

Using Clubspark to book a floodlit court at GMLTC

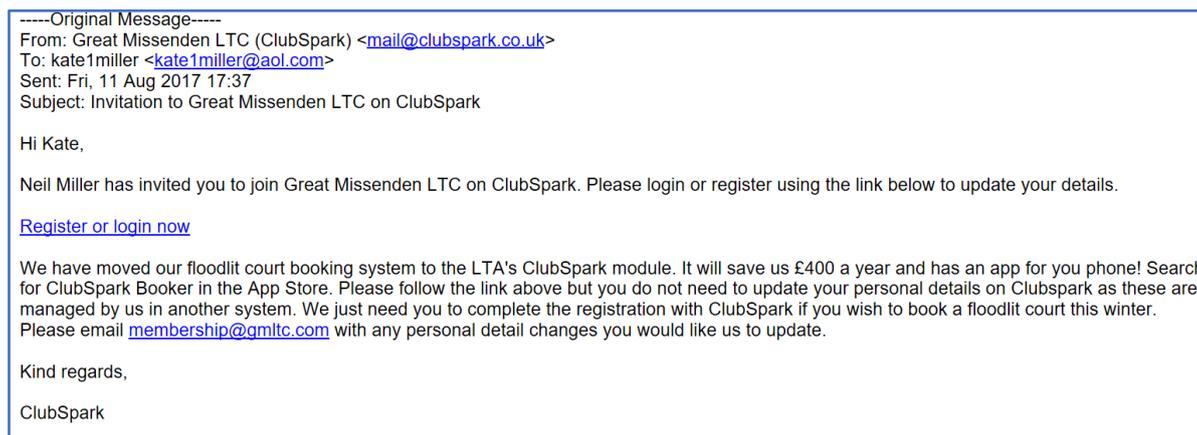
This “how to” guide has 2 sections:

- 1) Registering with ClubSpark to enable you to book GMLTC floodlit courts
- 2) How to book a court once you are registered via our website or via the ClubSpark phone app

1) Registering with ClubSpark to enable you to book GMLTC floodlit courts

1.1. Send a request to Neil (neil1miller@aol.com) so that he can send you the following invite to register with ClubSpark.

1.2. You will receive an email like this. Click on the “Register or log in now” link.



1.3. The link will take you to the page to the right. You can complete the ClubSpark registration or use your LTA log in you created to get your BTM number (and opt in to the Wimbledon Draw) or use one of the other accounts listed.

IMPORTANT – you will need to log in each time you want to book a court using the same method. If you register with ClubSpark here on the left side you will need to log in with your ClubSpark credentials **each time**. Likewise if you click through the LTA or one of the other buttons to register you will need to use them each time you log in to ClubSpark to book a court.

There are certain fields that you will have to complete in order to complete the registration process. Apart from your email address these do not have to be accurate as we use our own ClubV1 member management system! If you

need to make an update to your personal details please email membership@gmltc.com with your changes.

Register to accept invitation

Already have an account? [sign in](#)

Register with an email address and password...

Kate
Miller
kate1miller@aol.com
Confirm email address
Phone number
Date of birth Day Month 1980
Gender Female Male
Postcode
Password

By creating this account you agree that Sportlabs can contact you with regards to using the ClubSpark software.

The LTA and its national, county and island associations can: (i) view information held in relation to you on ClubSpark (whether inputted previously or in future); and (ii) use your personal data, including sensitive personal data, for the purposes of your involvement in British tennis and to send you information related to these purposes by post, email or SMS. Please tick this box if you do NOT wish for this to occur:

For further details please see the [LTA privacy policy](#).

Occasionally, we may also use your details to:

Send you information about our offers and about offers from carefully selected third parties by post/email/SMS. Please tick this box if you do NOT want to hear about these offers:

Pass your contact details to carefully selected third parties so that they can send you, by post, details of their products and services. Please tick this box if you do NOT want us to pass your details on:

[SIGN UP](#)

Register with your LTA or social account...

[LTA](#)
[Facebook](#)
[Google](#)
[Microsoft](#)

1.4. Please tick the Terms & Conditions box that governs your use of ClubSpark. The other opt out tick box for communications / marketing is part of the ClubSpark system for GMLTC marketing use and will not flow through to our system. We do not use your contact details for third party communications so you will only get newsletter and other club communications from us via Club V1. If you do not wish to get any club communications please let us know by emailing membership@gmltc.com.

