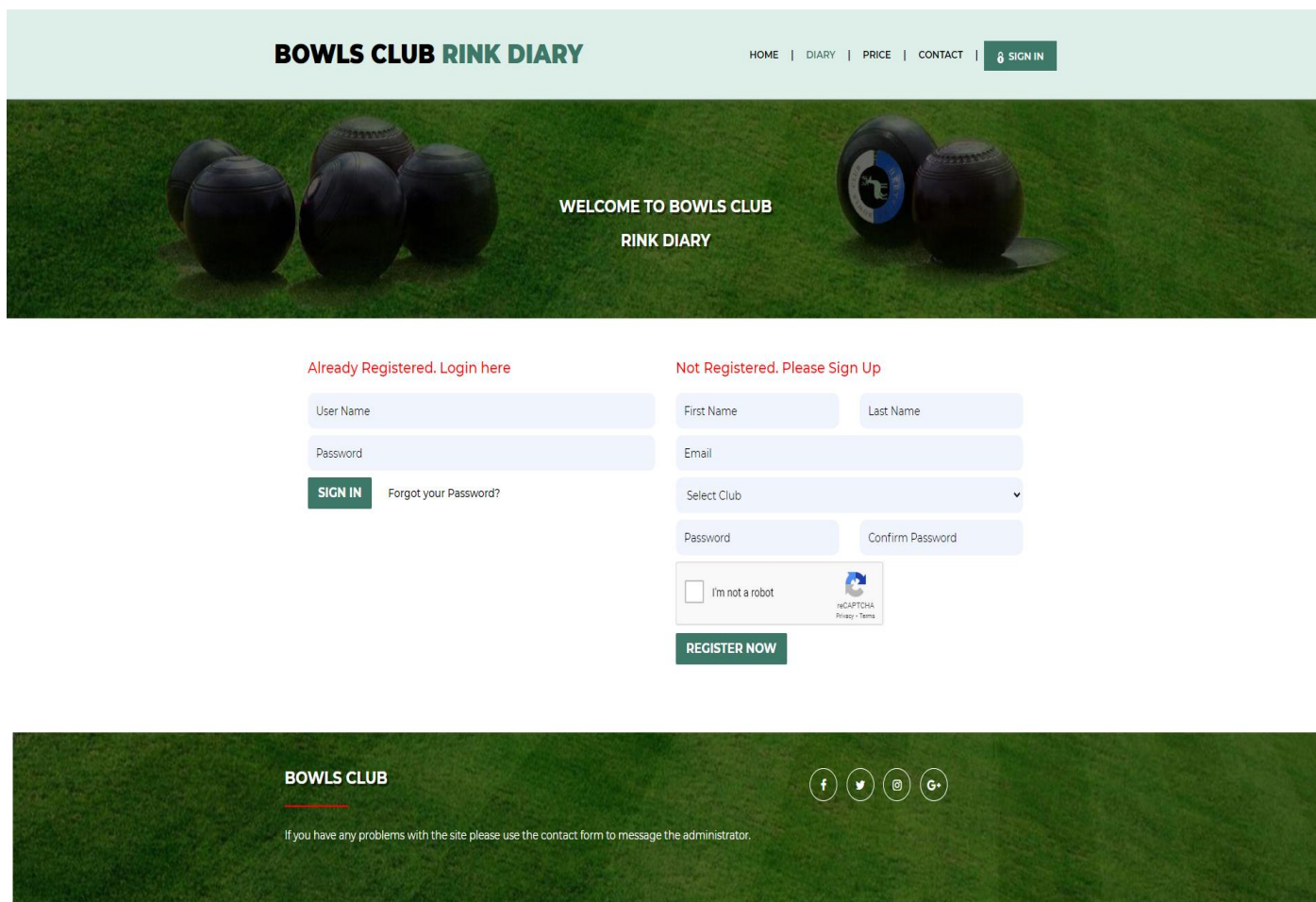


Rink Diary User Manual (v6)



Sign In or Register

Above is the Sign In or Register Now panel that appears when you open the homepage of your club's online diary. If you are registered and have login details you can use the left of the panel to sign in. If you have forgotten your password just click on "Forgot your Password", enter your user name and a new password will be emailed to you. You can change the new password once you have signed in by clicking on the "My Profile" tab which appears when you are signed in.

