

## Step One – Registering and validating email address

You will be sent an email with your username and password. If you are unsure whether we have your current email address then please contact Bruce who will check our records.

The email will look like this:

**Online Court Booking Login**

### Mission Bay Tennis Club New Online Member



Hi Joe,

Congratulations you are a new member of the Mission Bay Tennis Club.

**Please proceed now to validate your email address** then use the following credentials to logon:

Username=jbloggs

Password =1800

<http://bookings.a-base.co.nz>

After you have logged on you have the option of changing your password.

Please look after and make the most of the club facilities and on behalf of the club committee we hope to see you often.

Have your annual club subscription paid for FREE! Just forward this email or send an email to a friend in another club. If that club starts using the A-Base Online Court Booking System, A-Base will pay your next annual club subscription (to a maximum of a senior membership).

Once validated you are officially registered and can now access the system and make bookings.

## Step Two – Logging In

Simply click on the link <http://bookings.a-base.co.nz> which will take you to the homepage (see below) and it will ask you to enter your username and password, which were sent to you in the first email.

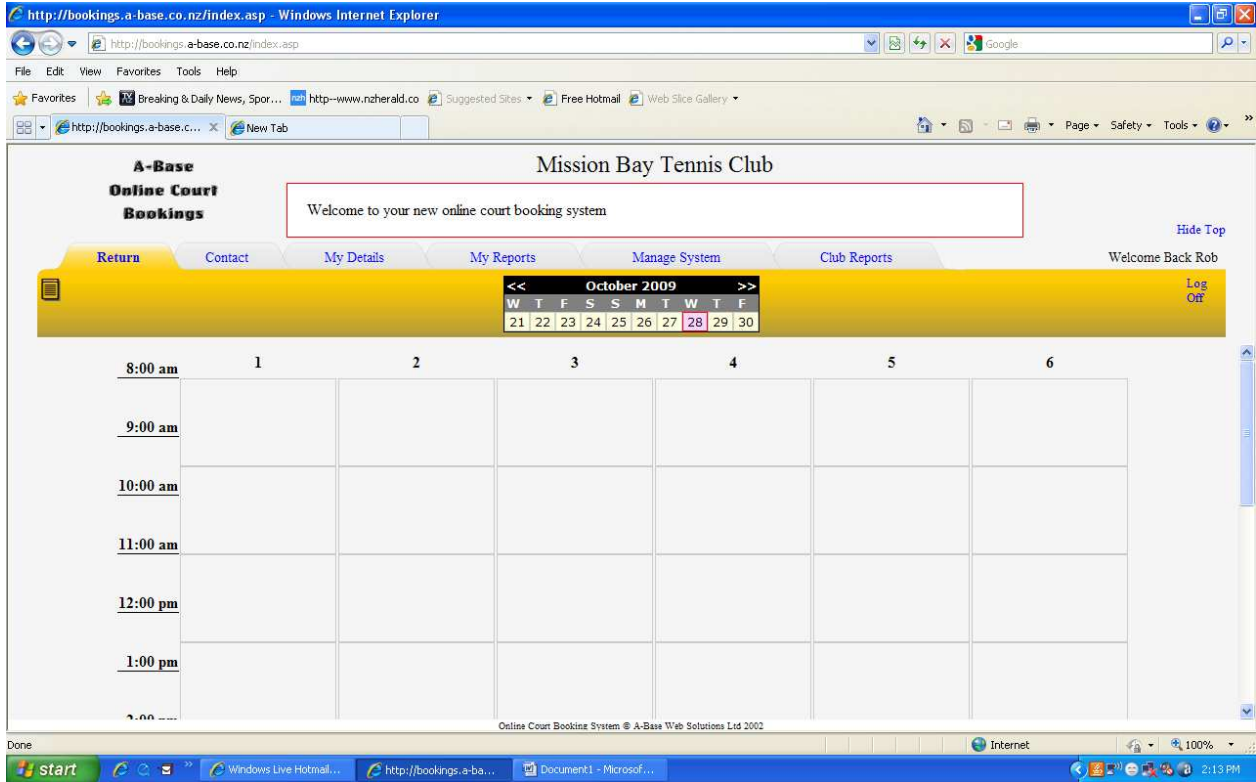
We suggest that you bookmark <http://bookings.a-base.co.nz> or add it to your favourites.

**TIP:** Emails sent to you from the online court booking system have links in them, so if you can't remember the website link then refer to previous emails and click on the links



## Step Three – Making bookings

Once you have entered your username and password you will be taken to the Mission Bay Tennis Club homepage which looks like this:



This is basically an electronic version of the old paper based booking sheet. You will see the courts are numbered from 1 to 6 across the top of the page and the times are down the left hand side of the screen. In the middle of the screen you will see the date, simply click on the date you want to book a court and it will take you to that day. The bookings operate on a 7 day rolling schedule, which means you can only book a court for the next 7 days.

