

HOW TO BOOK A ROLL UP ON THE BOWLR SYSTEM

NB – You may only book a rink up to 4 weeks in advance. Whilst it is possible to exceed this the site is monitored and a copy of all bookings is sent to the club and bookings in excess of the 4 weeks will be removed.

Navigate to the web address as follows: <https://colchester.bowlr.co.uk/>

You will then see the LOGIN screen as below. Using your Membership ID Number and password provided login to the system

LOGIN

secretary@colchesterindoorbowlsclub.co.uk 01206570432

Colchester Indoor Bowls Club

Diary Leagues Competitions Return to Club Website

Log in

Member Number

Password

Log in

Once you have successfully logged in you should see the following screen:

Welcome, Wayne! MY ACCOUNT LOG OUT

secretary@colchesterindoorbowlsclub.co.uk / 01206570432

Colchester Indoor Bowls Club

Diary Leagues Competitions Return to Club Website

Menu

Account settings

My Club Competition matches

My Roll-up/National/County matches

Online Booking Guide

Log out

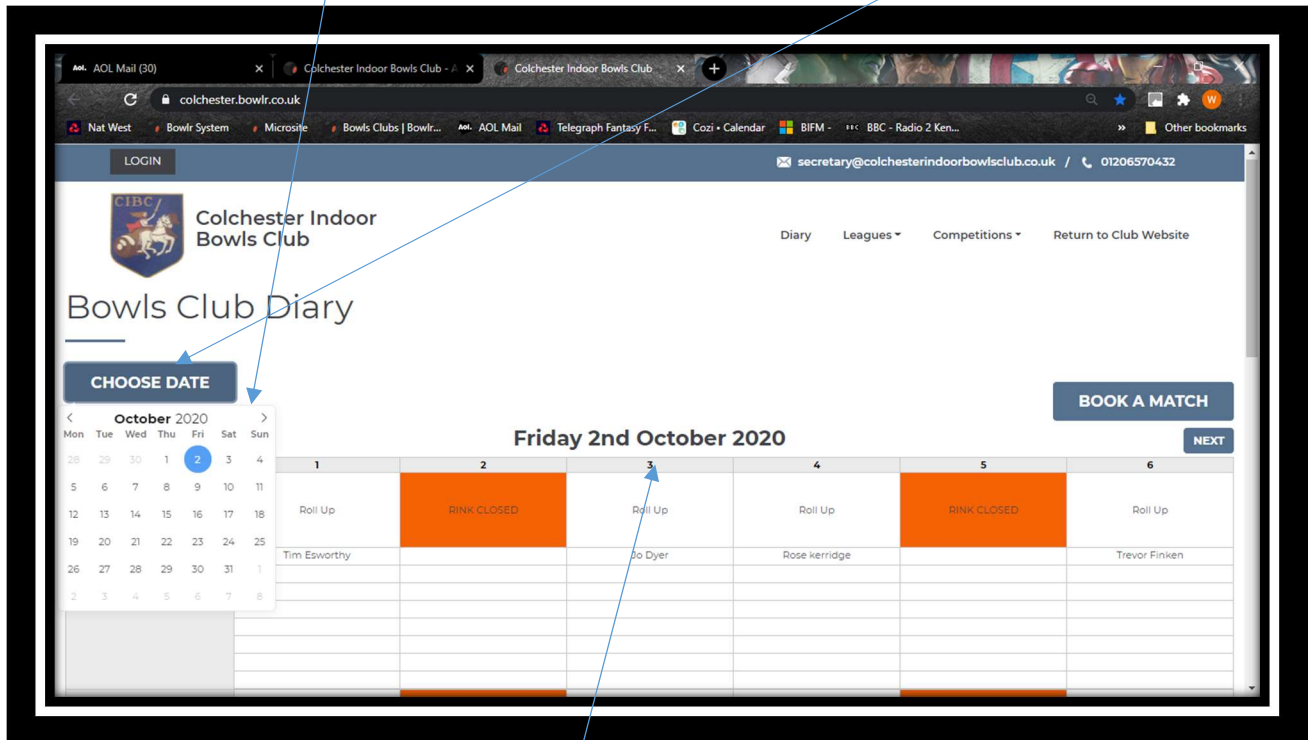
Make a new booking

Players	Type	Day	Rink	Session	Status	Options
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You have no upcoming bookings. Click **Make a new booking** to book Roll-ups, National or County matches.

