

# Malahide LTCC Court Booking System

## Step by Step Player Guide:

### Register on the Booking System:

1. Click on MLTCC Website [www.mltcc.com](http://www.mltcc.com)

The screenshot shows the homepage of the Malahide Lawn Tennis & Croquet Club website. The browser address bar shows <http://www.mltcc.com/>. The page features a blue header with the club's name and a logo. A navigation menu on the left lists various club activities and administrative pages. The main content area includes a 'Home' section with a 'Round Robins 2015 are Back!' announcement, a 'Captains Alan and Lisa' section, and a 'Men Singles' results section. A 'Calendar' section on the right highlights an event on Friday, 18/09/2015. A 'Book Your Court Now' button is prominently displayed. The footer shows the system is powered by Acebook.

2. Click on Acebook Court Booking System – Book your Court Now

The screenshot displays the Acebook Court Booking System interface. The browser address bar shows [https://www.myacebook.net/club/day\\_view.js](https://www.myacebook.net/club/day_view.js). The interface features a calendar for Monday, 7 September 2015, with a grid showing court availability for nine courts (Court 1 to Court 9) from 09:00 to 22:30. A legend on the right side identifies booking categories: Free to book (green), Leisure Singles (light green), DLTC League (yellow), Court not bookable 'Guests to play only' (red), Court Closed (grey), Junior Events (orange), Ladies Events (purple), Men's Events (blue), Mixed Events (pink), Junior Coaching (light blue), Leisure Doubles (light green), Championship Singles (dark red), Adult Group Coaching (orange), and Championship Doubles (white). A 'Login or Register' sidebar is visible on the left. The system is powered by Acebook.

3. Click on Register
4. Input all the required fields on the screen below. This includes creating your own Username and Password (and don't forget it!)

The screenshot shows a web browser window with the URL [https://www.myfacebook.net/club/user\\_regist](https://www.myfacebook.net/club/user_regist). The browser tabs include 'Malahide Lawn Tennis & Croq...' and 'Acebook'. The main content is a registration form titled 'Register' with a close button. The form contains the following fields and options:

- Username: [text input] ✓
- Password: [text input] ✓ ?
- Confirm Password: [text input] ✓
- Gender: Female ✓ (dropdown)
- First Name: [text input] ✓
- Last Name: [text input] ✓
- Address: [text input] ✓
- City: [text input] ✓
- Country / Province: [text input] ✓
- Postal Code: [text input] ✓
- Country: Ireland ✓ (dropdown)
- E-mail Address: [text input] ✓
- Landline: [text input] ✓
- Mobile Number: [text input] ✓
- Date of Birth (year/month/day): 1900 ✓ / 01 ✓ / 01 ✓
- My Level: don't know ✓ (dropdown)
- I agree with the [terms and conditions](#) ✓
- I agree to be contactable by another player to play a game.
- I would like to receive club info.
- I would like to know every time a cancellation occurs.
- Security Verification: [text input] ?  refresh ✓

At the bottom of the form is a 'Submit' button. The Windows taskbar at the bottom shows the time as 13:11 on 07/09/2015.

5. Submit your registration
6. The Club Administrator will activate your booking account and you will receive confirmation of this. (usually within 24 hours)

## Booking a Court

1. Same as steps 1 and 2 above BUT click on Log In on the court booking screen
2. To Book a court:
  - a. Click on the Day, Court and Timeslot that you wish to book ... free slots are denoted by a green dot

The screenshot shows a web browser window with the URL [https://www.myacebook.net/club/add\\_event](https://www.myacebook.net/club/add_event). The page title is 'Malahide Lawn Tennis & Croquet'. The main content is a 'Make a Reservation' form. The form fields are: Type: Leisure Doubles; Court: Court 7; Starting Date/Time: 07/09/2015 at 13:30; Ending Date/Time: 07/09/2015 at 14:00; Players: Byrne Michael P, -- Select --, -- Select --, -- Select --; Send me a reminder of this reservation: 12 hour(s) prior; and a 'Book' button.

Input the required details. For Doubles you must register at least 3 of the players, for Singles you must register yourself and opponent

Click Submit

Each player will receive an email confirmation

If you wish to delete a booking you must log in, select the booking on the relevant day and click the delete button

## Booking Rules

1. Courts 3 to 9 are available for members to book. Bookings can be made by Adult members and Junior members over 14
2. Time slots where you see the yellow tennis ball are available for booking
3. Admin staff may reserve other courts for groups activities e.g. group coaching, league matches, social events etc.
4. Booking times are set at half-hourly intervals. 1.5 hours for a Doubles match 1 hour for Singles. Players are limited to a maximum of FOUR "live" bookings per 7 day period. \*
5. Please record the names of all players when making your booking.
6. Courts cannot be booked more than 7 days in advance.
7. You must vacate the court promptly at the end of your booking period (whether your match is concluded or not) in order to facilitate the next booking.

8. When booking courts, please endeavour NOT to leave vacant half-hour slots between bookings. These slots will be of little use to other members. The system will display a warning reminder.
9. Bookings made for time slots following league matches: Two hours is reserved for league matches. However, league matches can sometimes take longer. If booking the slot immediately following, be aware that you may have to wait until the league match concludes even if this shortens your booked time. If the League match finishes earlier, you may take to the court ahead of your booked time.

#### **Check In**

- **Check in before your booking is suspended for the moment**

#### **Cancellation of a Booking**

1. You may cancel a booking up to one hour before the booked time
2. A cancellation made less than an hour before the booked time will be designated as a 'no show'