If you are not yet registered fill in your details on the right of the panel, tick the box in the "I'm not a robot" panel, click "Register Now" and the administrator will approve your registration.

If two or more clubs use the same online booking diary you will have a choice of clubs to sign up with from the dropdown menu on the "Select Club" tab. In most cases only your club name will appear.

You will be sent an email to let you know your registration has been approved and you will then be able to sign in with the details you have provided. The sign in user name is usually your first name and either the first initial of your surname or your full surname.

The Diary

Once you are signed in to the system you will see a diary page similar to that below with 7 day view. The page will open at today's date which is highlighted in a different colour.

The day is split into timed sessions, each split into a number of rink slots (1– 6 below but this may vary from club to club). Session times are as shown on the left of the page and may be edited by the administrator, in the Control Panel.

[Return To Today](#)

Search Date
 [Go](#)

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	Monday 08th Mar 2021	Tuesday 09th Mar 2021	Wednesday 10th Mar 2021	Thursday 11th Mar 2021	Friday 12th Mar 2021	Saturday 13th Mar 2021	Sunday 14th Mar 2021
10.00AM TO 11.30AM	1		MAINTENANCE		BOOKED	BOOKED	
	2		MAINTENANCE		BOOKED	BOOKED	
	3		MAINTENANCE			BOOKED	
	4		MAINTENANCE				
	5		MAINTENANCE	BOOKED		BOOKED	
	6		MAINTENANCE				
12.00PM TO 1.30PM	1					BOOKED	BOOKED
	2						BOOKED
	3			BOOKED		BOOKED	BOOKED
	4						
	5					BOOKED	
	6						
2.00PM TO 3.30PM	1					BOOKED	BOOKED
	2						BOOKED
	3					BOOKED	BOOKED
	4						
	5					BOOKED	
	6						

[BOWLS CLUB MEMBERS](#)

When you have logged in the page will change similar to that below. This now shows any bookings already made, in more detail with your own bookings highlighted in yellow. The first time you login in it is advised that you click on the “My Profile” tab at the top right to change your password if desired.

[Diary](#) [Calendar](#)

Search Date

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[← Return To Today →](#)

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		Monday 08th Mar 2021	Tuesday 09th Mar 2021	Wednesday 10th Mar 2021	Thursday 11th Mar 2021	Friday 12th Mar 2021	Saturday 13th Mar 2021	Sunday 14th Mar 2021
10.00AM TO 11.30AM	1			MAINTENANCE		Invitation - Triples - Association Challenge - (2)	Admin - CLOSED - Social Distancing	
	2			MAINTENANCE		Invitation - Triples - Association Challenge - (6)	Mike D - Triples - Leamington	
	3			MAINTENANCE			Admin - CLOSED - Social Distancing	
	4			MAINTENANCE				
	5			MAINTENANCE	Dave D - Roll-up - Practice		Admin - CLOSED - Social Distancing	
	6			MAINTENANCE				
12.00PM TO 1.30PM	1						Admin - CLOSED - Social Distancing	Mike D - Roll-up - Team Practice
	2							Mike D - Roll-up - Team Practice
	3				Mike D - Singles - County Bowls Team		Admin - CLOSED - Social Distancing	Mike D - Roll-up - Team Practice
	4							
	5						Admin - CLOSED - Social Distancing	
	6							
2.00PM TO 3.30PM	1						Admin - CLOSED - Social Distancing	Dave D - Pairs - Rep match
	2							Dave D - Pairs - Rep match
	3						Admin - CLOSED - Social Distancing	Dave D - Pairs - Rep match
	4							
	5						Admin - CLOSED - Social Distancing	
	6							

● BOWLS CLUB MEMBERS

BOWLS CLUB

If you have any problems with the site please use the Contact form.


