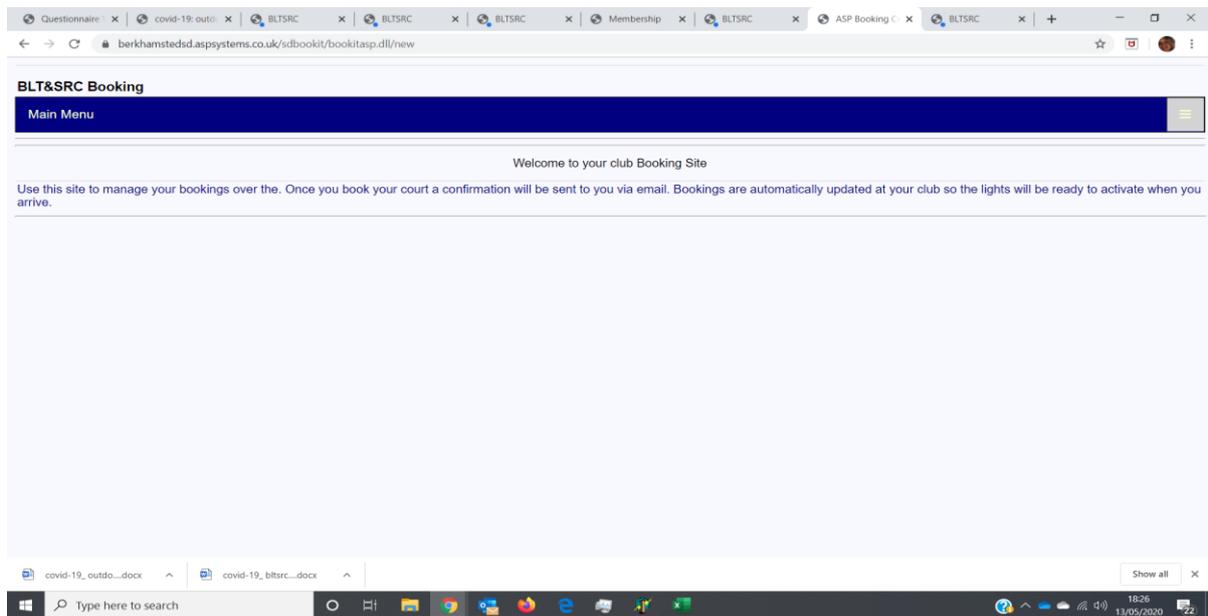


Guide to online court booking

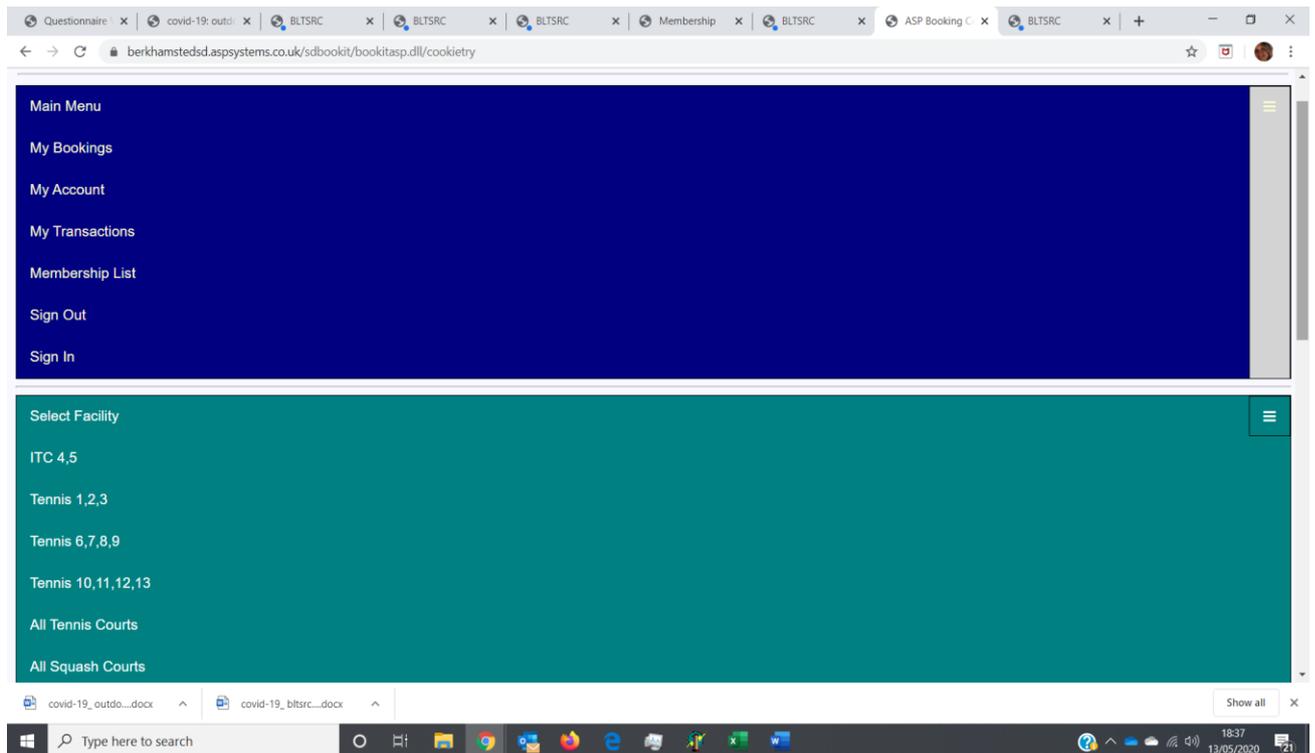
Logging in

1. Go to the [Court Booking System](https://berkhamsted.aspsystems.co.uk/sdbookit/bookitasp.dll/new) or use this link:

<https://berkhamsted.aspsystems.co.uk/sdbookit/bookitasp.dll/new>

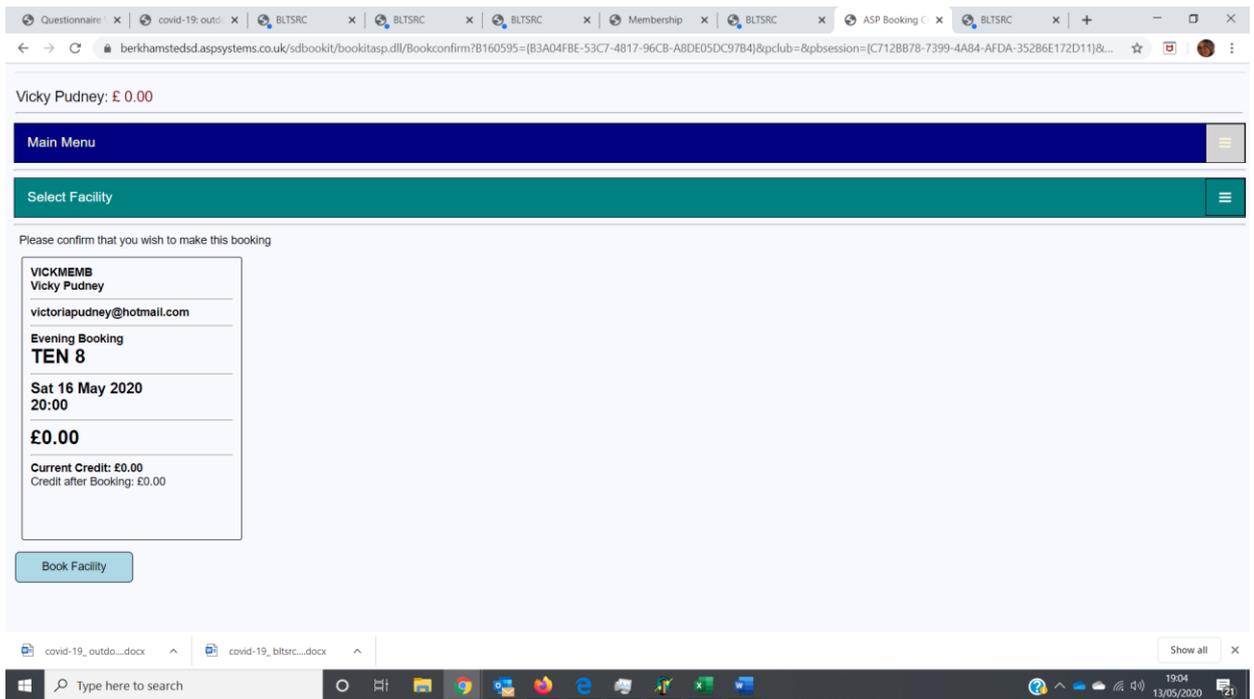


2. To sign in, click on the 'hamburger' (3 lines) on the right-hand side of the blue **MAIN MENU** bar at the top of the page.
3. Click anywhere on the SIGN IN bar and login box will appear. Enter your login details and click 'Access your online booking account'
4. There are 2 main areas:
 - a) MAIN MENU - current booking details, transaction history, personal details and option to change password etc.
 - b) SELECT FACILITY - all courts are listed for booking by individual court, blocks of courts or ALL courts.



