

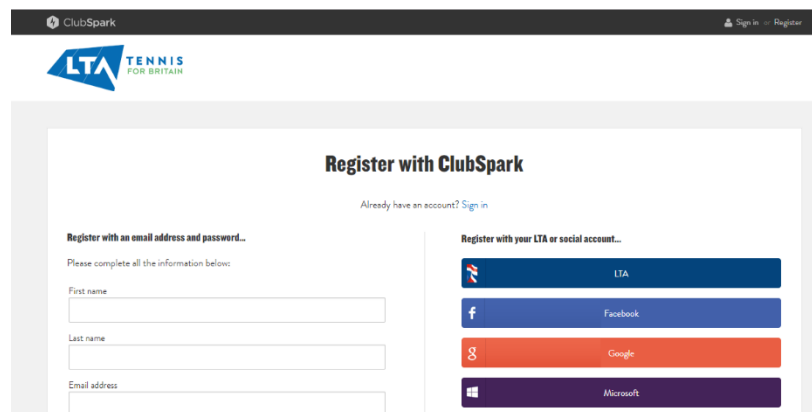
Lichfield Friary Tennis Club's online court booking system

User Guide

This [online court booking system](#) is available to all club members during the hours **9:00 – 18:30**. Booking slots are in 30 minute intervals and each member can book up to 2 hours per slot. Bookings are limited per member to 1 slot a day and up to 3 slots over an 8 day period. Below outlines how to register and use the system for booking courts. You do not need to register if you wish to just view the court schedule.

Step 1 - Register with Club Spark

In order to be able to book a court you will need to register with [Clubspark](#) the online booking system host. You can use your LTA membership number to register or other social media details if you prefer.



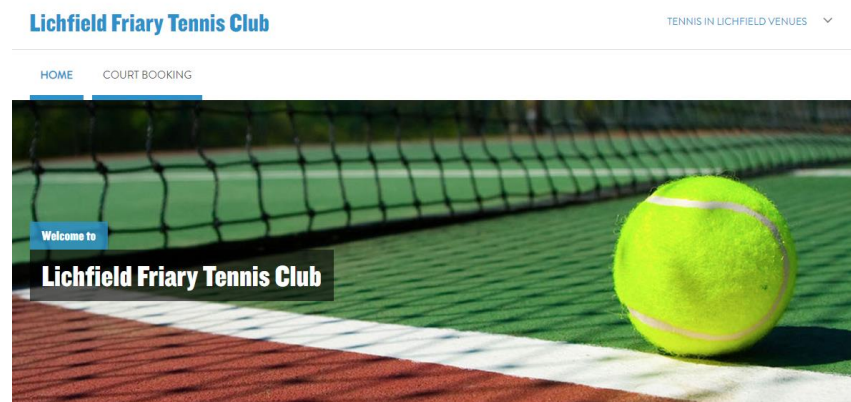
The screenshot shows the ClubSpark registration interface. At the top, there is a navigation bar with the ClubSpark logo and links for 'Sign in' and 'Register'. Below this is the LTA Tennis for Britain logo. The main heading is 'Register with ClubSpark'. There are two registration paths: 'Register with an email address and password...' which includes fields for 'First name', 'Last name', and 'Email address'; and 'Register with your LTA or social account...' which offers buttons for LTA, Facebook, Google, and Microsoft. A 'Sign in' link is also present for existing users.

Step 2 – accessing the court schedule

Once registered you will be able to view and make bookings on the [online court booking schedule](#)

On the Court Booking schedule you can view all 6 courts and see where there are free slots (during 9:00 – 18:30)

You do not need to register to view the court schedule



Step 3 – booking a court

Where you see a blank slot these are free periods that can be booked. Simply click on the start time and court you want to book and a booking form will pop up.

	Court 6 Full, Outdoor, Floodlit, Carpet	Court 5 Full, Outdoor, Floodlit, Carpet	Court 4 Full, Outdoor, Floodlit, Carpet	Court 3 Full, Outdoor, Floodlit, Carpet	Court 2 Full, Outdoor, Floodlit, Carpet	Court 1 Full, Outdoor, Floodlit, Carpet
09:00						
09:30						
10:00						
10:30	JUNIOR COACHING	JUNIOR COACHING	JUNIOR COACHING	JUNIOR COACHING	JUNIOR COACHING	JUNIOR COACHING
11:00						
11:30						
12:00						
12:30						
13:00						
13:30						
14:00						
14:30						
15:00						

Step 4 – Confirming a booking

On the booking form you can extend the time using the drop down box. This is in 30 minute intervals and you can select up to 2 hours per session. Enter your email address and tick the box to send an email confirmation.

Once you click book now you should receive a booking confirmation via email.

Make a booking

Court 5: Sun 28th Jul from 12:00 until 12:30

For 30 minutes.

Category: Booking

Contact: caroline lort (carolinelort@hotmail.co.uk) [Clear](#)

Send email confirmation

[Advanced options](#) [BOOK NOW](#)


Step 5 – amending court bookings

Once you have received your email confirmation your booking has been secured. To cancel your court booking click on the link at the bottom of the confirmation email. This will take you back through to the booking system where you can cancel your court.

Booking confirmation

 Court 6

 carolinekort@hotmail.co.uk

 caroline kort

If you have any queries, please email denise_davies@btinternet.com or call us on 01543253090

This is a confirmation that you have booked a court at the time stated at Lichfield Friary Lawn Tennis Club through the official booking system (LTA Club's park website). This should be used to settle any disputes regarding court access. Visible confirmation can always be checked on the ClubSpark website.

[Click here to manage your bookings](#)

The use of the system will be monitored and any members booking courts and not using them will be removed from the system.

We hope that you find this booking system useful. If you have any questions or feedback please contact [Caroline Kort](#)