



## BECKENHAM LTC – STEP-BY-STEP ONLINE COURT BOOKING INSTRUCTIONS

- Log on to - <http://78.33.150.253:82/source1/index.php> or via [www.beckenhamtennisclub.co.uk](http://www.beckenhamtennisclub.co.uk).
- Add your unique username and password, then hit “Logon”.

*Beckenham Sports Club*

*Online Options*

<input type="button" value="Court Bookings"/>
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Username	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Logon"/>	

Clubsys

- To book an acrylic or artificial clay court, click on “Court Bookings”.

*Beckenham Sports Club*

*Online Options*

<input type="button" value="Court Bookings"/>
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- You can book one 90-minute session each week - Monday to Friday 4:00-5:30 p.m.; 5:30-7:00 p.m.; 7:00 p.m.-8:30 p.m.; 8:30-10 p.m. or Saturday and Sunday 9:00-10:30 a.m.; 10:30 a.m.-12 noon; 12 noon-1:30 p.m.
- Simply click on “Tennis Courts” on the court you wish to book.

All Tennis Courts, Wed 28 Oct,

Return Courts << Week < Day Day > Week >> Calendar Shorter Taller Time from Special Booking

Acrylic Court 1	Acrylic Court 2	Acrylic Court 3	Acrylic Court 4	Clay Court 5
4:00 pm for 90mins <a href="#">Tennis Courts</a>	4:00 pm for 90mins <a href="#">Tennis Courts</a>	4:00 pm for 90mins <a href="#">Tennis Courts</a>	4:00 pm for 90mins <a href="#">Tennis Courts</a>	4:00 pm for 90mins <a href="#">Tennis Courts</a>
5:30 pm for 90mins <a href="#">Tennis Courts</a>	5:30 pm for 90mins <a href="#">Tennis Courts</a>	5:30 pm for 90mins <a href="#">Tennis Courts</a>	5:30 pm for 90mins <a href="#">Tennis Courts</a>	5:30 pm for 90mins <a href="#">Tennis Courts</a>

- A light green screen will appear, asking you to confirm if you wish to book the court. Click “Yes” or “No”. If you wish to be sent a reminder about the booking, enter your email.

Acrylic Court 3  
Wed 28 Oct 2015 4:00 pm  
For 90 minutes  
Cost £0.00

Click **YES** to book this court.  Send Confirmation email  
When to send Reminder Email:

Click **NO** to stop this booking process.

Click **Professional** to make a Professional booking.

- By clicking “Yes”, you will get to a confirmation screen.

BOOKED

Acrylic Court 3  
Wed 28 Oct 2015 4:00 pm  
For 90 minutes  
Cost £0.00

Click **OK** return to Booking Screen.

- In returning to the main screen, your court booking will appear in red with your name.

All Tennis Courts, Wed 28 Oct,

Return Courts << Week < Day Day > Week >> Calendar Shorter Taller Time from Special Booking

Acrylic Court 1	Acrylic Court 2	Acrylic Court 3	Acrylic Court 4	Clay Court 5
4:00 pm for 90mins <a href="#">Tennis Courts</a>	4:00 pm for 90mins <a href="#">Tennis Courts</a>	4:00 pm for 90mins John Smith	4:00 pm for 90mins <a href="#">Tennis Courts</a>	4:00 pm for 90mins <a href="#">Tennis Courts</a>
5:30 pm for 90mins <a href="#">Tennis Courts</a>	5:30 pm for 90mins <a href="#">Tennis Courts</a>	5:30 pm for 90mins <a href="#">Tennis Courts</a>	5:30 pm for 90mins <a href="#">Tennis Courts</a>	5:30 pm for 90mins <a href="#">Tennis Courts</a>

## CANCEL A COURT BOOKING

- If you wish to cancel your court booking, particularly in the event of bad weather, you can do so by clicking on your name, i.e. John Smith, which will take you to the following screen.

Acrylic Court 3  
Wed 28 Oct 4:00 pm  
Booked Mon 19 Oct 9:43 pm  
For 90 minutes  
[Cancel Booking](#) Click to cancel this booking.  
[Return](#) Return to Booking Screen.

You will then be asked, "Are you sure you want to Cancel this Court? Click "Yes".

Acrylic Court 3  
Wed 28 Oct 4:00 pm  
Booked Mon 19 Oct 9:43 pm  
For 90 minutes

**Are you sure you want to Cancel this Court ?**

Click [YES](#) to continue and cancel booking.

Click [NO](#) to return to Booking Screen.

- In returning to the main court booking screen, you will see your court booking has been cancelled.

All Tennis Courts, Wed 28 Oct,

Return Courts << Week < Day Day > Week >> Calendar Shorter Taller Time from Special Booking

Acrylic Court 1	Acrylic Court 2	Acrylic Court 3	Acrylic Court 4	Clay Court 5
4:00 pm for 90mins <a href="#">Tennis Courts</a>	4:00 pm for 90mins <a href="#">Tennis Courts</a>	4:00 pm for 90mins <a href="#">Tennis Courts</a>	4:00 pm for 90mins <a href="#">Tennis Courts</a>	4:00 pm for 90mins <a href="#">Tennis Courts</a>
5:30 pm for 90mins <a href="#">Tennis Courts</a>	5:30 pm for 90mins <a href="#">Tennis Courts</a>	5:30 pm for 90mins <a href="#">Tennis Courts</a>	5:30 pm for 90mins <a href="#">Tennis Courts</a>	5:30 pm for 90mins <a href="#">Tennis Courts</a>

## COURT BOOKING SYSTEM RULES

### Who can book a court?

Any full adult or junior member.

### How far in advance can you book a court?

Members: Two weeks.

Team matches/coaches: Eight weeks.

### What courts can be booked?

Members: Courts 1-4 (acrylic), 5-6 (artificial clay).

Coaches: 7 (artificial clay), 8-10 (macadam).

The grass courts will be walk-on.

Coaches must book Court 7. But must remove booking if lessons drop out.

Members can't book Court 7, it is a walk-on court in the absence of a coach booking.

If you do not intend to play, please cancel your court booking.

### How long per booking slot?

One hour, 30 minutes.

**How many booking slots can a member book per week?**

One session.

**At what times?**

Saturdays, Sunday: 9-10:30am; 10:30am-12noon; 12noon-1:30pm.

Monday to Friday: 4-5:30pm, 5:30-7pm, 7-8:30pm; 8:30-10pm.

**Court and Floodlight Usage**

Per existing council agreement, no floodlight play is permitted on Sundays or Bank Holidays.

Floodlights can be used on Saturday evenings as walk ons. Floodlights can be used 15 August to 15 May (inclusive).

There is no fee to book a court, but there is a £6 charge for per floodlight token, which can be purchased from the bar in the main pavilion.