

## **Tennis Coaching Online Booking System User Guide**

Our online system allows tennis players and parents to book and pay for coaching services from the comfort of their own home. As well as having no more forms to fill in, our members can benefit from early payment discounts and online-only offers.

This guide provides step-by-step instructions for assistance when using the system for the first time, after which we hope it will be quick and easy to use.

[Accessing the Online Booking System](#)

[Using the System for the First Time](#)

[Returning Customer](#)

[Apply Coupons](#)

[Contact Us](#)

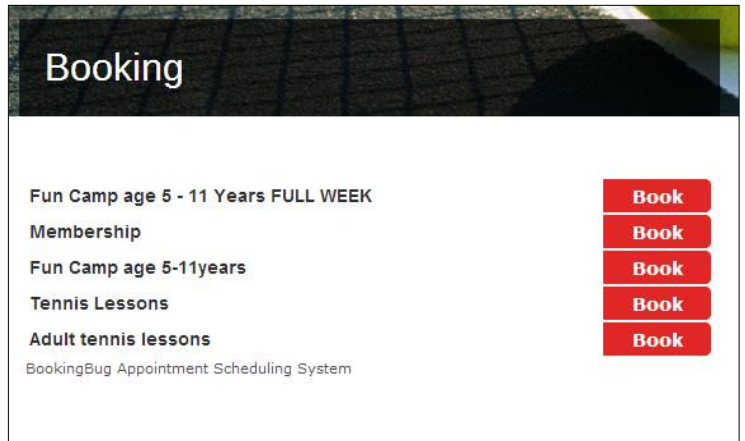
[Return to User Guide Menu](#)

## 1. [Accessing the Online Booking System](#)

To visit the online booking system, visit our coaching website at <http://www.diamondtennisacademy.co.uk/> and select 'Booking' from the menu shortcuts. Alternatively, visit <http://www.diamondtennisacademy.co.uk/booking>

### 1. Courses

Once you know what course/s you want to book (please contact us if unsure), you can enrol and pay online. Click on the correct category

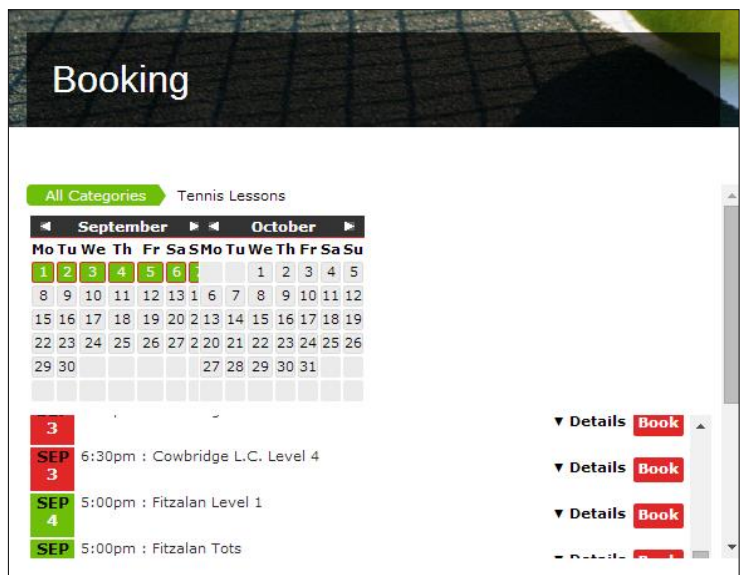


The screenshot shows the 'Booking' page with a list of course categories. Each category has a corresponding red 'Book' button. The categories listed are:

- Fun Camp age 5 - 11 Years FULL WEEK
- Membership
- Fun Camp age 5-11years
- Tennis Lessons
- Adult tennis lessons

At the bottom, it says 'BookingBug Appointment Scheduling System'.

In each category, the available courses will appear below the Calendar and the calendars are marked with which days have courses available. To select a course, click 'Book' opposite the chosen course.

