

**COVID-19 Lock Down**  
**Club Calendar Rink Bookings**  
**How to create a booking to play bowls during the Lock Down Period**

A facility to book sessions on a bowling rink has been developed online to control the play limitations at any club, taking into consideration the number of players, times of play, social distancing and all other criteria satisfying the national authorities regulations.

To make use of this facility, there are a few fields that need to be added to your **Club details** prior to creating a booking on your **Club Calendar**. Please follow the instructions below to get started:

1. Go to **My Clubs** and click on the **edit** button – this will take you into an edit display of all the available fields.
2. Scroll down to find the new fields and fill in your club's specific criteria – Hourly Session fees is what you intend (optional) to charge your members, per hour session. Max Players is the number of members allowed on one rink at a time (current regulations specify no more than 4 players on any rink at a time)

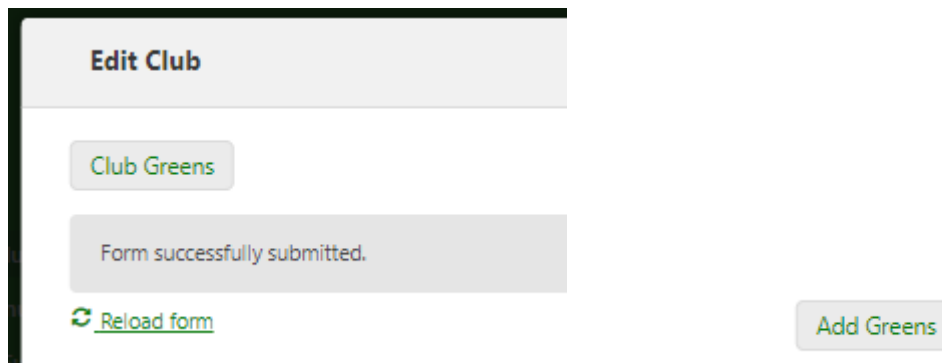
**Tab Fees**

**Hourly Session Fees**

**Max Booking Players**

..... and SUBMIT

3. A message will appear "Form Successfully submitted" – before leaving this screen, click on the tab "Club Greens" and then "Add Greens"



The screenshot shows a web interface for editing club details. At the top, there is a header 'Edit Club'. Below it, there is a tab labeled 'Club Greens'. A message box displays 'Form successfully submitted.'. Below the message, there is a 'Reload form' button with a refresh icon. To the right of the message box, there is an 'Add Greens' button.

4. Add all your Greens and their relevant information as per the display input fields –  
.... and SUBMIT

You are now ready to book a session. This booking may be done either by your **Clubs Database Administrators** via a WhatsApp group request, or by your members themselves (without any special login) **online**.

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**Club Administrators**

**Club Booking Calendar**

1. Under “My Clubs”, click on the tab **Club Booking Calendar** - this will display a Calendar specific to your club.
2. You can add a booking session by merely clicking on the day and time on the calendar – this will give you a blank booking sheet.
3. Fill in the criteria on the display
  - a. the Booking must be an active member of your club
  - b. the playing members will be any active members from your club and must be limited to the max number of players that you have set on your club details
  - c. any greens that are closed will not be displayed for bookings

✕

**Booking No.**

<p><b>Club *</b></p> <input type="text" value="BOR Comrades Bowling Club"/>	<p><b>Booking made By *</b></p> <input type="text" value="Boucher, Heather Elaine (34)"/>
<p><b>Booking Type *</b></p> <input type="text" value="Bowls"/>	<p><b>Playing Members *</b></p> <div style="border: 1px solid #ccc; padding: 2px;"><span>Boucher, Heather Elaine (34) ✕</span> <span>Boucher, Lawrence (2103) ✕</span> <span>Boucher, Sharon Theresa (60018) ✕</span> <span>Bradfield, Debbie (1827) ✕</span></div>

No More than 4 Players Allowed

**Booking Date/Time \***

<input type="text" value="28/05/2020"/>	<input type="text" value="12:00"/>	to	<input type="text" value="14:00"/>	<input type="text" value="28/05/2020"/>
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All day  Repeat...

<p><b>Green</b></p> <input type="text" value="Comrades Haig"/>	<p><b>Rink no.</b></p> <input type="text" value="2"/>
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..... SUBMIT

4. The calendar will display your booking, colour coding the rinks
  - a. you may click on the booking to show the details (where you will be able to either edit or delete the booking)
  - b. 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
  - c. filters are available if required
5. It will be the function of the Administrator to control the overlaps of the sessions, to make sure that no more than the max players are specified and that the greens and rinks that have been closed are not being booked.

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**Members Online**

1. Under the public option of Members Online, there is are 2 tabs that refer to Club Bookings



2. Click on the tab **Add Club Booking** and fill in the criteria on the display

**Add Club Booking** ✕

[Print](#)

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**Add Club Booking**

<b>Club *</b> <input type="text" value="BOR Comrades Bowling Club"/>	<b>Booking made by *</b> <input type="text" value="Boucher, Heather Elaine (34)"/>
<b>Booking Type *</b> <input type="text" value="Bowls"/>	<b>Playing Members *</b> <input type="text" value="Boucher, Bruce (2099)"/> <input type="text" value="Boucher, Verdon (2104)"/> <input type="text" value="Boucher, Heather Elaine (34)"/> <input type="text" value="Boucher, Lawrene (2103)"/>

Maximum of 4 members only

**Booking Date/Time \***

<input type="text" value="10/06/2020"/>	<input type="text" value="13:00"/>	to	<input type="text" value="15:00"/>	<input type="text" value="10/06/2020"/>
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All day  Repeat...

<b>Green</b> <input type="text" value="Comrades Pienaar"/>	<b>Rink no.</b> <input type="text" value="4"/>
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..... SUBMIT

3. You may check your booking by clicking on Club Booking Calendar, searching for your club and viewing the club calendar as per below

**Club Booking Calendar** ✕

**Club Description**

Club Description	View Club Calendar
BOR Comrades Bowling Club	<a href="#">view club calendar</a>

- a. you may click on the booking to show the details
  - b. 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
  - c. filters are available if required
  - d. an email will be sent to the member who made the booking (see Appendix 1)
4. Your bookings will be ratified by the Club Database Administrator who will contact you if changed.

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**Appendix 1 – email example sent to Booking Member**

Club Booking



Club Bookings <membership@bowlssa.co.za>  
To: hebouch@gmail.com  
Cc: comradesbowlingclub@gmail.com



Sun 24/05/2020 12:57

Hello Boucher, Heather Elaine (34)

Your booking entered on 24/05/2020 for BOR Comrades Bowling Club on green Comrades Haig rink no. 1 for members Boucher, Heather Elaine (34) on 24/05/2020 00:15 to 01:00 has been booked under booking [Comrades 21](#)

Your Tab fees will be R10

Please confirm with your Club Database Administrator

Thank you