



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 largely self-explanatory, so 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 -> Lawn Booking System menu item on the HHCC website. The log in page is displayed. Your username, 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 first four characters of your surname (first letter uppercase), first two characters of your first name (lowercase) and "_1" (underscore numeric one), e.g., "Blogfr_1".

To reset your password (which you should do once you have satisfied yourself that your account is working correctly), select Users from the LBS menu at the top right, and then click on your user record. You can then enter and confirm your new password.

Having successfully logged in the lawn's availability for the current day is displayed.

Viewing Availability

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

- Day View: shows both lawns' (primary and secondary colours) availability on a particular date
- Week View: shows the lawn's availability for a complete week
- Month View: shows the lawn's availability for a complete month

Bookings are made from Day View. From Week & Month View select the date on which you wish to make a booking. 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. When a date has been selected, simply click in the start time slot, and drag to the end time slot. The booking details page will be displayed where you can enter and/or amend brief and full descriptions (to include players' names or number of attendees for parties, coaching etc.), and start and end times (pre-set to those you selected). You can also select primary or secondary colours, association or golf croquet, and whether the booking is tentative or confirmed.

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.

Generally, priority will be given for matches, club events, coaching sessions etc. over friendlies or practicing. 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.

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

Amending and Cancelling Bookings

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

Lawn Usage Reporting

We are obliged to report lawn usage to the City of London Corporation, so please ensure you make a note of how many players were involved in the booking. This applies to practice and games, and especially matches, coaching sessions, parties etc.

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