

Booking Floodlight Courts at BTA

Rules:

1. Courts may only be booked by fully paid members of BTA.
2. Bookings can be made only for floodlit courts, after dark eg. 5.00pm till 9.00pm.
3. You are trusted not to alter somebody else's bookings.
4. A booking can be made for a maximum of 1.5 hours and must end by 9.00pm.
5. If a club match or other club event needs to be rescheduled, that will take precedence over any booking.
6. Courts not booked will operate under our current rules, that is 'first come, first served'.
7. Any court bookings not during floodlight hours, will be removed from the calendar.
8. Bookings may be made up to 3 weeks in advance.
9. Those abusing the booking system, e.g. persistently booking a court and not using it or not following the booking rules, will not be allowed to make bookings in future. If the booking system is abused, it will be removed.

Instructions for Booking a Court:

- Go to the location: <http://www.google.com/calendar/render>

In the top right hand corner of the browser, type the email address:

burnhamtennisbookings@googlemail.com

password: courtbookings

- Court time is available when there is no green or blue booking. You can add a booking straight onto the calendar or click on 'Create an Event' just below the Google Calendar logo on the top left hand corner of the browser.
- **Before you save or create the event you need to choose either Burnham Tennis Court 1 (green events) or Burnham Tennis Court 2 (blue events) to book that court.** If you do not do this, the booking will not have been made correctly and you will not have reserved the court. Please check that your entire booking does not conflict with another booking for that court. It can conflict with a booking on the other court.
- Once you have saved or created the event, you are done.

If any problems, please contact Sue Topchik Sue@softwaredesign.co.uk
or Jane Miller rjm@millercrooks.co.uk