

How to book a court using the Clubspark System or App

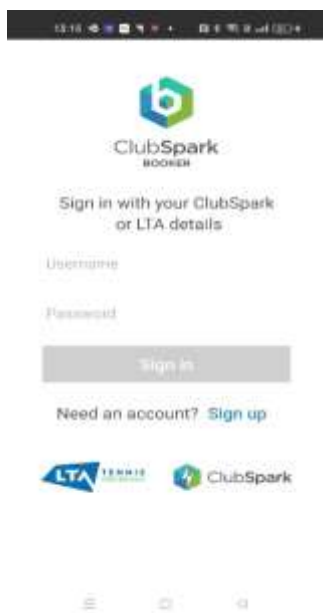
Croxley Tennis Club are moving the way you can book courts to the Clubspark Court Booking system as unfortunately the system we have used in the past is no available to us after the end of September 2023. So here are instructions on how to book a court now.

Via the App

1. From whatever App store you use, search for and download the Clubspark Booker app. The symbol for the app looks like this:-

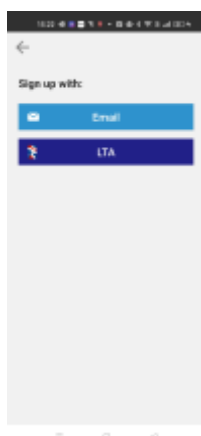


2. When you open the app, you will be presented with this screen:-



3. You need to enter your Clubspark Username and Password and then the grey Sign in rectangle will turn .

Some of you have not joined your LTA and Clubspark accounts yet, but you will need to do so in order to use court booking. If that is the case, click Sign Up when you will see this screen. Then follow the instructions

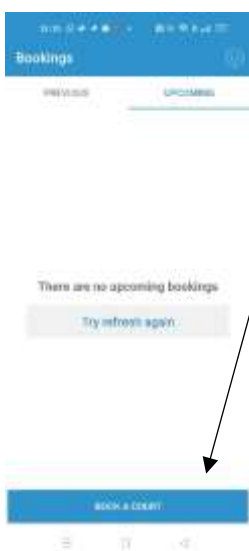


Click on the dark blue LTA rectangle and enter your LTA Username and Password. If you don't know these details you will not be able to use the app until you do.

- For those of you who have, enter your Username and Password. The Sign In rectangle will turn blue when you have entered them so click it and you will get taken to this page. (NB – on some phones it may ask you if you want to add fingerprint recognition – it's up to you if you want to add this)



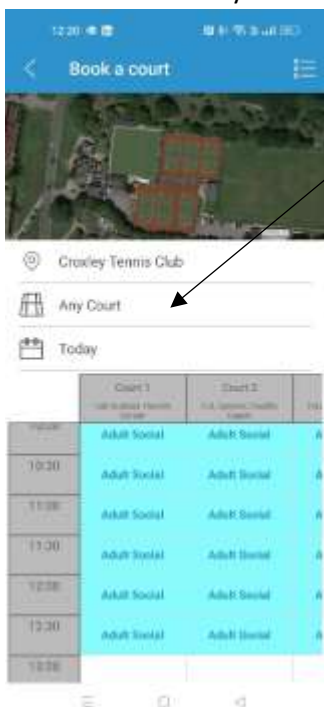
- To book a court, click the blue BOOK A COURT tab at the bottom of the screen



- You should see this screen



7. Select which court you want to book by clicking Any Court



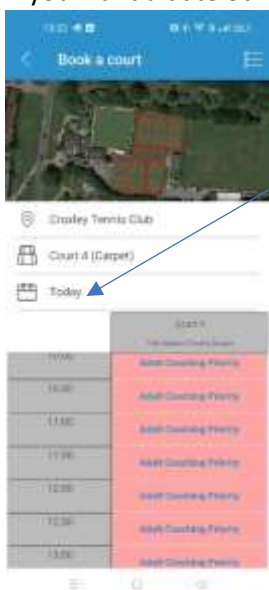
8. This will present you with a list of the courts



9. The screen will now show you what is available to book (in this instance I chose Court 4. You can then scroll down and it will show you what is already booked and what is free. If there is nothing free at the time you want, try selecting another court instead.



