



The MEBC on-line booking system - a guide for Users

The system enables members to sign up for matches without the need to visit the Club Room. However you can still sign up manually on the Notice Board at the Club if you wish but do not also register your interest on the email system.

Step 1 - the Notification email

You will receive emails during the season containing links advising you that there are matches that you are invited to sign up for as follows :

🛓 Inbox - Midweek Virginmedia 🛛 🖂 More Thames Valley Ladi 🗙 🖂 More Ladies Friendly Mat 🗙						7	1	- 0	7	×		
📩 Get Messages 🖙 😰 Write 💌 🗭 Chat 🛛 👤 Address Book 📗 🗞 Tag 🔻 🝸 Quick Filter	Search <ctrl+k></ctrl+k>				٩	≡	Events		• •	×		
From The MEBC Captain Ladies Friendly <captain-ladies-f@mebc.uk> $\hat{\Omega}$</captain-ladies-f@mebc.uk>	🆘 Reply	➡ Forward	Archive	🖌 Junk (S Delete	Nore 🔻	28	Fri Apr 2017	• O CW 1	••••••••••••••••••••••••••••••••••••••		
Subject More Ladies Friendly Matches 15/04/2017 08:4												
To Me <mwfmebc@virginmedia.com> 🙀</mwfmebc@virginmedia.com>						^	~ Toda	y		_		
The Meider Edgeh Bending Club							> Tom	orrow				
The Malden Energy bowling Club							> Upco	oming (5 d	lays)			
Dear Julie												
Here are some more <u>Ladies Friendly</u> matches, that the club is participating in.												
Please click on the link below to see the												
list of matches, with dates and details where you can make your selection.												
Click here to add your name to a match.												
If you wish to first see the list of members who have already made themse	lves											
available for all matches then click or select the link below.												
Then, afterwards, come back to this email to select the link above to put yo name on the list.	our											
Click here to see who is already available.						Ŷ						
Thunderbird now contains calendaring functionality by integrating the Lightning extension.					Learn mor	e j	<u>D</u> isable	K	еер	\times		
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Step 2. If you click on "Click here to see who is already available" you will see the following screen in your browser:

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🗟 Most Visited 🧶 Getting Started											
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Home Test PH 1 Tuesday 25 April 2017 Click to select											
	Away Test PH 2 Monday & Appin 2017 Click to select										

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D A	OL Mail	New Tab	Friendly Matc	Friendly Recei	Bowls Clu	b a List and readv	List and edit	Friendly Matc		List and edit F	List and edit F Friendly I	List and edit F Friendly List List pla	List and edit F Friendly List List playe ×	List and edit F Friendly List List playe X >	List and edit F Friendly List List playe × > + •	List and edit F Friendly List List playe × > + -	List and edit F Friendly List List playe × > + -	List and edit F Friendly List List playe × > + -
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Click on either of the links and you will see a screen similar to this:

Step 3. Having seen who is available return to your Notification Email and click on the link: "Click to add your name to a match" and you will see the screen listing the matches that have been advertised to-date (Note: as soon as the team has been selected for a match it is not listed):



Click in one or more of the boxes next to the matches that you are available for and then click "Click to send selections to Captain" and you see a screen confirming that your selection has been sent to the Captain.



Step 4 Very soon afterwards you will receive an email confirming that your name has been added to the availability sheet as follows:

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	<u>The Maiden Erlegh Bowling C</u>	Club.			Thanks	s Peter.							AL 0		FICIA R SF LECT		G
E.	Your availability has been rec	eived for the follow	ing Kennet Leagu	e matches -										SHC	DP NC	w	
	Team name Home or Away D	ate Time											3	1	6	3	
0	TEst Match 1 Home Tuesday 18 April 2017 6:15pm													7			
5	Please make a note of the da	ites and times of th	ese Kennet Leagi	ue matches.									-				NUM
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Step 5. About 1 week before the match the Captain will select his/her team based on both email-based and manual registrations and you will receive an email notifying you that the team is available for review as follows. The team sheet will be printed and put up on the appropriate Notice Board



Notes:

1. Please register either on the email system or the printed sheet BUT NOT ON BOTH.

2. Please inform the Captain if you are travelling direct to an away match.

3. If you register for a match using the email system and wish to withdraw at any stage you must inform the Captain in person or BY PHONE as there is no mechanism in the email system for you to remove your entry.

4. Only those members that registered manually can remove their names from the printed list.

5. Once the team has been selected and the teamsheet put up you must inform the Captain in person or BY PHONE if you need to withdraw.

6. If you are not available for a period you may inform the Captain of the appropriate League and/or friendlies and he/she can enter that into the system so you do not get emails during that time

7. If you change your email address please inform Captain of the appropriate League and/or friendlies and he/she can enter that into the system so you continue to get booking system emails