

User Guide for Players

Background

ClubManager365 are now our online service provider for booking courts in our club. CM365 who replace BRS Golf are better geared to manage court reservations, and this facility will in due course be expanded to run challenge Ladders, Box Leagues, and perhaps even Tournaments.

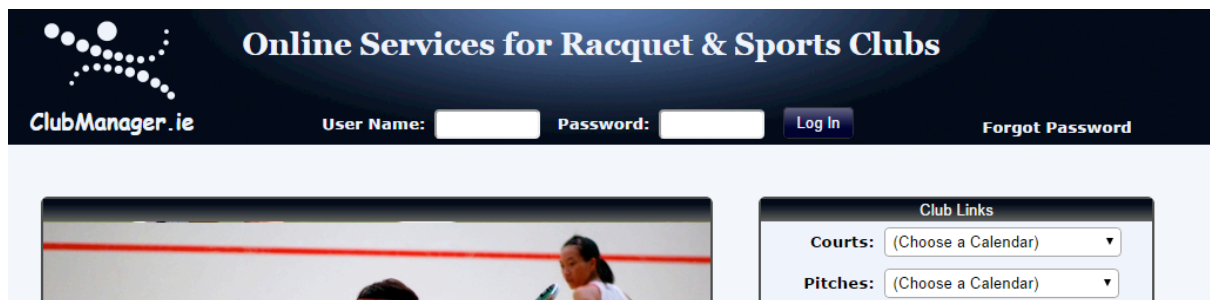
1 - User Accounts

1.1 Login

You will have received via e-mail your username and password (which you can change under My Services/My Details). You will be required to login in order to use the system, and on any of the text boxes at the top of the page (see screenshot below).

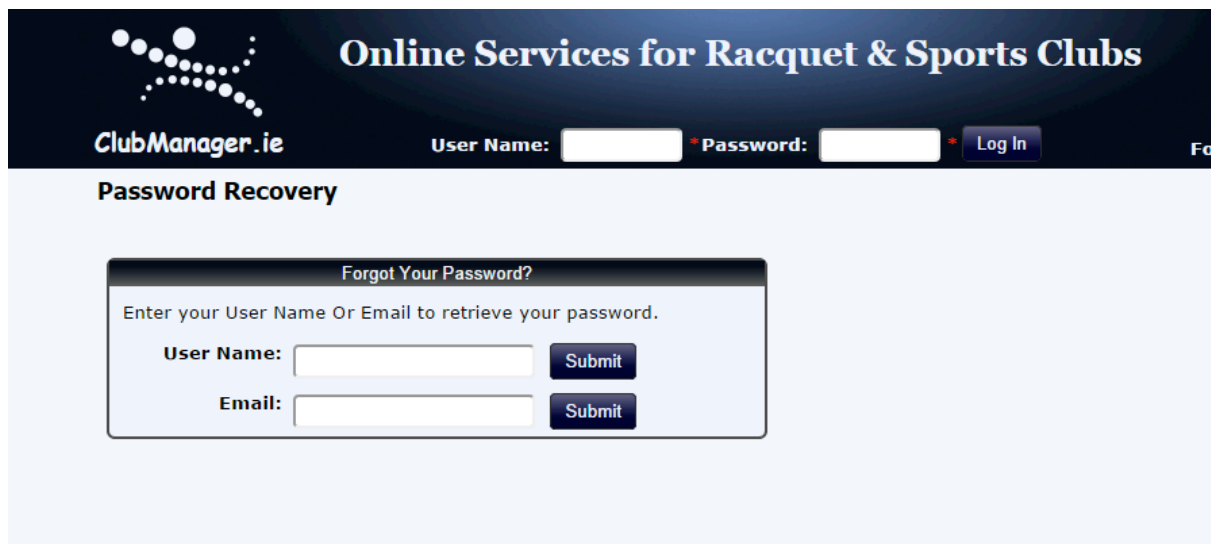
If you haven't received login details, generally one of the following has happened:

- 1) Our club has set up an account with an incorrect email address for you
- 2) Your account was setup and login details e-mailed to you but:
 - a. they were blocked by your spam filter or e-mail provider, OR
 - b. you deleted them without realising what they were!