10. If you want a date other than today then touch Today on your screen and dates will appear for you to select.



11. You can scroll for future dates.



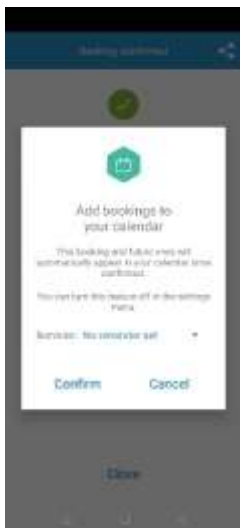
12. Once you have selected your court and date, tap the time slot you want to book and you will see the following screen.



13. Time slots are set in 30 minute blocks, so if you want to book for 60 minutes, hit the + symbol
14. There is an option to add a participant, but there is no need to do so
15. Hit Confirm at the bottom of the screen (or Cancel if you don't want to go ahead with the booking)
16. You will then see the following screen with details of what you have booked.



17. When you click Close you will see this option to add your booking to your calendar – that's up to you. I chose not to, so the next screen you see will be this one showing your upcoming booking. As you can see, you can then book another court if you want by clicking BOOK A COURT which will take you through what is described above from point number 6 above.



18. You will also receive an email confirming your booking. Which will look like this.

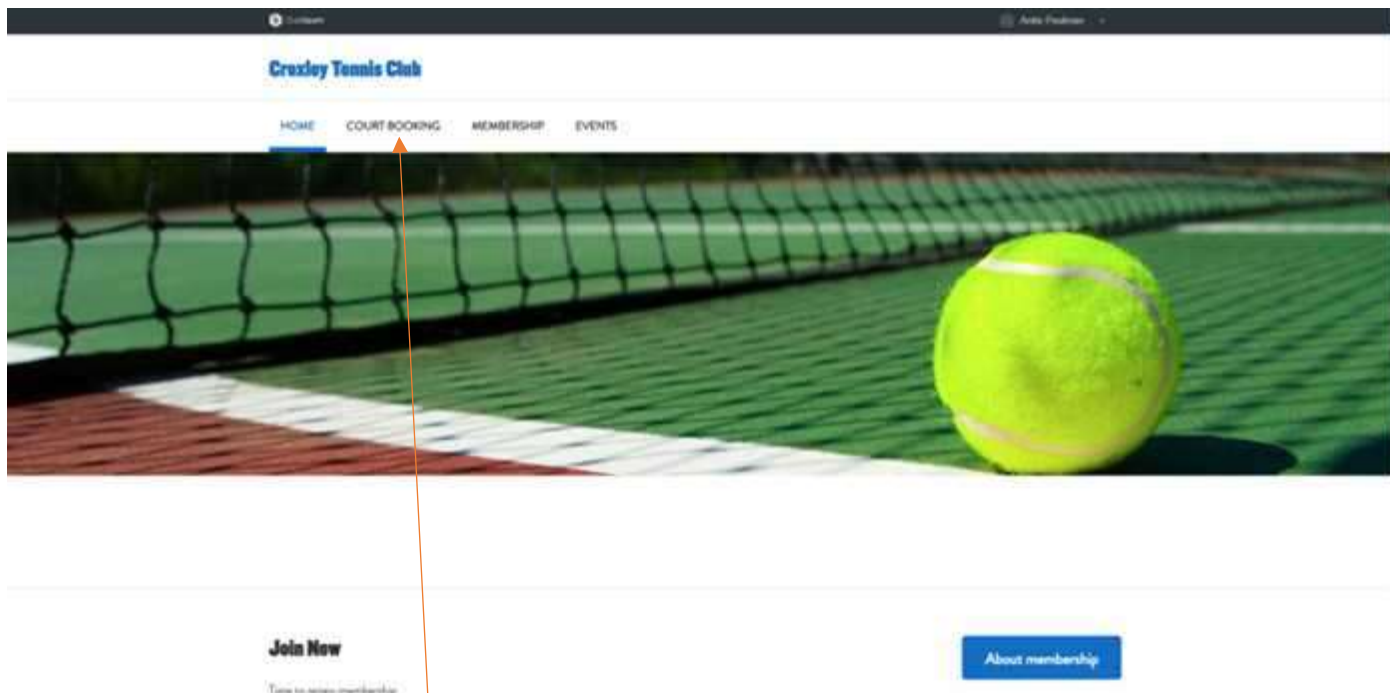


19. On the day of your booking you will receive an email reminding you that you have a booking.

Via the Clubspark Website

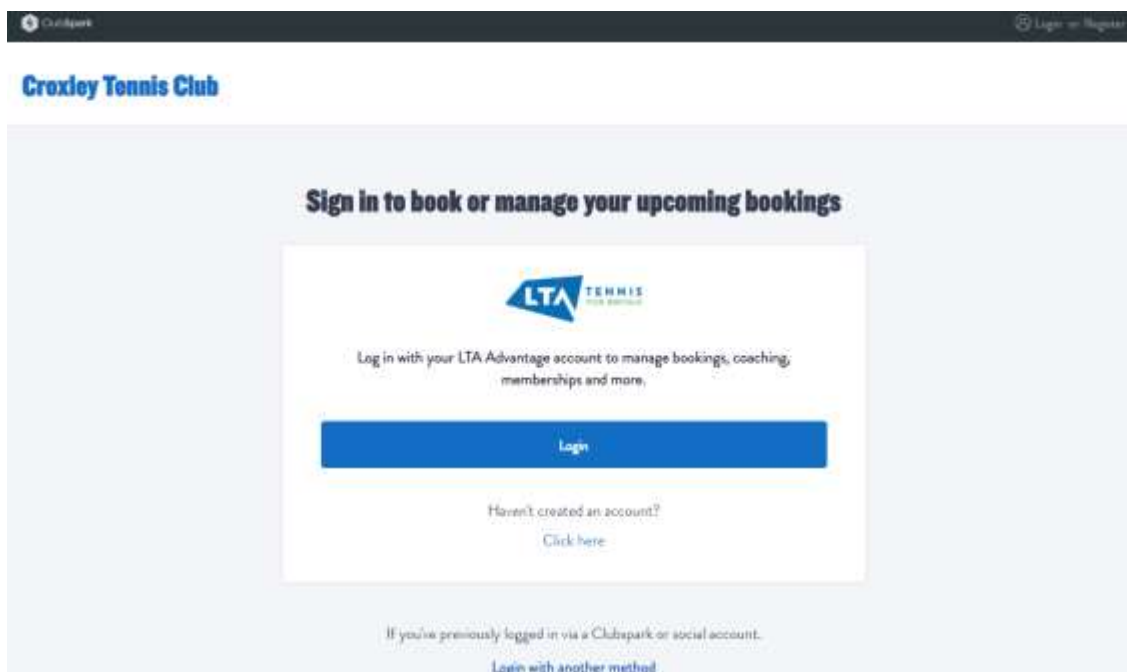
You can book using this method from any device that can access the internet.

1. Enter this URL (or click [here](https://clubspark.lta.org.uk/CroxleyTennisClub/)) <https://clubspark.lta.org.uk/CroxleyTennisClub/>. You will then get to this screen

