

# How to use the bowls booking app

This document guides you through simple steps to do booking/nomination online as a player. In most cases, participants use their phone to make bookings, however you can also use a desktop computer.

The booking mechanism used in this app adopts the same way as the normal paper/traditional booking is made. Additionally, there is a protection to prevent other people from accidentally wiping out legitimate entries that often occur in paper form booking.

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# 1 Simple steps

The booking process is quite simple.

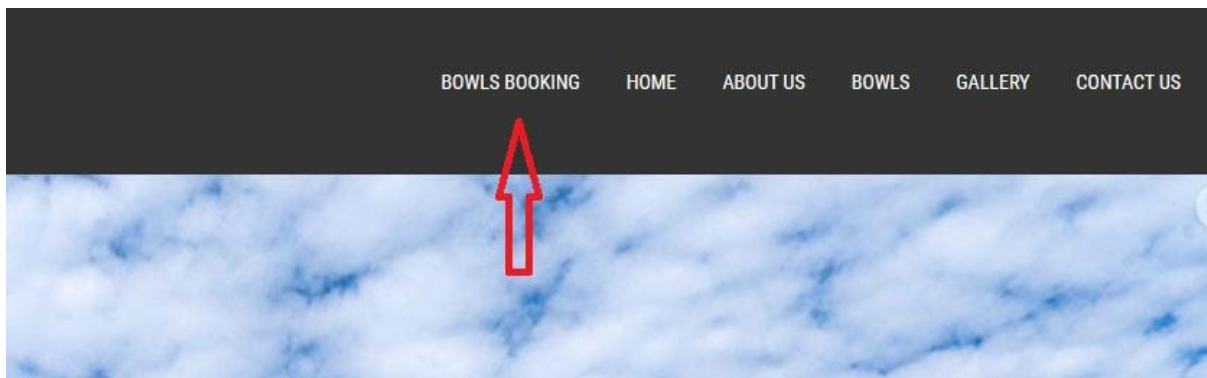
**In summary, you need to do a one off registration. After that you can start making your booking/nomination.**

If you need information/instructions about how to use the booking app during the process, you can click/tap the ? icon on the section title on the screen.

Detailed description is shown below.

## 1.1 Access via club website

If your club has a website, use your default browser, go to your club website. Click on a text in the website, something like “Bowls booking”, “Book”, “Nominate” and so forth. For example,



## 1.2 Access via a short URL

Your club may send you a short URL link by email or SMS. Click/tap on the short URL. For example, <https://tinyurl.com/wcysdyca>.

Or the app may be included in a HTML file that was sent to you by the club. In this case, save the HTML file to the desktop of your phone or computer. Then open the HTML file.

### 1.2.1 One off registration

After opening the URL or HTML file in step 1.2, you will see the front screen like this. Before making any booking, a one off registration is required on the device that you are using.

The registration is per device.

If you are using multiple devices, e.g. phone, tablet and computer, and you wish to use them all for booking, you will need to repeat the registration for each. However, the registration process is simple.



Welcome [Register your profile here](#)



## Bowls Event Booking



**Wednesday, 22 March 2023**

08:30 - 12:00 : *Ladies Triples (All Welcome)*

Ladies social game every Wednesday morning. Team nomination or place your name to allow another to pair with you. yes

84 Available

BOOK

Tap on the text after Welcome, "Register your profile here" as shown above.

Please enter in your details accurately, as the event administrator may need to contact you in case of cancellation and other reasons.

# User Registration

**A registration is required on this device.** Please enter your details accurately. After that, check your email and confirm your registration.

Name  
Tony Wright

Phone  
0483 738 993

Email  
tony.wright@provider.com.au

SAVE CANCEL

BOOK

After you type in your details, click Save.

Check your email and click the URL link to confirm your registration as shown below.

Please confirm your email for Bowls Booking App Inbox

@gmail.com

to me ▾

Please click this URL to confirm your registration

<https://tinyurl.com/2ht5yd4t>



After that, the welcome screen will show your name as below and you are ready to make a booking.

