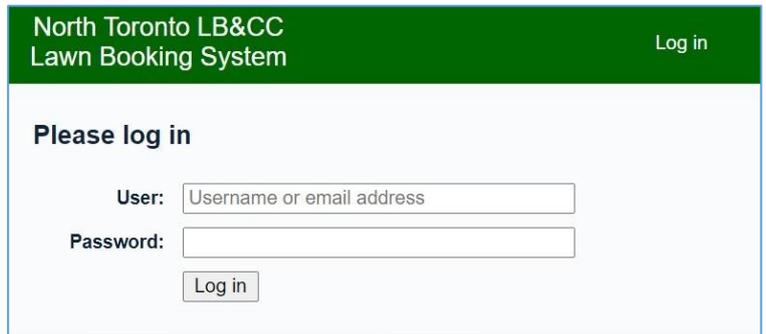


Using the NT croquet lawn booking system.

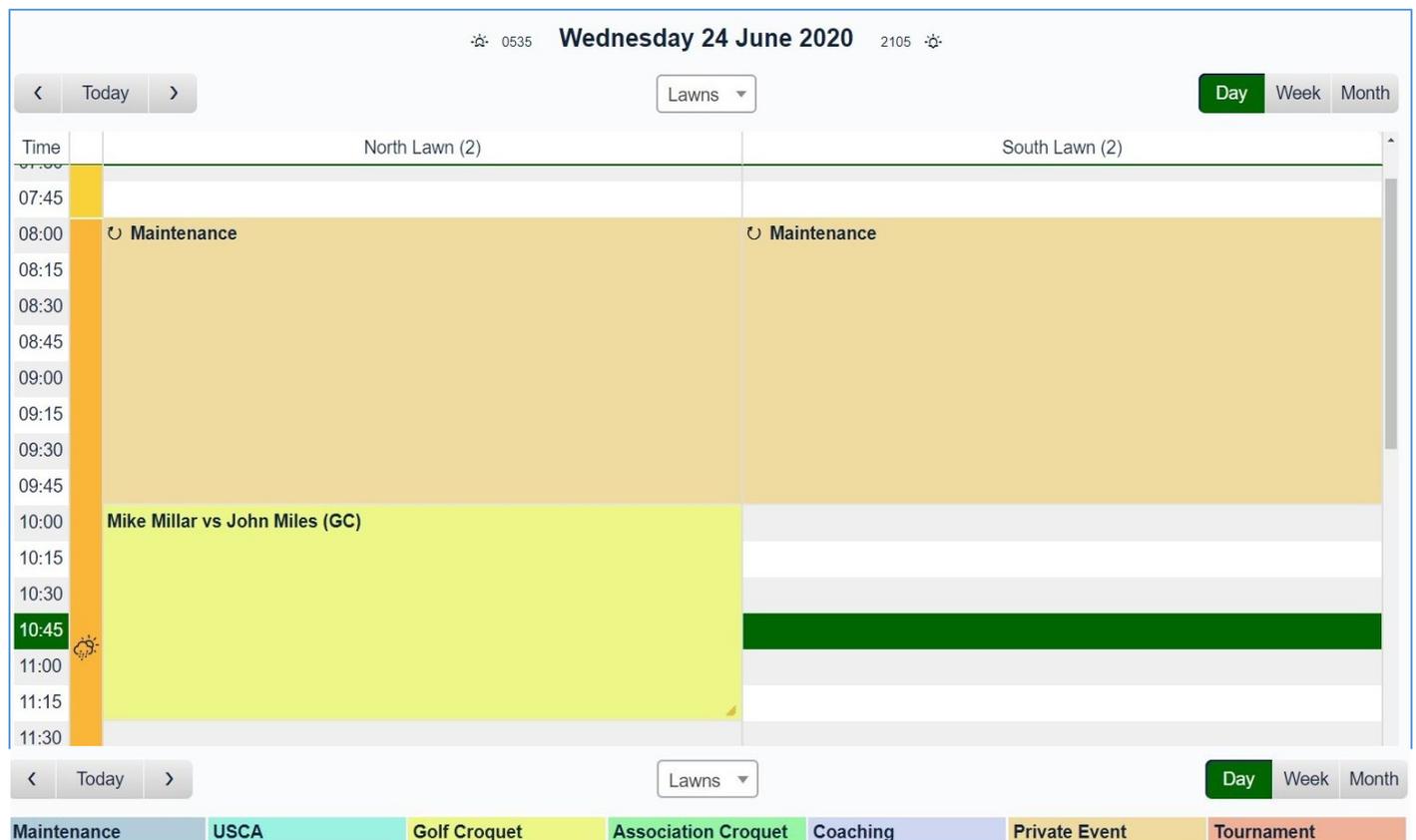
These instructions and screen images relate to the use of the system on a Windows laptop using the Chrome browser. The process is very similar on other platforms (e.g. tablets) with other browsers. Screen appearances may vary a little depending on your screen / window size.

