

HOLLANDSE CLUB

ONLINE BOOKING INSTRUCTIONS

LOGGING IN

Online Booking is available through the [club website](#).

If this is your first time using the system you will need to set up your account:

1. Please log in **using a computer**, or select the 'desktop site' if using a tablet/phone.
2. Select the 'First Time User?' tab.
3. Enter your Last Name and Membership Number.

Membership Number Format

Lifetime Members

M1234P – Principal Cardholder

M1234S – Spouse

If your membership number only has three numerals please add a 0 in front to make four (Eg; M123P becomes M0123P)

Social Members

SM8888 – Principal Cardholder

SM8888S – Spouse

If your membership number only has three numerals please add a 0 in front to make four (Eg; SM987 becomes SM0987)

The next screen will ask you to create a username that you can remember and a new password.

If you have already setup your username and password

Type in your Username & Password (not case sensitive) to enter the member's section of the site.

The screenshot shows the Hollandse Club website's login interface. At the top left is the 'HOLLANDSE CLUB' logo. Below it is the 'GAMETIME' logo with the tagline 'Reservations that Click'. To the right, there are three tabs: 'Sign In' (selected), 'First Time User?', and 'Public Classes and Events'. The 'Sign In' tab contains a form with the following fields: 'User Name:' with the text 'ChrisM', 'Password:' with masked characters '.....', and a checked checkbox for 'Remember my Username'. Below these fields is a 'Sign In' button. At the bottom of the form area, there are links for 'Forgot your password?' and 'Forgot your username?'. At the very bottom of the page, there are links for 'Mobile Site', 'Legal', and 'Privacy Policy'.

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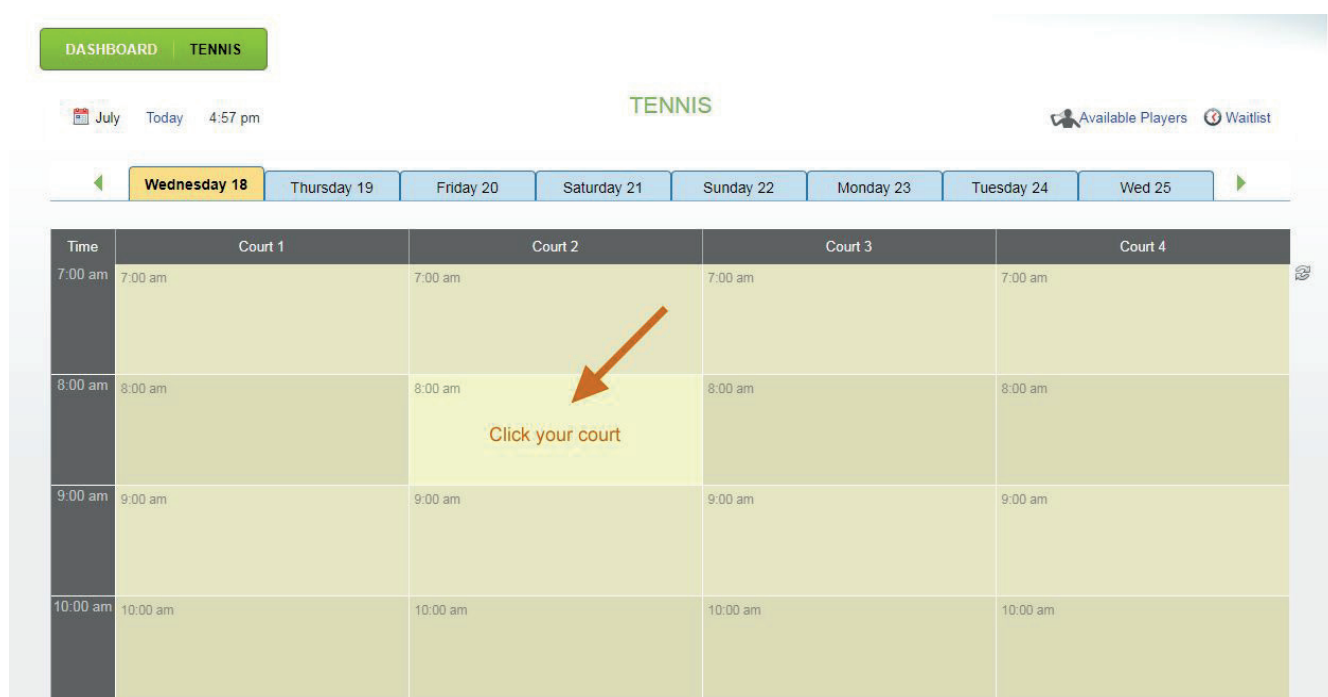
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PERSONAL PROFILE

1. Click on My Account.
2. Update your particulars on the Profile tab.
3. The Primary Email address shown is the one linked to your Membership account. If you need to update this please contact membership@hollandseclub.org.sg. Please note all booking confirmations will be sent to this email address

RESERVING A FACILITY

1. Select the facility which you would like to book by clicking on one of the tabs i.e. Tennis
2. A new screen will appear showing today's reservations. To select another date just click on the day you would like and for the next week click on the arrow just to the right of the day tabs.
3. Click on your desired available court time (the mouse icon will highlight each court that is available as it is passed over, it will display the time). Please ensure that the mouse icon changes from the arrow to a finger.



4. A new window opens which states the sport, day and time of your booking
5. As you are booking a court your name will always appear as Player #1. You must fill in the other player(s) by typing in their name (begin with the last name) or selecting their name from the roster.

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6. Select Court Hire. Click Submit.
7. If you are unable to book due to reaching your booking limit you will be notified by the system.
8. If the booking is accepted a confirmation window will open informing you of the sport, day, time and players involved. Emails will be sent to other people involved in the booking, assuming they have a valid email in the system.
9. Please note that only tennis coaches are able to book lessons. This is to ensure that a coach is available.

EDIT OR CANCEL A BOOKING

1. Go to Dashboard
2. Select the booking you want to edit or cancel from the list displayed
3. Make changes or cancel booking
4. Confirm

The screenshot displays the 'HOLLANDSE CLUB' GameTime dashboard. At the top, there's a navigation bar with the club's name, 'GAMETIME' logo, and user information: 'Welcome, Chris Mulcairn' with links for 'My Account', 'Support', and 'Sign Out'. Below this is a secondary navigation bar with links: 'People', 'Marketing', 'Settings', 'Reports', 'Mobile Site', and 'Updates'. A green menu bar contains links to various sections: 'DASHBOARD', 'CLASSES & EVENTS', 'TENNIS', 'POOLS', 'SQUASH', 'MULTICOURT', 'GYM', and 'COACHING'. The main content area is titled 'DASHBOARD' and is divided into several sections. On the left, 'GameTime Updates' shows a notification for 'NOV 04' stating 'Jonas now integrated with GameTime'. Below this, 'News & Events' features a green box with a 'General' notice: 'Welcome to the Club's new online booking system 'GameTime''. It also includes safety distancing measures, guest fees (Adult: \$10 Weekdays, \$15 Weekends/Public Holidays; Child: \$5 Weekdays, \$10 Weekends/Public Holidays), and cancellation policies. On the right, 'People to Notify' shows 'No waitlist notifications'. Below that, 'Upcoming Reminders ?' displays a reminder for 'Friday Aug 21, 2020' at '7:00am' for 'Squash', with a red-bordered button labeled 'Edit or Cancel'.

LOGGING OUT

1. To exit the system click Sign Out in the upper right hand corner.