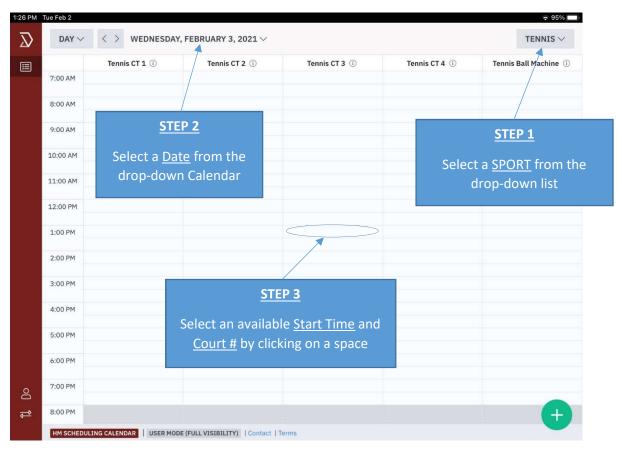
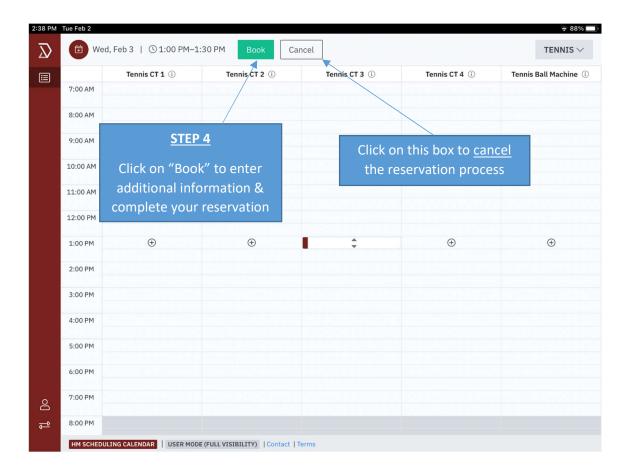
AFTER YOU LOGIN, FOLLOW THE STEPS SHOWN BELOW ON THE SCHEDULING SCREEN.





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