Club members will be provided with a username and password by email. A link to the Lawn booking system will be provided on the club website, which will take you to the illustrated logon screen. (It may also be possible to navigate to it by visiting “croquetbooking.com” and selecting **North Toronto Croquet club on the pull down selection of clubs.**)

Enter your username and password and hit enter to get access to the system. The following screen will appear:



On this screen you can click on the words Help, Lawns, Users¹ or your own user name to get informational material, or Log Off to leave the system, but the most useful display for booking lawns is found by clicking on the words “Go to”, to get the booking screen shown below. (Sometimes you will already have this screen).



¹ If you click on Users and then your own name, there is a facility to change your password to something memorable.

This screen shows the (fictitious) bookings so far for Wed 24th June. North Lawn is booked between 10:00 and 11:30 for a Golf Croquet game between Mike Millar and John Miles. The North and South Lawn are booked between 8:00 and 10:00 for grounds maintenance. The colour coding of the different bookings indicates the type of booking and a key is provided at the foot of the screen. The bars on the left provide weather forecast information. The green horizontal line only appears if the display is for today, and shows the current time.

(If and when we are able to accept two separate bookings for lawns, double-banked and booked separately, an extra set of lawns labelled “p” and “s” (“p” is for primary and “s” for secondary) will be added. Also with each Lawn appears a number, for example if you see “(2)” it represents the maximum capacity in the current circumstances.

You can change the display to show a different day by using the arrow keys beside the word “Today” (at top left or bottom 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.

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:

The screenshot shows the 'Add Entry' form in the North Toronto LB&CC Lawn Booking System. The form is set against a green header with the system name and user information (Mike Millar, Log off, Help, Lawns, Users). The date is set to 6/24/2020. The 'Brief description' field contains 'Mike Millar & John Miles'. The 'Full description' field is empty. The 'Start' field is set to 6/24/2020 at 10:00, and the 'End' field is set to 6/24/2020 at 11:30 (1.5 hours). The 'Lawns' dropdown menu is open, showing 'North Lawn' and 'South Lawn'. The 'Type' dropdown menu is set to 'Golf Croquet'. The 'Confirmation status' is set to 'Confirmed'. There are 'Back' and 'Save' buttons at the bottom, with two green checkmarks next to the 'Save' button.

Here you can enter the players’ names and optionally a full description of your fixture, and if required adjust the start time, end time and lawn number. As you can see you can book yourself and another player(s).

For the time being we have set a maximum duration of 3 hours and advance booking is limited to 2 weeks.

For our club’s purposes, **the booking must contain the full names of all the players involved.**

The tiny indicators at the bottom (shows as a green tick and a red cross in this image) 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 share access to the lawns, in which case you may get an error message. Please contact John Miles or Jim Wright 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 too your booking.

The help button at the top of every screen gives some more information about other facilities.

The intention of providing this system in these difficult circumstances 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 John Miles or Jim Wright if you encounter any difficulties or have any comments.

We would like to thank the Nottingham Croquet Club for the use of their guide.