



CONSTANTIA BOWLING CLUB

COVID-19 Booking Procedures

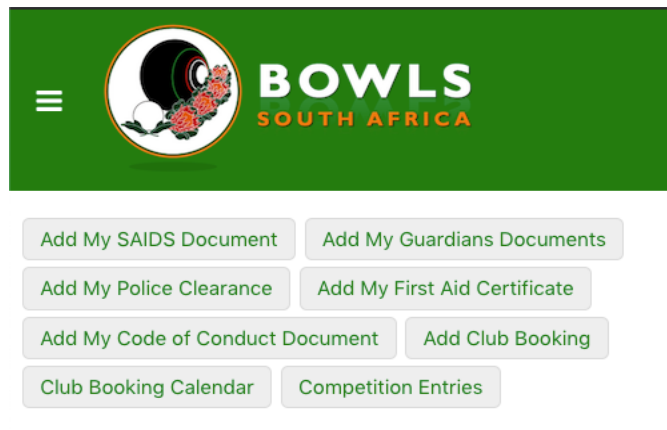
Constantia will be using the Bowls SA data base for booking a green and a rink.

The system allows for the collation of bookings by member for Covid-19 tracking and tracing purposes, which function can be also used for individual, member billing.

Lock down regulations and club rules that are not covered in the booking system are stipulated in the Addendum to this procedure manual. Members must take into account these rules and regulations, which will change with each change in the level of lock down, when making a booking or when there are changes in Green availability. The procedures and the addendum supporting the procedures are saved on our website for easy accurate access.

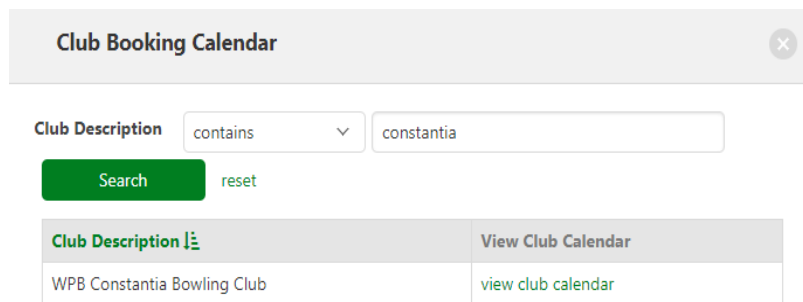
PROCEDURES

1. Go onto the Constantia website,
<https://www.constantiabowlingclub.co.za/>.
2. In the menu of the Constantia website there is a button called **BOOKINGS**, click on this to take you to the **BSA Members Online Booking** application.
3. At this level in the booking system there are a number of icons. The only icon a member will be using for booking purposes is the **Club Booking Calendar**.



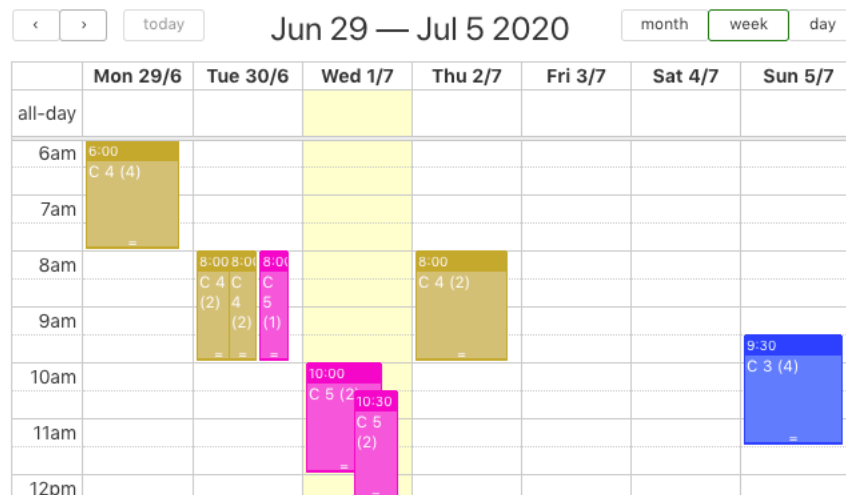
4. Click on the **Club Booking Calendar** icon.

Enter Constantia in the field provided and click search. The club description appears as below.



Click on **view club calendar** in green to open the calendar.

