



CONGRESBURY BOWLS CLUB

RINK DIARY SYSTEM

RINK BOOKING INSTRUCTION MANUAL

This manual will enable club members to understand how to use the Rink Diary system to book rinks primarily for private play or internal competitions. This will replace the use of the red book in the clubhouse.

Rink Diary may be accessed by using the following link:

<https://www.congresbury.rinkdiary.co.uk>

Please save this link in your browser favourites for regular future reference. This link displays the Rink Diary home page showing the current week and any bookings made. You may view the diary but if you wish to book rinks you must click the "**SIGN IN**" button at the top right of the screen. Enter your username and password and click "SIGN IN" once more.

Already Registered. Login here

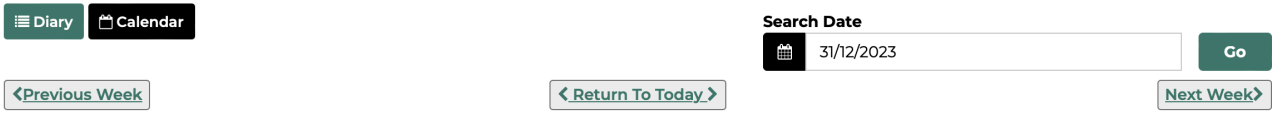
SIGN IN

[Forgot your Password?](#)

If there are any issues please use the "**CONTACT**" menu option.

HOW TO BOOK A RINK

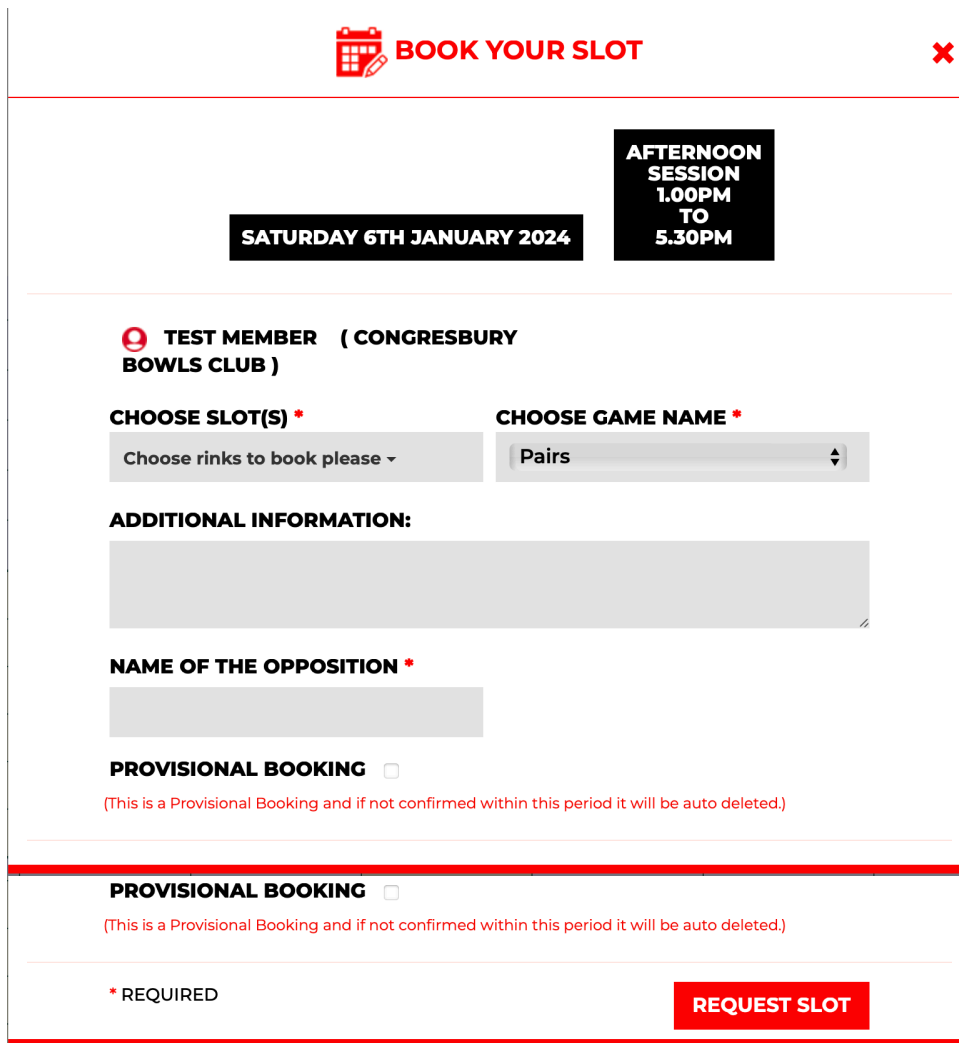
Once you have signed in and you wish to book a rink or rinks you need to find the date in question. This can be done using the various options available to find the week in which your selected date appears. If you use the "Search Date" option you need to select your specific date and then click "Go".



The navigation bar includes a 'Diary' button with a list icon, a 'Calendar' button with a calendar icon, a 'Search Date' input field containing '31/12/2023' and a 'Go' button, and three navigation buttons: '< Previous Week', '< Return To Today >', and 'Next Week >'.

At this point you will be able to see all slots for the chosen week from Monday to Sunday. Each day has been separated into Morning, Afternoon and Evening sessions and any existing bookings will show including block bookings such as Maintenance.

When making a booking you will be reserving the rink(s) for the whole of one of the three sessions in the day - not for specific times. You will also be reserving the number of rinks you require but NOT specifically numbered rinks.



The booking form is titled 'BOOK YOUR SLOT' with a red close button. It displays the date 'SATURDAY 6TH JANUARY 2024' and the session 'AFTERNOON SESSION 1.00PM TO 5.30PM'. The user is identified as 'TEST MEMBER (CONGRESBURY BOWLS CLUB)'. There are two required fields: 'CHOOSE SLOT(S) *' with a dropdown menu showing 'Choose rinks to book please -' and 'CHOOSE GAME NAME *' with a dropdown menu showing 'Pairs'. Below these is an 'ADDITIONAL INFORMATION:' section with a text area. The 'NAME OF THE OPPOSITION *' field is also present. There are two 'PROVISIONAL BOOKING' checkboxes, each with a note: '(This is a Provisional Booking and if not confirmed within this period it will be auto deleted.)'. At the bottom, there is a '* REQUIRED' label and a red 'REQUEST SLOT' button.

CHOOSE SLOTS (required)

The dropdown displays six separate tickboxes. If you need three rinks then tick boxes 1, 2 and 3. If these 3 are already booked you will not be able to select them so choose 4, 5 and 6 if available instead. Remember, you are reserving the number of rinks you require rather than specifically numbered rinks.

CHOOSE GAME NAME (required)

The dropdown displays Pairs, Rink, Triples, Singles

NAME OF THE OPPOSITION (required)

Enter e.g. "Private", the name of the competition etc.

PROVISIONAL BOOKING

This tick box enables you to specify whether the booking is provisional. **If ticked the booking will be automatically deleted after 24 hours** so the tick must be removed within that time if you wish to confirm it.

REQUEST SLOT

To save the booking you must click the "REQUEST SLOT" button at the bottom right (you may have to scroll down to see this section of the screen).

At this point you will be automatically returned to the main Rink Diary screen where you will see your booking entry/entries displayed.

AFTERNOON SESSION 1.00PM TO 5.30PM	1						Test M - Pairs - Competition	
	2						Test M - Pairs - Competition	
	3							
	4							
	5							
	6							

If you wish to make an amendment you can simply click on any of your own rink bookings, make any necessary changes and click on "Save Booking".