

Brief Guide on Using the Online Braid Rink Booking System

Step 1: Link to <http://braid.skedda.com> - if viewing this document on line simply Click on the underlined link. Alternatively you can click on the link on the Braid Web site or type the URL into your browser.

You will see the window in **Fig. 1** below.

This shows any bookings made for the current day. You can view days from that day onwards by clicking on the right arrow >. Alternatively you can view bookings on a monthly basis by clicking on the Day tab and choosing Month.

Fig. 1

| | Rink 1 | Rink 2 | Rink 3 | Rink 4 | Petanque |
|-------|--------|--------|--------|--------|----------|
| 10:00 | | | | | |
| 11:00 | | | | | |
| 12:00 | | | | | |
| 13:00 | | | | | |
| 14:00 | | | | | |
| 15:00 | | | | | |
| 16:00 | | | | | |
| 17:00 | | | | | |
| 18:00 | | | | | |
| 19:00 | | | | | |

Step 2: To start the booking process, Click on the Add button. You get the dialog shown in **Fig. 2**:

Fig. 2

NEW BOOKING

To start, please enter your email address.
You'll be the holder of this new booking.

EMAIL

Next

Step 3: Enter your email address and Click on “Next”.

Step 4: Fill in the Booking form shown in **Fig. 3** below.

- Choose Day and Time for your Booking taking note of guidance as to acceptable slots.
- In Spaces choose the Rink.
- In Notes please give the names of all players to be included on the rink.
- Give your own name details. Phone number is not required.
- Check the “I have read terms..” box.
- Click on “Confirm”

Fig. 3

The screenshot shows a web form titled "NEW BOOKING" with a blue header bar. Below the header is a light blue informational box with a warning icon and text: "Welcome to Braid Booking System! Slots within 2 hour intervals are limited to max 90 mins play to allow Staggered Entry & Exit - see Booking Guide &/or Notice on Clubhouse door for details." The form is divided into sections by horizontal lines. The "BOOKING DETAILS" section includes "DATE & TIME" (Saturday, 20 June 2020, From 12:00 to 14:00), "REPEAT" (None), "SPACES" (88 Rink 3), "BOOKING TITLE" (Pairs Booking), and "NOTES" (Tom T, Dick D, Harry H & John C). The "YOUR DETAILS" section shows the user's name "J Culbert", email "johnc@braidbc.co.uk", and an "Edit details" button. The "CANCELLATION/CHANGES" section contains a warning: "You will not be able to cancel or change this booking online once you confirm it below." At the bottom are two buttons: "Confirm booking" (green) and "Cancel booking" (white).

If there are any problems with your booking eg clashes, or incomplete information then these will be flagged up at this stage.

If everything is in order then a message will flash up briefly at the top of the screen to confirm.

You can also switch to the day of your booking to confirm that an entry has been made as in **Fig.4:**

Fig. 4

| DAY MONTH GRID LIST < > SUNDAY, 21 JUNE 2020 ▾ | | |
|--|--------|---------------------------|
| | Rink 1 | Rink 3 |
| 10:00 | | |
| 11:00 | | |
| 12:00 | | 👤 J Culbert Pairs Booking |
| 13:00 | | |
| 14:00 | | |

Step 5: You have completed your booking and can log out.

Step 6: You will be sent an email asking you to confirm your account and set up a login -

Fig. 5

BRAID BC

SCHEDULE · MY BOOKINGS

Thanks for signing up

First things first...please confirm your account:

Confirm account and setup login

Aside from that, just come and visit us at braid.skedda.com whenever you'd like to make a booking.

Braid BC · johnc@braidbc.co.uk · 0131 629 7570
Powered by skedda.com

[Unsubscribe](#)

Step 7: You will also be sent an email confirming your booking.

(John Culbert, June 20th 2020)