

General Booking instructions
for the Goodlife
Squash Booking On-line
system

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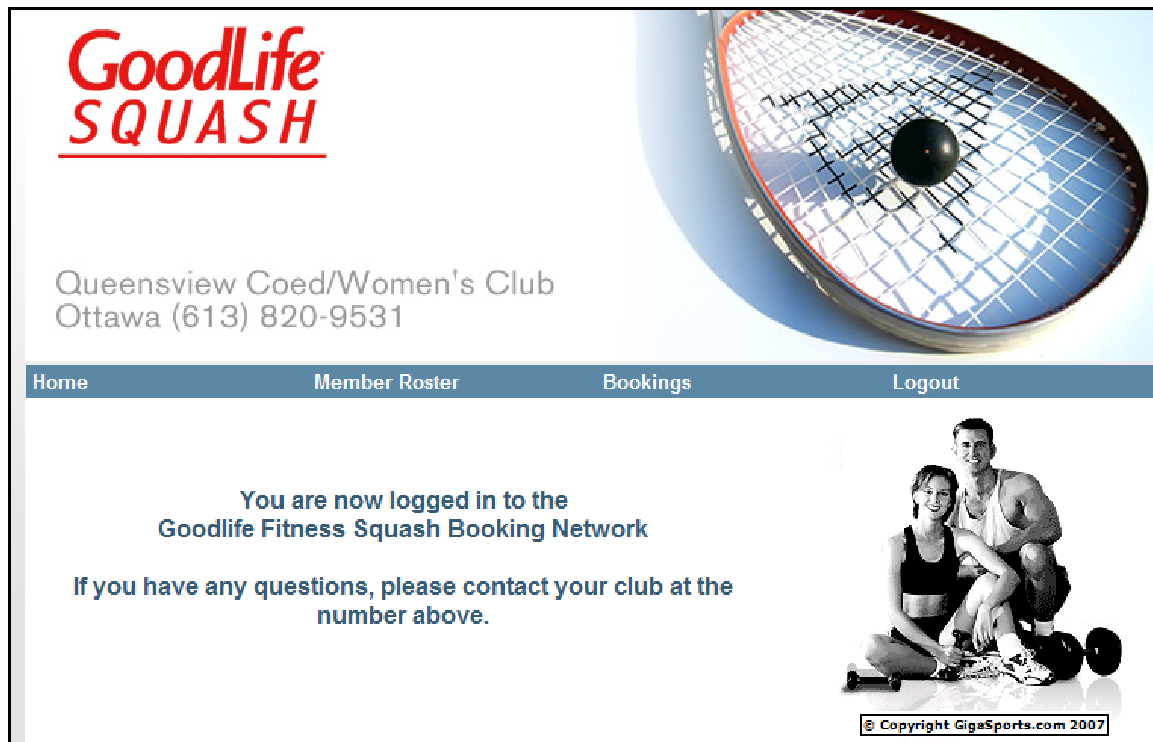
General Booking

Welcome to GigaSports' on-line booking program. The best way to learn a system is to play with it, follow the instructions and if you have any questions please contact Heather Wallace at heather_w@bellnet.ca or Keith Fagan at keith_f@bellnet.ca.

Logon page

You can access the Squash booking logon page either through the Queensview squash website or through the main Goodlife fitness site.

To create your account members are asked to send an email to the club including their Full Name, membership number, your email you want the account details to be sent to and a telephone number. Request should be sent to the following address ottawaqueensview@goodlifefitness.com. You will receive a confirmation email once your account has been activated giving you your account name and a temporary password. On first accessing the site you will be required to change the provided password to one of your choosing.



GoodLife
SQUASH

Queensview Coed/Women's Club
Ottawa (613) 820-9531

Home Member Roster Bookings Logout

You are now logged in to the
Goodlife Fitness Squash Booking Network

If you have any questions, please contact your club at the
number above.

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Note: The site will periodically be updated so the actual images or layouts shown may vary slightly

Making a booking

Click on the bookings tab and you will see a graphic representation of the current weeks bookings showing the status of all courts in the next 7-day window. You will note that the bookings are colour coded (legend is at the bottom of the table).

