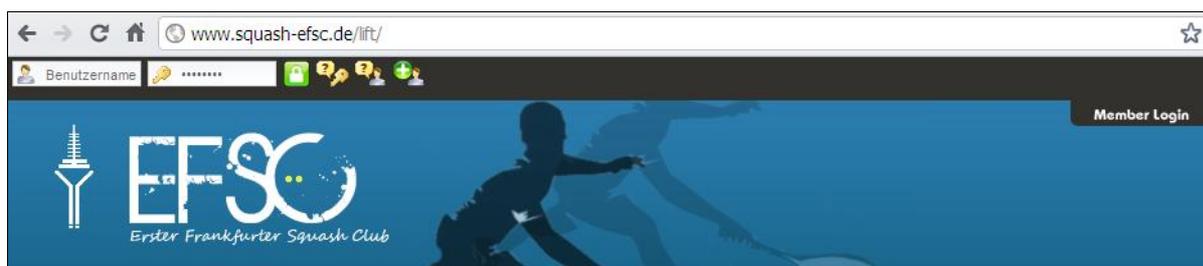


# User's Guide – EFSC Online Booking System

## 1. The login process

- ▶ You can access the new EFSC website by typing the following addresses in your favorite Web Browser (supported browsers: Internet Explorer, Firefox, Chrome, Safari, Opera):
  - ▶ <http://www.squash-efsc.de>
  - ▶ <http://www.efsc-squash.de>



- ▶ When you enter the website, your status is “Guest” or “Unangemeldete Besucher” and you’ll need to login in before being able to book a court.
- ▶ Click on the top-right corner of the website where you can see the “Member Login” tab. A panel will expand displaying 4 distinctive options:
  - ▶ **The login fields:** type the login and password you received per email and click on the green lock button 
  - ▶ **Forgotten Password:** In case of you have forgotten your password or want to change it, click on the key icon. . You will be asked for your email address. After validation, an email will be sent to your mailbox with a passphrase which you will have to enter in the form on the website and then you can enter a new password of your choice.
  - ▶ **Forgotten Username:** If you can't remember your username (normally the first letter of your christian name and your surname), click on the icon . You'll be asked to provide your email address. After validation, your username will be sent to you per email.
- ▶ Once authenticated, you can access the booking functionalities on the EFSC website on the top right column of the homepage by clicking on the new link: **Ein Court reservieren**



## 2. Booking a court for yourself

- ▶ Select the date from the list on the top the pop-up window. Only the next 4 sessions are available for booking. You can book until 17:00 for the current day.
- ▶ Click on one of the available  button to reserve a court. You can only book a court if no other court has been booked by you for the same timeslot.



Bitte ein Datum auswählen: Montag, 28. Februar 2011		Court 6		Court 7		Court 8			
19:00 - 20:00			FREI		FREI		FREI		FREI
20:00 - 21:00			FREI		FREI		FREI		FREI

- ▶ In order to confirm your reservation, click on the button “Bestätigen” in the control pop-up windows.



Reservierung bestätigen	
Spielername	Mitglied EFSC
Datum	28/02/2011
Spielzeit	von 19 Uhr bis 20 Uhr
Court	Court 6

Bestätigen

- ▶ Your booking has been confirmed! Click in the darken background or on the button  on the top right corner of the pop-up to close the confirmation window.



### 3. Cancel one of your court reservations

- ▶ To cancel your reservation, click on the available  button and follow the instruction as shown in paragraph 2.

Bitte ein Datum auswählen: Montag, 28. Februar 2011		Mitglied EFSC							
		Court 5		Court 6		Court 7		Court 8	
19:00 - 20:00									
1. SPIELER		FREI		Mitglied EFSC		FREI		FREI	
2. SPIELER		FREI		FREI		FREI		FREI	
20:00 - 21:00									
1. SPIELER		FREI		FREI		FREI		FREI	
2. SPIELER		FREI		FREI		FREI		FREI	

- ▶ **IMPORTANT:** The status of your reservation is then canceled but not **deleted**. For a booking entry to be deleted, another member needs to book over your cancellation. If the court isn't then booked by another member, you will still have to pay for your initial reservation.

## 4. Book a court for another member or a guest player

- ▶ The booking platform enables the members to book for their opponent. This opponent can either be another member who hasn't already a reservation for the same timeslot **or** a guest player. This option is only available for a court and timeslot you already have previously personally booked.

	Court 5	Court 6	Court 7	Court 8
<b>19:00 - 20:00</b>				
1. SPIELER	+ FREI	+ Mitglied EFSC	+ FREI	+ FREI
2. SPIELER	+ FREI	+ FREI	+ FREI	+ FREI
<b>20:00 - 21:00</b>				
1. SPIELER	+ FREI	+ FREI	+ FREI	+ FREI
2. SPIELER	+ FREI	+ FREI	+ FREI	+ FREI

- ▶ Select either “Gast Spieler” or another available member and confirm your reservation

Bitte ein Datum auswählen: Montag, 28. Februar 2011 Mitglied EFSC

**Delegierte Reservierung bestätigen**

**Spielername**: Gast Spieler  
Aidan BASSETT  
André CARROUX  
Andrew MARIS

**Datum**: 28/02/2011

**Spielzeit/Court**: von 19 Uhr bis 20 Uhr  
Court 6

Bestätigen

- ▶ **IMPORTANT:** When deleting your reservation for which you registered a guest opponent, both bookings will be simultaneously deleted. This is not the case when you have booked for another member.