On-line Booking System – Instructions for booking Lawns

For FIRST TIME Booking: [see next page for subsequent bookings]

1. On MCC website HomePage, click the **Lawn BOOKING SYSTEM** Button
   Website: https://www.mosmancroquet.org.au/

2. **Select the DATE** you want, using the ">" arrow beside today's date at the top of the page.
   To change to next month, use ">>" arrow beside the calendar month heading

3. Check availability for the time you want to book, and which Lawns are available.
   Select a start time: 9:00am, 11:00am, etc - **on your Lawn of choice**.

4. Click on the green Book box, at top of page, above the lawn booking times

5. Enter your usual email address and click NEXT.   *This brings up the NEW BOOKING window.*

6. **Adjust your finish time**, to cover a 1-hour period.

   Include your playing partners name in the "**BOOKING TITLE**" space.

   Complete the required(*) details eg your First and Last Names and telephone number.

7. Check box to accept the booking system's Terms and Privacy Policy.
   Click **Confirm Booking** box.
   Then go to another date and make a new booking, OR close the Tab.

MAXIMUM 2 bookings per member, per week

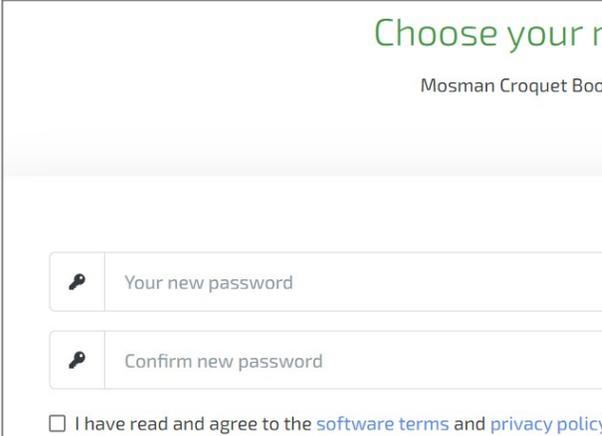## You must REGISTER your details, following your first booking:

You will receive an email "Confirm your new account", from the Mosman Croquet Booking System (Skedda)
Click on Confirm Account and Setup your Login

Provide a simple easy password
(must include 1 uppercase letter and 1 number)

and complete the details on this page

When you "Set password, and Login" this will take you into the Booking System again.

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Mosman Croquet Boo

🔑 Your new password

🔑 Confirm new password

☐ I have read and agree to the software terms and privacy policy

For Booking, <mark>once Registered</mark> for Mosman Croquet Booking System:

NOTE: There is a limit of 2 hours per week for each individual member, according to email address

1. On Mosman Croquet Club website HomePage, click the | **Lawn BOOKING SYSTEM** | Button
   Website: https://www.mosmancroquet.org.au/

2. Select the LOGIN Button at bottom LHS of screen
   Enter your email address and password, & click **Log in** .

3. **Select the DATE** you want, using the ">" arrow beside today's date at the top of the page.
   To change to next month, use ">>" arrow beside the calendar month heading

4. Check availability for the time you want to book, and which Lawns are available.
   Select a start time: 9:00am, 11:00am, etc - **on your Lawn of choice**.

5. Click on the green **Book** box, at top of page, above the lawn booking times

6. **Adjust your finish time**, to cover a 1-hour period.
   Include your playing partners name in the "**BOOKING TITLE**" space.

7. Click <mark>**Confirm Booking**</mark> box.
   Then go to another date and make a new booking, OR **. Log Out .** and close the Tab.

NOTE: *If you have problems logging in, because of your password –click on the* Reset my password *text, and the RESET email will go to your usual email address to enable you to set your preferred password.*

If having trouble with the Booking System call:

- Anthea Piddington:
- Fidye Westgarth:
- Penny Paterson:

Are you looking for a playing Partner?

Phone someone, from the *Members' Contact List* in the Members' Only section of the MCC Website.

NOTE: To access this information, you must be logged in as a Member on the MCC Website