ClubSpark Neil Miller

Great Missenden LTC

HOME BOOKING

Accept Invitation

Terms and Conditions

Please tick this box to confirm you agree to the [Terms and Conditions](#).

Occasionally, Great Missenden LTC may also use your details to:

Send you information about our offers and about offers from carefully selected third parties by post/email/SMS. Please tick this box if you do NOT want to hear about these offers.

[CONTINUE](#)

1.5. Clicking “Continue” will take you to your ClubSpark profile page.

Your email address needs to be correct here so that you get email confirmation of your court bookings. The only other required fields are your first and last names.

Note, as mentioned above, we do not use ClubSpark Profile / Member information pages within the club for member management or communications so you can just click “Save” at the bottom right.

Lia Smith [VIEW PROFILE](#)

Welcome to ClubSpark! Please check your details at Shinfield Tennis Club.

Player details

First name (Required)

Last name (Required)

Email address

Date of birth

Gender Male Female

British Tennis Number

Contact details

Address 1

Address 2

Address 3

Town

County

Postcode

Phone number

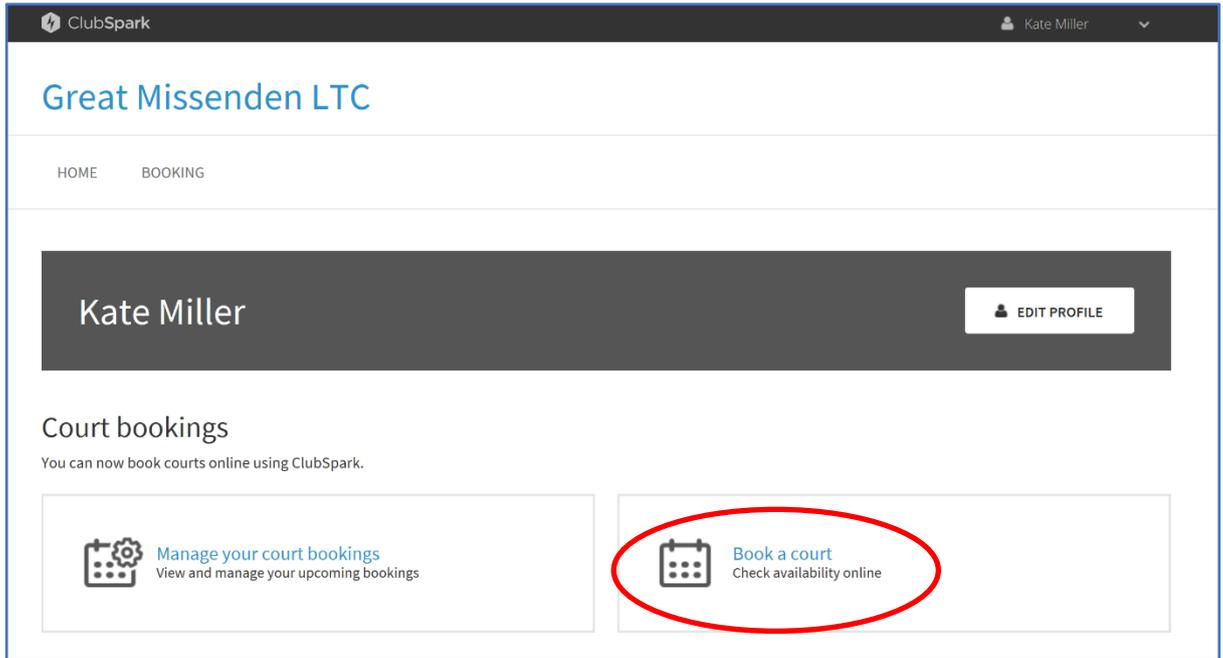
Work Number

Mobile Number

[CANCEL](#) [SAVE](#)

1.6. You are now registered with ClubSpark!

You will be on the following page and you can click on “book a court”



2) How to book a court once you are registered via the ClubSpark website or phone app

Hint: the “Booker” phone app is very easy to use!

2.1. Booking via your web browser

Click on this link and save it in your browser’s Bookmarks <https://clubspark.lta.org.uk/GreatMissendenLTC/Booking> . This link is also in the http://www.gmltc.com/floodlit_court_booking_and_use page.