Welcome **Tony Wright**

## Bowls Event Booking ?

**Wednesday, 22 March 2023**08:30 - 12:00 : *Ladies Triples (All Welcome)*

### 1.2.2 Note about using multiple browsers and clearing browsing data

If you are using more than one browsers, e.g. microsoft edge, google chrome, safari, firefox, etc, please copy the URL in the confirmation email, and open it in each browser. This will save your registration details in each browser, therefore you don't need to reregister your details on the booking app multiple times.

Similarly, if you are using multiple devices, simply reopen/click the URL in the confirmation email using the default browser on the devices.

If you clear the browser data, clear website history or performing similar action on the browser, you need to reopen/click the URL in the confirmation email, so that your registration details are saved again in the browser local storage.


By doing the above step, the booking webapp will remember your registration details.

### 1.3 The front page of the bowls booking app


After performing the above, you will see the front page of the bowls booking app, with listing of events/games.

An example of the listing is shown below.


Bowls Event Booking <sup>?</sup>

 **Sunday, 26 February 2023** 76 Available  
 09:30 am - 01:00 pm : *2 bowls open four, 2x12 ends*  
 Open 2 bowls four every sunday mornming. nominate your team

BOOK

 **Monday, 27 February 2023** 42 Available  
 12:30 pm - 03:30 pm : *Men's Pairs 2 x 12 ends*  
 Men's social game every Monday afternoon. Register before 11:30AM

BOOK

 **Tuesday, 28 February 2023** 45 Available  
 08:30 am - 12:00 pm : *Open Pairs, 2 Games x 12 Ends*  
 Open Pairs, 2 Games x 12 Ends Social game every Tuesday morning.

BOOK

## 1.4 Making a booking

Look or scroll through the listing to find the game you want to play in.  
 Then click/tap "Book".

The booking screen will open and look like this,

Book/Register for an event <sup>?</sup>

**Wednesday, 1 March 2023, 08:30 am - 12:00 pm: Ladies Triples (All Welcome)**

Ladies social game every Wednesday morning. Team nomination or place your name to allow another to pair with you. yes

**Event Format:** Triple

**Administrator:** Meli. Phone: 0433 827 676. Email: meli@telstra.com

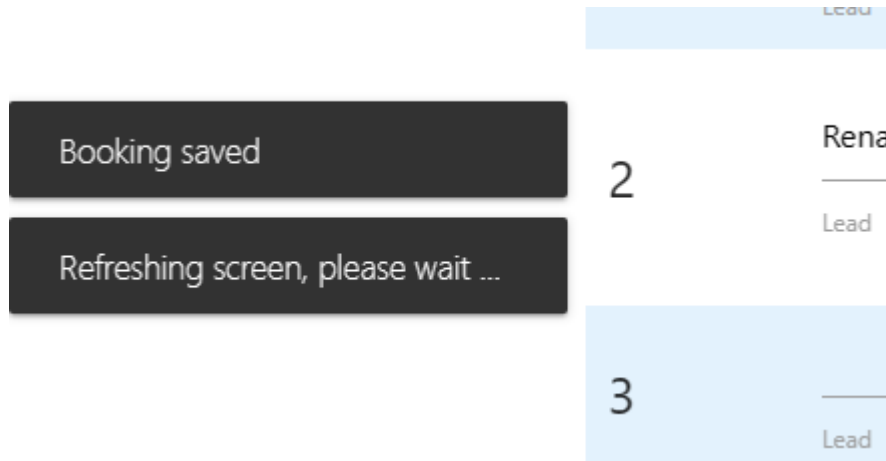
**Booking Url:** <https://tinyurl.com/2jjj9rs9>

SHARE &lt;

1	Jan Lead	Val Second	Rose Skip	UPDATE
2	Renate Lead	Elly Second	 Skip	ADD
3	 Lead	 Second	 Skip	ADD

Type in your name or all names in your team in the line that is still available (empty) and click/tap Add.