An empty slot indicates a vacant rink available for booking.

Clicking on a populated slot brings up the full booking details for perusal similar to the next picture. If this is your booking you can edit or delete the booking as required. To Edit – change or add details as required and click Save Booking.


Diary Calendar

Previous Week

		Monday 08th Mar
10.00AM TO 11.30AM	1	
	2	
	3	
	4	
	5	
	6	
12.00PM TO 1.30PM	1	
	2	
	3	
	4	
	5	
	6	
2.00PM TO	1	
	2	
	3	

 **BOOK YOUR SLOT** ✕

SUNDAY 14TH MARCH 2021 **2.00PM
TO
3.30PM**

 **DAVE DEMO (BOWLS CLUB)**

GAME NAME *

Pairs▼

ADDITIONAL INFORMATION:

NAME OF THE OPPOSITION (OR PRACTICE) *

Rep match

SAVE BOOKING

DELETE SLOT

		Sunday 14th Mar 2021
Social		
Social		
Social		
Social	Mike D - Roll-up - T Practice	
Social	Mike D - Roll-up - T Practice	
Social	Mike D - Roll-up - T Practice	
Social		
Social		
Social	Dave D - Pairs - R match	
Social	Dave D - Pairs - R match	
Social	Dave D - Pairs - R match	

Clicking on an empty slot brings up the booking form shown in the series of pictures below, to be filled in with your booking details. These are mainly selected from the default details that will drop down from the “Choose Slots” and Game Name” tabs. “Additional information” can be added as free text similar to below, as can “Name of Opposition”. This can be helpful for deciding the allocation of rinks prior to attendance at the green. These details can be edited retrospectively.

When choosing your rink (slot), you will have the option to choose the rink number(s) depending on what is available and your club setup. Depending on how your club operates you may not get the actual rink number you have selected as these may be allocated on arrival. Please check with your club secretary if unsure.

You have the option to select a provisional booking (useful for when you have to offer an opponent 2 or 3 dates) or full booking by clicking on “Request Slot” at the bottom.

Selecting “Provisional Booking” holds the slot for 1 – 3 days, plus any time left on the day the booking is made, and **auto deletes if not confirmed**. Provisional bookings are confirmed either by clicking a link in confirmation email or by clicking and confirming on the booking on the Rink Diary.

Email confirmation and 24hr reminders are sent out with all bookings

The image shows a screenshot of a web application titled "BOWLS CLUB RINK DIARY". At the top right, there are navigation links: "RINK BOOKING", "MY PROFILE", "CONTACT", and "LOGOUT". Below these, it says "Welcome Mike Demo".

The main content area is a "BOOK YOUR SLOT" modal form. The form is for "THURSDAY 11TH MARCH 2021" from "12.00PM TO 1.30PM". The user is identified as "MIKE DEMO (BOWLS CLUB)".

The form has two main sections: "CHOOSE SLOT(S) *" and "CHOOSE GAME NAME *". Under "CHOOSE SLOT(S) *", there is a dropdown menu "Choose rinks to book please" with a list of checkboxes for rinks 1 through 6. Rink 1 is currently selected. Under "CHOOSE GAME NAME *", there is a dropdown menu with "Singles" selected.

Below these sections is a text input field for "NAME OF THE OPPOSITION (OR PRACTICE) *".

At the bottom of the form, there is a checkbox for "PROVISIONAL BOOKING". Below this checkbox, there is a note: "(This is a Provisional Booking and if not confirmed within 24 hours it will be auto deleted)".

At the very bottom of the form, there is a red button labeled "REQUEST SLOT".