You will be taken to this page to sign in using your ClubSpark registration details or LTA or one of the other methods listed. **You must use**

the same method that you used to register with ClubSpark during the registration process described above. If you mix and match you will get an “Access Denied” message. If you have forgotten your password there are “Forgotten your password?” links on all the sign in pages.

2.2 You can now see the Court Booking page for GMLTC.

You can view all courts by date or you can select a court and view what’s available.

You will see some courts are booked out for coaching, club nights or have been booked by other members. A blank square indicates that the court is available at that time.

Each member can book a court for 1 hour and you can now make 2 consecutive bookings so that you can have a 2-hour slot. No more getting your partner to synch bookings with you for the next slot! Please don't abuse this and book out 2 x 2 hours between you!

	Court 11 Full, Outdoor, Floodlit, Tarmac	Court 12 Full, Outdoor, Floodlit, Tarmac	Court 13 Full, Outdoor, Floodlit, Tarmac	Court 14 Full, Outdoor, Floodlit, Artificial...	Court 15 Full, Outdoor, Floodlit, Artificial...	
16:00						16:00
17:00						17:00
18:00						18:00
19:00						19:00
20:00						20:00

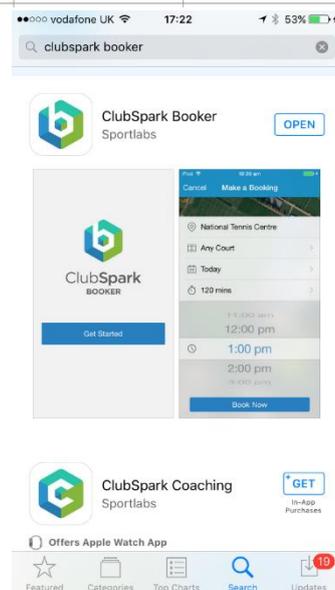
2.3 Booking a court using the mobile app

Search in your App Store for ClubSpark Booker and download it.

The link to the Android version can be found here:

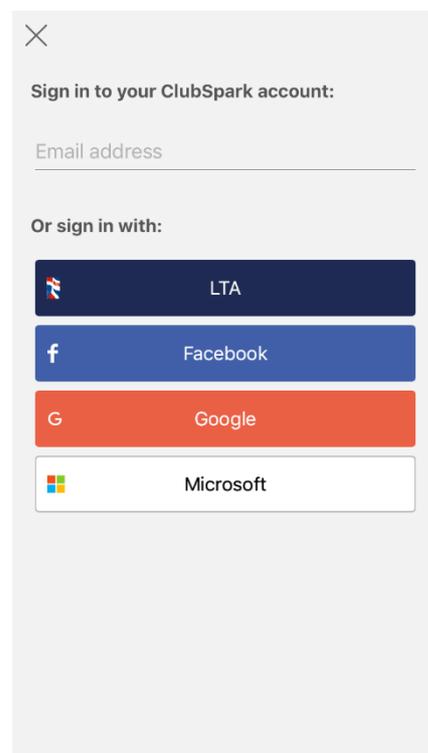
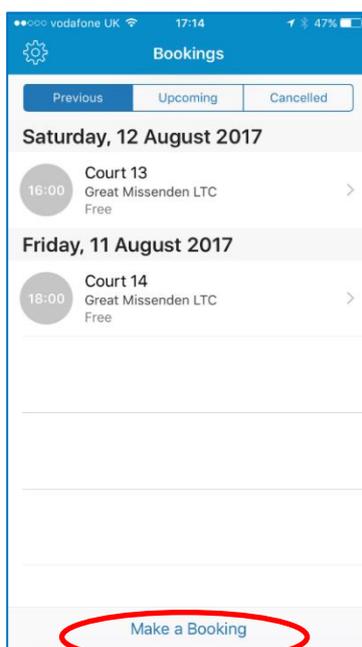
<https://play.google.com/store/apps/details?id=com.sportlabs.clubsparkplayers>

2.4 Open the App and select Sign In



2.5 Sign in using the same ClubSpark, LTA or other account credentials you used when registering with ClubSpark the first time per Section 1 in this document.

2.6 The App home page will show you your previous, current and cancelled bookings. Select "Make a Booking" at the bottom of the screen. In the Android version there is a + sign that takes you to the booking screen.



