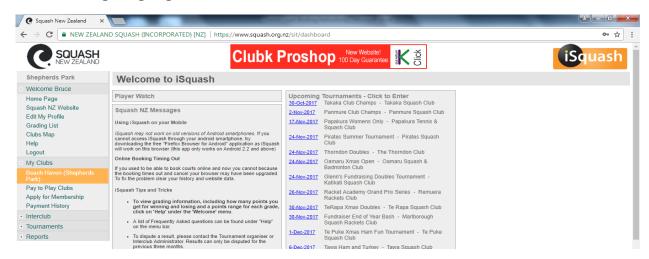


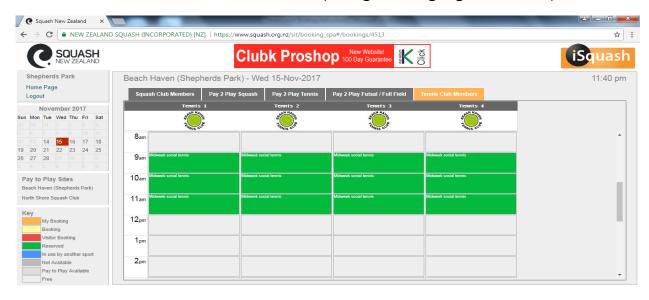
Note - iSquash is the name of the booking and access system used across the Beach Haven Sports Centre, including courts used by the Beach Haven Tennis Club and Shepherds Park Squash Club. Users must be registered on iSquash to book courts online and to access both the courts and clubroom that are controlled by access tags.

Instructions

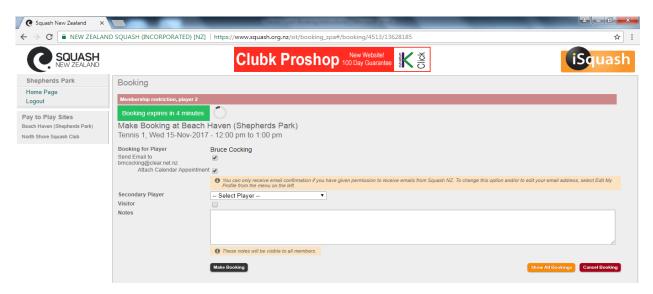
- Go to www.isquash.co.nz
- Log on with your iSquash username & password (see your club administrator if you do not have this information)
- Select 'Beach Haven Sports Centre' from 'My Clubs' link on the left hand column.
 See orange highlighted area below



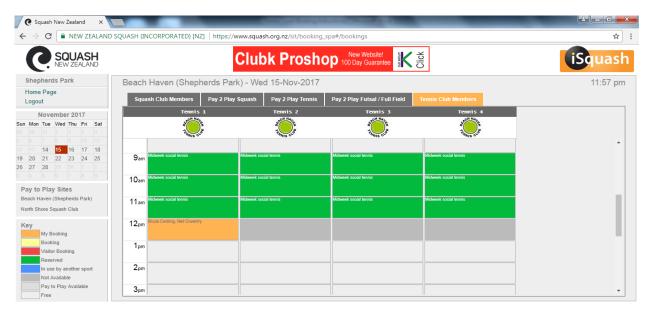
- The club booking calendar will be displayed
- Select the 'Tennis Club Members' tab (orange tab highlighted below)



- Select the date, time and court you require (refer to the 'COLOURED KEY' shown in the above image on the bottom right hand side for availability)
- Hover the mouse over the time slot you want and click to open up the booking confirmation page (shown below). A dialogue box may ask if you want to book a court – click "OK"



- The booking page is displayed you have 5 minutes to complete the booking
- Choose a secondary player from the "SELECT PLAYER" drop down list of tennis and squash club members or, tick the "VISITOR" box if playing with a visitor.
- Please note you only need to select one player, even if playing doubles
- You do not need to add any notes in the large text box, but if you do these will be displayed on the booking calendar
- To receive a confirmation email of the booking, tick "SEND EMAIL"
- Confirm the booking by clicking "MAKE BOOKING"
- The booking calendar will display your name as shown by the orange booking on court one below. The green courts (below) are administrator reservations – typically interclub games, social nights, coaching and/or tournaments.



- Club administrators can reserve courts and override bookings. You will be advised if this occurs.
- Club members can book courts two weeks ahead of time, giving them first option on court bookings before members of the public (who can book seven days ahead of time).
- To cancel a booking simply click on the same booking you have made and click 'cancel booking'.
- Members are encouraged to cancel any courts they do not require as early as possible. This will allow courts to be re-booked by other members.
- All other tabs on the iSquash booking system (e.g. interclub, tournaments, grading reports, and membership) are related to squash club administration, not tennis.
 For Beach Haven Tennis Club iSquash is simply a mechanism to manage facility access for club members.

For further information or questions please contact:

BHTC iSquash Administrator: Walter Dijkgraaf / walter@dijkgraaf.org / 022 010 8926

Squash NZ (iSquash administrators) Phone: 09 815 6770 (Mon to Fri 8.30am to 5.00pm)