

A GUIDE TO USING OUR SKEDDA BOOKING SYSTEM CORRECTLY

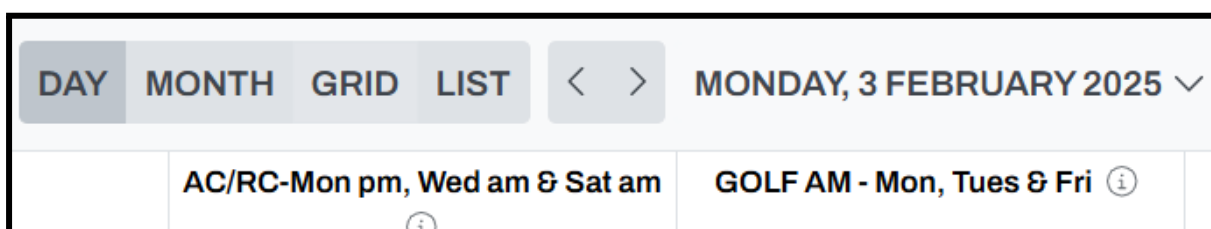
The Southport Croquet Club has been using the SKEDDA booking system since the Covid pandemic, due to the need for personal safety and to control numbers of members arriving at any of the many sessions of play during each week.

To date, it has proved its worth because of its ease of use and the value to the club of the ability to collect and analyse the number of bookings throughout any given period.

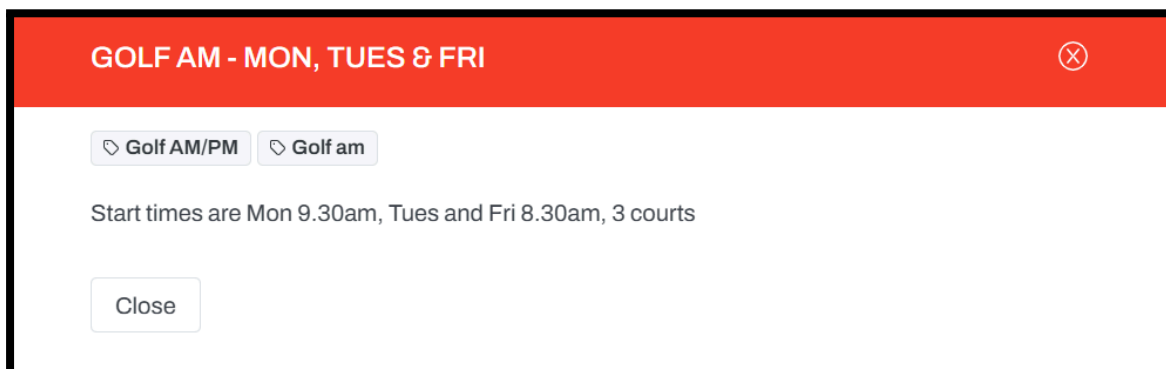
For that data to be of any practical use, it needs to be as accurate as possible, so with your help to make it that way, here are a few simple instructions that we hope will assist with improving the data.

When logged into the booking system, you will note at top left of the screen there are some options of how you can view the schedule in Calendar form.

I.e. DAY, MONTH, GRID and LIST.



You will also see HEADINGS at the top of each column and an a (i) (More Information). Clicking on the (i) will display more details about each of the sessions.



To make a booking, when you click on one of the empty spaces in the session you wish to play, a GREEN "BOOK" button will appear. If you don't want to continue hit "CANCEL" and the spot will disappear. Click on the "BOOK" button to open the booking window.

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	AC/RC-Mon pm, Wed am & Sat am	GOLF AM - Mon, Tues & Fri	GOLF PM- Tues, Fri & Sat
8:00 AM		Jenny Thackeray Jenni	
		Vincent Thackeray Vince	
9:00 AM		Maureen Egar	
		Julia Barker	
10:00 AM		Peter Heuduk	
		* Wayne Evison	
11:00 AM		Gwenda Brennan	
		Elaine Riches	
12:00 PM		Trevor Gray Trever	
		Beryl Turner	
1:00 PM		Donna Phillips	
		* Robbie Taylor	
2:00 PM	Keith McLeod		

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Note the RED TAB called “User Booking”, then move down to “HOLDER” with a red asterisk (Required Field), and in the box which says “Casual user, no details needed.” Click on the V (dropdown arrow) on the right of the box.

New booking

BOOKING TYPE*
User booking Internal use Unavailable

DATE*
Monday, 3 February 2025

TIME*
From 2:00 pm to 2:30 pm

REPEAT*
None

SPACES*
GOLF AM - Mon, Tues & Fri

HOLDER*
Casual user (no details needed)

PRICE*
\$ 0.00 AUD

PAYMENT STATUS*
Not applicable (no charge)

BOOKING TITLE
Add title

A Search box will appear where you simply type your Name and then select yourself as the Booking Holder.

New booking

BOOKING TYPE*
User booking Internal use Unavailable

DATE*
Monday, 3 February 2025

TIME*
From 2:00 pm to 2:30 pm

REPEAT*
None

SPACES*
GOLF AM - Mon, Tues & Fri

HOLDER*
John Turner
jdtuner1@bigpond.com

PRICE*
PAYMENT STATUS*

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The image displays two screenshots of the Skedda booking system interface. The top screenshot shows the 'New booking' form with the following fields: 'BOOKING TYPE*' (User booking, Internal use, Unavailable), 'DATE*' (Monday, 3 February 2025), 'TIME*' (From 2:00pm to 2:30pm), 'REPEAT*' (None), 'SPACES*' (GOLF AM - Mon, Tues & Fri), and 'HOLDER*' (Casual user (no details needed)). The bottom screenshot shows the continuation of the form with the following fields: 'SPACES*' (GOLF AM - Mon, Tues & Fri), 'HOLDER*' (John Turner), 'PRICE*' (\$ 0.00 AUD), 'PAYMENT STATUS*' (Not applicable (no charge)), 'BOOKING TITLE' (Add title), 'NOTES' (Any further information), and a checkbox for 'I Agree to the Conditions of Play on the Bookings page and I confirm that I have not displayed any flu-like symptoms (cough, sore throat, fever) in the last two weeks.' The bottom screenshot also includes a 'Confirm booking' button and a 'Cancel booking' button.

When your name has been selected, move down to the Terms, place a Tick in the checkbox and hit **“Confirm Booking”**.

You have now successfully completed the booking process.

Here are some other things about your Booking which are important to note.

- Only book in spaces for the “Session” column you wish to attend.

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- No spaces available, please choose a different session or day.
- Cancel a booking EARLY if you are unable to attend to allow others the opportunity to use the spot.