

Process note for online rink bookings:

Once you have contacted another member and agreed to play, then you need to book a rink. Try and book at least 24 hours in advance.

NB Only one person needs to book but you can put two names in the “Name” box. This helps anyone looking at bookings.

- 1) Go to: www.northwoodbowling.co.uk
- 2) In the left hand yellow box, go to “Rink Bookings”
- 3) Enter the club website password, which is **XXXXXX** and press the “Sign In” button. Members have been circulated with the password. E-mail the club through the “Contact Us” page of this website to have it re-sent.
- 4) There is a box saying “Select Booking Day”. Click the arrows in this box, then highlight and click the date you want to book.
- 5) Tick the time and rink – the box will turn blue and have a tick in it.
- 6) Click the “Name” box and enter your name, and your opponent if you wish.
- 7) Click the “Email” box and enter your e-mail address
- 8) Click the “Submit Booking Request” box
- 9) You will then see this message:



Thank you. You have booked rink 2 on Monday 8 June at 11:00 and have been sent a confirmation email.

If it does not appear in your Inbox within a matter of moments, please check your SPAM filter in your email reader and/or your rejected/quarantined email message folders.

Look for an email with the subject line '**Northwood Bowling Club - Rink Booking Confirmation**'.

10) You will receive an immediate e-mail that says, for example:

Hello World Champion.

This is confirmation that you have booked rink 2 on Monday 8 June at 11:00. Please keep this email safe. If you need to cancel the booking, the details will be required when completing the cancellation form on our website's Rink Bookings page.

Thank you.

Northwood Bowling Club

- 11) If you don't get an e-mail, check your spam and add **support@bowlsgroup.co.uk** to your contacts / address book.
- 12) Now you can confirm with you opponent and get on and bowl, following all the guidance provided to members by the committee!
- 13) You will get a second confirmation at some point later. No need to do anything when this arrives!

NB

- 1) Only if neither of you can use the internet to book a rink, please ring Adrian Parker or Paul Lewis.
- 2) If you need help completing an online booking, please ring Adrian or Paul.
- 3) If you do need to cancel your booking, follow the instructions on the “Rink Bookings” page, where it says “[click here](#)”