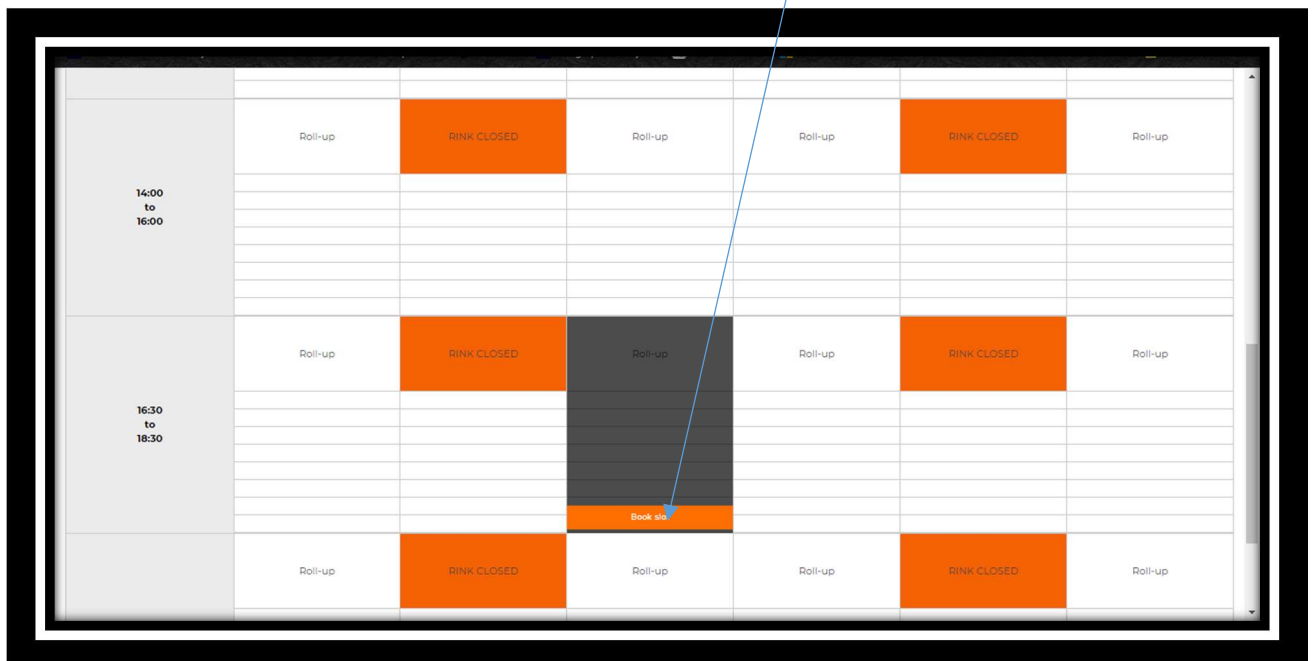
Click on "Make a Booking" and you will then see the following screen

To book a Rink first select the date on which you want to book the rink by clicking on the “Choose Date” button and use the arrows to navigate to the correct month and then select the date you require.