The background of the screenshot shows a calendar grid with time slots (10.00AM to 11.30AM, 12.00PM to 1.30PM, 2.00PM) and days (Monday 08th Mar, Sunday 14th Mar 2021). The 12.00PM slot on Thursday 11th March is highlighted.

BOWLS CLUB RINK DIARY RINK BOOKING | MY PROFILE | CONTACT | LOGOUT Welcome Mike Demo

Diary Calendar

THURSDAY 11TH MARCH 2021 12.00PM TO 1.30PM

MIKE DEMO (BOWLS CLUB)

CHOOSE SLOT(S) * 3 - CHOOSE GAME NAME * Singles

ADDITIONAL INFORMATION: Pairs, Triples, Rink, Roll-up

NAME OF THE OPPOSITION (OR PRACTICE) *

PROVISIONAL BOOKING (This is a Provisional Booking and if not confirmed within 24 hours it will be auto deleted.)

* REQUIRED REQUEST SLOT

BOWLS CLUB RINK DIARY RINK BOOKING | MY PROFILE | CONTACT | LOGOUT Welcome Mike Demo

Diary Calendar

THURSDAY 11TH MARCH 2021 12.00PM TO 1.30PM

MIKE DEMO (BOWLS CLUB)

CHOOSE SLOT(S) * 3 - CHOOSE GAME NAME * Singles

ADDITIONAL INFORMATION: Add additional info like players names here. This info is only visible when you click on the slot.

NAME OF THE OPPOSITION (OR PRACTICE) *

PROVISIONAL BOOKING (This is a Provisional Booking and if not confirmed within 24 hours it will be auto deleted.)

* REQUIRED REQUEST SLOT

When you have made a booking your slot will appear highlighted yellow when you are signed in to the diary.

Clicking on your slot shows your game details and gives you the option to delete or edit the booking. Only you or an administrator has the option to delete or edit your bookings. This can also be used to edit bookings retrospectively.

Clicking on another members booking will show full details of that booking including “Additional Information” that may be available.

Create Invitation

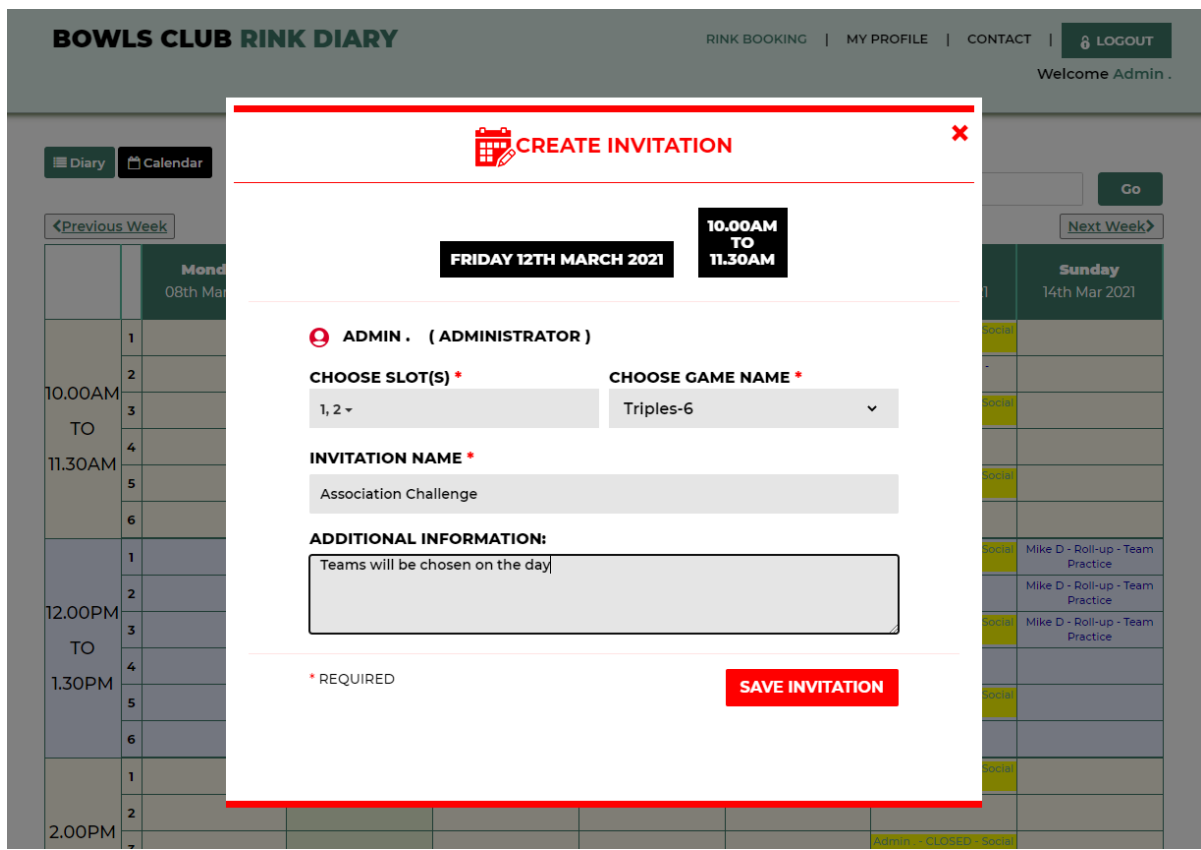
Depending on your club's Rink Diary setup you may have the facility to create an invitation booking. This allows you to make a booking to which other members can add their name(s). This facility is indicated by the red "Create Invitation" button at the top right of the booking form that appears when you click on a vacant slot as shown below.

