LOCKSWOOD BOWLING CLUB

**Rink Booking Instructions and the BOWLR Booking System**

(Written in March 2024 Version 4)

# Rink Booking.

1. All Rink bookings required for External Club Matches/Competitions (Friendlies, G&F, S&D and any other External) shall be block booked by the Bookings Manager using the BOWLR Administrators multi booking capability. This shall be done before the Season (Winter or Summer) is opened for members to be able to book Rinks. The booking shall show the relevant booking category e.g. “**G&F DIV1 RED**”, the external Club Name playing or scheduled Event/Match in the free text. It will also show the name of the organiser/owner of the session.

1. All Rink bookings for Scheduled Internal Club Competitions e.g. Official Roll-Ups, Accumulator, Spoon and one-day specials shall also be booked using the same method as **a)**. The booking shall show the relevant booking category e.g. “**SPRING TRIPLES**”

1. **Members** - may book Rinks for arranged individual Internal Competitions e.g. Winter Singles or Triples etc. The booker shall select the category “**CLUB COMPETITION**” from the dropdown showing Open Play. Members should, if possible, list the names of players (2 minimum) in the booking names fields for contact reasons. **N.B**. You can ignore the “*For* ***Club Competition you need to confirm a second session”*** message and the booker also **will not** receive a confirmation email for this booking as we have not purchased the module to enable these facilities.
2. **Members** - may book Rinks for play. The booker shall leave selected the category “**OPEN PLAY**” in the dropdown. Members should, if possible, list the names of players (2 minimum) in the booking names fields for contact reasons. The booking Member **will** receive a confirmation email for this booking.
3. Internal Games, be they Competition or Open Play should not span 2 sessions and must be completed within the session period (3 hours), i.e. 10:00-13:00, 13:00-16:00, 16:00-19:00.

1. Members must be present at the start of a booked session (10:00, 13:00, 16:00) unless they have specified a later start e.g. Session 1300 - 1600 booked but a start time of 1330 is stated in the booking slot free text. **N.B. Rule e) still applies to late starts.** If a late start is not specified, then the Rink shall be available after 15 minutes to any other Member(s) wishing to use it.
2. In the event of priority clashes over Rink bookings, the Competitions or Bookings Managers shall request booked members to cancel the lower priority booking using the below list (or cancel via Admin if unable to contact) -

**Top priority** Any match of county status or above

**Second priority** Any district match or match against a visiting side.

**Third priority** "CLUB COMPETITION".

**Fourth priority** Designated Coaching (select"CLUB COMPETITION"/Coaching in free text)

**Fifth priority** "OPEN PLAY" booking.

1. If a Member has booked a rink and is unable to use it, please cancel it as soon as possible to enable other members to see its availability in the BOWLR Diary. This is particularly important during the summer competitions period.

# Using BOWLR to book and cancel rink bookings.

Below is a URL to take you to a Gallery on the LBC club website containing 2 BOWLR instruction videos and photo.

https://bowlr-instruction-vi.lockswoodbc.org.uk/

Click on **View Photos ->** in the bottom right-hand side to see the 2 videos and photo-

1. How to login - BOWLR Club Microsite.mp4
2. How to book a rink - BOWLR Training & User Guide.mp4
3. BOWLR - How to cancel a Rink.JPG

The videos and photo are safe to download as they are hosted on the Club WIX website.

To download click the symbol at the top left-hand side of the screen.

Pat Downes 31/03/2024