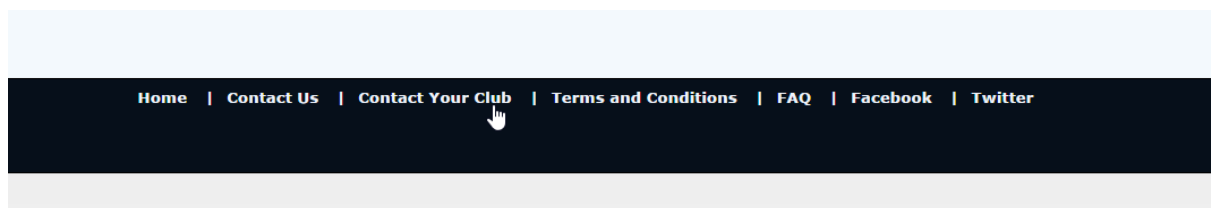
1.2 Forgot password

If you forget your password simply click the "Forgot Password" link in the top right of the home page, as per the screenshot above. Choose to fill in either your username or the e-mail address that was used when your account was created, and click the appropriate submit button. We will then e-mail you with login details.



1.2 Forgot username / Need a user account

In the event you have forgotten your username or if you need a user account (e.g. new members), you can "Contact Your Club" using the link in the footer, or directly through the Office who will provide you full login details.



1.3 Locked Accounts

If you, or somebody using your username, try to login with an incorrect password 5 times, your account will become locked. A self-recovery process will then kick in, sending a password recovery e-mail to the e-mail address associated with that account.



The link in that e-mail will bring you to the page below, where you can set a new password.

Password Recovery

Account Details

Please enter and confirm a new password.

New Password:

Confirm New Password:

[Reset Password](#)

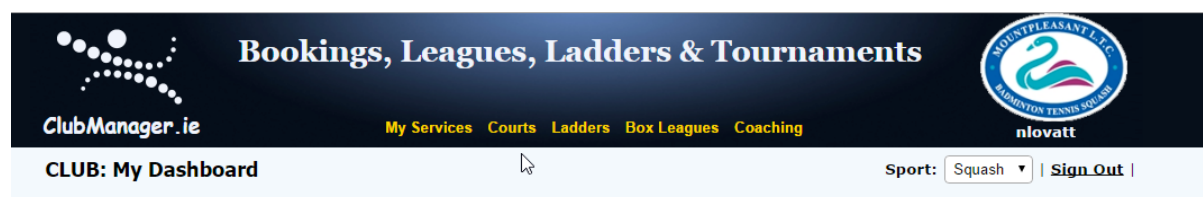
1.4 New Members


Please contact the Club Admin person, John Doyle, in the Office to arrange login/password details. CM365 then send out the appropriate information to the new member.

2 - The Basics

2.1 Navigation

Once logged in, a number of menu options appear in line with the modules and services our club (and its coaches) are using. All the appropriate pages are available via the menu system.



ClubManager.ie **Bookings, Leagues, Ladders & Tournaments** 
[My Services](#) [Courts](#) [Ladders](#) [Box Leagues](#) [Coaching](#) **nlovatt**
CLUB: My Dashboard **Sport: Squash** | [Sign Out](#) |

2.2 My Dashboard

The dashboard is a summary page, and shows your booking activity on the right hand side. It will in due course, when the club is ready, be expanded to include Ladder and Box League activity. On the left is a players list which you can use to locate other players and get their contact information.