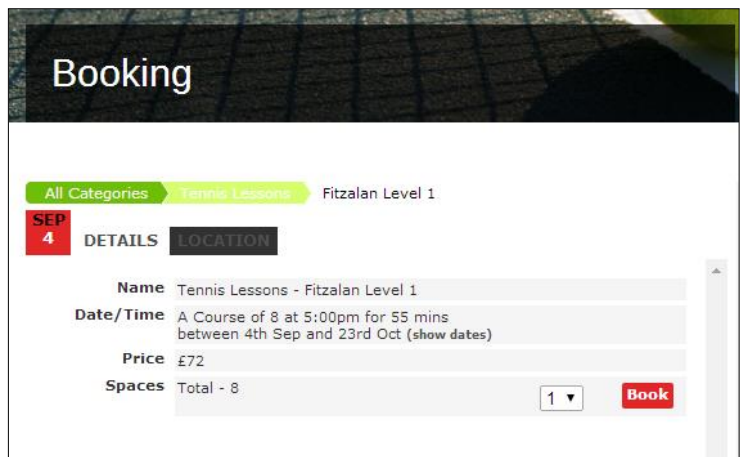


The screenshot shows the 'Booking' page for 'Tennis Lessons'. It features a calendar for September and October. The calendar is marked with green numbers indicating available courses. Below the calendar, there are course details for specific dates:

- SEP 3: 6:30pm : Cowbridge L.C. Level 4
- SEP 4: 5:00pm : Fitzalan Level 1
- SEP 5: 5:00pm : Fitzalan Tots

Each course detail has a 'Details' link and a red 'Book' button.

You will be taken to the course details, where you can confirm your selection by clicking 'Book'.



The screenshot shows the 'Booking' page for 'Tennis Lessons - Fitzalan Level 1'. It displays the following details:

- Name:** Tennis Lessons - Fitzalan Level 1
- Date/Time:** A Course of 8 at 5:00pm for 55 mins between 4th Sep and 23rd Oct (show dates)
- Price:** £72
- Spaces:** Total - 8

There is a dropdown menu for the number of spaces (currently set to 1) and a red 'Book' button.

## Using the System for the First Time

If you are using the system for the first time, you are required to create an account, by entering your details followed by a password which can then be used to access your information in the future, to avoid entering your details again. The information entered here should be that of the person making the booking, not necessarily the player themselves. (I.e. parent details rather than junior details). Please enter all details carefully and click 'Next'

**Booking**

Your Details | Booking Details | Confirm Your Order | Payment | Confirmation

Please enter your details | Existing members | Social Connect

First Name \*

Last Name \*

Email \*

Confirm Email \*

Mobile Phone \*

\* Required Fields

Optional Password to Save Information

Password

Re-enter Password

Back Next

BookingBug | Terms and Conditions | and | Privacy Policy

## Social Connect

You can also connect via a Social Network by clicking on 'Social Connect', Selecting you preferred Social Network and logging via your account.

**Booking**

Your Details | Booking Details | Confirm Your Order | Payment | Confirmation

Please enter your details | Existing members | Social Connect

Connect via a social network

Connect with Facebook

Connect with Twitter

Connect with LinkedIn

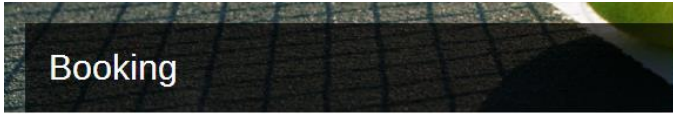


Connect using Google

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[Return to User Guide Menu](#)

## Returning Customer

If you have already created an account in the past, simply click on 'existing members', where you can enter your email address and password :


