

## The Court Booking System <https://cbs.worldcroquet.org/?club=114>

**A reminder:** You can access the cbs via the club website, quick link on Club News page. Once you have logged on, log in using your username (surname followed by initial eg: BloggsF) and password. You can request a password reset by clicking this option.

Open **Settings** (click the cogwheel in the top right-hand corner of the web page), to edit your own details and to access the user list of members.

Club administrators (Mike and Debbie) have entered your name and email only. You are 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.

### 2022 season

There is no current need to sign in for club sessions, as marked on calendar; just roll-up on the day. **But member sessions must be booked in advance.**

### Member sessions

A maximum of four players will be allowed on any lawn. We are now allowing double banking (more than one game being played concurrently on one court, each game using differently coloured sets of balls) on all 3 lawns. You will notice 2 columns per lawn, 2nd column marked 'S' denoting secondary ball colours.

You may book ahead for up to 14 days, on a rolling basis. Each day, a new day will become bookable. We have removed restrictions and limits on how often you can book per week (*subject to review*). Please be considerate of all members.

Having selected a lawn (1st column or 'S' column), 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 book out **both columns** on any lawn *only* if you intend playing **a game with 4 players** (doubles or GC) *or* if you are playing a **competition singles match**. For all other games of two players, or a lone practice session, please book only one column on your chosen lawn. You can expect to have company from another game on your lawn.

### To book a lawn

1. Choose the day, starting time, and lawn that you wish to book, by clicking its window (select 1 column only - unless game of 4 players or competition singles match) on 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. ***But please always indicate if your booking of bottom or top lawn is for a game of short croquet.*** A double banked booking will need to play to this configuration.
4. Change the **duration** if the default 2 hours is not what you want.
5. Change the **type** if you wish. The options are Golf croquet, Match, Tournament, Maintenance and Other. The system defaults to AC games.
6. Click **Confirm**.

## Different circumstances

### Looking for oppo?

1. **To advertise** for guest/s: Eg; *Mike + 1? Or Anyone for doubles?*  
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/s.
2. Enter a **full description**.  
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.
3. Adjust the **duration** as required to 1, 2 or 3 hours.
4. Change the **type** if you wish.
5. Click **Confirm**.

### Booking a game of 4 players or a competition singles match?

1. Choose the day, starting time, and lawn that you wish to book, by clicking its window on the calendar.
2. Enter a **Brief Description** (required). This will typically be your name and that of your opponent/s, e.g. *Mike v Mary*.
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.
5. Change the **type**. The options are Golf croquet, Match, Tournament, Maintenance and Other. The system defaults to AC games.
6. Click **Confirm**.
7. **Essential! Repeat stages 1-5 for the 'S' column on the same lawn. Click Confirm.**