

PARKSVILLE LAWN BOWLING CLUB - SCHEDULING SYSTEM

As you expressed interested in bowling during Phase I of the COVID 19 recovery, you will receive an e-mail inviting you to use our online booking system. This document outlines the steps necessary to set up an account, book a rink and cancel a booking if necessary.

Before you start, there are some things you should know:

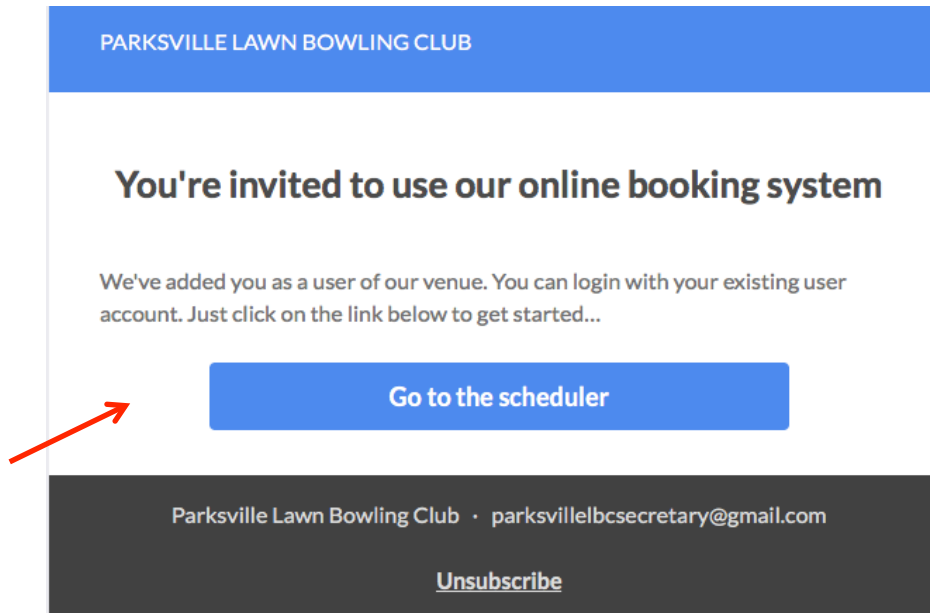
1. There is only one session per rink (rinks #1, #3, #5 & #7 only) in the morning (10:00 - 11:00) and afternoon (2:00 - 3:00) that can be booked each day of play (Tues, Thurs, Sat).
2. You will have 1 hour of playing time. **Arrive 10 minutes before you start** to accommodate paperwork, cleaning / disinfecting and set up.
3. You can book a rink as a 1) single; 2) pair; or 3) foursome. **No spectators allowed.**
4. If, after booking a rink / time, additional players are identified &/or players originally identified change please edit your booking to reflect these changes.
5. Initially, until we understand demand, **you can book one session per week.**
6. You can book in to sessions not greater than 7 days in advance of the date.
7. If you find it necessary to cancel a session, please do so as much time in advance as possible to allow others to book in to your time slot.
8. If a volunteer 'Safety Monitor' is not scheduled for the date and time of your booking, your booking will be cancelled.
9. **ALL** members wishing to bowl during COVID 19 RTP - Phase I are expected to volunteer as the 'Safety Monitor' for a date and time you are not scheduled to bowl.
10. Ignore any reference to 'BOOKING PRICE'. The Club will track the number of sessions you bowl (at \$2.00 each) for billing at a later date. Regardless how many sessions you bowl, fees will not exceed \$25.00 / month in Phase I.
11. The following documents are available for you to access on the PLBC website:
 - a) COVID 19 RTP - PHASE I GUIDELINES
 - b) COVID 19 RTP - PHASE I WAIVER
 - c) COVID 19 RTP - PHASE I SYMPTOM CHECKLIST

Please review the guidelines and bring a signed Waiver form to your first bowling session. You may also wish to print and bring a completed Symptom Checklist to all bowling sessions to reduce processing time.

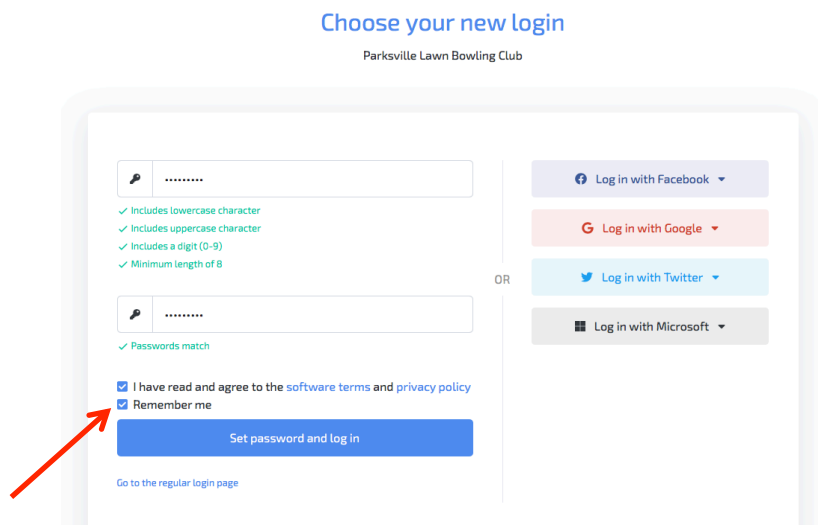
The on-line scheduling system is easy to use but please **take the time to read through / use this document as you book your first session.** If you have any difficulties or questions that are not answered in this document please send an email to parksvillelbcsecretary@gmail.com.

