



Hampstead Heath Croquet Club



LAWN BOOKING SYSTEM NOTES

Introduction

The HHCC Lawn Booking System is based on the Meeting Room Booking System (MRBS). MRBS is an Open Source system, which means:

- It's free! ☺
- The source is available, so the system can be freely modified and configured to suit particular users' needs.

For purposes of expediency the system has been implemented making minimal changes to the underlying MRBS architecture. Hopefully the rougher edges will be smoothed off as we progress.

It is being introduced primarily to ease the management of booking lawns and minimise the possibility of double bookings.

Hopefully use of the system is mostly self-explanatory, these notes are intended to highlight its less intuitive features, and to outline the way in which the club intends to use it. Once you are in the system, limited help is available by clicking the Help menu item at the top of any page.

Accessing The System

Enter by selecting the Lawn Bookings & Events menu item on the HHCC website. On entry, Lawn P1's availability for the current week is displayed.

Lawn availability may be viewed by anybody. To make a booking you will need to log in to your HHCC account: accounts have been created for all Parliament Hill members. Your user name, which **is not** case sensitive, is your first name and last name separated by a space, e.g. "Fred Bloggs". Your password, which **is** case sensitive, is the same as your user name but all lower case, e.g. "fred bloggs". There is a Reset Password option under the website Lawn Bookings & Events menu item, which you should do once you have satisfied yourself that your account is working correctly.

Viewing Availability

Like many electronic calendar systems, there are a number of ways of looking at availability:

- Day View: shows all three lawns' availability on a particular date
- Week View: shows a particular lawn's availability for a complete week
- Month View: shows a particular lawn's availability for a complete month

The three lawns (Lawn 1P, Lawn 1S and Lawn 1T) are obviously the same physical lawn but using primary, secondary and tertiary colours respectively.

On entry, Lawn 1P's availability for the current week is displayed. A different lawn may be selected at the top left of the page. The simplest way of switching to Day View, where the

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availability of all three lawns is shown, is to click on the date required in the table header bar. Similarly the simplest way of switching back to Week View is to click on the required lawn in the table header bar.

If you want to see what other events (AGM, Committee Meetings, League & Friendly matches etc.) are in the pipeline, switch to the Other Events area at the top left of the page. Probably Month View is the best way to look at these.

To get back to the Lawn Availability page from anywhere else on the system, click on Lawn Booking System at the left end of the banner heading.

Making Bookings

Lawns may be booked in a number of one hour slots. From the Lawn Availability page click on the first slot of the lawn you wish to book on the day you wish to book it. If you are not logged in the Login page will be displayed. The Lawn Booking page will then be displayed with Lawn and Start Time pre-set to those you selected. The End Time will be defaulted to two hours after the Start Time, and the Type will be defaulted to Friendly. Fill in the players' names in Brief Description and make any other changes you may require.

The main further change you may need to make will be to change the Type to Singles KO or Doubles KO if the booking is for a match in one of the club competitions. Or to Practice if you are going to be knocking balls about on your own, when Lawn 1T should be booked.

Normally precedence will be given to bookings by Type in the following order (highest first):

- Singles KO or Doubles KO
- Friendly
- Practice

But the system does not enforce this, so if you have a conflict with an existing booking which you believe to be of lower priority, in the first place you should try and resolve it by discussing with its creator. If you cannot resolve it between yourselves refer the matter to the committee.

Once you are happy, check the two tick/cross icons to the right of the Save button at the bottom of the page:

- The first will be a red cross if your booking clashes with an existing booking, and you will not be able to save it. If you click Save you will see details of the conflicting booking
- The second will be a red cross if your booking has a policy conflict. To be honest, no idea what this means, and never seen it.

If the details are now all correct, click Save and you're done.

Multiple slots may be booked by selecting them in the Lawn Availability page by keeping the left mouse button pressed while you move the pointer over the slots required. Bookings made this way may span multiple lawns or days, though this should not normally be done.

The duration of an existing booking may be changed by dragging its bottom right corner in the Lawn Availability page.

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Generally speaking you should not be making bookings with types other than Friendly, Singles KO, Doubles KO or Practice. And you should not be making repeating bookings. But the system will not stop you doing either of these.

Amending and Cancelling Bookings

Click on the booking in the Lawn Availability page, then click on Edit Entry or Delete Entry respectively.

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