

## Online Booking

### To Log into the Booking System:

- Go to the club website **portmacquariercroquet.com.au**
- Click on **Book a Session** (this will take you to the Visitor screen showing sessions, but no details of who is registered).
- Click on Log In on the right hand side of the Blue Bar, or click on any session.
  - **User:** use your email address.
  - **Password:** use your password.

**To Set your Password:** ○ For your first time, or if you have forgotten your password, click on **Lost your Password?**

- You will be requested to provide your email address and you will receive an email which will allow you to set your own password.
- Your Password must contain at least 8 characters with at least 1 capital letter, 1 lower case letter, 1 number, 1 symbol.

**This is now your password for each time you log in to book a session.**

### To make a booking:

- Select the day you want to play on.
- Select the session you want to play in by clicking on the name of the session. This will show you the people who have already booked in, also the maximum number of bookings and the number already booked.
- Click on **Register** – your name will now be in the registration list for the session and the draw will be made in the usual way.
- Repeat this process for other bookings. ○ Bookings may be up to three weeks ahead.
- You may delete a booking up until the end of the day of the booking (this allows you to cancel when you are unable to play for any reason).  
Go to the session concerned and click on **Delete** to the left of your name.

### Lawn Fees:

- Lawn Fees are \$8.00 per day and should be pre-paid.
- Regardless of how many sessions you book for on one day you only pay \$8.00.
- Please read the Lawn Fees page on the website to see how to pre-pay.