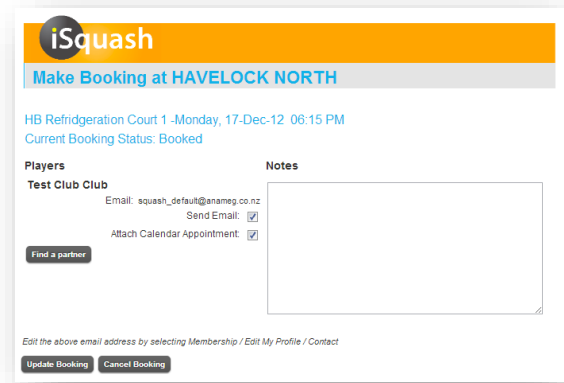


ONLINE COURT BOOKING INSTRUCTIONS

ACCESS VIA THE ISQUASH WEBSITE

- Go to www.isquash.co.nz
- Log on using your iSquash username & password
 - If you cannot recall your username and/or password please select SEND LOST USERNAME/PASSWORD and enter your email address or username.
 - If you do not receive this reminder email, please contact your club administrator and check your email address is correct.
- Select the name of your club from "MY CLUBS" and the booking calendar for your club will be displayed
- Select the date, time and court you require (refer to the "KEY" for availability)
- Click on the booking slot to make a booking (hover over the booking slots for exact times)
- Choose a partner using "FIND A PARTNER" (you do not need to select a partner, this is optional)
- Type in a name or the first few letters of a name in the "PLAYER NAME" and then click search (only members registered on iSquash will appear). Click on the name of your partner.
- Add notes if required (these will be displayed on the booking calendar)
- Automatically book the next time slot by selecting "AUTO EXTEND" (if this setting has been enabled by your club)
- If you would like to receive email confirmation of the booking, ensure that SEND EMAIL is ticked
 - If the email address displayed is incorrect, please edit your email address by selecting WELCOME / EDIT MY PROFILE and updating your email address. You will then need to re-book the court.
 - Note: You must have agreed to receive emails from Squash NZ to receive this email and calendar appointment. You can adjust this setting through WELCOME / EDIT MY PROFILE
- If you would like to receive an .ics appointment that can then be automatically included in your e-calendar (eg. Outlook, some other calendars such as Hotmail, Yahoo, Gmail etc), ensure that ATTACH CALENDAR APPOINTMENT is ticked
- Confirm the booking by clicking on UPDATE BOOKING
- You will now return to the booking page. Place the cursor over your chosen time slot and your name and your partner's name will appear
- The club administrator can reserve courts and override bookings. You will be advised if this occurs. eg. A tournament, coaching, court cleaning etc



ACCESS VIA THE ONSITE CLUB COMPUTER

1. The club computer displays the current bookings for your club
2. You do not need to log on to view the current court bookings
3. To make a booking log on using your iSquash username and password and then follow the instructions as above
4. To logout, select HOME and then LOGOUT from under the WELCOME menu

For further information please contact your club administrator:

Lynda: admin@belmontracquets.co.nz