

## Rink Booking Instructions (Summer)

1. Go to Lockswood website. [www.lockswoodbc.org.uk](http://www.lockswoodbc.org.uk)
2. Click on "Booking Button" at the top of the page to open booking.
3. Ignore the calendar and go to the drop-down box, currently showing "rink 1", Change this to the rink of your choice.
4. Go to calendar and click on required date – it should turn "blue" – (If not you have the wrong rink showing for that day =change rink number). If it still fails to turn blue, the time or date has been blocked for another Club event.
5. Beneath the calendar you will see the available time slots for that rink, if the time you require is not available go back to the rink button above the calendar and change rink number corresponding to your day, (1/3/5 – 2/4/6/) to see if required time is available on a different rink.
6. Click on your selected time slot = it will then disappear from view
7. Your booking will now show under the time slot row as "*Date/time/ Rink*"
8. Continue down the form and complete your email address and the names of all the players, including yourself and the marker if being used.
9. Then click the "Submit" button. The screen will confirm your booking and you will also receive a confirmation email.
10. If you encounter any problems, please do not hesitate to contact either

John Windust 01489 571212  
Rob White 01489 573355.

Please have your device open on the web site booking page when you call.

### Edit/Cancel a booking

1. If you wish to edit the booking (name change), you will need to cancel it using the link on the email you have received and start again.
2. If you simply wish to cancel, again use the link on the email.