

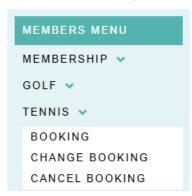
# **Tennis Online Booking via Member Portal**

#### Login to Member Portal

Member Login
WELCOME
Dear Members,  Here, you will be able to make bookings, update your personal details, pay your bills, and keep up with important news and events around the club.
Member's ID (Omit dashes) Please enter your Member's ID and Password to proceed, e.g. A/123-) is A/12340 and AX2345-0 is AX23450
Example: A/12340
Password
Login

## **Booking a Tennis Slot**

1) At MEMBERS MENU, Select TENNIS then BOOKING



2) Select Booking Date and click Continue to View Booking Sheet

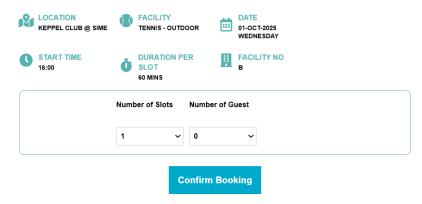


3) Select Court A or B and Time Slot then click on Process Booking





4) At Booking Entry Screen, select **Number of Slots** and **Number of Guest**, then click **Confirm Booking** 



5) A Tennis Booking Confirmation will be emailed to member registered email account with the Club.

### Change a Tennis Booking (Only change of Number of Guest allowed)

1) At MEMBERS MENU, Select TENNIS then CHANGE BOOKING



2) Click **List Bookings** then select the Booking Number as listed on page.



- 3) Change the Number of Guest, then click Confirm Change
- 4) A Change Booking Confirmation will be emailed to member registered email account with the Club.



### **Delete/Cancel a Tennis Booking**

1) At MEMBERS MENU, Select TENNIS then CANCEL BOOKING



2) Click List Bookings then select the Booking Number as listed on page.



3) Confirm booking cancellation and click Confirm Cancel Booking



4) A Cancel Booking Confirmation will be emailed to member registered email account with the Club.