How to book a court

1. Select desired court type under the SELECT FACILITY area
2. You can view court availability by court, block of court or ALL TENNIS or ALL SQUASH COURTS for the next 7 days. You can also click on a week and view/book courts up to 14 days in advance.
3. Click on the court, day and time you would like to book and you will see this screen asking you to confirm by clicking BOOK FACILITY. You will receive an email confirmation of your booking. There is no charge for booking an outdoor tennis court and a charge of £4 for a squash court.



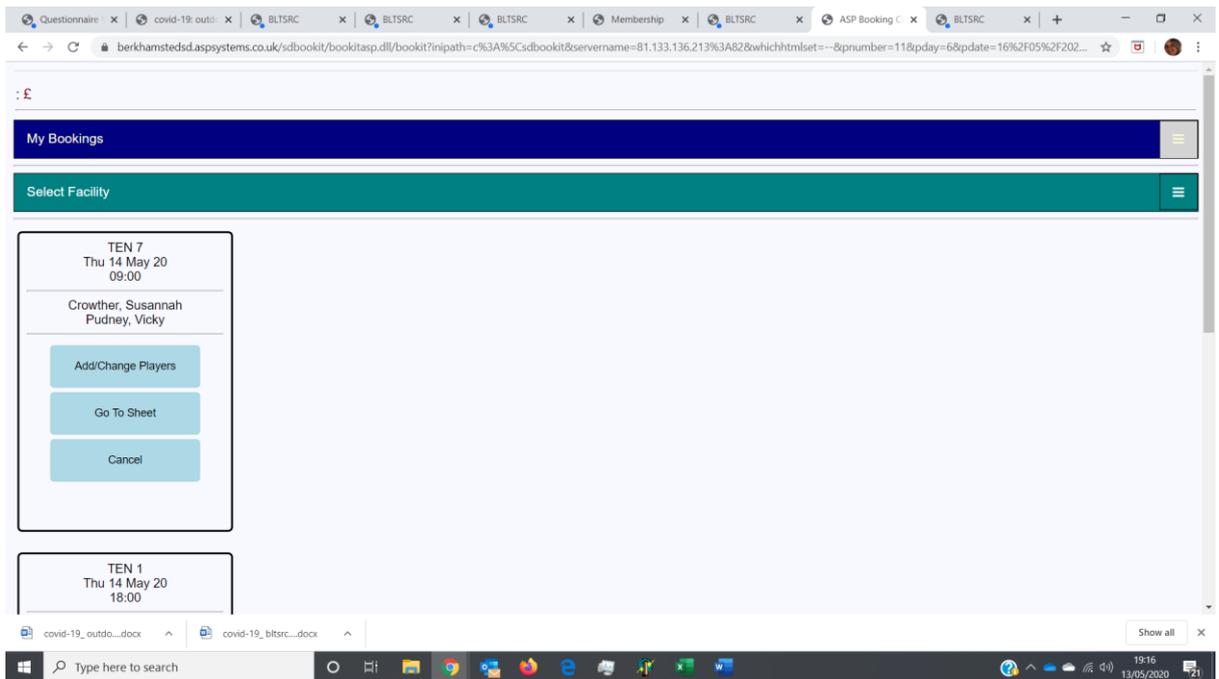
4. You **must then add the name of your playing partner/s** by selecting their name from the dropdown. Not all member names are immediately available on the list as there are too many so the easiest way to finding a name is to start typing their surname in the box.

If you are a squash player wanting to play on your own you need to select 'PLAYER, SOLO'.

If you wish to bring a **guest** you need to select 'Guest, senior tennis' or 'Guest, senior squash' etc. There is a charge to bring a guest and this will be deducted from your booking account. More details on bringing a guest can be found below.

Player names can be edited at any time by the booker and other players can access the booking to remove themselves if they can no longer play. Players receive an email to let them know they have been added or removed from a booking as long as they have their email address registered in the system.