2.7. Make sure that it shows Great Missenden LTC just below the picture. If it does not you can select our club from the "All Clubs" list on the next screen.

Note the Android version is similar to this but does not have the calendar view that the iPhone version had.

Select the day you want to look at by clicking on the Today section or select the court you want to play on first by selecting Any Court. The available times for that court on that day will be visible in the screen to select. If there are no courts available on that day a message will appear saying "Max Bookings Exceeded".

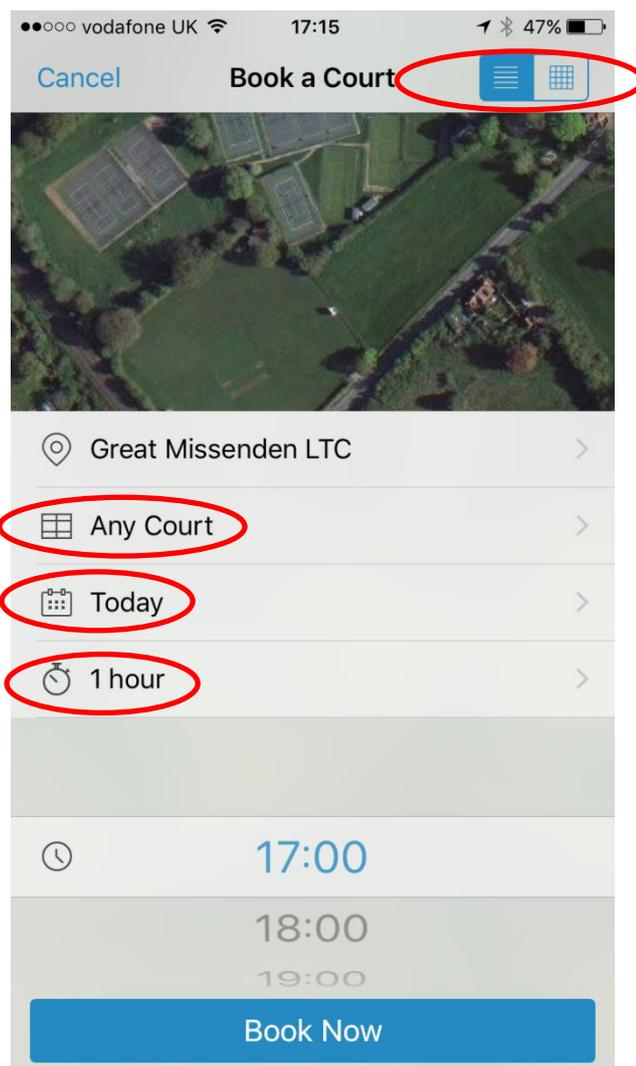
If the time you want to book between 4pm and 10pm is not visible it means it is booked by another member or a Coaching / Club Session.

Note: if you select "Any Court" or "Tarmac" or "Clay" you will be allocated a free court by the App at the time you chose.

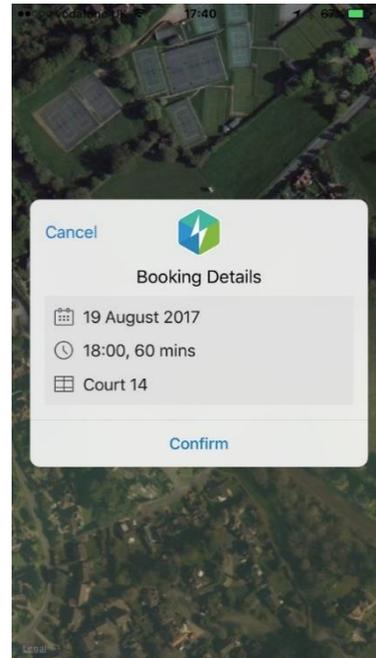
You can also view all courts for a given date to see what is available by selecting the grid icon in the top right of the screen - by "Book a Court". I find that the easiest way to scroll through and see what is available.

Once you have selected the time and court to suit you click on Book Now.

A confirmation screen will appear asking you to confirm. The Confirm pop up will allow you to add a second hour to the booking if it is available.



You will then receive an email confirmation of your booking and you will be able to see it on the home page in the App



Simples!

If you get stuck Neil "IT Help Desk" Miller may be able to help – neil1miller@aol.com.