After that, the screen may show an indication of the processing, like the following. These messages will disappear automatically.



After the screen refreshes, your booking is already added/saved to the cloud database and you will see your name/s on the list.

You will also receive an email detailing your booking.

## 1.5 You're done!

# 2 Exploring other features

In this section, we'll show you how to cancel your booking, search for events, share an event to friends and other people, and so forth.

## 2.1 Updating or cancelling your booking

Note that you can only update or cancel bookings that you made. A message will be displayed if you try to change someone else's booking.

An email will be sent to you detailing the updates that you made.

### 2.1.1 Updating a booking

1. Click/tap on "Book" on the event that you have previously registered in,
2. Change or replace the name/s, then click/tap Update.

### 2.1.2 Cancelling a booking

1. Click/tap on "Book" on the event that you have previously registered in,

2. Blank out the name/s, then click/tap Update.

### 2.1.3 I can't update/cancel my booking

Call your club administrator or event administrators.

## 2.2 Seeking playing partner/s

In a team booking, for example, pair, triple and four games, quite often you may need other players.

In this case, when performing the booking, simply leave the other slots unfilled/blank. An example is shown below, where a player is seeking a skip.

**Event Format:** Pair

**Administrator:** Ton. Phone: 0493 833 733. Email: ton@gmail.com

**Booking Url:** <https://tinyurl.com/2p2ywkf3>

SHARE <

1	Ashton Lead	<input type="text"/>	Skip	UPDATE
2	Herbet Lead	Ken Skip		UPDATE
3	Greg Lead	Jim Skip		UPDATE
4	<input type="text"/>	<input type="text"/>		ADD

**Please note** that, when someone is joining you/your team, the person should contact you for availability, therefore, you should have their contact details, at this point.

If your circumstances change and can no longer attend the event, and there is already another player/s in your list, as a courtesy, you should notify the other players in your list.

See the section below about Joining a team.



## 2.3 Joining a team

When you are looking at the booking list, there may be blank spots where people are seeking player/s.

You can fill in those blank spot/s to join the team, as shown below marked in green ovals.

**Event Format:** Triple

**Administrator:** Meli. Phone: 0433 827 676. Email: meli@telstra.com

**Booking Url:** <https://tinyurl.com/2jjj9rs9>

Lead	Second	Skip	UPDATE
1 Jan	Gene	Marg	UPDATE
2 Renate	Elly		UPDATE
3		Val	UPDATE

Simply enter your name/names in the blank area, and click/tap Update. An email will be sent to you with a contact number of the original booker. As a courtesy, please contact the original booker for availability.

If you change your mind, you can always get back to the booking screen and remove your name/names. In this case, please also notify the original booker.

Please see how this relates to the section “Seeking playing partner/s”.

## 2.4 Share an event or invite someone to play in an event

If you are seeking another player/s to participate in an event, or simply wanting to share a bowls event to friends and other people, on the booking page, click/tap Share. You will be presented with options to share the event by Email, SMS, Facebook, WhatsApp, and other social media.

The Share button is shown below.

**Sunday, 5 March 2023**, 09:30 am - 01:00 pm: *2 bowls open four, 2x12 ends*

Open 2 bowls four every sunday mornming. nominate your team

**Event Format:** Four

**Administrator:** Sami. Phone: 0483 083 722. Email: sami@hotmail.com

**Booking Url:** <https://tinyurl.com/2nlvl9af>



1	Dave Lead <hr/> Skip	Bob Second <input type="button" value="ADD"/>	Ron Third
2	<hr/> Lead <hr/> Skip	<hr/> Second <input type="button" value="ADD"/>	<hr/> Third

If this is a major event that your club would like to publicise, you can also add the booking URL link in the flyer, thus providing people an option to book online. For example,

# My Bowls Club Classic Pairs

Total price money \$5,000  
\$50 per team

Nominate on form below or  
online

<https://tinyurl.com/2ewy5vzt>

## 2.5 Reserved booking

On a popular event, for example a tournament or an open competition, the booking list may be full. You can place your name on the reserved list.