If there are no additional players added, your booking will be automatically cancelled the night before the booking.



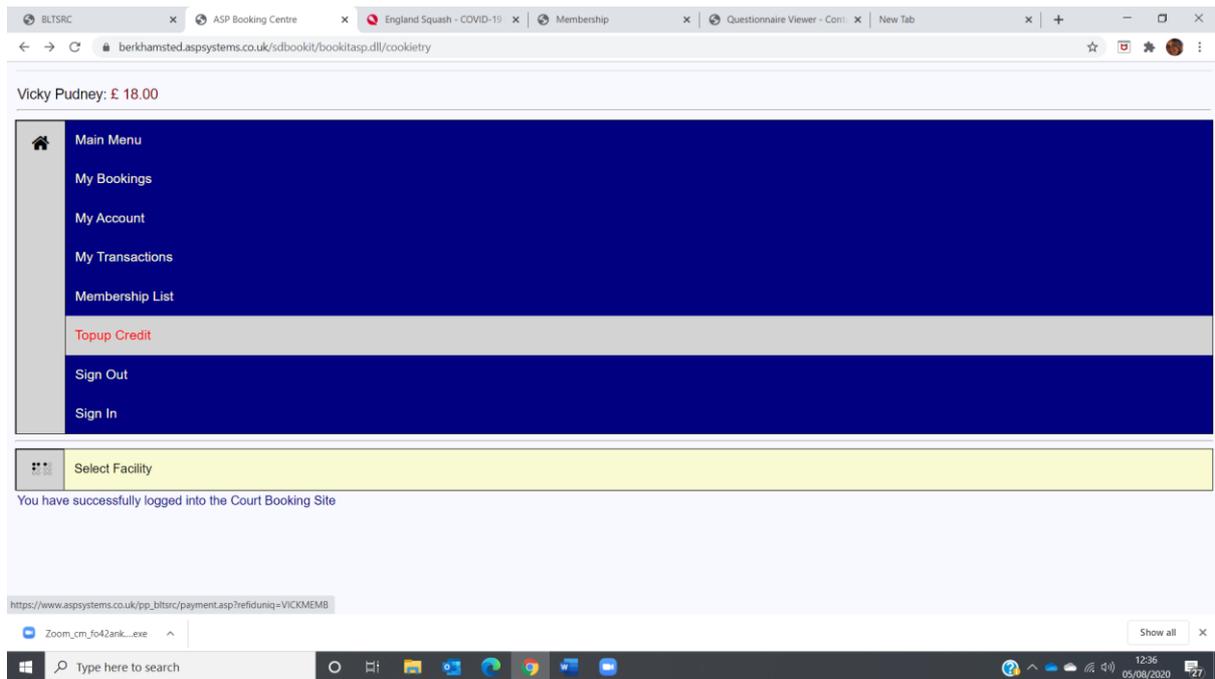
5. 'Go To Sheet' returns you to the court availability view.

How to cancel a court

If you need to cancel a court, go to 'My Bookings' under the MAIN MENU and click the 'Cancel' button on the booking that you wish to cancel.

How to top up credit

In the MAIN MENU area, select 'TOPUP CREDIT'. You will then be taken to a new screen where you can select to top up via Paypal or credit/debit card.



How to add floodlights to your tennis court booking

This is only necessary for outdoor tennis courts and can be done via a PC/laptop or your mobile phone but not the kiosk at this present time.

Lights can only be pre-booked at anytime on the day of the booking in question or they can be booked for immediate use via a mobile phone when on court.