Sun 23	Mon 24	Tue 25	Wed 26	Thur 27	Fri 28	Sat 29	Sun 30	8:45:04 AM	
A CURRENT CLUB MESSAGE WILL SHOW HERE									
Court 1	Court 2	Court 3	Court 4	Court 5	Court 6	Doubles Court			
8.20 Players Name Hold	8.20 Book	Bookings open at 6:00 AM on Tue 25	Bookings open at 6:00 AM on Tue 25	8.20 Players Name 2	8.20 Book	8.00	Book	Book	Book
7.00 Book	7.00 Book	Bookings open at 6:00 AM on Tue 25	Bookings open at 6:00 AM on Tue 25	7.00	7.00 Book	8.50	Book	Book	Book
7.40 Book	7.40 Book	Bookings open at 6:00 AM on Tue 25	Bookings open at 6:00 AM on Tue 25	7.40 Book	7.40 Book	7.40	Book	Book	Book
8.20 Book	8.20 Book	Bookings open at 6:00 AM on Tue 25	Bookings open at 6:00 AM on Tue 25	8.20 Book	8.20 Book	8.30	Book	Book	Book
9.00 Book	9.00 Book	Bookings open at 6:00 AM on Tue 25	Bookings open at 6:00 AM on Tue 25	9.00 Club Pro Hold	9.00 Book	9.20	Book	Book	Book
9.40 Book	9.40 Book	Bookings open at 6:00 AM on Tue 25	Bookings open at 6:00 AM on Tue 25	9.40 Book	9.40 Book	10.10	Book	Book	Book
10.20 Book	10.20 Book	Bookings open at 6:00 AM on Tue 25	Bookings open at 6:00 AM on Tue 25	10.20 Book	10.20 Book	11.00	Book	Book	Book
11.00 Book	11.00 Book	Bookings open at 6:00 AM on Tue 25	Bookings open at 6:00 AM on Tue 25	11.00 Book	11.00 Book	11.50	Book	Book	Book
11.40 Book	11.40 Book	Bookings open at 6:00 AM on Tue 25	Bookings open at 6:00 AM on Tue 25	11.40 Book	11.40 Book	12.40	Book	Book	Book
12.20 Book	12.20 Book	Bookings open at	Bookings open at	12.20	12.20 Book	1.30	Book	Book	Book

To make a booking click on the text "Book", the booking is now held (for 10 mins) and you are directed to an "Edit" page.

Edit Booking	
Court	Court 2
Date	Wed, 26 September 2007
Time	7.00 AM
Booking owner	Members Name
Confirmation number	1014828
Current Member(s) : Player 1: Members Name Player 2: Hold	Change Member(s) : Player 1: Members Name Player 2: Hold <input type="button" value="Search"/>
Bookings without Opponents will be cancelled after 15 minutes.	
<input type="button" value="Save"/>	
<input type="button" value="Delete"/>	
<input type="button" value="Return"/>	

Adding the member's names to the booking slot

In the "Edit" page your name will automatically appear as the booking owner. Click on the "Search" box and a pop-up will appear, type in the members first or last name (or the first letter) then select your opponent from the drop down list on the left, click "Select". The members name will now appear in the booking slot, to add other members repeat this process using the next search box. Once made (and saved) the booking can be changed by clicking on the booking at which time you will be taken back to the edit-booking page.

Notes:

1. You must select an opponent or the court will only be held for 10 minutes.
2. You will note that no adjacent courts bookings (at the same time slot) OR contiguous time slot bookings will be accepted.
3. For doubles court bookings it is only necessary to insert TWO members' names.
4. A summary of the courts you have booked will appear on the top of the Bookings page under the heading "My Bookings", clicking on any of the hyperlink text (blue text) will take the member back to the Edit booking page.

My Bookings (Edit & Cancel bookings here)			Help
Date	Time	Description	
Fri 28 September	7.00 AM	Hold, Court 2 (Booked by: G ZportsfdBOW VALLEY) (Squash)	

5. For Guest booking privileges see below.

If you are late

If a court is booked & is sitting open during the booked time slot, any member at the club can then play on that court until the players who have the court booked arrive for their court time. On occasion through no fault of their own, members are late for their court time. Members who are late can only play until their court time is up. e.g. Members 15 minutes late for their 6:20pm court time will still only have until 7pm to play when the next 2 members have the court booked unless of course those members are late too!