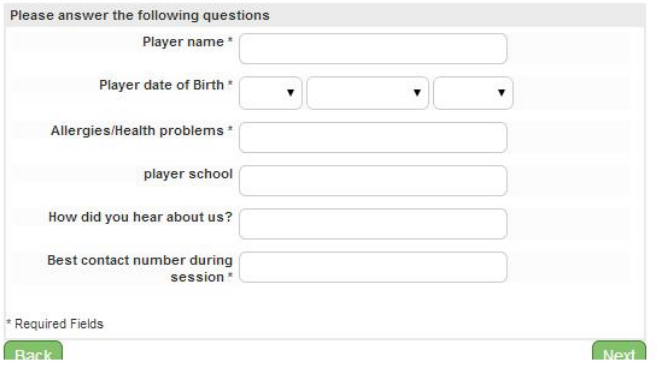
Email \*

Password \*

[Forgotten Password?](#)

BookingBug [Terms and Conditions](#) and [Privacy Policy](#)

The Details of the course will be presented to you again, and you are required to fill in the details of the **Player** at this point (Scroll down from the course details). Once all the information is entered, please click 'Next' to send Diamond Tennis Academy your details.

Please answer the following questions

Player name \*

Player date of Birth \*

Allergies/Health problems \*

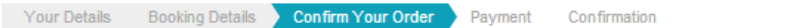
player school

How did you hear about us?

Best contact number during session \*

\* Required Fields

When presented with your basket, click 'Add Another Item' to book any other courses for your family members,

User : David Jones | [Logout](#)

Item	Price
Fitzalan Level 1	£72 <input type="checkbox"/>
<b>Total</b>	<b>£72</b>

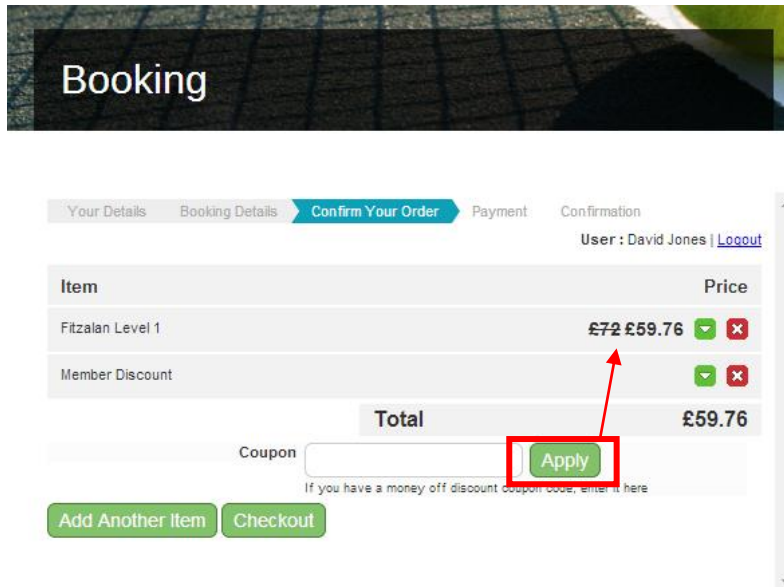
Coupon

If you have a money off discount coupon code, enter it here

[Return to User Guide Menu](#)

## Coupon

If you have a coupon for your course e.g. for member discount or early booking discount, then enter it in the 'coupon' text box and click 'Apply' to receive your discount



The screenshot shows a 'Booking' page with a progress bar at the top: 'Your Details', 'Booking Details', 'Confirm Your Order' (highlighted), 'Payment', and 'Confirmation'. The user is identified as 'David Jones' with a 'Logout' link. A table lists items and prices:

Item	Price
Fitzalan Level 1	£72 £59.76
Member Discount	
<b>Total</b>	<b>£59.76</b>

