

Ashtead Bowls Club

Bowlr Online Booking Guide 2021

To book a rink follow these steps. It may appear complex at first glance but once you have done it a couple of times it will become a straightforward sequence

1. Enter the web address **ashtead.bowlr.co.uk**
It will take you to the Login page
2. Enter your membership number (provided by the club)
3. Enter your password (your 1st initial + surname + membership number, all lower case, eg jsmith0023)
4. Click **'Login'** button (lower right)
It will take you to the Diary showing that day's activity. If you want to browse the diary and see future availability continue to step 5, otherwise skip 5 and go straight to step 6 to book a rink.
5. Click **'Choose Date'** button (on left) to see availability
A calendar will appear. Select the date you are interested in and that day will appear. You can see all existing bookings and check rink availability
6. Click **'Book a Match'** button (top right)
It will take you to your Bookings page. 'Roll-Up bookings' should already be selected in Menu on the left. Your other existing bookings (if any) will be shown on this page.
7. Click **'Make a New Booking'** button
8. Click **'Choose Date'** button and choose the date you want and that day will appear.
9. Put your cursor on the rink and time that you want and a dark box appears
10. Click **'Book Slot'** button in that box and it will take you to the Online Booking Form
11. Choose either 'Open Play' (practice or friendly match) or 'Club Competition'.
All external league matches etc are entered centrally.
12. Enter the names of any other members you will be playing with, and if it's a competition then also enter its name.
If you wish you can add a reason for wanting a preferred rink
13. Click **'Submit Booking'** button
The screen will show the booking and it will also appear in the Diary
A Booking Confirmation will be emailed to you
14. To change a booking you will first need to cancel it and then rebook.
15. To **cancel a booking** click on **'My Account'** button (top left) and you will see all your bookings
16. Click the **'Remove'** button on the booking you want cancelled. Click Confirm.
A cancellation confirmation email will be sent to you.
17. To obtain further guidance click **'My Account'** button and select 'Online Booking Guide' from the Menu. (Just be aware that Ashtead BC has not purchased all the Bowlr modules and hence some of the functionality described will not be available)
18. **Always click the 'Log Out' button (top left) when you are finished.**