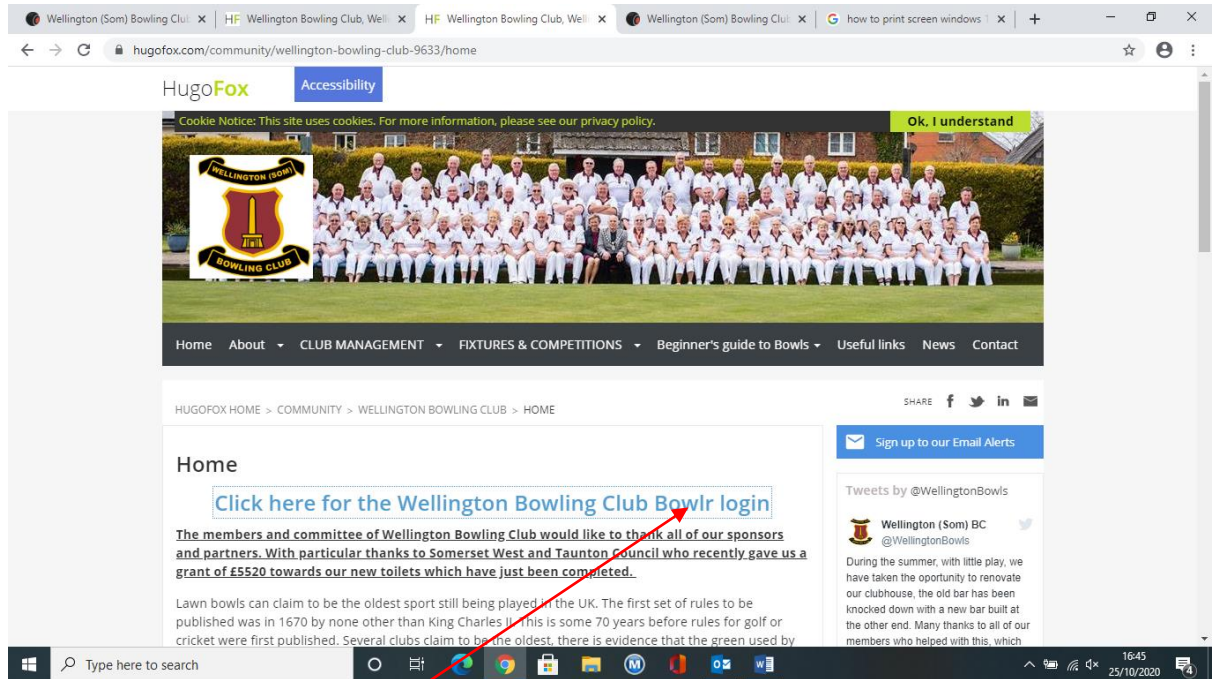


Guide to booking a rink using the Bowlr System

1. Log into the club website (www.wellingtonbowling.club)



Once there click on the Bowlr login banner which will take you to the log in page

The screenshot displays the login interface for the Wellington (Som) Bowling Club. At the top, the browser's address bar shows the URL 'wellington.bowlr.co.uk/account/login'. Below the navigation bar, the club's logo and name are visible on the left, and links for 'Diary' and 'Return to Club Website' are on the right. The main content area features a 'Log in' heading followed by two input fields: 'Member Number' (with '0001' entered) and 'Password' (masked with dots). A blue 'Log in' button is positioned to the right of the password field. A prominent red arrow originates from the bottom-left corner of the image and points directly at the 'Log in' button. The Windows taskbar at the very bottom indicates the system time is 16:48 on 25/10/2020.

Press Login

When using the system for the first time before making a booking go to the 'My Account' tab at the top of the screen.

The screenshot shows the homepage of the Wellington (Som) Bowling Club. The top navigation bar includes a welcome message "Welcome, Henry!", a "MY ACCOUNT" button, and a "LOG OUT" button. The main header features the club's logo and the text "Bowls Club Diary". Below this is a "CHOOSE DATE" button and a "BOOK A MATCH" button. The date "Wednesday 28th October 2020" is displayed, with "PREVIOUS" and "NEXT" buttons on either side. A table shows the bowling schedule for the day, with columns for rinks 1 through 7 and rows for different times. The first row shows "Roll-up" for all rinks. The time "09:00 to 10:30" is listed in the first row. The bottom of the screen shows a Windows taskbar with various application icons.

The screenshot shows the "My Account" page of the Wellington (Som) Bowling Club. The top navigation bar is the same as the previous screenshot. The main content area is divided into two sections. On the left is a "Menu" with links to "Account settings", "Roll-up bookings", "Online Booking Guide", and "Log out". On the right is the "Profile details" section, which includes an "Email" field with the address "henry.richbell@outlook.com". Below this is the "Change password" section, which has three input fields: "Current Password (Required to set new password)", "New password", and "Confirm New password". A "Change" button is located at the bottom right of the password change section. The bottom of the screen shows a Windows taskbar with various application icons.

This screen will enable you to change the password, if you want to, to a password that is more convenient to you. Also on this screen is the generic on line booking guide if you need to use it.

Once you have entered the change password details, press change and this will return you to the diary screen.

You should now click the 'Book a match' tab which is used for all functions.

Please note that rink 7 is our indoor rink.

Wellington (Som) Bowling Club

Bowls Club Diary

CHOOSE DATE

BOOK A MATCH

Wednesday 28th October 2020

PREVIOUS **NEXT**

Time/Rink	1	2	3	4	5	6	7
09:00 to 10:30	Roll-up	Roll-up	Roll-up	Roll-up	Roll-up	Roll-up	Roll-up

This will take you to the following screen where you should select 'Make a new Booking'

Wellington (Som) Bowling Club

Make a new booking

Players	Type	Day	Rink	Session	Status	Options
You have no upcoming bookings. Click Make a new booking to book Roll-ups, National or County matches.						