The screenshot shows the 'BOOK YOUR SLOT' form overlaid on a rink diary. The form is titled 'BOOK YOUR SLOT' and includes a close button (X). It displays the date 'FRIDAY 12TH MARCH 2021' and the time slot '10.00AM TO 11.30AM'. The user is identified as 'ADMIN. (ADMINISTRATOR)'. There are two main sections for selection: 'CHOOSE SLOT(S) *' with a dropdown menu showing 'Choose rinks to book please -' and 'CHOOSE GAME NAME *' with a dropdown menu showing 'Singles'. Below these is an 'ADDITIONAL INFORMATION:' field. Further down is a 'NAME OF THE OPPOSITION (OR PRACTICE) *' field. At the bottom, there is a 'PROVISIONAL BOOKING' checkbox (unchecked) with a note: '(This is a Provisional Booking and if not confirmed within 24 hours it will be auto deleted.)'. A red 'REQUEST SLOT' button is at the bottom right. A '* REQUIRED' note is at the bottom left.

After clicking on "Create Invitation" a new form pops up and is filled in similarly to a normal booking. See below. The number of players required for the game is indicated next to the game name. Here it shows Singles – 2.

The screenshot shows the 'CREATE INVITATION' form overlaid on the same rink diary. The form is titled 'CREATE INVITATION' and includes a close button (X). It displays the date 'FRIDAY 12TH MARCH 2021' and the time slot '10.00AM TO 11.30AM'. The user is identified as 'ADMIN. (ADMINISTRATOR)'. There are two main sections for selection: 'CHOOSE SLOT(S) *' with a dropdown menu showing 'Choose rinks to book please -' and 'CHOOSE GAME NAME *' with a dropdown menu showing 'Singles-2'. Below these is an 'INVITATION NAME *' field. Further down is an 'ADDITIONAL INFORMATION:' field. At the bottom, there is a '* REQUIRED' note. A red 'SAVE INVITATION' button is at the bottom right.

The Additional Information box can be used to add further relevant information.



When you click the red “Save Invitation” button your booking will appear as an Invitation game on the diary page as follows

[Return To Today](#)

Wednesday 10th Mar 2021	Thursday 11th Mar 2021	Friday 12th Mar 2021	
NANCE		Invitation - Triples - Association Challenge - (6)	Ad
NANCE		Invitation - Triples - Association Challenge - (6)	
NANCE			Ad
NANCE			
NANCE			Ad

The number of spaces remaining for any invitation game is shown in brackets after the game details. In the above picture it indicates that all 6 spaces are still available.