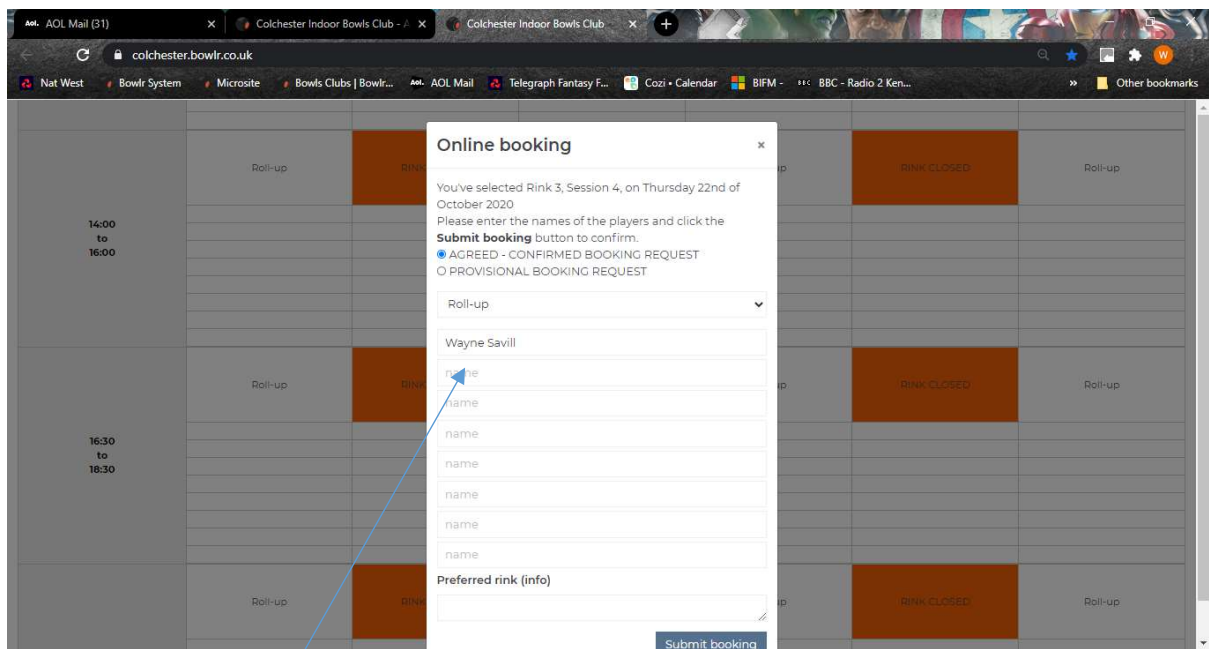


Once you have clicked on the date you require the date in the top middle will change to the chosen date.

Using either the scroll bar at the side or your mouse scroll down to the desired playing time and across to the desired rink and hover your mouse over the rink and time slot so you see the following screen similar to the one below where your desired rink and time slot is highlighted and select “Book Slot”



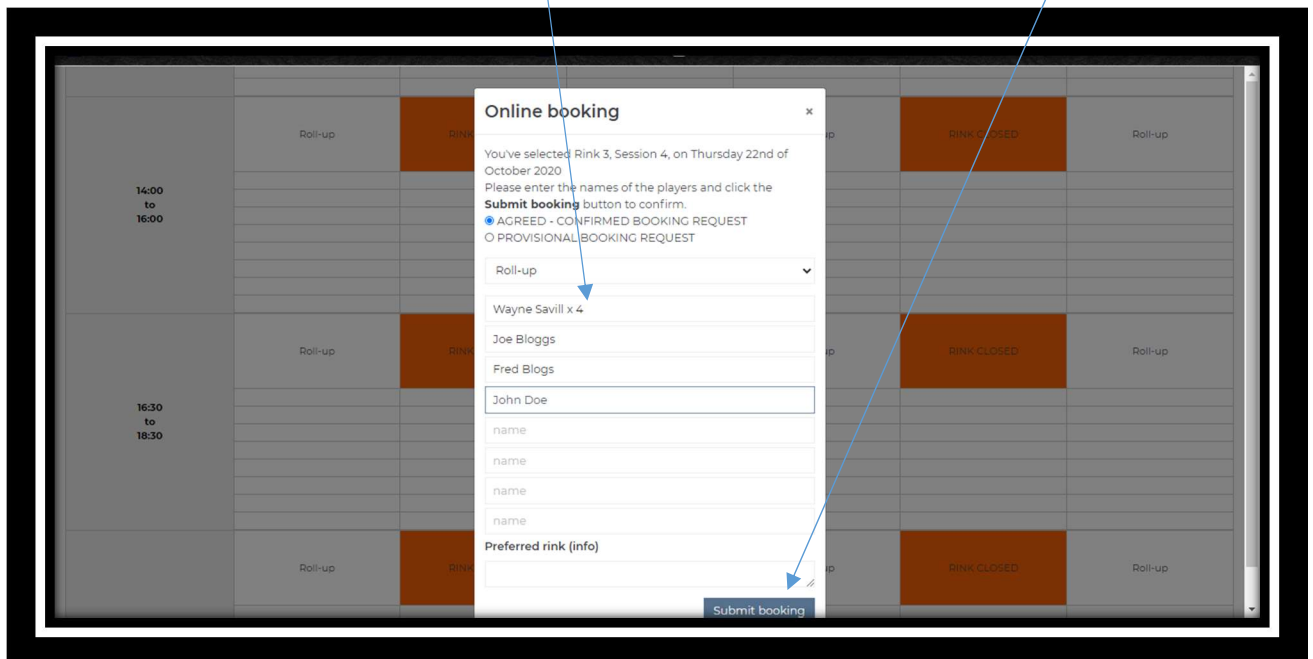
The following screen will then appear popped out from the main screen



