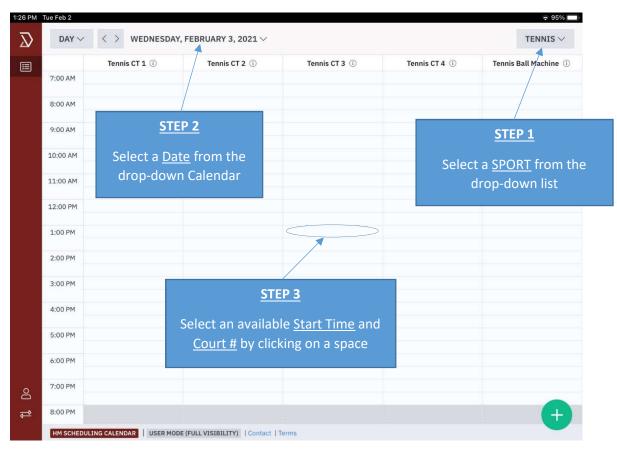
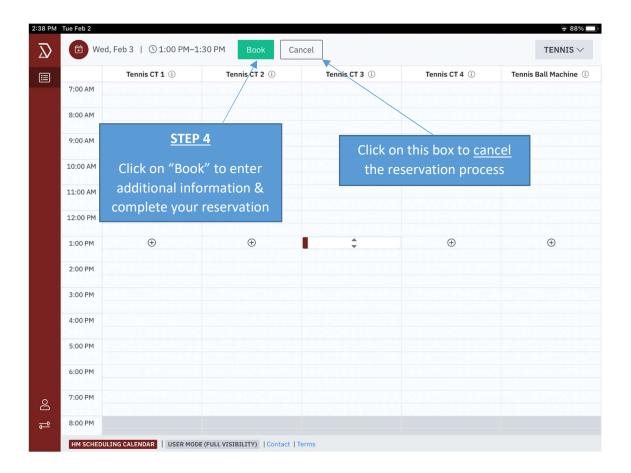
AFTER YOU LOGIN, FOLLOW THE STEPS SHOWN BELOW ON THE SCHEDULING SCREEN.





AFTER CLICKING ON THE GREEN "BOOK" BOX, YOU WILL SEE THE "NEW BOOKING" SCREEN BELOW. MAKE SURE YOUR **DATE** AND **START / STOP** TIME IS CORRECT.

BOXES WITH A **RED** ASTERISK* ABOVE IT MUST BE COMPLETED TO AVOID AN ERROR MESSAGE.

| $\overline{\mathcal{A}}$ | Tue, | DATE & TIME * | |
|--------------------------|----------|--|--|
| | | Tuesday, May 11, 2021 \vee From 1:00 PM \checkmark to 3:00 PM \checkmark | |
| | | SPACES* | Make sure your <u>START</u> |
| | 8:00 AM | 🚟 Tennis CT 3 | & <u>STOP</u> time is correct |
| | 9:00 AM | BOOKING TITLE | |
| | 10:00 AM | An optional booking summary | |
| | 11:00 AM | PROVIDE CONTACT PERSONS NAME / EMAIL ADDRESS / PHONE NUMBER* | |
| | 12:00 PM | Fred Skedda / 134803@skedda.test / (610) 555-1234 | This Box has been DELETED |
| | 1:00 PM | Ashton | |
| | 2:00 PM | DO NOT TYPE IN THIS BOX. FOR CC ADMIN ONLY | Click on this box and |
| | 3:00 PM | se | elect your VILLAGE name |
| | 4:00 PM | YOUR DETAILS f | rom the drop down List |
| | 5:00 PM | ⊠ 134803@skedda.test | he green "Confirm booking" |
| | 6:00 PM | Edit details box to c | omplete your reservation. |
| | 7:00 PM | CANCELLATION/CHANGES You can cancel or change this booking any time before it begins. | |
| ව | 8:00 PM | | lick on this box to cancel the reservation process |