In the picture below it indicates that 2 spaces are available and so 4 have been taken in the first entry and that all 6 spaces are still available in the lower entry. Invitation games appear in a different text colour to normal games.

[To Today >](#)

Thursday 11th Mar 2021	Friday 12th Mar 2021	Saturday 13th Mar 2021
	Invitation - Triples - Association Challenge - (2)	Admin
	Invitation - Triples - Association Challenge - (6)	Mil
		Admin

When you click on an Invitation slot the following pop up form appears for names to be added.

BOWLS CLUB RINK DIARY RINK BOOKING | MY PROFILE | CONTACT | [LOGOUT](#)
Welcome Admin .

BOOK YOUR SLOT ✕

FRIDAY 12TH MARCH 2021 **10.00AM TO 11.30AM**

ADMIN (ADMINISTRATOR)

GAME NAME *
Triples-6

INVITATION NAME *
Association Challenge

ADDITIONAL INFORMATION:
Teams will be chosen on the day

PLAYERS

Player 1

Player 2

Player 3

Player 4

Player 5

Player 6

SAVE INVITATION **DELETE INVITATION**

Clicking on a tick box on the left of the Player name above automatically enters the name of the person signed in. This can be edited if required. When you have entered your name click "Save Invitation" to save the details. Only the original member who made the booking has the option to delete a booking.

Calendar View

Clicking on the black Calendar tab top left shows the month to view with the coloured dots indicating rinks booked on any given day. Clicking on a date takes you to the selected diary page for that slot where you can check match details or make or edit a booking. You may also click on forward dates to assist in making a new booking.

BOWLS CLUB RINK DIARY
RINK BOOKING | MY PROFILE | CONTACT | [LOGOUT](#)

Welcome Mike Irving

[Diary](#) [Calendar](#)

[← Previous Month](#)

[Next Month →](#)

JUNE 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
A MAINTENANCE B C D E G 01	A B C D E G 02	A MAINTENANCE B C D E G 03	A B ●●●●● C ●● D E G 04	A MAINTENANCE B ●● C D E G 05	A ●●●●●●● B ●●●●●●● C ●●●●●● D ●●●●● E ●●●● G ●●●●●●● 06	A ●●●●●●● B ●●●●●●● C ●●●●●●● D ●●●●●●● E ●●●●●●● G ● 07
A MAINTENANCE B ●●●●●●● C D E G 08	A ●●●●●●● B C ●● D E G 09	A MAINTENANCE B C D E G ● 10	A ●●●●● B ●●● C D ●●●●● E G 11	A MAINTENANCE B ●●●●● C D E G 12	A ● B ● C ● D E G 13	A B C D E G 14
A MAINTENANCE B ● C D E G 15	A ● B ●●●●●● C D E G 16	A MAINTENANCE B ●●●●●●● C ●●●●●●● D ●● E G 17	A B ● C ●●●●● D ● E G 18	A MAINTENANCE B C ●●●●● D E G 19	A ● B C ●●●●● D E G 20	A ●●●●●●● B ●●●●●●● C ●●●●●●● D E G 21
A MAINTENANCE B C ●●●●● D ●●●●● E ●●●●● G 22	A ●● B ●●●●●●● C D E G 23	A MAINTENANCE B C D E G 24	A ●●●●●●● B ●●●●●●● C ● D ● E G 25	A MAINTENANCE B ●●●●●●● C D E G 26	A B C D E G 27	A ●●●●●●● B ●●●●●●● C ●●●●●●● D ●●●●● E G 28
A MAINTENANCE B ●●●●●●● C D E G 29	A ● B ●●●●● C ●●●●● D E G 30					

● RED CLUB MEMBERS ● BLUE CLUB MEMBERS