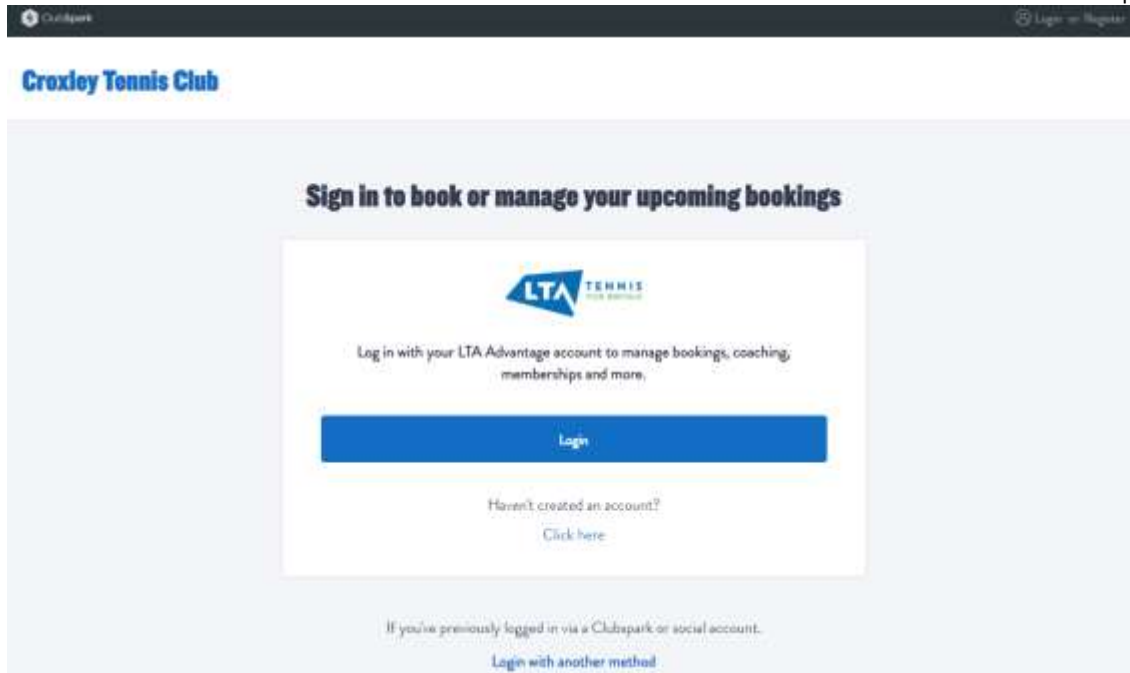


2. Click on COURT BOOKING and you will get the Clubspark login page
3. Sign into your Clubspark account.

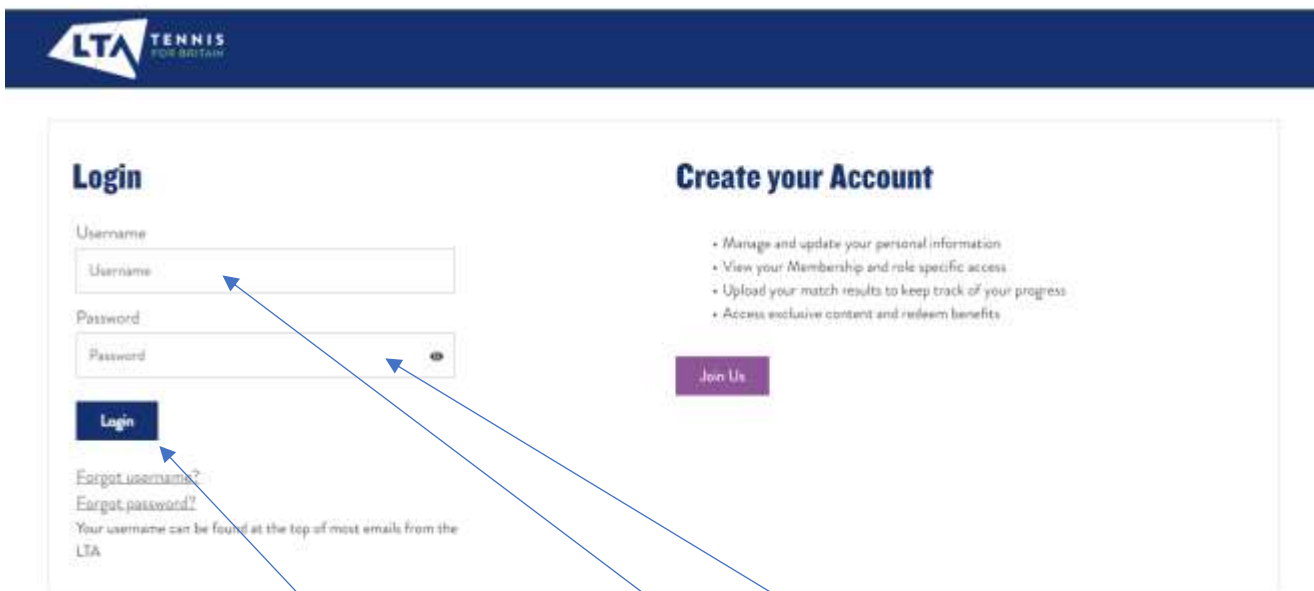
3a) Some of you have not joined your LTA and Clubspark accounts yet, but you will need to do so in order to use court booking. If that is the case, click the LTA button on this screen. See point 4a) below.