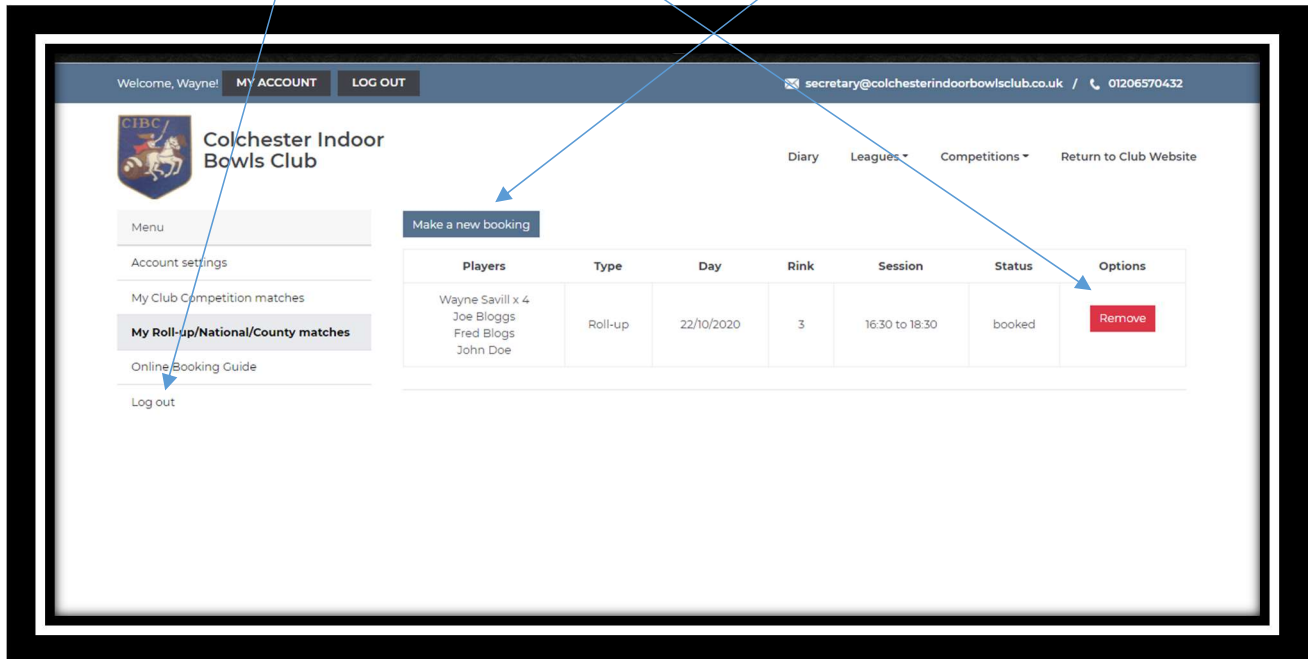
Roll ups are always a confirmed booking so do not amend as it will change the box from Roll up to a particular competition.

