

## Online Booking

### To Log into the Booking System

- Go to the club website **portmacquariecroquet.com.au**
- Click on **Make a Booking** (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 the first time, or if you have forgotten your password, click on **Lost your Password?**
- You will be asked to provide your email address, then you will be sent 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.
- Select the session you want to play by clicking on the name of the session. This will show you the list of 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 the process for other bookings.
- Bookings may be made up to 3 weeks ahead.
- You may delete a booking up to the end of the day of booking (this allows you to cancel when you are unable to play for any reason). Go to the session concerned and click on **Delete** next to your name.

### Lawn Fees

- Member lawn fees are \$8 a day and should be pre-paid.
- Visitor lawn fees are \$10 a day.
- Please read the **Lawn Fees** page on the website to see how to pre-pay.

*Updated August 2025*