Canceling a booking

To cancel a booking click on "Delete" button when in the edit page and you will get a confirmation that you wish to delete the booking. If you select "Delete" the booking will be cancelled.

Court Booking Policy for Guests

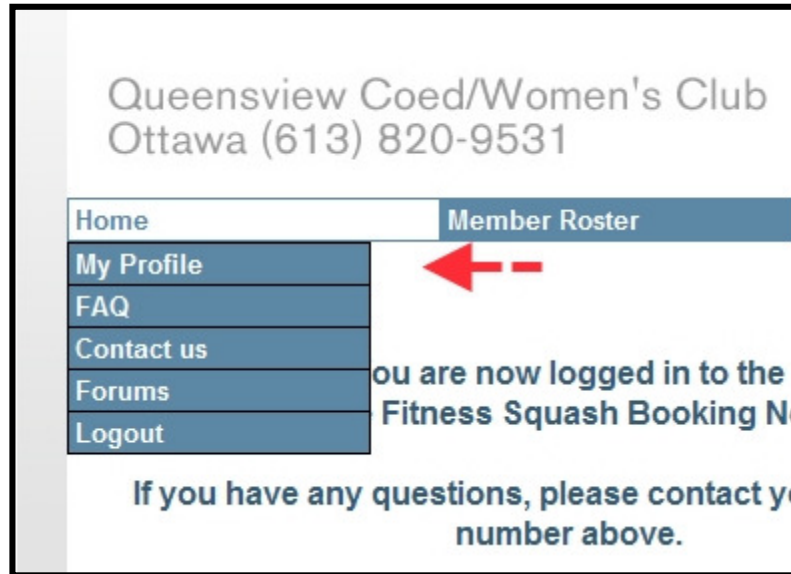
A GoodLife member can book a guest in to play squash at GoodLife Queensview on line during **non peak** playing hours (times designated in black). To book a guest in to play squash during **peak** playing hours (times designated in red on-line), the member must contact a GoodLife Queensview sales associate or the squash professional who will then book the court. The guest's name & telephone numbers must be provided to book the court.

Recovering forgotten passwords

If you have forgotten your account details you can recover them if you use the FORGOTTEN PASSWORD page at www.gigasports.biz/ForgotPassword.asp?EP=2121 . This site will allow you to enter your email address or username and the system will send you an email with the current password. Note if you attempt to login with incorrect username or password the member will be redirected to this same site.

Changing Passwords or profile details

Circumstances change whereby the information in a current profile is no longer valid. A member can change these details by accessing and modifying their own profile by accessing the details via the main page.



Note it is important that if your membership number changes in the club that it is also changed in your Squash Booking Account. Failure to do so will result in the Squash Booking Account being cancelled.

SQUASH Booking Privileges at other Goodlife Clubs


In this mobile society many members would like to play squash at other Goodlife Squash clubs. Members who would like to extend these privileges should contact the club squash booking administrator and make the request specifying which clubs they wish to extend their booking account to cover. Once the change is made members can select the appropriate club from the logon page.



Other features

Clicking on the Home tab opens up the other member services:

My Profile - Allows the member to review and change his current profile.

Member Roster - This online version enables you to send e-mail to other members through the system. When you use the e-mail by clicking on the icon , you will not see the recipient's e-mail addresses but you will send the recipient your address. The recipient may then respond to you outside of the Members Only Section of the website

Email Groups - Allows you to send one email to many members. You can have up to three Email Groups with up to 10 members in each group. You can save up to three email templates for each group.

FAQS - Answers common member questions e.g. How to adjust the no-cache settings on your browser so that you always see the latest view of the court bookings.

Note: FAQS specific to the Queensway Goodlife Fitness Squash club can be found on the club website at http://qvsquash.goodlifefitness.com/booking_faqs.html

Contact Us - Provides the member a contact point to ask any questions. Note the first set of questions should be directed towards the Clubs designated administrators.

Forums - Provides a community forum where members discuss their ladders etc

Logout - Closes the current session and sends the user back to the logon page.