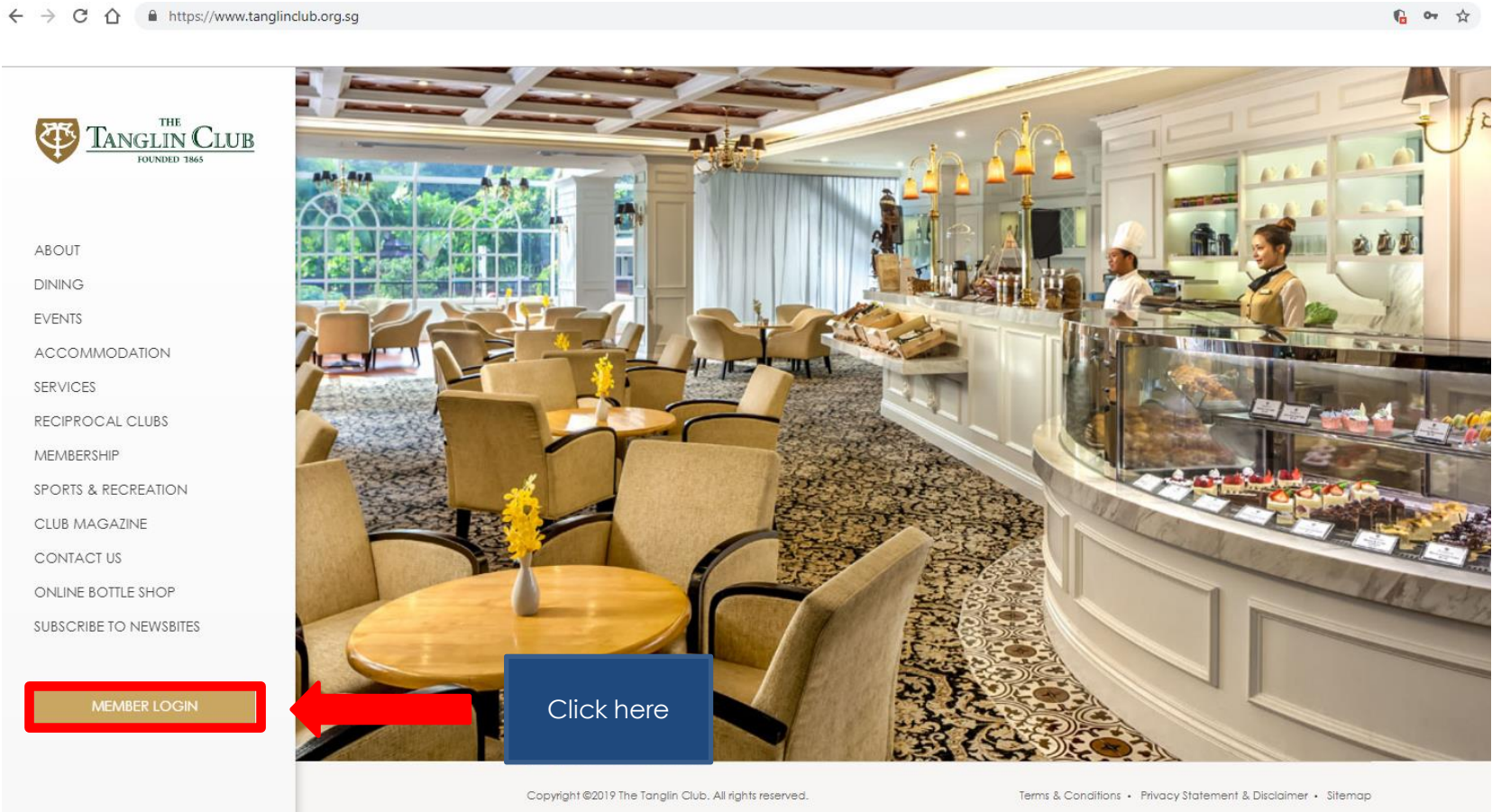# HOW TO MAKE COURTS BOOKINGS ON YOUR <u>COMPUTER</u>

USER GUIDE

1A) VISIT THE TANGLIN CLUB WEBSITE

- www.tanglinclub.org.sg

- Click "MEMBER LOGIN" on the bottom left

1B) YOU WILL BE REDIRECTED TO THE NEW 'MEMBER LOGIN' WEBSITE

- Key in your username (your <u>full</u> membership number)
- Key in your password
- Click "LOGIN"