Each square represents a booking slot, if it is blank it means it is available to be booked if it has a name in it then it has already been booked.

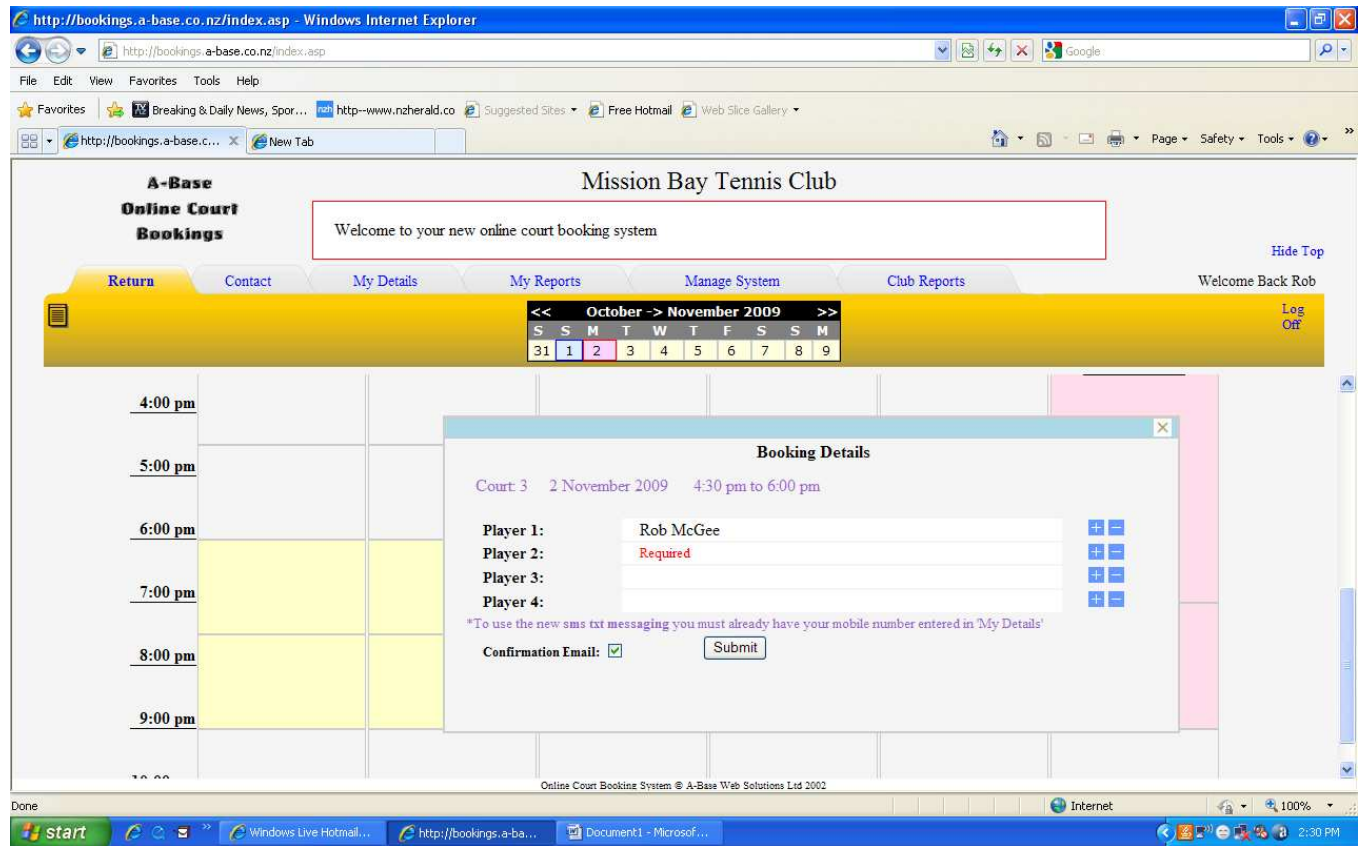
The peak time booking slots remain as per usual:

### Weekdays

**5.30pm till 6.45pm**

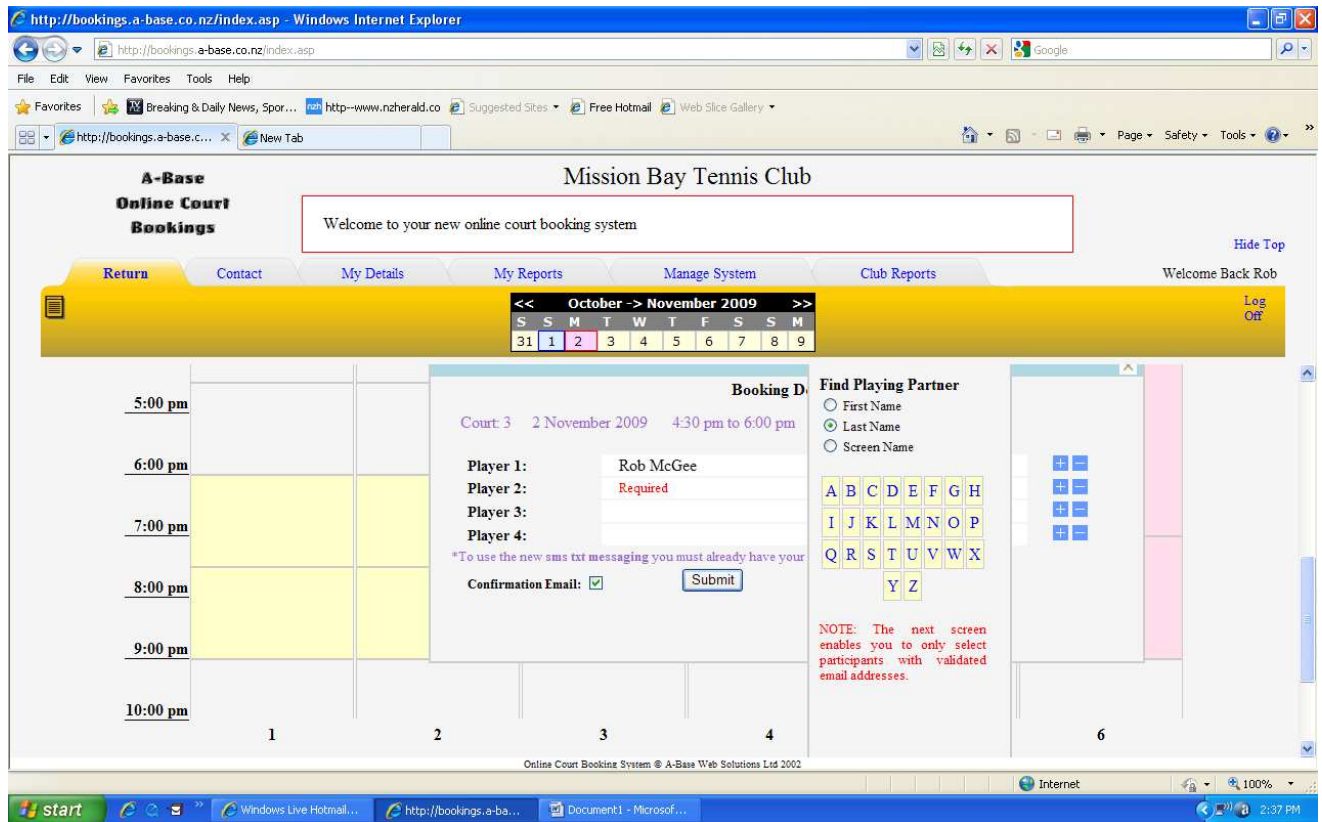
**6.45pm till 8pm**

If you hover over the booking slot it will show you the time that slot is for. To book an empty court simply click on the slot you want and it will come up with the following “Booking Details” page:



It will show the court you are booking, the date and the time slot you are booking. It will also show a list of the players with your name as “Player 1”.

You must enter the names of all of the members playing in that booking, whether it be doubles or singles. To add your playing partners simply click on the box that says “required” and the following box will pop up saying “Find Playing Partner”.



All current financial members will be listed and you can simply search for them using their first, last or screen name. Once you have found the member you are playing with simply click on their name and it will come up as "Player 2". If you are playing doubles please make sure you add all players.

**Note – Only those members who have validated their email address (see Step One) will be able to be used. Members who have validated their email will be highlighted in blue those that haven't will be shown in black. If you playing partner is highlighted in blue contact them and get them to register.**

Once you have added all players, press 'submit' to complete the booking. You can choose to have a confirmation email sent to your registered email address by simply clicking the box that says "Confirmation Email" that confirms your time, court and playing partners.

Your booking will show up on the page along with all of the names of the players.

If for some reason you need to cancel the booking simply click on your booking and press delete. It is important to delete your booking if you are not going to use it so that other members can use that space.

And that is it, simple, easy and quick. For any queries please contact Bruce at the club.