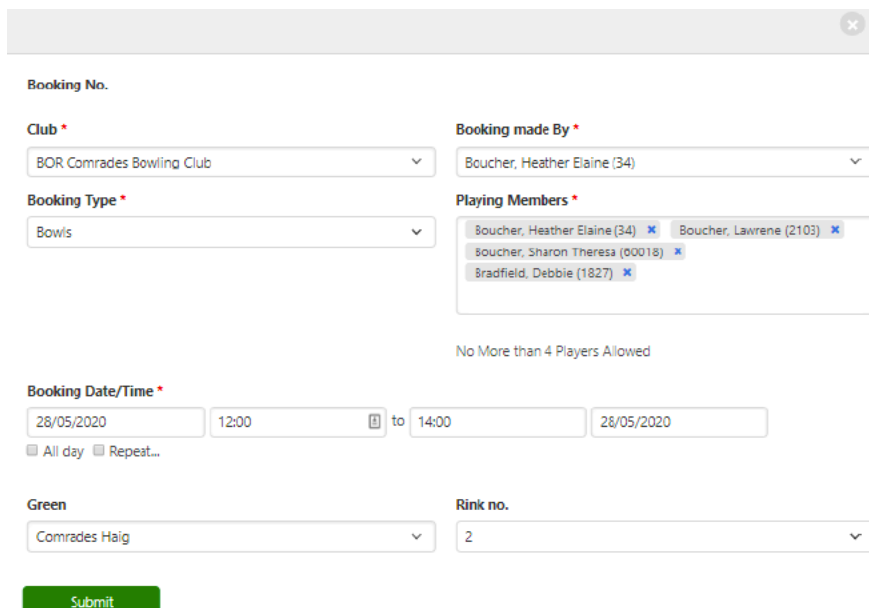
The calendar may show bookings already made by other members reflecting the slot time, green, rink, and number of players booked (in brackets).



You may click on any of these bookings to view the booking details. If the booking is not yours, **DO NOT** Cancel it – these bookings have already been created for the member who made the booking.

Pick a date and time that suits you. **Refer to the addendum rules prior to making a booking. Only book times and greens in line with the Addendum.**

5. Now you are ready to make a booking. Click on a day and time block on the calendar which you want to book. All the input fields required to make a booking now appear. The date and time fields will be populated by the block you clicked on. The system default is 1 hour so you will need to correct the times available **in line with the addendum.**



The screenshot shows a booking form with the following fields and values:

- Booking No.**: (empty)
- Club ***: BOR Comrades Bowling Club
- Booking made By ***: Boucher, Heather Elaine (34)
- Booking Type ***: Bowls
- Playing Members ***: Boucher, Heather Elaine (34), Boucher, Lawrene (2103), Boucher, Sharon Theresa (00018), Bradfield, Debbie (1827)
- Booking Date/Time ***: 28/05/2020, 12:00 to 14:00, 28/05/2020
- Green**: Comrades Haig
- Rink no.**: 2

Buttons: All day, Repeat..., Submit

Footer: No More than 4 Players Allowed

- a) **Club** – click on select, start typing **Constantia** and then select it from the drop down list as **WPB Constantia Bowling Club**.
- b) **Booking Made By**-Next you need to choose who is making the booking, Only Constantia Members may make bookings. Click on select and start typing your **surname**. The system will bring up your name, select it.

- c) **Playing Members** - do the same for Playing members as you did in point b) above. You can choose one name if booking for yourself, or you can enter multiple players if you wish to book for and play with them. **Limits are communicated in the addendum.**
- d) **Booking Date/Time** – If these fields are not populated or if you want to change the populated fields, click on the first block which brings up a calendar. Click the date you wish to play. The next 2 blocks are for the start and end times. **Time rules are included in the addendum.**
- e) **Green** - click on select and the greens available in the drop down menu, click on the green you wish to play on, this is now selected. One green should be fully booked before choosing the others available Green. **Rules will be communicated in the addendum.**
- f) **Rink no.** click on select and all rink choices will be shown, click on the rink that has the slot open that you chose when reviewing the Calendar. **As per the addendum**
- g) Once this is completed you **Submit** your booking. When the booking is submitted it will populate the calendar blocking your booking.
- h) After submitting your booking, should you want to change the booking, you may drag the booking to another time slot, extend or decrease the times by dragging the top or the bottom of the booking box
- i) If you have made a booking but for some reason wish to cancel your booking. Go to the club calendar, click on your booking. The full booking will be expanded, on the bottom left you will see a **Cancel** booking icon, click Cancel and your booking will be Cancelled. **(Use with caution)**
- j) If you wish to print your booking Go to the club calendar, click on your booking. Bottom middle of the expanded booking you will see a print booking icon.

- k) If you wish to receive an email reminder on the right hand side of the expanded booking choose send email. This email will be sent to your email in box.
- l) Playing fees will be co-ordinated and invoices sent to members. Two payment options are available, SnapScan and EFT.

Procedures compiled by: Mark Vadas and Anthony Pope

Version 2

6th July 2020