

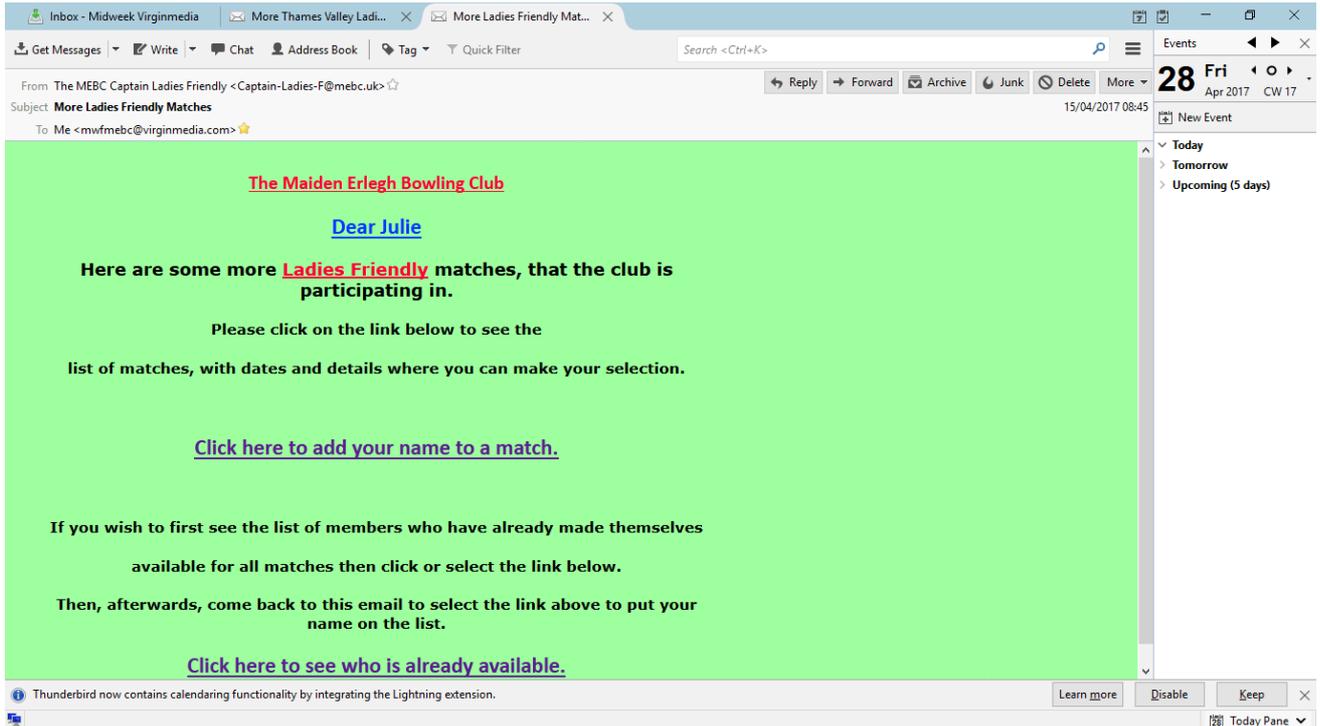


The MEBC on-line booking system - a guide for Users

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 :



Step 2. If you click on "Click here to see who is already available" you will see the following screen in your browser:

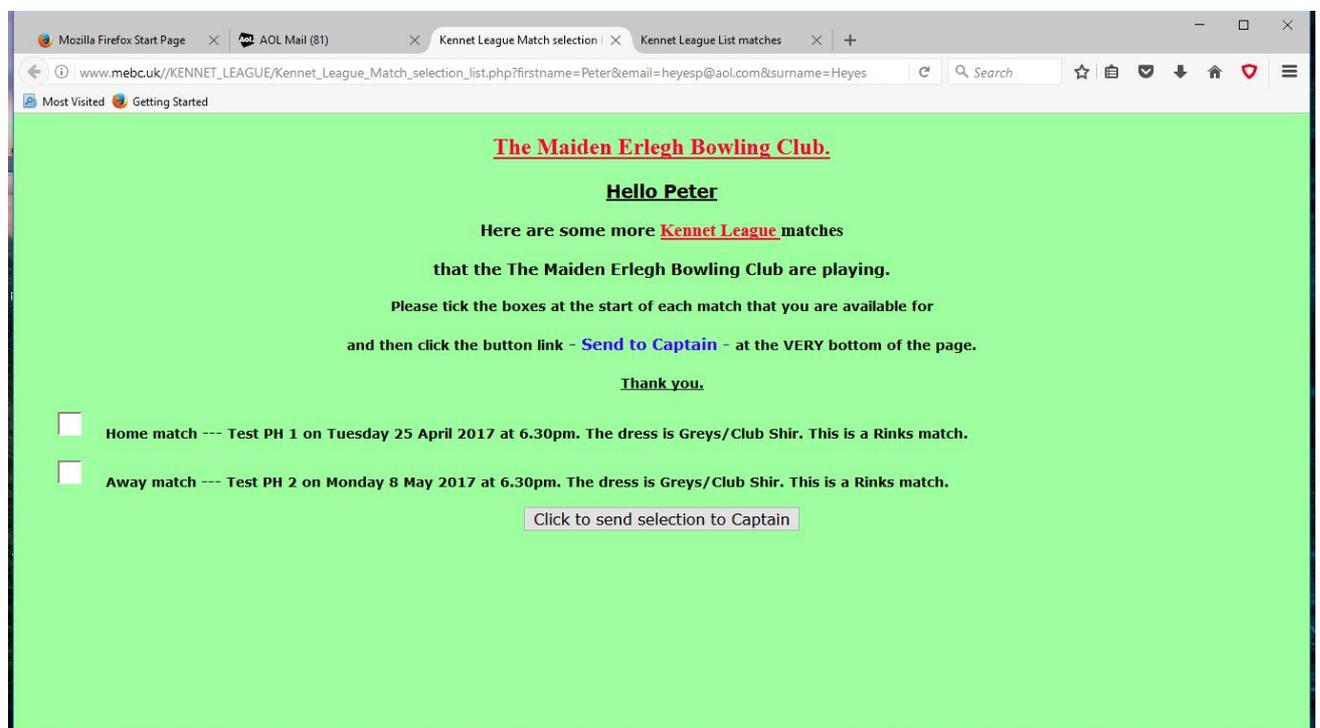


Home	Test PH 1	Tuesday 25 April 2017	Click to select
Away	Test PH 2	Monday 8 May 2017	Click to select

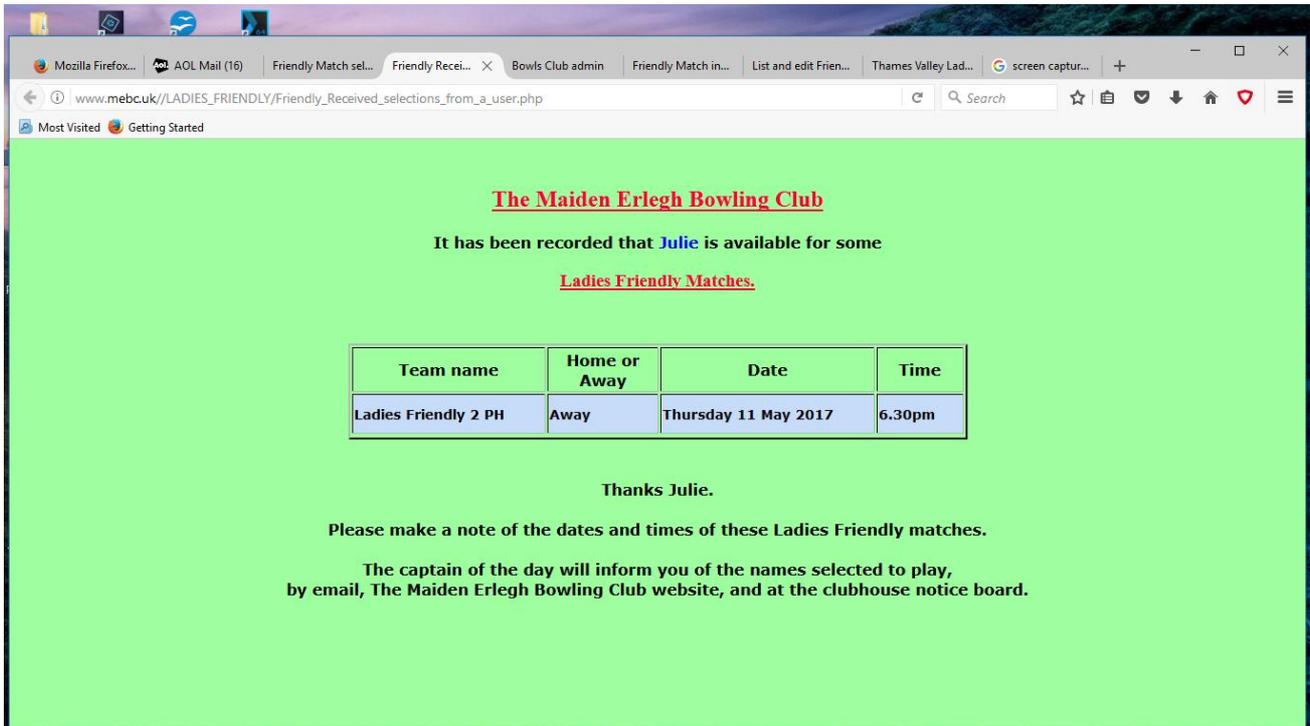
Click on either of the links and you will see a screen similar to this:



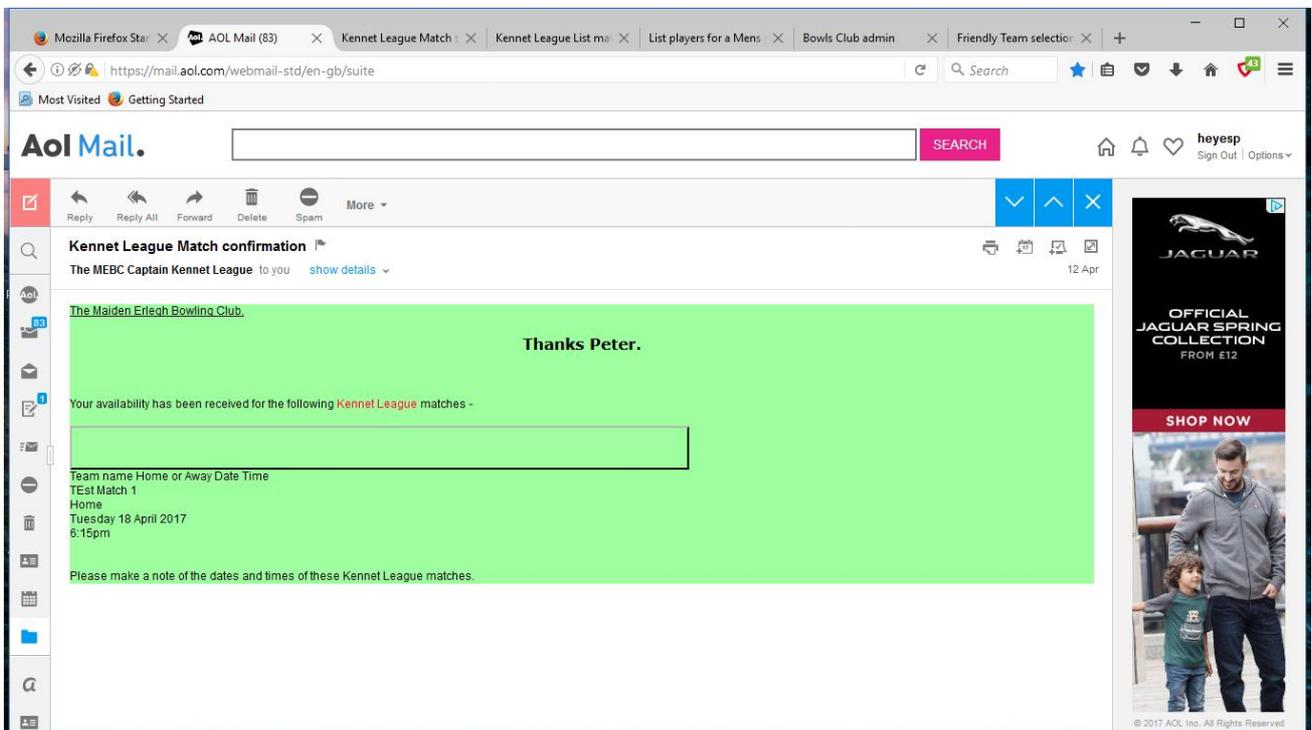
Step 3. Having seen who is available return to your Notification Email and click on the link: "Click to add your name to a match" and you will see the screen listing the matches that have been advertised to-date (Note: as soon as the team has been selected for a match it is not listed):



