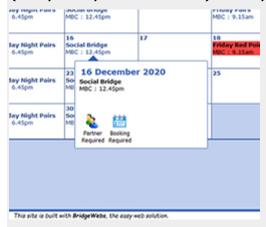
Booking a Session and Finding a Partner

At present (due to COVID) all members must Book a Session to play at the club.

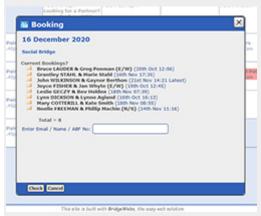
If you have a partner you can Book a Session if not, you can use the Find a Partner Feature.

Both features are very similar. Here is how to Book a Session / Find a Partner:-

- 1. On the 'Home' page of the Website select 'Calendar Month' from the Menu.
- 2. The Calendar will open on the current month (to go forwards or backwards in months) use the arrows at the top of the calendar.
- 3. Select the date you want to Book and hover over the date (may vary on devices) and you will see this 'Popup':



4. Click on 'Booking Required' (or Find a Partner if appropriate)



5. Type in your Name and click 'Check' it will look for you in the Members List.



- 6. It will then ask your Partners Name and if you have a preference for direction.
- 7. Complete the details and then click 'Add Booking'

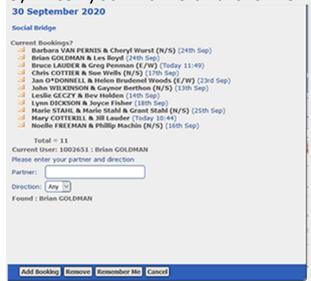
Remove Find a Partner Requests and Bookings

Once you 'Find a Partner' YOU MUST REMOVE YOUR REQUEST before you can Book a Session.

Also if your circumstances change you can Remove your Booking and let others Book.

The is common courtesy so please do so as soon as you know your circumstances.

- 1. To remove a Booking you go through the same proces.
- 2. Go to the day in the 'Calendar Month' and again select 'Booking Required'.
- 3, Enter your Name and click 'Check'



An alternate method is to go to the Membership Menu which open in the Find a Partner Tab.

You first go to the event date that you want to play, check the PL column and add your partners name into the main field box. You can also select the direction you prefer or leave the field showing "Any".

