

## How To Make An Online Court Booking With Clubspark

Click the link on the email from the club and sign into Clubspark via the instructions given in the email :-

Dear Member,

Here is your link to the Clubspark court booking system.

<https://clubspark.lta.org.uk/GorlestonTennisClub/Booking/>

You can register by supplying a user name and password or you can sign in with:-

- your LTA account
- Your Google account
- your Facebook account or
- your Microsoft account

One advantage of signing in with your Google account is that Clubspark will automatically put your booking directly onto you Google calendar.

Regards

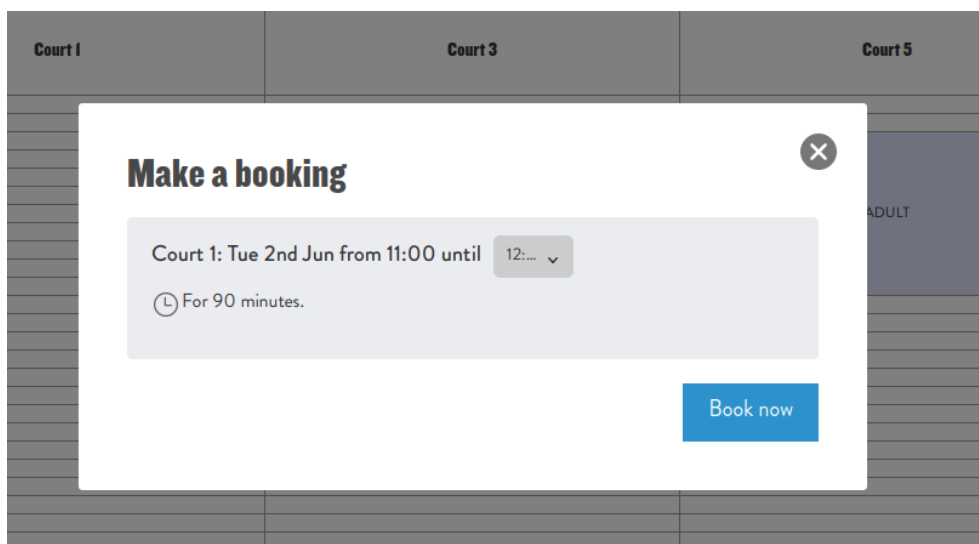
On the opening page, select the day that you want to play and click "Make a booking".

The screenshot shows the ClubSpark website interface for Gorleston Tennis Club. The header includes the ClubSpark logo and the user name 'Mike Reynolds'. The main navigation menu has links for HOME, THE CLUB, MEMBERSHIP, and COACHING. The 'Booking' section is active, with a sub-header 'MAKE A BOOKING | MY BOOKINGS'. Below this, there is a prompt: 'Please select a court and a time when you would like to play.' The date is set to 'Saturday 30th May'. A 'View By Date' dropdown menu is visible, along with navigation arrows and a 'TODAY' button. The main content area is a table with three columns for 'Court 1', 'Court 3', and 'Court 5', and rows for time slots from 08:00 to 09:30. The table is currently empty.

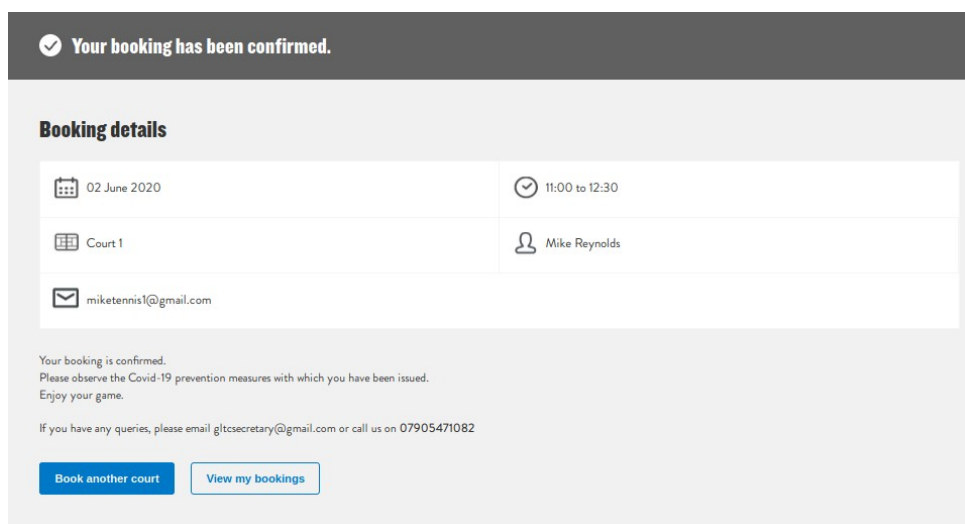
Here, Tuesday 2<sup>nd</sup> June, court 1 and 11am start has been selected.

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Use the dropdown box to change the booking end time from 15 minutes to the desired time. In this example, a playing time of 90 minutes has been selected, so the session ends at 12.30pm.

