

Rink Diary – Making/Changing/Deleting a Booking

Making a Booking

Sign in to Rink Diary.

Click on the day and time to be booked.

The screen on the right will be displayed.

Fill in the Book Your Slot form as follows:

Choose Slot (Rink(s)) (click down arrow).

Choose Game Name (click down arrow).

Optionally add Additional Information

(e.g. Nationals, Club Singles, etc.).

Enter the Name of the Opposition.

Click Request Slot. A confirmation screen will be displayed and a confirmation email will be sent.

A reminder email will be sent 24 hours before the booked date.

The screenshot shows a web form titled "BOOK YOUR SLOT". At the top, it displays the date "MONDAY 15TH JULY 2024" and the time "9.30AM-TO 12.00PM". Below this, the club name "A.N. OTHER (ISLE OF WIGHT INDOOR BOWLS CLUB)" is shown. The form has two main sections: "CHOOSE SLOT(S)" with a dropdown menu showing "Choose rinks to book please" and "CHOOSE GAME NAME" with a dropdown menu showing "Roll-up". There is an "ADDITIONAL INFORMATION:" section with a text input field. Below that is "NAME OF THE OPPOSITION" with another text input field. A "PROVISIONAL BOOKING" checkbox is located below the opposition name, with a note: "(This is a Provisional Booking and if not confirmed within this period it will be auto deleted.)". At the bottom left, there is a "* REQUIRED" label, and at the bottom right, there is a red "REQUEST SLOT" button.

Making a Provisional Booking

As above but click on the Provisional Booking box (a tick will be displayed).

An option of 1, 2 or 3 days is displayed – select one of these.

Click Request Slot. A confirmation screen will be displayed and a confirmation email will be sent.

A reminder email will be sent 24 hours before the booked date.

Note: If the provisional booking is not confirmed within the number of days entered it will be cancelled and an email will be sent.

Changing/Deleting/Confirming a Booking

Sign in to Rink Diary.

Click on the booking to be changed/deleted/confirmed.

If changing the booking make the changes and click Save Booking.

If confirming the booking click Confirm Booking.

If deleting the booking click Delete Slot.