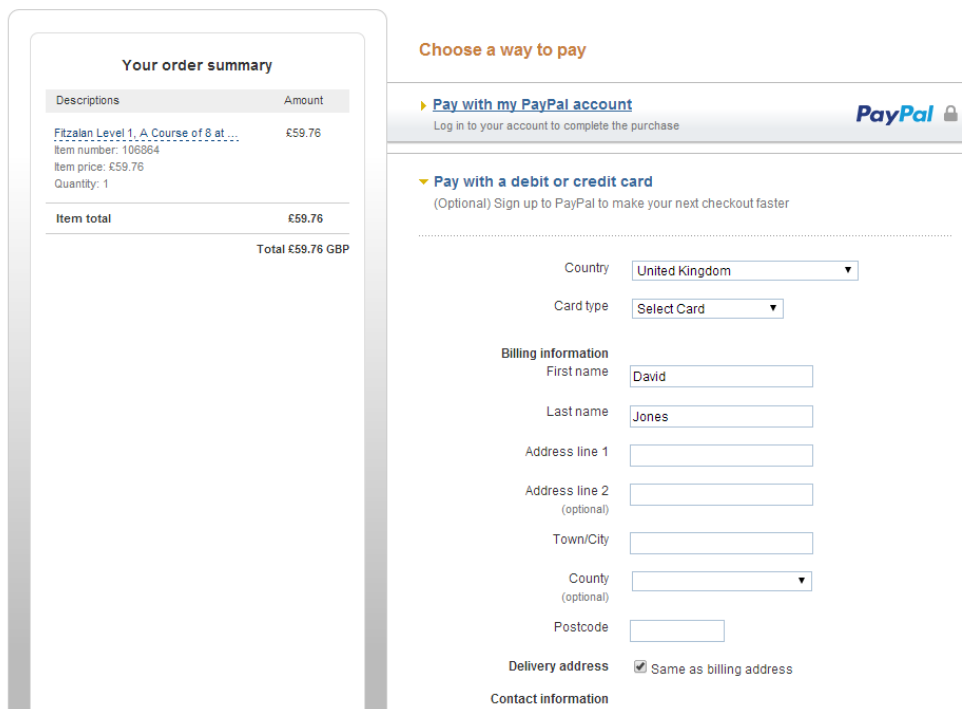
Below the table is a 'Coupon' input field and an 'Apply' button, which is highlighted with a red box and a red arrow pointing to the price change. Below the coupon field is a note: 'If you have a money off discount coupon code, enter it here'. At the bottom are 'Add Another Item' and 'Checkout' buttons.

## Payment

When you are ready to make the payment, click 'Checkout' and you will be presented with a summary of your booking(s) and the payment details.

Click on the PayPal Logo to be redirected to the PayPal Site. You can then pay for your coaching course. If you have a PayPal account, enter your login details to pay directly. Alternatively to pay by card, select the appropriate option from the left hand side.

## Diamond Tennis Academy



The screenshot shows the checkout page for Diamond Tennis Academy. On the left is the 'Your order summary' section:

Descriptions	Amount
Fitzalan Level 1, A Course of 6 at...	£59.76
Item number: 106864	
Item price: £59.76	
Quantity: 1	
<b>Item total</b>	<b>£59.76</b>
<b>Total £59.76 GBP</b>	

On the right is the 'Choose a way to pay' section. The 'Pay with my PayPal account' option is selected, with a 'PayPal' logo and a lock icon. Below it is the 'Pay with a debit or credit card' option, which is expanded to show a form for card payment details:

- Country: United Kingdom
- Card type: Select Card
- Billing information:
  - First name: David
  - Last name: Jones
  - Address line 1: [input field]
  - Address line 2 (optional): [input field]
  - Town/City: [input field]
  - County (optional): [dropdown menu]
  - Postcode: [input field]
- Delivery address:  Same as billing address
- Contact information: [input field]

[Return to User Guide Menu](#)

## Contact

If you need any assistance using our system or advice on the most appropriate coaching for you please contact us:

Call 02920 689 382

Email [info@diamondtennisacademy.co.uk](mailto:info@diamondtennisacademy.co.uk)