1C) NAVIGATE TO 'COURTS' PAGE

- Hover your mouse over Bookings and click "Courts"
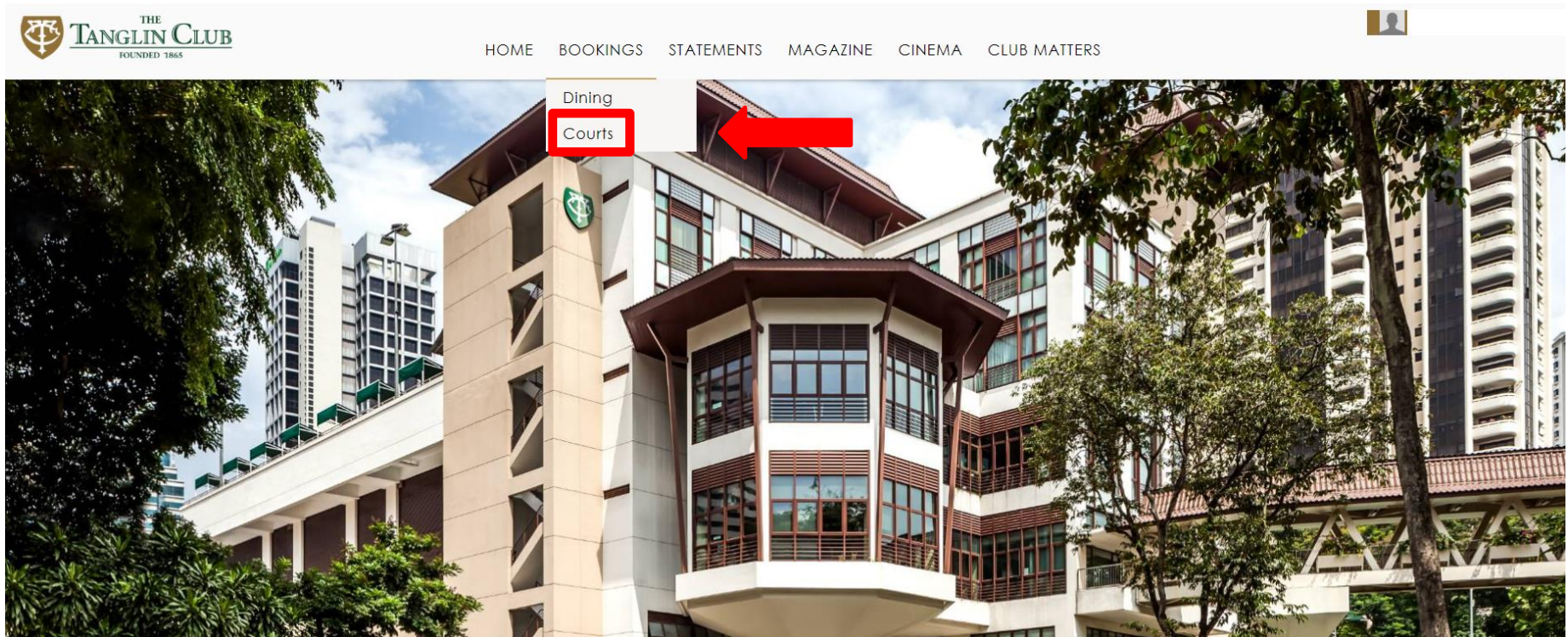
2) SELECT DATE AND COURT TYPE

- Select the Date, followed by the Court Type*
  - Available time slots will be shown
    - Click your preferred time slot

There are 4 court types:
1) *Squash Courts – Doubles or Single*
2) *Tennis Courts – Indoor or Outdoor*

Please note that online courts bookings can only be made 7 days in advance

Courts	My Bookings	Manage Buddies and Groups

Info	Today, Thu Aug 1	Fri Aug 2	Sat Aug 3	Sun Aug 4	Mon Aug 5	Tue Aug 6	Wed Aug 7	Thu Aug 8	Fri Aug 9

📅 SELECT DATE ⌄

Step 1: Select your preferred Date and Court Type

Court Type
Squash Courts - Doubles Squash Courts ⌄

Times to Display
Only Show Available

Doubles Squash Court 1

8:15 PM
to 9:00 PM

Step 2: Click your preferred time slot that is available

9:00 PM
to 9:45 PM

9:45 PM
to 10:30 PM

Doubles Squash Court 2

6:00 PM
to 6:45 PM

6:45 PM
to 7:30 PM

7:30 PM
to 8:15 PM

3A) CONFIRM YOUR BOOKING

- Please check the information on the left

- **Please do <u>not</u> input any details under "Add Member" / "Add Guest" / "Add Buddies & Groups"**

- **Members are required to inform staff at the Sports Counter of the name(s) of Member(s) / Guest(s) joining for the game**

- If the information on the left is correct, click "BOOK NOW" to confirm your booking

Courts	My Bookings	Manage Buddies and Groups

← | **BOOK NOW**

🛈 **4:36** left to complete this reservation

Date
📅 Thu Aug 01, 2019

Time
🕐 8:15 PM - 9:00 PM

Court
🚩 Doubles Squash Court 1

8:15 PM - Players (1 of 10) - Required # of Players - (1)

👤

+ ADD MEMBER   + ADD GUEST

+ ADD BUDDIES & GROUPS

📝 Requests / Notes (Optional):

"Why doesn't the Club allow us to view other Members' names and add them to our bookings?"

As per the Personal Data Protection Act, to protect Members' personal information, the Club is unable to allow Members to view other Members' names.

Click here ➡ **BOOK NOW**

3B) CONFIRMATION OF BOOKING

- The following booking confirmation page will be shown
- An auto-email containing these details will be sent to your registered email

4) VIEW YOUR COURTS BOOKINGS

-   Click "My Bookings" to view all your bookings

Please note that we are <u>not</u> using "Manage Buddies and Groups"

| Courts | My Bookings | Manage Buddies and Groups | |

📅 **Court Booking**

Thursday, August 1, 2019 @ 8:15 PM

Confirmation
006868

Facility
Doubles Squash Court 1

Players