WEB SITE USER MANUAL

The Clubs Web Site provides a lot of useful information and enables you to book courts, record your games results, make Ladder challenges and get contact information of other players for example. To get the most out of the site all members should make sure their own information is provided and updated when necessary and ensure they have chosen their preferred options for contact. Below is a summary of the basic information you need to get the most out of the site.

1. HOME

The club's home page gives you access to all the web sites facilities and also provides the latest news and events information. If you are interested in one of the Headlines on the NEWS or EVENTS sections then click on the VIEW link to find out more.

The Home page also shows the clubs sponsors at the bottom of the page.

2. MEMBERS AREA

If you go to the Members Area you will be presented with a page which gives you various options including when your membership expires. To view the page you need to Log On to the Web Site and you can only do this if you are a Member.

Simply enter your membership name, your password (which can be changed easily from "Your Account" page) and then answer the simple question. Once you are logged on you can access all the active parts of the site.

1. Booking Sheet

   This page shows the full booking period and summarises what courts are booked and available for booking

2. Your Bookings

   This page shows you what courts you have booked and enables you to easily cancel these if required

3. Your Account

   This shows the contact information the cub has for you options and your booking notification options. Please make sure the club has your up to date contact information.

   On this page you should check the boxes to make sure you receive web site contact information via email and/or text as preferred. You can also check boxes that dictate what contact information other members can see.

   You can change your password on this page. Simply enter a new password in the box shown.

   You can also upload a photo to this page so everyone knows who you are.

   If you make any changes to your account then please make sure you click on <u>SAVE CHANGES</u> before you leave this page.

4. Squash League

   This simply takes you to the Squash Leagues page where you can also switch to the Racketball Leagues page. Here you can enter your results if you need to.

5. Racketball League

   This simply takes you to the Racketball Leagues page where you can also switch to the Squash Leagues page. Here you can enter your results if you need to.

6. Squash Ladder

   This takes you to the Squash Ladder where you can see who you can Challenge, make a challenge and record results

7. Member Contact List

   This shows the contact information that has been made available to other members. If members do not check the boxes on the Your Account page then no information is shown, which makes it more difficult for members to contact each other to arrange games.

3. BOOKING A COURT

If you want to book a court you can see what courts are available (without being logged in) by clicking on the Book A Court link. This shows you the available days and by clicking on your preferred day you can see what courts are still available. To book the court, simply click on the relevant Book Court button. If you are not logged in you will need to do so now. On the booking page you then need to select the reason for booking and your opponent if they are known at the time of booking. Then click on confirm booking. You will be sent a confirmation email or text depending on your options. This will also go to your opponent if you have selected one.

In an effort to reduce the incidents of courts being booked and not used it is now as easy to CANCEL A COURT as it is to book a court.

On the court booking day page of the web site you will see a button saying Cancel Court which replaces the Book Court button after it has been booked. This will enable you to easily and quickly cancel a court if you need to. Simply click on the Cancel Court button and Log On and your court will have been cancelled. If you are already logged on you can also cancel courts from the "Your Bookings" page in the Members Area.

If you cannot book the time slot you want you can request that the web site notifies you if the court becomes available. A new time slot button 18:00 will now appear when both courts are booked. Clicking on this will enable you to register your interest in this time slot and if a court is subsequently cancelled you will receive an email and/or text advising you of this. Simply click on the time slot button 18:00, Log On and then confirm you wish to be notified. The methods by which you will be contacted by the web site are shown and if you wish to alter these you can do so by altering the settings in the "Your Account" page within the Members Area.

The Book A Court page also allows members to register their interest in attending the weekly Club Nights. Anyone wishing to play is encouraged to click on the I'm Going button so that other members can see who is intending to turn up. The more people who register, the better the chances of other members coming along. By saying you are going does not mean you have to turn up!

4. LEAGUES

You can view all the Leagues by clicking on this link. It defaults to squash with a link to the Racketball and vice versa on each League home page. If you want to enter results or view more detailed information on other players

then you need to Log On which you can also do via link from the League home page.

If you want to view historical result information for a player you can do so by clicking on their name. This shows all the results we have recorded for that player.

To enter your games results via the web site then you need to log on. Once logged on go to the relevant Leagues page. In your League you will see a "Results" button on the right hand side. If you click on the results button in the row of the person you played, you are taken to a page which allows you to enter the result. Simply select the correct score and click the submit button. If you make a mistake then you can click on the result button again and check the box next to "Clear results between these two players". Then click submit and start again.

For more detailed information on playing in the Leagues then please refer to the Leagues Information Sheet within the INFO section.

5. LADDER

You can view the current Ladder positions by clicking on this link. It defaults to Squash with a link to Racketball and vice versa. If you want to enter a result, make a challenge, record a result or view more detailed player information then you need to log on.

You can also view the historical result information for any player in the Ladder by clicking on their name if you are logged on.

To enter the result of a Ladder game you need to log on to the web site. When you have logged on go to the relevant Ladder page. Underneath the Ladder links row you will see your current Ladder challenges. Click on the challenge you wish to enter the result for. You then get the option of selecting who won or forfeiting the game. Click on the relevant option and the web site takes care of the rest.

For more detailed information on using the Ladder then please refer to the Ladders Information Sheet within the INFO section.

6. INFO

The INFO page provides members with a range of information on the club, the web site, membership information, information on getting involved rules of play and anything else which we feel will be of use or interest to the clubs members.

The INFO page will be updated and added to regularly so keep looking to see if anything has been added that might be of interest to you.

7. CONTACT US

If you want information on the committee members who organise the running of the club or wish to contact any of them then you can do so from this page.

8. ACTIVITIES

This page provides a brief summary of what you can do at the club. More information on any particular activity can be obtained from Simon Powell by emailing tavysquash.development@gmail.com .

9. GALLERY

The Gallery page provides pictures of competition winners as well as general photos showing juniors past and present and the general club events. If you want to get your face on the site then make sure you get involved.

10. ABOUT US

This page gives a brief summary of the club.

Further Information

If you have any questions or wish to clarify anything please email

tavysquash.development@gmail.com