Click the blue Login Button



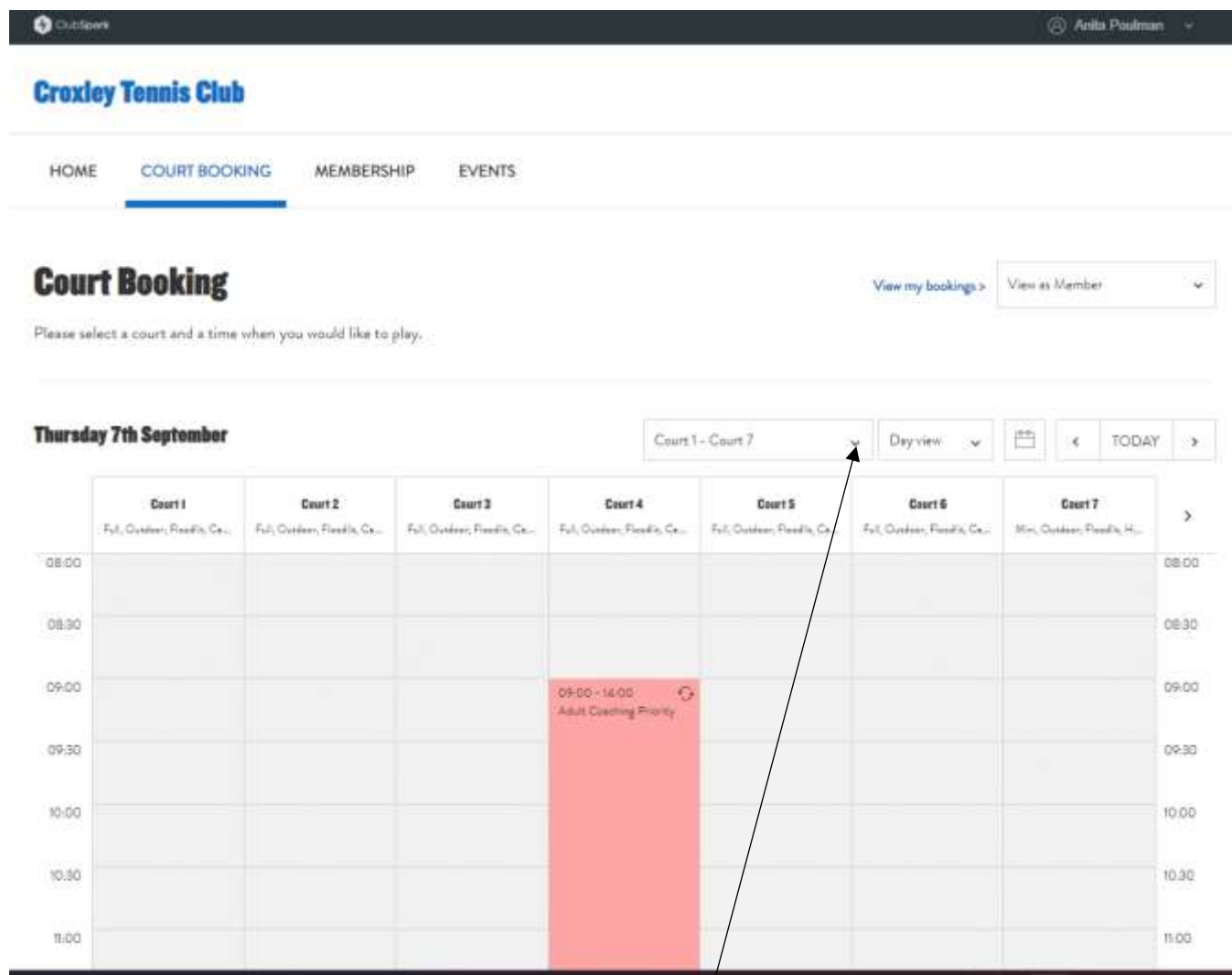
4. You will then see this screen



4a) If you have not previously merged your LTA and Clubspark accounts, click Join Us and follow the instructions

