

Booking Practices and Equipment

To sign up for practice:

- Go to our website at <https://clubsake.com>
- Log in, if you are not already
- Click Events. You should see a calendar with events listed on it. If you don't see any events listed, it's because you are not logged in.
 - In the left pane, you can:
 - Switch between Calendar and List view by clicking the applicable button
 - Filter the results by clicking a button and clicking search. Buttons will be blue when they are included in your filter request, and you can have more than one button active in your filter.
 - In the Right Pane, you can:
 - Switch between Day, Week, or Month View
 - Click through the calendar to other months
- To sign up for a practice, click the event you wish to RSVP for.
 - In the left pane, you can:
 - Click “Who's Going?” to see a list of RSVPs
 - See the date, time, and location of the event
 - Import the event to your calendar in an .ics file
 - Click Register
 - RSVP Yes, No, or Maybe
 - Enter a Comment if you like. The Comment is only visible to the coach or event manager, and it cannot be changed once you enter it.
 - Indicate that you are over 18 and click Submit
 - You will get a confirmation e-mail. These cannot be turned off. If you really don't want to see them, you can employ a filter on your e-mail program to automatically send them to trash or a folder. If you need help with this, ask the Communications Manager.
 - Once you have RSVPd, the event will be accessible in your profile, where you can change your RSVP if needed.
 - In the right pane, you can see full event information, including registration deadline, if there is one.
- If you plan to RSVP for a large number of practices in one session, consider doing this on a laptop or desktop computer. Then, when you select an event, you can right-click and open it in a new tab. If you do this for each event you want to RSVP for, you can then go through each tab, RSVP, and then close it, and this will save you time and clicks over going in and out of the calendar on the website.

To Book Equipment – Note, dragon boats are visible for coaches, but may be removed later if coaches decide they prefer to book through the administrative module.

- Go to our website at <https://clubsake.com>
- Log in, if you are not already
- Click Bookings. A listing of available equipment is presented. You can filter the list by choosing the equipment you are interested in from the Category drop-down.
- To book equipment, it is recommended you view the calendar first to be sure the time you are

needing it is open. To do this, click Options > Calendar.

- View the calendar to see if your desired time is open. If it is not, you can switch to another, similar piece of equipment by selecting it from the View Calendar For drop-down at the top. Note that you can switch between Day, Week, or Month view on this calendar.
- Once you verify your time and day is open, click Book Item in the top right corner.
- For Booking Type you can:
 - Choose One-Off, if this is a one-time booking
 - The date can either be chosen from the calendar, or entered in DD/MM/YYYY format. Note that this is European date format, not the MM/DD/YYYY format we are used to.
 - The time is in 24-hour/military format, and must have the colon. You can either type it or use the arrows to choose it. You may get a red warning that the start time must be before the end time. This will resolve after you put your end time in.
 - Click Next Step, and you will be presented with a confirmation screen. Any Notes you put in the Order Details will only be seen by the coach.
 - Click Confirm Booking. You will be sent a confirmation e-mail, and the booking will appear in your profile under Bookings.
 - Choose Recurring, if this is a booking you would like to repeat. For example, the same time every Sunday for a range of dates.
 - Choose your recurrence settings
 - Set the date and time as explained above for One-Off bookings.
- Bookings can be made 365 days ahead, and this is reflected in the notice about the last day bookings can be accepted for.
- The coach can see who has made each individual booking, so if there is a conflict that needs to be worked out, talk to your coach.