Simply scroll down towards the end, you will see line numbers marked with \* or yellow. Place your name in this area. For example,

45	Tom Name	Second Preferred position	ADD
46	Pete Name	Skip Preferred position	ADD
47	Mal Name	Lead Preferred position	ADD
48*	 Name	Any Preferred position	ADD
49*	 Name	Any Preferred position	ADD
50*	 Name	Any Preferred position	ADD

## 2.6 Booking in advance

By default, the app allows you to make bookings up to 3 months (120 days) in advance, this is a typical setting for most clubs. The app is however designed to allow bookings to unlimited number of days in advance, should the club wish to.

Please see "Search for events" below.

## 2.7 Search for events

On the menu, click/tap Search. You will be prompted with the approximate **starting date** of the event and **the end date**. Optionally, you can specify keywords that describe the event. After that, click/tap Search.

The search result is presented in a list, the same as the list of events on the front page when it is first loaded.

Search for Events ?

From Date  
01/03/2023

To Date

Keyword (Optional)

SEARCH CANCEL

Search for Events ?

From Date

To Date

Keyword (Optional)

2023  
Sun, Feb 26

< March 2023 >

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

CANCEL OK

SEARCH CANCEL

Open Pairs, 2 Games x 12 Ends Social game every Tuesday morning.

## 2.8 Past events

The app lists all events for the day. If the event time has already passed, a user can still click “Book” to see the listing of participants. But the user will not be able to perform actual booking or changes, because the buttons will be rendered **disabled in grey**. An example is shown below.

**Tuesday, 28 February 2023, 08:30 am - 12:00 pm: Open Pairs, 2 Games x 12 Ends**

Open Pairs, 2 Games x 12 Ends Social game every Tuesday morning.

**Event Format:** Pair

**Administrator:** Val. Phone: 0493883727. Email: v@outlook.com

**Booking Url:** <https://tinyurl.com/2nvkmn56>

SHARE <

1	Jarli Name	Any Preferred position	UPDATE
2	Elly Name	Any Preferred position	UPDATE
3	Emeliah Name	Any Preferred position	UPDATE
4	 Name	Any Preferred position	ADD

Your club administrator can view past events. By default, an administrator can view events up to a week ago. Subject to your club's policy, the number of days can be altered with arrangement to us (the software developer).

### 3 Create shortcut

At this point you may optionally bookmark the bowls booking front page or create a shortcut on the desktop of your computer or mobile device.

This will help you access the booking app quickly from this point onwards. That is by clicking/tapping on the shortcut.

#### Creating shortcut on desktop computer

1. Click on the maximise toggle icon of the browser so that the browser window can be resized. Move the browser position to allow space for drag and drop.
2. Drag and drop the tab where the front page of the booking app was displayed to your desktop.
3. A shortcut will appear on your desktop. From there on, you only need to open the shortcut.

## Creating shortcut on Android phone/tablet

1. On the browser where the front page of the booking app is displayed, tap on the three dots icon
2. Select **Add to home screen**. A new shortcut icon will be added to the home screen of your phone.
3. From here on, you only need to tap the shortcut to bring up the booking app.

## Creating shortcut on iphone/ipad

1. On the browser (Safari) where the front page of the booking app is displayed, tap on the share icon
2. Select **Add to home screen**. A new shortcut icon will be added to the home screen of your phone.
3. From here on, you only need to tap the shortcut to bring up the booking app.

# 4 Booking using phones and tablets

This bowls booking is a WebApp. As such it can run on all mobile devices, browsers and on all operating systems.

When using mobile devices, the pages are rendered in a responsive manner with larger fonts, allowing easy viewing.

The method of booking on mobile devices is the same as described in the sections above.

# 5 Developer

For information and support, please do not hesitate to contact us.

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