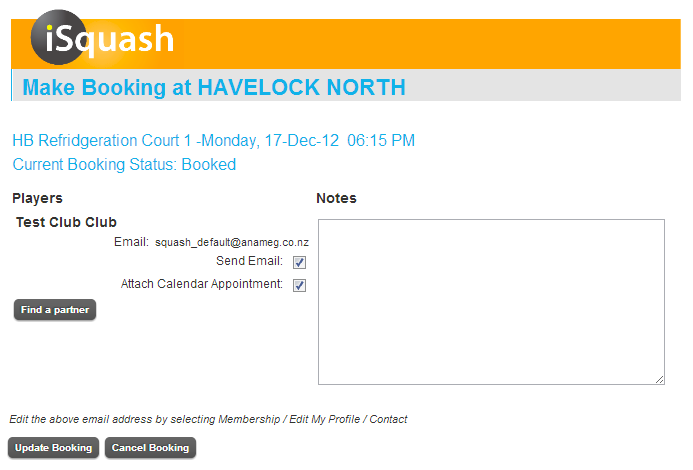
**ONLINE COURT BOOKING INSTRUCTIONS**

**ACCESS VIA THE ISQUASH WEBSITE**

* Go to [www.isquash.co.nz](http://www.isquash.co.nz)
* Log on using your iSquash username & password
  + If you cannot recall your username and/or password please select SEND LOST USERNAME/PASSWORD and enter your email address or username.
  + If you do not receive this reminder email, please contact your club administrator and check your email address is correct.
* Select the name of your club from “MY CLUBS” and the booking calendar for your club will be displayed
* Select the date, time and court you require (refer to the “KEY” for availability)
* Click on the booking slot to make a booking (hover over the booking slots for exact times)
* Choose a partner using “FIND A PARTNER” (you do not need to select a partner, this is optional
* Type in a name or the first few letters of a name in the “PLAYER NAME” and then click search (only members registered on iSquash will appear). Click on the name of your partner.
* Add notes if required (these will be displayed on the booking calendar)
* Automatically book the next time slot by selecting “AUTO EXTEND” (if this setting has been enabled by your club)
* If you would like to receive email confirmation of the booking, ensure that SEND EMAIL is ticked
  + If the email address displayed is incorrect, please edit your email address by selecting WELCOME / EDIT MY PROFILE and updating your email address. You will then need to re-book the court.
  + Note: You must have agreed to receive emails from Squash NZ to receive this email and calendar appointment. You can adjust this setting through WELCOME / EDIT MY PROFILE
* If you would like to receive an .ics appointment that can then be automatically included in your e-calendar (eg. Outlook, some other calendars such as Hotmail, Yahoo, Gmail etc), ensure that ATTACH CALENDAR APPOINTMENT is ticked
* Confirm the booking by clicking on UPDATE BOOKING
* You will now return to the booking page. Place the cursor over your chosen time slot and your name and your partner’s name will appear
* The club administrator can reserve courts and override bookings. You will be advised if this occurs. eg. A tournament, coaching, court cleaning etc

**ACCESS VIA THE ONSITE CLUB COMPUTER**

1. The club computer displays the current bookings for your club
2. You do not need to log on to view the current court bookings
3. To make a booking log on using your iSquash username and password and then follow the instructions as above
4. To logout, select HOME and then LOGOUT from under the WELCOME menu

***For further information please contact your Club Administrator***

***Robb Adamson 0276024145***