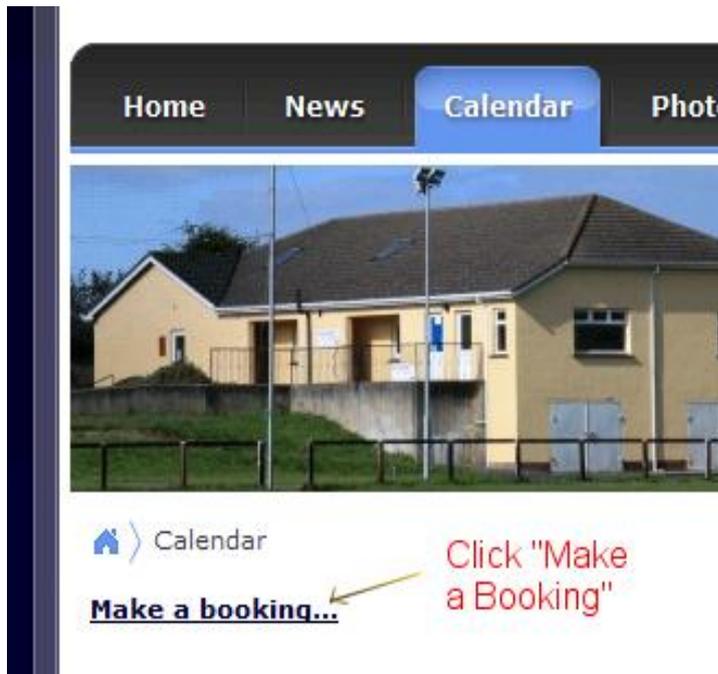


PROCEDURE FOR BOOKING THE PITCHES EITHER FOR TRAINING OR MATCHES

It is also a good idea to put in away fixtures as this will allow members to follow all matches for your group. NEVER assume that because a booking request has been submitted that the pitch is booked, you must wait to receive an email as stated at the end of this guide.

Log onto the club website, www.eadestownгаа.ie

Select the Calendar tab from the top navigation bar as shown below.



Click the “Make a booking” link as shown above.

The page shown below will open up.

Fill in all the details required, NOTE if details are not filled in correctly it will lead to your booking being rejected.

Contact details are your details this will allow the system to send you back and email alert to say your booking has been accepted or rejected so it is essential that you put it in. Your phone number and name will be shown on the calendar.

Event details must include the end time otherwise the system will pick up that you require the pitch for a whole day and may lead to your booking being rejected.

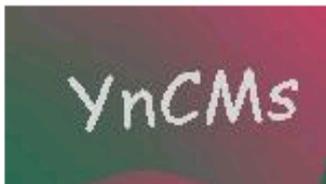
For a fixture booking, the system will give you an option of away match/home match just select which is the correct one.

For recurring training bookings simply enter a comment into the comment box and the fixtures secretary will pick it up. See example in the comments box below.

Event Details

Date	February 12, 2013
Start time	19 : 00
End time	21 : 00
Event type	Training
Facilities required	<input type="checkbox"/> Main Pitch <input checked="" type="checkbox"/> Training Pitches <input type="checkbox"/> Club House
Team(s) to train	Ladies
Comments	For 8 weeks ending on 02/04/2013

Enter the code as shown in the box, see sample below. Caps must be used where shown.



Enter the code shown above in the box below

[Submit my booking request](#)

Once all the details are completed, select "Submit my booking request" at the bottom of the page (as shown above).

If you have similar bookings to make, eg if you have several match fixtures to put in then select "Yes, I'd like to make a similar booking request" (as shown below). The system will then save all the details you have just entered and allow you to use them for the next booking which will save you time.

Thank You

Your booking request has been submitted and you will be contacted in due course.

Would you like to make another request?

- [Yes, I'd like to make a new booking request](#)
- [Yes, I'd like to make a similar booking request](#)
- [No thanks, take me back to the Home page](#)

When you have finished completely you can leave the website.

Once the fixture secretary had a chance to check your booking request you will receive either of the following no reply sample emails;

BOOKING APPROVED:

Your booking, *Training : Ladies*, has been **approved** and is now in the club calendar. The details we have for this event are:

Contact name

Claire McShane

Mobile

086 6067811

Event date

Tuesday, 12 February 2013

Start time

19:00

End time

21:00

Facilities

Training Pitches

Should any of these details change, please email [Eadestown GAA](#) immediately with the updated details.

Do not reply to this email. It has been sent from an unmonitored account.

BOOKING DECLINED:

Your booking, *Training : Ladies*, has been declined. The details we have for this event are:

Contact name Claire McShane Mobile 086 6067811

Event date Tuesday, 12 February 2013 Start time 19:00 End time 21:00

Facilities Training Pitches

Reasons for declining a booking may include:

Your request coincides with an existing booking

One or more of the requested facilities are not available

If you believe your request has been declined by mistake, please email Eadestown GAA immediately.

Do not reply to this email. It has been sent from an unmonitored account.

If your booking has been declined you may want to give the fixtures secretary a call.