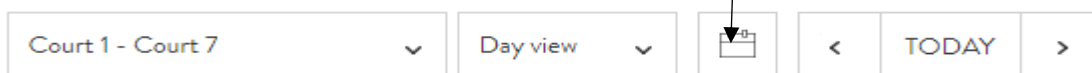
5. For those who have joined your accounts, enter your Username and password in the section on the left and click the blue Login button.

6. You will now see the screen below

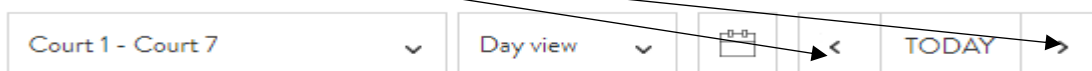


(NB – If you want to book court 8, which is one of the 2 mini kids courts, click the select it from the dropdown that appears when you click the down arrow here).

The view you are looking at shows you all the courts and availability for a specific day, and the default is “TODAY”. To go to a different day you can either click on the Calendar symbol, in which case you will see this and can pick the date you want



Or click on the arrows either side of TODAY to get to the day you want



7. Once you have the right date you can scroll down to find the time slot you want to book. If it is not slightly greyed out, or already has a booking, you can click your timeslot and you will see the following screen:-

Make a booking



Court 3

Thursday 7th September 2023, 15:00 to

15:30

For 30 minutes

Participants

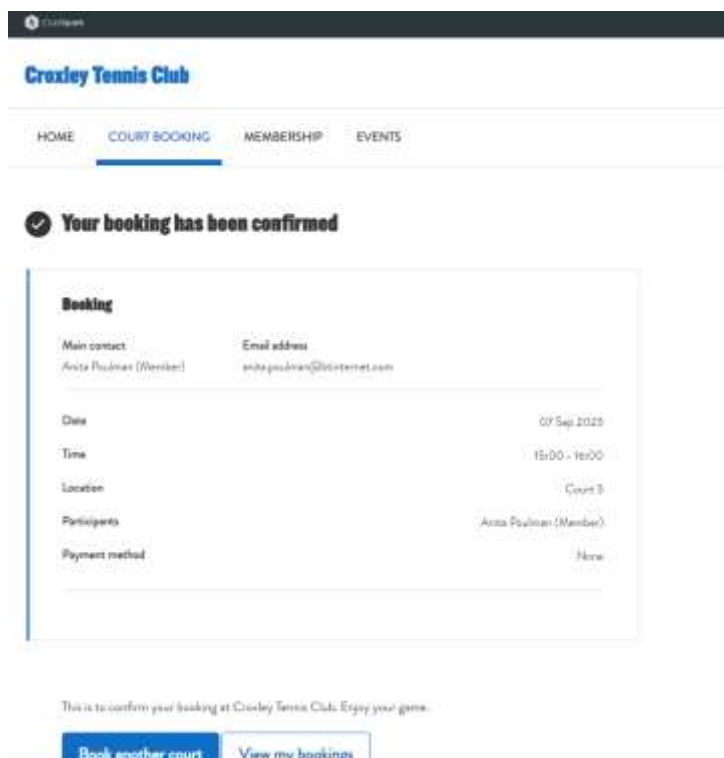
AP Anita Poulman
Member

[+ Add participant](#)

Discard

Continue booking

- Bookings are in 30 minute slots, so to book an hour, click the down arrow next to the “to” time. The booking will now show it is for an hour.
- You do not need to add a participant, but you can if you want.
- To make the booking, click the Continue booking button, and you will then see this screen confirming your booking.



- You will also receive an email confirming your booking. Which will look like this.



12. On the day of your booking you will receive an email reminding you that you have a booking.

If you have trouble making a booking, please email me at membership@croxleytennis.com or call me on 07484 728 622.

Anita Poulman
Membership Secretary