As you are logged and are the booker your name will always appear in the first box. Click in the next box down where it says name and enter the name of anyone else who is playing (Repeat this process up to a maximum of 5 other names – currently the max under covid rules is 6 persons per rink) until you have the boxes filled.

If you do not currently know all the players names please enter after your name the number of people you will have playing (including yourself) e.g. Wayne Savill x 4 and select "Submit Booking"

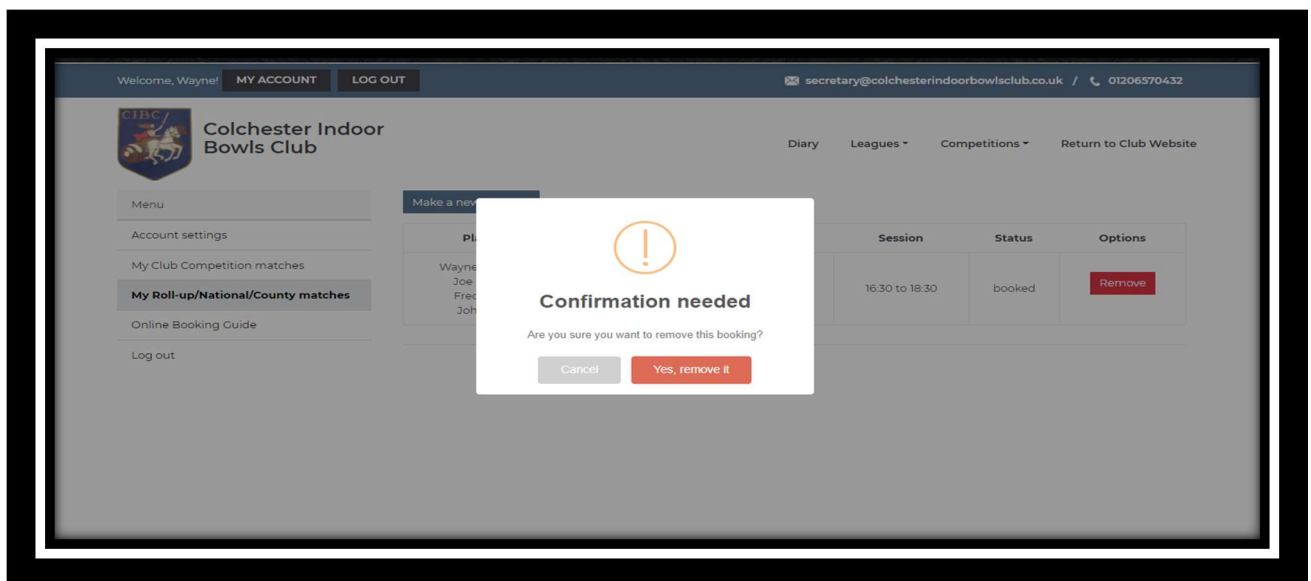


You will then see a confirmation and summary of your booking as follows. Check all the details are correct and if you are finished click on “log out”. If you want to book more rinks then click on “Make a new Booking” and repeat these steps. If the booking is incorrect click on “remove” and then “Make a new booking to rebook the correct date and time and rink. Once you have booked a rink and if you have an e mail address stored in the system then you will receive an e mail confirmation of your booking details.



Cancelation of a booking

If you late want to cancel out a booking then re log in and you should come back straight to this page where you can click “Remove”. If you have multiple bookings be sure you remove the correct one. You do get a warning as follows but once you have selected “Yes remove it” the action cannot be undone and you will have to re book it. After you have cancelled a booking you will also receive a confirmation e mail. Be sure to log out once you have finished.



NB – If you have booked a rink and do not turn up to play then you will be charged for it. Therefore only book a rink when you are sure you require it.