ClubManager.ie **Bookings, Leagues, Ladders & Tournaments** YOUR LOGO HERE **bthompson**

CLUB: My Dashboard My Dashboard | [Sign Out](#) |

Results From My Ladder

Challenger	Score	Defender	Date
P. Kiely	2 v 3	N. Reynolds	4 S
Z. Troy	3 v 0	T. Dunne	4 S
R. Saunders	3 v 1	P. O'Reilly	4 S
H. Davies	2 v 3	D. Williams	9 Apr
S. Jones	3 v 2	P. Casey	9 Apr

[All Results](#)

My Ladder

Player	Run
3 → Anthony Thompson	
4 → Bernie Walsh	
5 → Billy Dunne	
6 → Brian Thompson	
7 → Ciara Davis	
8 → Claire Riley	

[Ladder](#) | [Rules](#)

My Box League Results

Player 1	Score	Player 2	Date
B. Thompson	3 v 1	D. Williams	9 Apr

[All Results](#)

My Box League Statistics

Last 6: **W**
Matches: 1
Win Ratio: 100%
Medals: 1

[Hall Of Fame](#)

My Box League Table

Player	Pld	Won	Pts
1 Brian Thompson	1	1	3
2 David Williams	1	0	1
3 Ciara Davis	0	0	0
4 Claire Riley	0	0	0
5 Daniel Smyth	0	0	0

[All Boxes](#)

Players scroll down

Name	Contact	VS
Aaron Anderson	1234567890	0
Andrew Bergin	1234567890	0
Anthony Thompson	1234567890	0
Bernie Walsh	1234567890	0

Court Bookings & Schedule Summary

Court Credits: - Not Applicable

History: - No court credit history

Schedule: - No bookings coming up

2.3 My Details

You can edit your details under “My Services / My Details”. Options include setting a contact number, changing your e-mail address, and you can even add your photo!

ClubManager.ie **Bookings, Leagues, Ladders & Tournaments** YOUR LOGO HERE **bthompson**

CLUB: My Details My Dashboard My Details My Messages Testimonials Change Password | [Sign Out](#) |

My Details

Name: Brian Thompson
Contact: demo@clubmanager.ie
 1234567890
Address:
Sports:

Default Sport:
Change Photo: No file chosen

Preferences:
Visibility: Email Address not visible to members
Notifications: Email notifications of box results
Messaging: Player court invitation email notifications

[Edit Details](#) | [Edit Address](#)

3 - Court Booking

Once logged in, you will be taken to the default landing page under Bookings. Here you will be able to book, update and cancel courts via the courts menu:



Rules: Familiarize yourself with the club booking rules by clicking on the rules icon



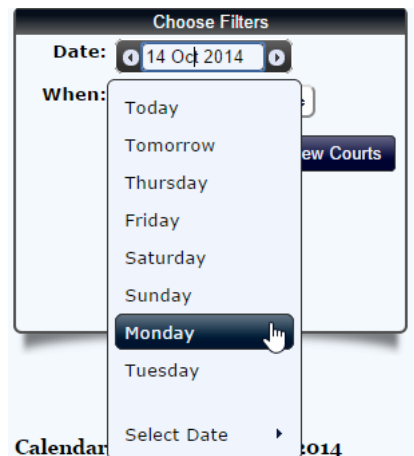
3.1 Book a court

Once on the courts page, choose the date in the filters section by clicking on the text to pop open the calendar control, or using the arrow buttons:

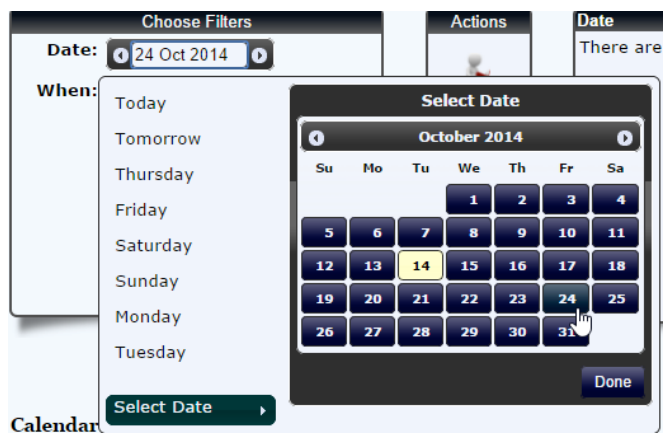
Default View:



Handy Date Picker:



Full Calendar:



Once you have the appropriate day selected, click an available slot in the calendar:

Calendar: Tuesday 14 Oct 2014

Time	Court 1	Court 2	Court 3	Watch?
18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	W
19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	W
20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	W
21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	W

Book this court

Then confirm the booking details before clicking the book button:

The 'Make a Booking' form displays the following details:

- When:** Tuesday 14 Oct 2014
- Time Slot:** 20:00 - 21:00
- Where:** Court 3
- Opponents:** Anthony Thompson
- Match Type:** Friendly
- Notifications:** (Select)

Buttons: Cancel, Book

Opponents: Anybody involved in the booking. One or more opponents must be specified in a booking, and each will receive a confirmation e-mail for the booking.

Match Type: Friendly, league match or coaching, and will include Ladders etc. in due course. This is secondary information for the booking.

Notifications: Use this section to invite players from your box or your custom play list to join the match that requires additional players.

3.2 Edit / Cancel / Notify a booking

Each booking made appears in a list in the top right of the page. You can click the icons to cancel, edit or notify.



Date	Slot	Where	Details	Notify	Edit	Cancel
Tue, 14 Oct	20:00	Court 3	Brian Thompson			

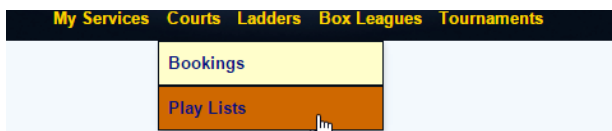
Cancel: Removes the booking

Edit: Used to change the players involved. An update e-mail will be sent to all parties, added, removed or remaining involved.

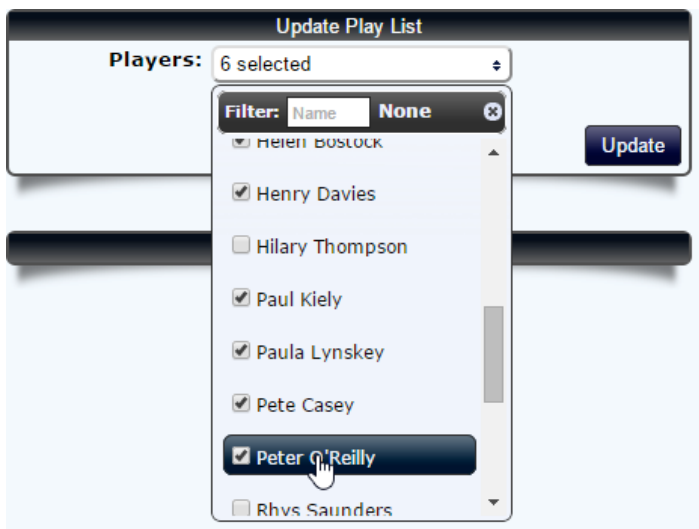
Notify: Can be used to invite players from your custom play list to join the match.

