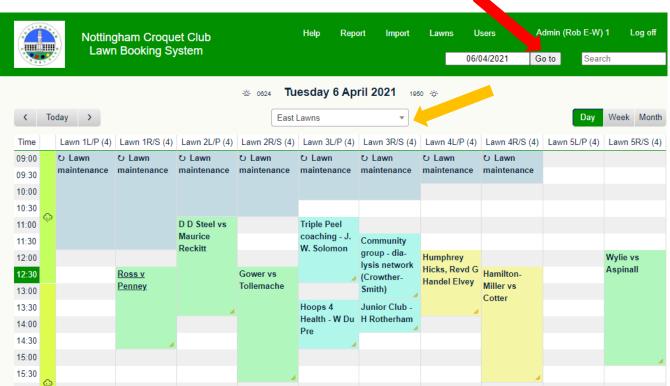<div align="center">

Nottingham Croquet Club

Using the croquet lawn booking system *(version 2b – March 2021)*

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These instructions and screen images relate to the use of the system on a Windows laptop using the Chrome browser. The process is very similar on other platforms (e.g. tablets, phones) with other browsers, though screen layouts may vary a little depending on the size of your physical screen or window.

Club members will be provided with a username and password by email. A link to the Lawn booking system (https://croquetbooking.com/book/index.php?site=12) is provided on the club website, which will take you to a simple logon screen. Enter your username and password and hit enter to get access to the system. Something like the following screen will appear:

If you don't see this booking screen, click on "Go To" indicated by the **red** arrow above.

If you see a different selection of lawn numbers / names, use the pull-down menu under the date (**orange** arrow) and select "East Lawns".

For early 2021 we will have only 5 lawns in use, so the system has been slightly customised to support activities on half lawns or double banked full lawns. Each full lawn is shown as 2 lawns; e.g. 2L/P and 2R/S. If lawn 2 is being used as two half lawns then 2L is the left half (as seen from the pavilion) and 2R is the right half. If it is being used as a full lawn (double banked), then 2P is the game using primary colours, and 2S the game using secondary colours.

The screen above shows the (fictitious) bookings on the west lawns for Tues 6th April. The lawns are booked for maintenance work leaving staggered starting times for play. The colour of a booking indicates the booking type. (There is a key at the foot of the screen.) Some illustrious figures from croquet history are playing! Lawns 1 & 5 have AC full lawn games using secondary colours, and room for AC double bankers. Lawn 2 had two double-banked AC games; lawn 4 has double banked GC games. The left half of Lawn 3 has a delectable coaching session, followed by a Hoops-4-Health activity, while a community event and then Junior Club take place on the right hand half lawn.

You can change the display to show a different day by using the arrow keys beside the word "Today" (top left) or by clicking on the date by the words "Go to" (shown by a red arrow above) and selecting a different date from the calendar which then appears. You can also change the display to show a whole week or a whole month by clicking on "Week" or "Month" near the top right, and on "Day" to revert back to this format.

The vertical bar on the left provides weather forecast information and a click provides more detail. A green horizontal line will appear if the display is for today, and shows the current time.

On this screen you can click on the words Help[1], Users[2] or your own user name to get informational material, or Log Off to leave the system, but mostly you will use it for booking slots.

If you wish to book one of the free slots, simply place your mouse pointer in the rectangle where you want your booking to start, and click, to get this screen:

Here you can enter the players' names and a full description of your fixture, and if required adjust the start time, end time and lawn number. You should designate the type of booking using the "Type" pull-down list. Use "Half Lawn" for any event (AC, GC or SC game, coaching session, open day, free taster, etc) using a half lawn. All other choices for Type will reserve a full sized lawn (and permit double banking).

For our club's purposes, **the booking must contain the full names of all the players who will be on the lawn.** This is important for contact tracing if someone did contract COVID-19. If participants were for some reason different from the booking, then the booking should be updated to reflect reality.

The tiny indicators at the bottom of this screen (two green ticks in the diagram) indicate whether or not the booking is likely to be accepted. You can hover the mouse pointer over them for information.

When you are happy with your booking, click on the SAVE button.

You will usually get a confirmation message. From time to time there may be limitations on bookings by an individual in order to better share access to the lawns, in which case you may get an error message. Please contact Rob Edlin-White or Beatrice McGlen if you can't make a booking which you ought to be able to.

If you wish to modify or cancel one of your bookings, find it on the main booking screen, click on it, and a simple screen will appear including buttons labelled "Delete Entry" and "Edit Entry". If you click on "Edit Entry" you are presented with the screen just above, and can make changes to your booking.

Especially while lawn space is limited, we request that members do not book more space or time than they are likely to use, and cancel any bookings promptly if they are not going to be needed. We would also appeal for generosity of spirit in e.g. booking at less busy times if you can, especially if it's for solo practice, and in agreeing to double bank when asked if it would release space for someone else.

The intention of providing this system is to maximise the opportunities for our members to use the lawns in a safe, legal and responsible manner, to prevent any wasted journeys, and to facilitate contact tracing if any of our members should be unfortunate enough to contract a COVID-19 infection. We hope and trust it will be effective, and will be easy and not irksome to use.

Please contact Rob Edlin-White or Beatrice McGlen if you have any difficulties, suggestions or comments.

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[1] The Help text is rather confusing as it relates to an earlier version of this system which was for booking meeting rooms.
[2] If you click on Users and then your own name, there is a facility to change your password to something memorable.