

Beverley & East Riding Croquet Club

How to use the Court Booking System

Before you begin

During this process, you will need to create a password. I suggest you think of it beforehand. It must be at least 8 digits long with at least one upper case letter and one numeral.

Getting started with the CBS

You will receive an email containing your username, a temporary password and an internet link to the Court Booking System (CBS). Clicking on the link will open your browser and take you to the CBS, where you will be able to log on for the first time.

Having logged on, before you do anything else, open **Settings** (click the cogwheel in the top right-hand corner of the web page), go to **My details** and change your password.

You will also be able to add your phone number, if you wish, and enter your handicap details.

The inclusion of phone numbers is optional but will be useful to other users who may wish to contact you to arrange matches. We need your email address for the functionality of the system. Please note that only other club members will ever see these details. Moreover, we are assured that email addresses and phone numbers are stored encrypted with bank-standard security.

I suggest that, at this point, you bookmark the website in your browser, for future quick access. For the record, the site's URL is <https://cbs.worldcroquet.org/day.php?club=114>. There is also a quick link from the Club News page on our website.

For further information about the system and how to use it, please look at the Help page via the link at the top of the web page.

To book a lawn

1. Choose the day, starting time, and lawn that you wish to book, then click its window in the calendar.
2. Enter a Brief Description (required). This will typically be your name and that of your opponent, e.g. *Mike v Mary*. See the booking instructions below for more advice on what to write in different circumstances.
3. The Full Description is optional. Write anything you think might be helpful.
4. Change the duration if the default 2 hours is not what you want. See below for restrictions the club may have placed on session times.
5. The other boxes will mostly confirm choices you have already made, but they are editable if need be.

To respond to another user's invitation

There is no way to do this through the CBS. You will have to phone, email, text or whatever.

Club sessions

General rules

Club sessions will take place on Mondays and Tuesdays from 2 pm till 4, and Saturdays from 10 am till 12 on the Bottom and Middle lawns. **Members will be permitted to attend *either the Monday or the Tuesday session plus the following Saturday session***. Up to six players will be allowed on the Bottom lawn, four on the Middle lawn. Members will have to sign up beforehand on the CBS if they wish to attend. The first ten members to sign up will be accepted.

To sign up for a club session

1. Open the CBS and find the club session you wish to attend. Click on either the Bottom lawn or the Middle lawn to sign up. The consequent dialogue box will include a 'participant' list.
2. Add yourself to the participant list by clicking the button.

If there are already six names on the Bottom lawn list, or four on the Middle lawn list, the lawn is fully booked. You can still add your name, but you will not be able to attend unless people above you drop out, allowing you to move into the top six or four.

Snap-up option for late vacancies

You may sign up for two sessions, as described above, up to 14 days ahead. However, if, on the Sunday, the day before the start of a new week from Monday to Saturday, there are still vacancies on the day you did *not* book for, you may then 'snap up' a vacant slot. If, however, it is the last slot, you should probably check, by refreshing your screen, that you did indeed get the place, and that you were not beaten to it by another member trying to book at the same time.

Member sessions

General Rules

For member sessions, a maximum of four players will be allowed on any lawn.

Each member will have an allowance of 8 hours per calendar week, from Monday to Sunday, to book their own member sessions.

You may make up to four bookings per calendar week, for one, two or three hours. Only two of these bookings may be for the Bottom lawn. Sessions booked for individual private practice should be limited to one hour, with a maximum of two per week.

Please avoid, if possible, booking a time that leaves a vacant hour before it. Although such hours can be used for individual practice, they are highly likely to be wasted, resulting in a loss of game time for everyone.

Having booked a lawn, you become the **hirer**. You 'own' the lawn and can decide how to use it and how many other members you will invite as your guests. You may invite up to three other players to join you. Once you are assembled, you can organise the play any way you like – singles, doubles, double-banked singles, or some other way.

Booking ahead (3 to 14 days)

You may book ahead for up to 14 days, on a rolling basis. Each day, a new day will become bookable. However, please marry this with the necessity to keep within your Monday to Saturday weekly allowances.

Last-minute snap-up booking (1 to 2 days)

If at any time, you spot that a lawn remains vacant in the next 48 hours, you may book it in addition to your other bookings. Such a reservation will not count as part of your 8-hour weekly allowance. This is a bonus offering to minimise waste of potential lawn time.

To book a member session as hirer

1. Find a vacant slot in the calendar and click it.
2. Enter a **brief description**.

For individual practice, just enter your name: e.g. *Mike*

For a pre-planned game with one known opponent: *Mike v Mary*

For a session with more than one known guest, *Mike et al*, or *Mike and others*, or you could write all the names. If you do not write all the names here, in case of any need for contact tracing, please enter them in the full description.

To advertise for one guest: *Mike + 1?*

The CBS cannot help you further with this. A prospective guest will have to contact you by phone, email, text or carrier pigeon. Once an arrangement has been made, please edit your booking to include the name.

I recommend that you do not advertise for more than one opponent.

3. Enter a **full description** (optional).
If you have not entered all players' names in the brief description, please include them here. Use the rest of the box in any way you like.
4. Adjust the **duration** as required to 1, 2 or 3 hours.
5. Change the **type** if you wish. The options are Golf croquet, Match, Tournament, Maintenance and Other.
6. Click **Confirm**.

Guest appearances

There is no limit to the number of times you can play as a guest.

Limitations of the system

The CBS does not know Beverley CC's lawn booking rules. It will not let you book more than 14 days ahead, but otherwise will not prevent you from exceeding your allowances. Members will be expected to be their own monitors and not book more than their share of sessions or hours.

Tracking and tracing, Coronavirus rules

A reminder. Lawn hirers, please be vigilant in ensuring that the names of all participants are recorded in the system, just in case they are needed for coronavirus contact tracing. Your bookings can still be edited, even after they have taken place. Names can be added or changed.

Please see our separate documents about **coronavirus rules and precautions**. Social distancing and sanitising procedures continue to be of paramount importance.