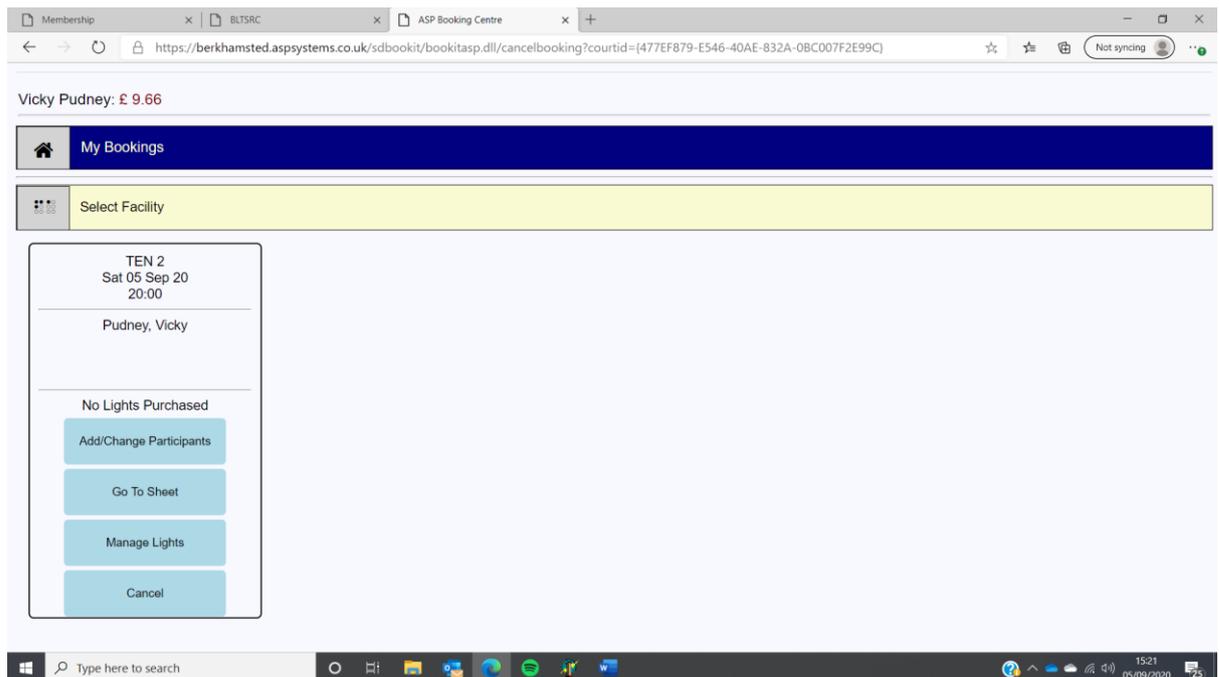
How to activate the lights:

- Login to the online booking system as you would if you were booking a court.
- Once logged in, go to “My Bookings” and then again “My Bookings” once the drop down menu appears.
- When looking at your booking confirmation, you will see a new option to “Manage Lights”.
- You will see that lights can be booked for 10 minutes initially, then upwards in increments of 5 minutes.
- Select the length of time you wish to have the lights on for.
- Then click “Buy”.
- The lights will then come on at your scheduled time.

Points to note are:

- Lights cost £5.20 per hour
- You will need to have credit on your account in order to be able to activate the lights. This can be done via the “Topup Credit” option which is found on the “My Bookings” dropdown once you have logged in to your account.
- Floodlights can be paid for, and activated by, any member listed on the court booking in question.
- It is not possible to manage the lights on a booking which does not include your name.

- Lights can also be preprogrammed to come on at a specific time e.g. if you have a 7pm-8pm booking, you can set the lights to come as needed before you leave home. It is also possible to set the lights to come on part way through your booking if you do not need the lights at the start of your booking e.g. you can prebook them to come on 30 minutes into your booking.
- It is possible – should you wish to do so – for more than one member listed on the booking to activate, and pay for, part of the session. This would require each member to book their part of the session individually.



How to add a guest to your booking

Guest visits will need to be recorded on your court booking by selecting the appropriate guest category (Guest tennis - senior / Guest squash junior etc...) from the 'add participants' list.

Payment will be taken at the time of booking so you will need to have credit on your booking account. Topping up your account is easy with a debit/credit card or paypal on the online booking system. The guest fees are as follows:

Senior tennis - £6
Senior squash - £4
All juniors - £2 *

* Only full playing senior members are allowed to bring guests. Juniors are not permitted to bring guests unless by special arrangement with the office for a specific reason eg. an official match.

Things to note:

- If you are booking two 1 hour slots back-to-back a guest fee must be paid for each hourly booking.
- **The name of your guest MUST be emailed to the office in advance each time - manager@bltsrc.co.uk.**
- The same guest is only permitted to play at the Club 6 times in a year.
- Guests must wear the correct footwear. This is particularly important for squash where non marking, clean indoor sports shoes must be worn.
- Members are responsible for ensuring that their guests are aware and follow our COVID-19 safety protocols whilst at the Club. More information on these can be found [here](#) on our website.

