

## How to make a booking in the ClubSpark Booking System

Covid 19 guidelines require all clubs to have a bookings system and record contact details for every member and guest. At present there is no 'turn up and play' allowed at clubs.

### First you need to register. To do this:

1. **Go to** the Falcon website, <https://falcon-club.co.uk>
2. **Choose** either Tennis or Bowling and **select** either COURTS or RINK BOOKING SYSTEM which takes you to the ClubSpark booking system
3. Top right hand corner select **Register**
4. **Enter** either your email address and set a password (or register with your LTA username and password). You are now ready to make a booking.

### To Book a Court/Rink/Boules/Bench:

1. **Go to** the Falcon website, <https://falcon-club.co.uk>
2. **Choose** either Tennis or Bowling a(or in News select Social) and **select** either COURTS or RINK BOOKING SYSTEM which takes you to the ClubSpark booking system.
3. **If you are not signed in, sign in** with registration details as set in step 4 above. (If so you may need to repeat step 1).
4. **Choose** a Court / Rink/ Bench and select the date and time you want. There is a day view and a week view (you can book up to 2 weeks in advance).
5. **Add** other participants until all people logged (this is a COVID requirement). This is done by adding a participant, clicking 'save' and then adding another one.
6. **Note** you will show as a guest (for now) but you should select 'guest' or 'member' for the additional participants.
7. **Click** on 'continue booking' and you will receive an email confirmation. If you make a mistake you can cancel the booking