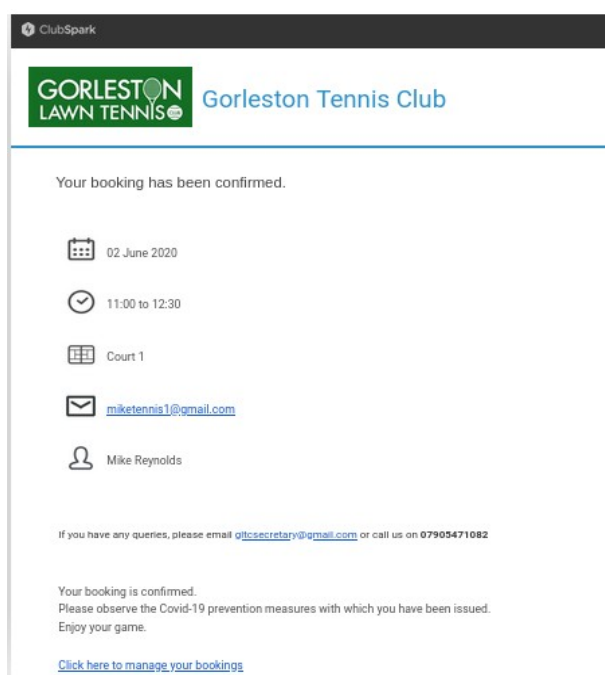


Click "Book now" and your booking will be confirmed via the following page.



A confirmation email will be sent to you and, if you signed in with your Google account, your calendar will show your booking. An example of the confirmation email is shown opposite.

Please adhere to the Covid-19 prevention procedures which have been issued by the club.

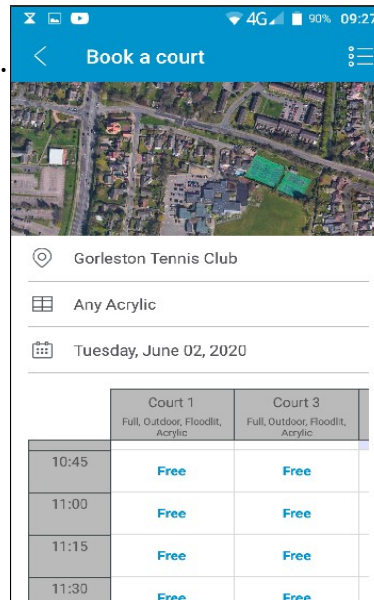


## Clubspark App

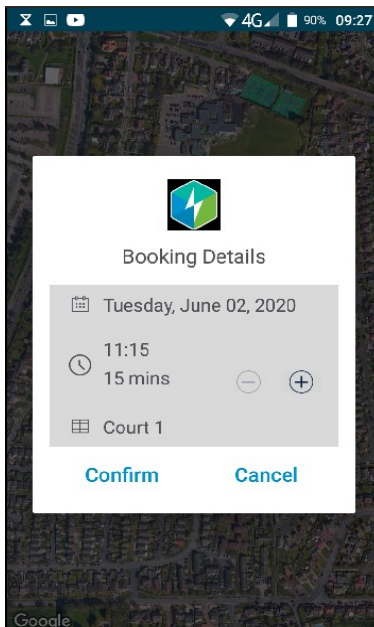
There is also a Clubspark app, which can be used on Android or iPhone mobiles. Once installed, the booking process is similar to the above. When you log in and enter the app, the opening page gives you a list of bookings that you have made and you can use the app to modify or cancel bookings.



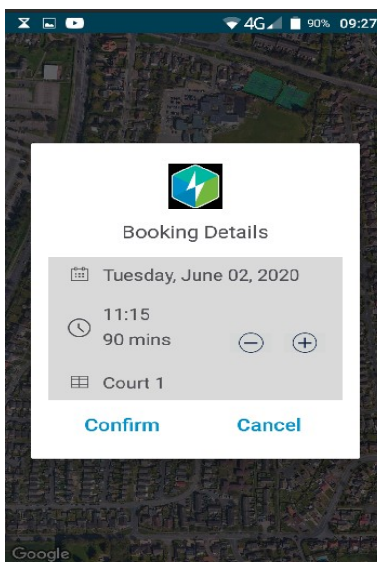
To make a new booking, tap the calendar to find your required date and scroll to the required court. Find your starting time where it says "Free" and select it.



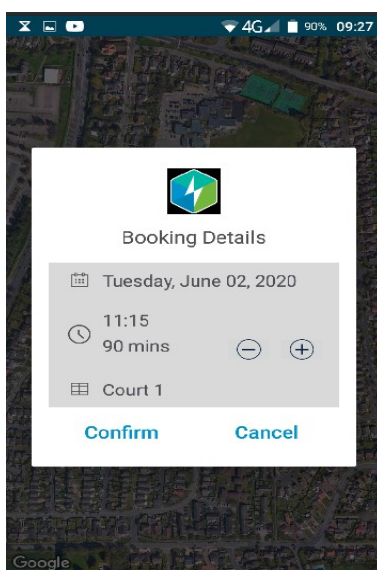
The selection here is of court 1 for 11.15am on 2<sup>nd</sup> June but it initially shows only a 15 minute session.



Tap the + or – buttons to get the required length of booking.



When you have the correct session time, tap "Confirm".



The court is shown as being booked  
You will receive an email and, if you signed in with your Google account, your calendar will show your booking.

