Delete Booking” then “Yes” to confirm.

To **change your password**, go to “**My Menu**” (green line) & click “Password”. Enter your old password, then your new one twice, then “OK” to confirm.