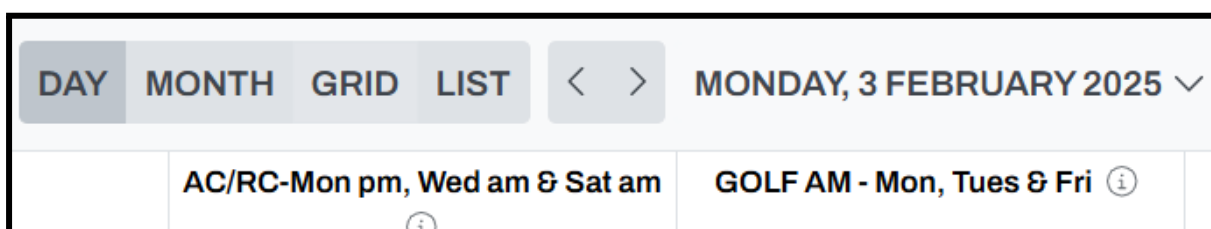# A GUIDE TO USING OUR SKEDDA BOOKING SYSTEM CORRECTLY

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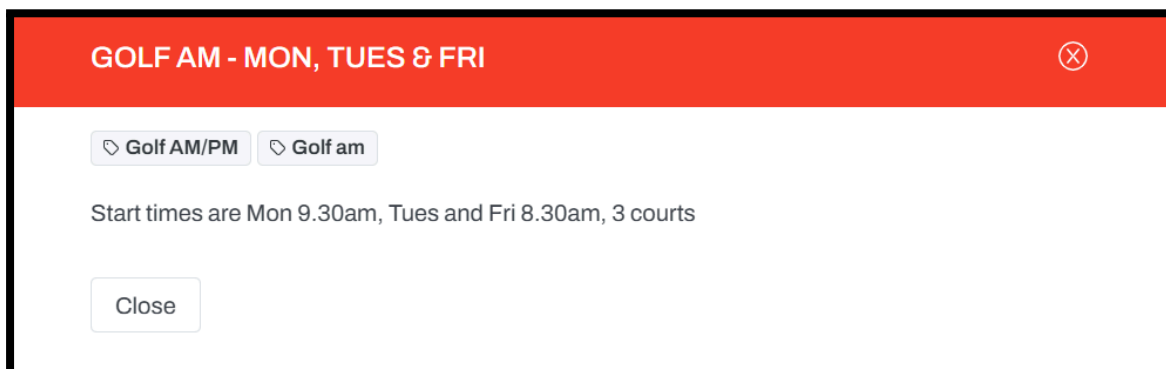
For that data to be of any practical use, it needs to be as accurate as possible, so with your help to make it that way, here are a few simple instructions that we hope will assist with improving the data.

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.

Ie. 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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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.

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

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.

- 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.