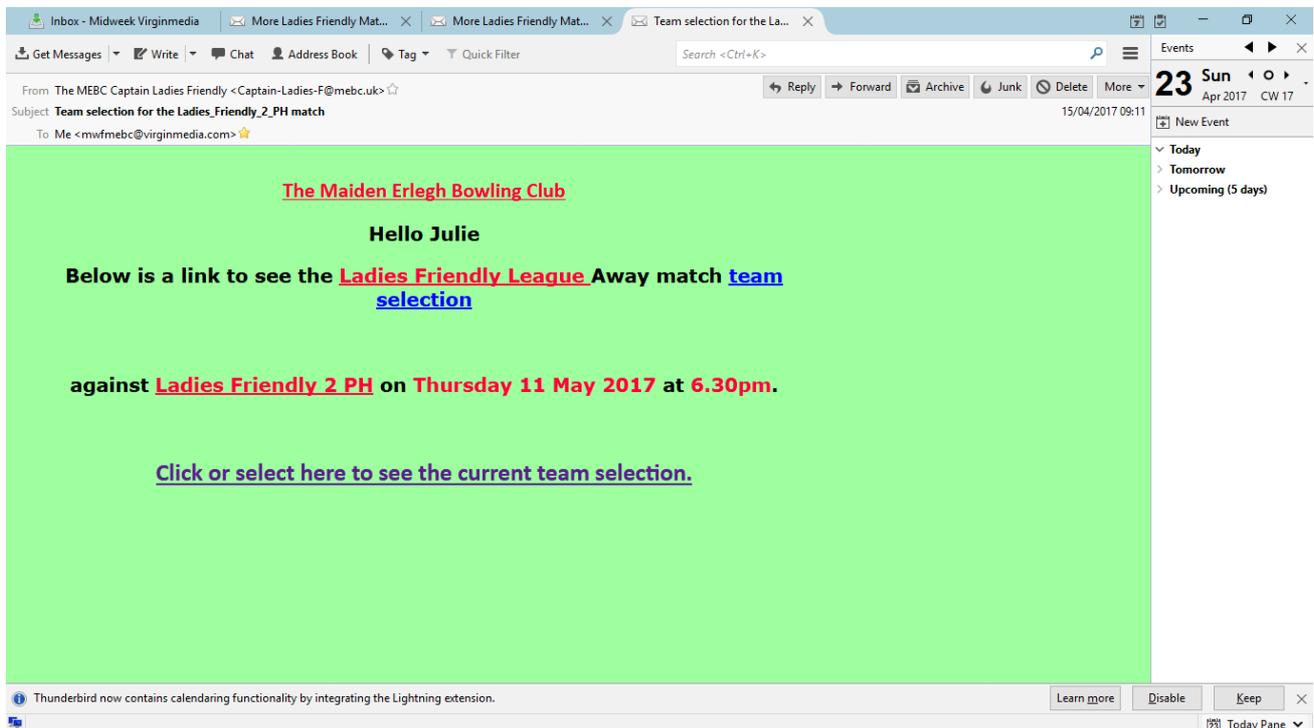
Click in one or more of the boxes next to the matches that you are available for and then click "Click to send selections to Captain" and you see a screen confirming that your selection has been sent to the Captain.



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



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