3.3 Playlists / Inviting Players

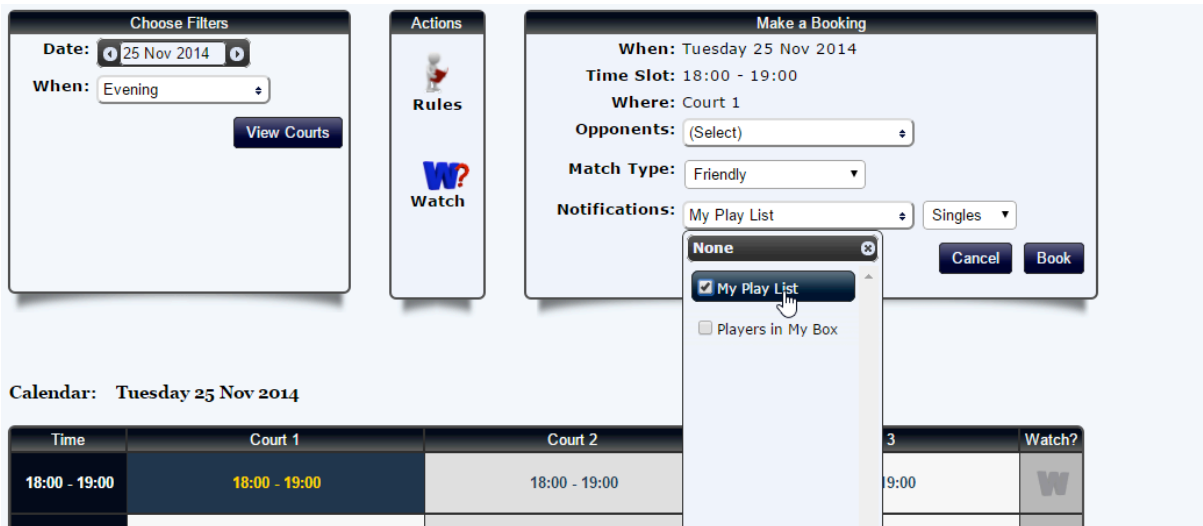
You have the option to create a playlist and invite those players to take part in a match you are organising on a first come first serve basis. Locate the “Play Lists” menu option under “Courts” as follows:



Then simply select the players you would like to have on your play list, and click update:



On the court bookings page, choose your court slot and select “My Play List” from the Notification options:



If you are invited to take part in a match you will receive an e-mail like this:

MESSAGE NOTIFICATION

You have received a new message inviting you to take part in the following match. You received this message by being on a players play list, or participating in their current box.

Date: Tue, 25 Nov at 18:00 on Court 1

Current Details: Billy Dunne (Friendly)

[Login](#) to view your user messages and accept the invitation. Accepting the invitation will add you to the booking.

Note that the invitation will expire when:

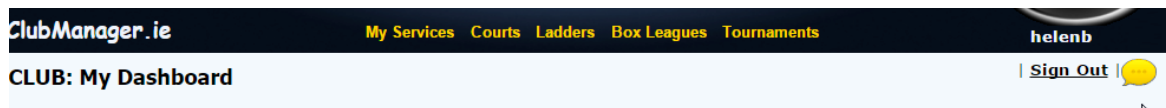
- 1) Enough other players are added
- 2) The match time passes
- 3) The booking is cancelled.

Best Regards,
Court Booking System
www.clubmanager.ie

You can unsubscribe from the match invite notifications by changing your settings (via the 'My Details' link on the dashboard page).

3.4 Accepting an Invitation

Following on from the previous sections, you can accept an invitation by logging into the site. You should see a speech bubble next to the sign out link indicating that you have a new message.



Click that and you will see a pop out message asking you to accept or reject the invitation:



If you accepted, the match will now appear in your schedule, and you'll receive a confirmation e-mail.

The following court booking has been updated:

Date: ~~Wed, 26 Nov~~

Time: 20:00

Court: Court 3

Original Booking: ~~Billy Dunne (Friendly)~~

Changed To: Billy Dunne vs Helen Bostock (Friendly)

The booking can be cancelled at any time.

[Login](#) to view or edit your bookings.

Best Regards,
Court Booking System
www.clubmanager.ie

You can also accept/decline on the messages page via "My Messages" under the "My Services" menu option:

The screenshot shows the ClubManager.ie website interface. At the top, there is a navigation bar with the following items: ClubManager.ie, My Services, Courts, Ladders, Box Leagues, Tournaments, and helenb. Below the navigation bar, there is a section titled 'COURTS: Bookings'. On the left side of this section, there is a 'Choose Filters' panel with 'Date' set to '25 Nov 2014' and 'When' set to 'Evening'. A 'View Courts' button is located below the filters. On the right side, a vertical menu is open, showing options: My Dashboard, My Details, My Messages (highlighted with a mouse cursor), Testimonials, and Change Password. In the background, a table of bookings is visible with columns: Date, Slot, Where, Details, Notify, Edit, and Cancel. One row is visible with the following data: 25 Nov, 20:00, Court 3, Billy Dunne vs Helen Bostock.