



# MATCH BOOKING SYSTEM

## USER'S GUIDE

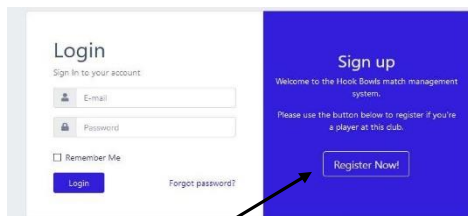
Sign-up information for Men's 1<sup>st</sup> and 2nd League Teams  
as well as Friendlies

This guide shows you how use the on-line version of our Match Booking System. You can access this via your computer, tablet, or mobile phone - so you can register for matches even when you are away or can't get to the clubhouse. The first thing to do is to sign-up for the system.

### REGISTRATION

Registration is required as a security to keep the system available to club members only.  
**YOU ONLY NEED TO REGISTER ONCE.**

When you first visit [lyndhurst.club-manager.co.uk](http://lyndhurst.club-manager.co.uk) you will see the following:



Press the Register Now! Button and you will see the Register screen for you to complete:

The Receive Notifications slider is for you to get e-mails telling you about upcoming matches. You can turn this on/off at any time using the Settings menu if you change your mind. This is covered later in the guide. E-mails will only be about the coming matches. Only registered players opting to receive notifications will be e-mailed about upcoming matches, otherwise you will have to remember to check on the noticeboard/fixture list or via this booking system. **It might be worth checking that these e-mails aren't blocked as spam.**

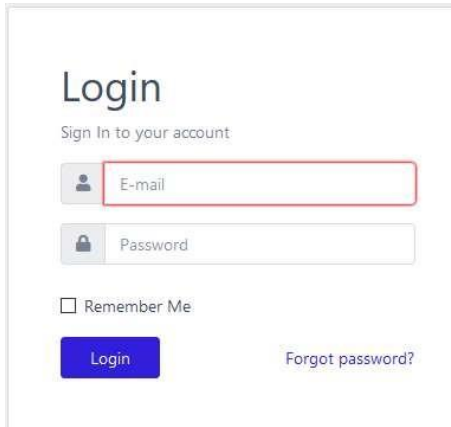
You may then receive an e-mail to verify your e-mail correctly (doesn't always happen) and telling you that you are awaiting acceptance. This is purely a security check to make sure that only club members are allowed in. Once the administrator has approved you, you are fully registered. **You only have to register ONCE.**

It is a good idea to create a short-cut to the web-page on your device by storing it as a favourite or bookmark.

So, how do you use the system now that you are registered?

## UPCOMING MATCHES AND AVAILABILITY

The Login page looks like this:

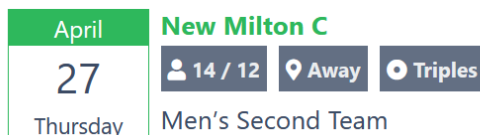



Enter the email address and password you registered with and press Login. You will be taken to this welcome screen:



This shows a list of upcoming matches for the teams you have registered for. All matches for the complete outdoor season will be available to view - but players can only sign up for a match when it has been released for sign-up by the Captain. **Matches ready for sign-up are in GREEN.** This will usually be two to four weeks before the match is due to take place.

Let's look at the icons for each match (this one is open for sign up as it is green):



This button  with a person icon gives you an indication of how many spaces are still available for the match. In this case, 12 are needed and 6 players have signed up. If there are more on the sign-up list than are needed for the match, you can still register.

Clicking on the Opposition Name will take you to more details about the match:

New Milton C  
Thu 27th Apr - playing in 9 days

Match Description:

- **Start Time:** 18:00
- **Team:** Men's Second Team
- **Match Description:** New Forest Division 4 (Men's 2nd Team)
- **Home/ Away:** Away - New Milton, Whitefield Rd, New Milton BH25 6DE
- **Dress Code:** Greys

Men's 2nd Team Fixture, New Forest League [www.newmiltonbowlingclub.com/](http://www.newmiltonbowlingclub.com/)

You will see how many players have already signed-up, their names, and the selected team, if the captain has decided:

Selected Team (11 / 12)

|    |               |
|----|---------------|
| AM | Alan MacClean |
| AO | Andy Olden    |
| CF | Colin Firth   |
| DS | David Stride  |

**The actual teams and positions (Lead, No 2 or Skip), will be confirmed separately by the captain.**

If you want to sign-up for the match just press "I'm Available":

Available Players (5)



And your name will be on the list of available players



To logout, press (the Circle with your initials at the top of the screen) ther



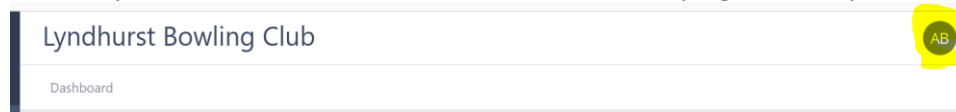
Or you can click on



to go back to Matches screen to see more matches.

## SETTINGS AND OTHER OPTIONS

At the top of the Dashboard screen there is a “housekeeping” button (your initials):

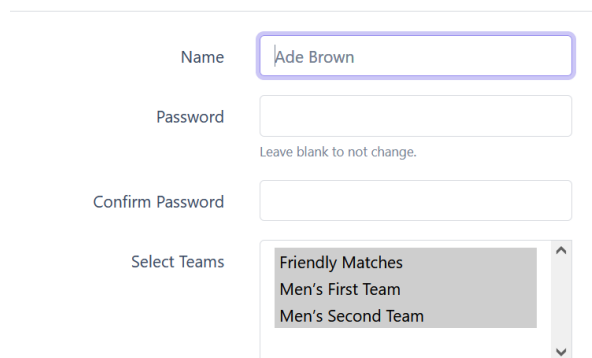


Clicking on this will give you two options, Settings or Logout.

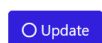
In the Settings screen you can change your password by entering a new password in the password field, and again in the confirm password field. Then click update.

You can opt in or out of receiving emails by choosing Yes or No next to each option.

This is also the place where you can manage your team registrations – signing up for or leaving a team (please tell the captain if you do so). This controls which teams’ matches you can see and register for, not specific matches.




Teams you are registered for will be greyed. To self-register, highlight all the teams you want to play for by pressing the “CTRL” key and clicking. Highlight and click a greyed team to withdraw. Remember to press “Update” at the bottom of the page:



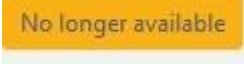
to ensure your changes are saved. The system will confirm when this is done:



Clicking on  Logout takes you out of the Match Booking System.

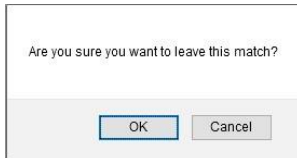
## REMOVING YOUR MATCH AVAILABILITY

If you change your mind, or something prevents you from playing, you need to press the button that

has appeared by your name  .

*NOTE this button is only for this purpose, it does NOT mean you have been deselected, the game has been cancelled etc*

When you press this, you will be asked to confirm:



If you press OK you will then take yourself off the list for that match. If you have already been selected, as a courtesy **you should also let your captain know personally** of your withdrawal.