

## **Booking a Court – Guide**

Go to <https://threerivers.bookinglive.com>

(Note: our booking system software works best on a desktop/laptop and in the Chrome browser).

Scroll down to *Tennis Court Hire* and click *Book Now*

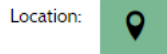
## TENNIS COURT HIRE

£10.00

**Book Now**

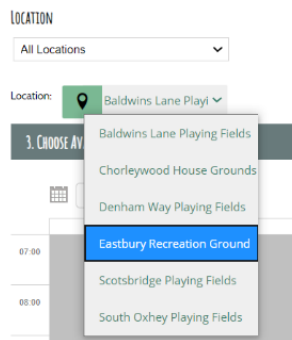
Leave the top *All Locations* alone and select the court you wish to book from the Green Location Box

that looks like this



Courts available include

- Baldwins Lane Playing Fields
- Chorleywood House Grounds
- Denham Way Playing Fields
- Eastbury Recreation Ground
- Scotsbridge Playing Fields
- South Oxhey Playing Fields



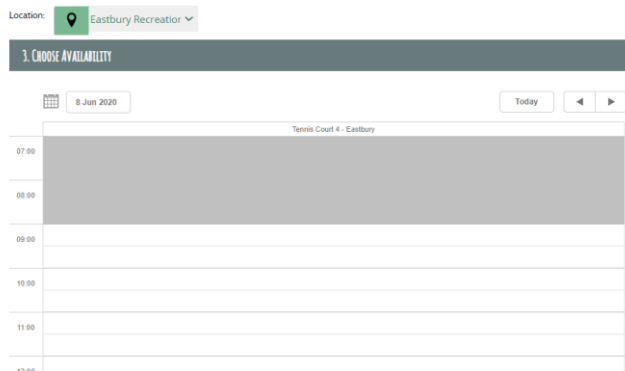
Once you have selected your court the page should refresh to today's date with your court listed at the top with times available in yellow below. From here you can select the time you wish to book a court for.

The screenshot shows a web interface for booking a tennis court. At the top, there is a dark grey bar labeled 'FILTER AVAILABILITY'. Below it, the 'LOCATION' is set to 'All Locations' in a dropdown menu. A 'Location:' label is followed by a location pin icon and a dropdown menu showing 'Eastbury Recreator'. A blue arrow points from this dropdown to the availability chart below. The chart is titled '3. CHOOSE AVAILABILITY' and 'Tennis Court 4 - Eastbury'. It features a vertical time axis on the left ranging from 07:00 to 20:00 in one-hour increments. The chart area is divided into horizontal slots. The slots from 11:00 to 19:00 are highlighted in yellow, indicating they are available for booking. The slots from 07:00 to 10:00 and from 20:00 onwards are greyed out. At the top of the chart area, there is a date selector showing '1 Jun 2020' and a 'Today' button with left and right navigation arrows.

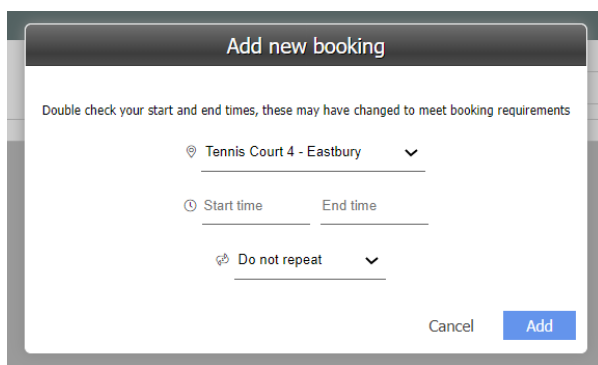
Use the calendar tool to select a date in the future

The screenshot shows a calendar tool overlaid on the booking interface. The calendar is for the month of 'June 2020'. The days of the week are listed as 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', and 'Sun'. The date '01' (Monday) is highlighted in yellow. The calendar is positioned over the availability chart, with the time slots 07:00, 08:00, and 09:00 visible on the left side. The calendar tool includes navigation arrows for previous and next months.

When selecting a date in the future the court times will default to white



To book a court select your date and then click on the yellow/white area. A dialogue box will pop up (Note: you might need to allow pop ups from your browser).



The court will be pre-selected based on your location choice.

Select the start and end time of your booking and click Add.


You can repeat these steps including as many sessions as you wish. Once all sessions are added scroll down to Continue.

## ORDER ITEMS

Order Items	Cost
1 x Tennis Court Hire at Eastbury Recreation Ground	£ 10.00
01/06/2020 - 13:00 to 14:00 Eastbury Recreation Ground (Tennis Court 4 - Eastbury)	
<hr/>	
Total:	£ 10.00
<a href="#">Continue</a>	

This next step is the confirmation screen, check your booking details and click Checkout

## ORDER ITEMS

Order Items	Cost
1 x Tennis Court Hire at Eastbury Recreation Ground	£ 10.00
01/06/2020 - 13:00 to 14:00 Eastbury Recreation Ground (Tennis Court 4 - Eastbury) 	
<hr/>	
Total:	£ 10.00
Payable now:	£ 10.00
<hr/>	
<a href="#">Add PROMO/VOUCHER CODE</a>	<a href="#">Back</a> <a href="#">Continue Shopping</a> <a href="#">Checkout</a>

If this is the first time you had used our booking software enter your email and click continue. Otherwise enter your email and select yes to enter your password to login to your account.

**E-MAIL & PASSWORD**

ENTER YOUR EMAIL ADDRESS

DO YOU HAVE A PASSWORD?

No

Yes, MY PASSWORD IS:

Complete all fields on the booking form and tick to accept the terms and conditions then click continue to summary

**PURCHASER DETAILS**

FIRST NAME -	<input type="text"/>	SURNAME -	<input type="text"/>
HOUSE NUMBER	<input type="text"/>	STREET	<input type="text"/>
TOWN	<input type="text"/>	POSTCODE -	<input type="text"/>
			<input type="button" value="Search Post Code"/>
EMAIL -	<input type="text" value="lsijfis"/>	HOME NUMBER	<input type="text"/>
MOBILE NUMBER -	<input type="text"/>	D.O.B -	Da <input type="text"/> Month <input type="text"/> Yea <input type="text"/>

**TERMS & CONDITIONS**

BY TICKING THIS YOU ACCEPT AND AGREE TO OUR [TERMS AND CONDITIONS](#)

Confirm details on summary page and click

You will be taking to a payment window. Enter your card details to complete and pay for the booking. The booking is now complete and you will receive – by email – a confirmation (the code will be in this format Ref-0123-456).