- Menu
- Account settings
- Roll-up bookings**
- Online Booking Guide
- Log out

Next choose the date and session you want to book. You can either use the 'Choose date' tab to enable you to select any date in the future or the 'Next' tab which will take you to the next day.

Wellington (Som) Bowling Club

Bowls Club Diary

CHOOSE DATE **BOOK A MATCH** **NEXT**

PREVIOUS **Wednesday 28th October 2020**

Time/Rink	1	2	3	4	5	6	7
09:00 to 10:30	Roll-up	Roll-up	Roll-up	Roll-up	Roll-up	Roll-up	Roll-up

Once into the date and time that you want, go to the bottom of the rink box when you will see the 'book a slot' tab.

CHOOSE DATE **NEXT**

PREVIOUS **Thursday 29th October 2020**

Time/Rink	1	2	3	4	5	6	7
09:00 to 10:30	Roll-up	Roll-up	Roll-up	Roll-up	Roll-up	Roll-up	Roll-up
11:30 to 13:00	Roll-up	Roll-up	Roll-up	Roll-up	Roll-up	Roll-up	Roll-up

Click on the tab, which will take you to the following pop up.

The screenshot shows a web browser window with the URL wellington.bowlr.co.uk. A booking confirmation pop-up is displayed in the center. The pop-up text reads: "You've selected Rink 7, Session 1, on Thursday 29th of October 2020. Please enter the names of the players and click the **Submit booking** button to confirm." Below this text is a radio button labeled "AGREED - CONFIRMED BOOKING REQUEST". A dropdown menu shows "Casual" selected. There are seven input fields for player names, with "Henry Richbell" entered in the first. Below the name fields is a "Preferred rink (info)" field. At the bottom right of the pop-up is a blue "Submit booking" button. A red arrow points from the text below to this button. The background shows a booking calendar with a "Book slot" button highlighted in orange.

Enter the names of all the players for that session not just the lead player. Remember at this time we can only have a maximum of 6 players. Once done click the submit button.

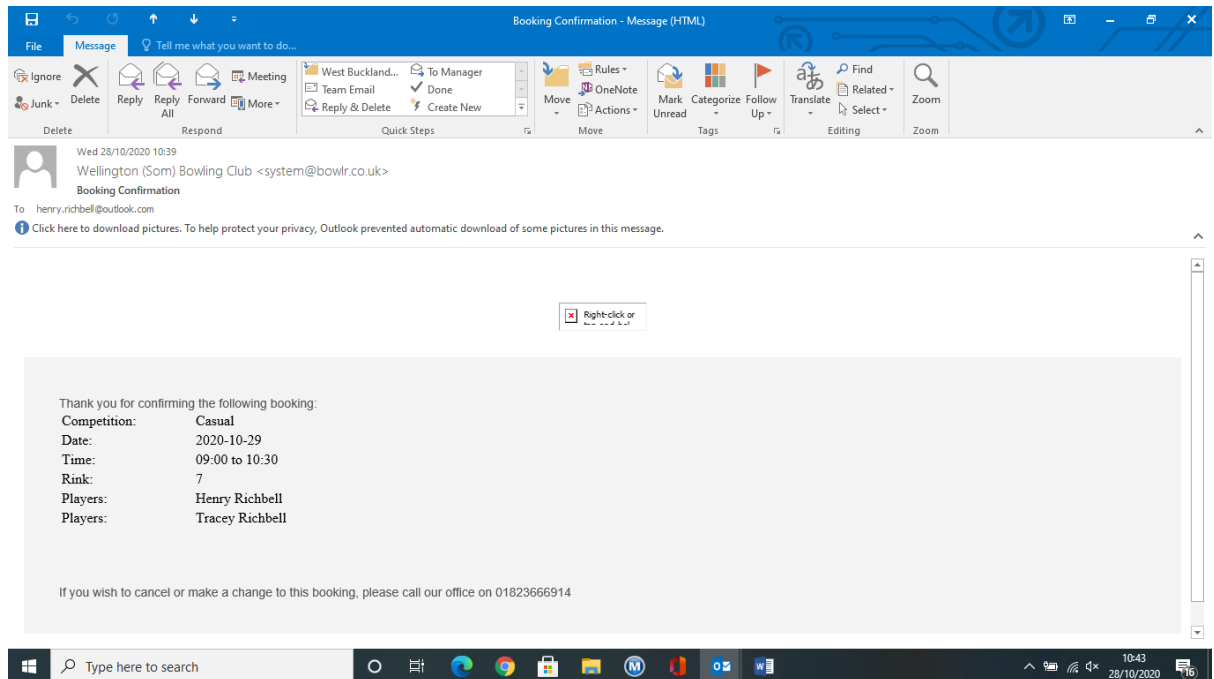
You will then be sent to the confirmation screen.

The screenshot shows the user's account page on the Wellington (Som) Bowling Club website. The user is logged in as "Henry!". The page has a navigation bar with "MY ACCOUNT" and "LOG OUT" buttons. The main content area includes a "Make a new booking" button and a table of bookings. A red arrow points from the "Diary" link in the top right to the booking table.

Players	Type	Day	Rink	Session	Status	Options
Henry Richbell Tracey Richbell	Casual	29/10/2020	7	09:00 to 10:30	booked	Remove

Using the diary tab will then return you to the diary screen where you will see your booking

At the same time whoever's account is used to make the booking will receive an email confirming the booking.



Your slot is now confirmed and you should attend in accordance with the current rules.