A. LOGGING IN TO THE SCHEDULING SYSTEM

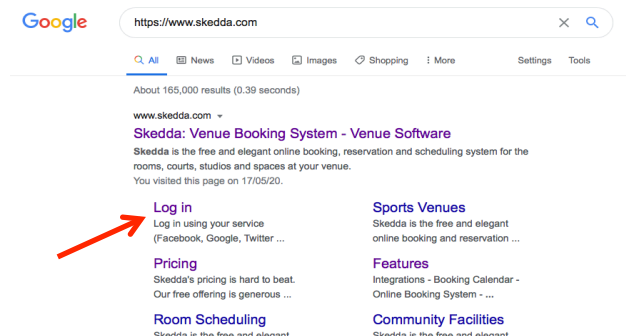
1. Click on the **'Go to the scheduler'** bar in the email you receive.



2. Select and confirm a password. It may be useful to check **'Remember me'** so you do not need to remember your password going forward. Then click on **'Set password and log in'**.



3. The 'Invitation' email is for your **initial access only**. Going forward, you will access the online booking system via your browser at <https://www.skedda.com>.



4. Enter your email address and password and click on **'Log in'**.

[Log in to Skedda](#)

your@emailAddress

Your password

Remember me

Log in

Log in with Facebook

Log in with Google

Log in with Twitter

Log in with Microsoft

Forgot password or can't login? [Reset login now](#)

[How do I register?](#)

B. BOOKING A RINK & TIME

1. The program will take you to the current day on the calendar. Select the day you wish to book a playing time by using **the < and > arrows** in the upper right hand corner of the calendar page.

	Rink #1	Rink #3	Rink #5
9:00 A.M.			
10:00 A.M.			
11:00 A.M.			
12:00 P.M.			
1:00 P.M.			
2:00 P.M.			

2. Once you are on the day you would like to book your session, move your cursor to the rink and time you are interested in and **double click**.

	Rink #1	Rink #3	Rink #5
9:00 A.M.			
10:00 A.M.	🕒 10:00 a.m.		
11:00 A.M.			
12:00 P.M.			
1:00 P.M.			
2:00 P.M.			

3. Click on the "V" of the "HOLDER" bar and click on your name. In the **BOOKING TITLE** section identify the people who will be bowling with you during this session.

NEW BOOKING ✕

BOOKING TYPE* ⓘ

User booking Internal use Unavailable

DATE & TIME*

Thursday, June 18, 2020 From 10:00 ... to 11:00 a.m.

REPEAT*

None

SPACES*

Rink #1

HOLDER*

Colleen Drain

cpd1ca@yahoo.ca

PRICE* \$ 0.00 CAD **PAYMENT STATUS*** Not applicable (no charge)

BOOKING TITLE

with Christian Massey

NOTES

Any further information

As per your venue's settings, the holder will be sent a confirmation email.

Confirm booking Cancel booking

In the **BOOKING TITLE** section add the names of all the individuals who will be bowling with you during this session.

4. Click on "Confirm booking".

5. You will see your booking has been added to the calendar.

	Rink #1	Rink #3
9:00 A.M.		
10:00 A.M.	Colleen Drain & Christian Massey	
11:00 A.M.		
12:00 P.M.		
1:00 P.M.		
2:00 P.M.		

6. In addition, you will receive an email confirmation of your booking.

PLBC SCHEDULE · MY BOOKINGS

Your booking

for Thursday, June 18, 2020 at 10:00 a.m.

Start Thursday, June 18, 2020 at 10:00 a.m.

Duration 1 hour

Spaces Rink #1

Title with Christian Massey

Notes

Changes & cancellation You can make changes or cancel until Thursday, June 18, 2020 at 10:00 a.m., as well as end the booking early while it's in progress (all from your [My Bookings](#) page)

PLBC · parkvillelbcsecretary@gmail.com
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NOTE: 1) Phase I Guidelines;
2) Waiver; and
3) Health Checklist

are posted on the PLBC's website for your reference and completion prior to your arrival at the Club for your scheduled session.

C. CANCELLATION OF A BOOKING

1. Place your cursor on the arrow in the top right hand corner of your booking in the calendar and click on the 'V' arrow. Select **'Remove booking'** and then on **'Yes, do it'**. Your booking will be removed from the calendar and you will receive an email confirmation that your booking has been cancelled.

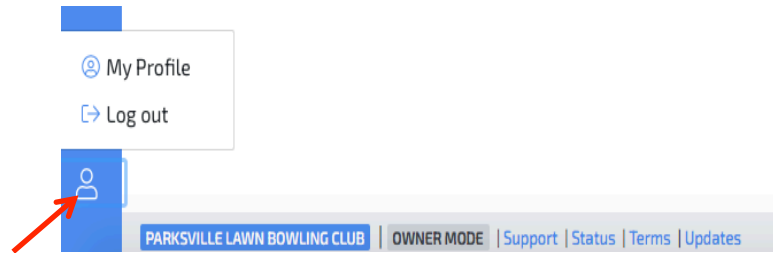
	Rink #1	Rink #3
9:00 A.M.		
10:00 A.M.	Colleen Drain & Christian Massey	
11:00 A.M.		
12:00 P.M.		
1:00 P.M.		
2:00 P.M.		

- View/edit details
- Remove booking
- Yes, do it (user will be notified)
- No, don't

You can edit your booking (e.g. adding / deleting those bowling with you) by clicking on the **"VIEW / EDIT DETAILS"** which will bring up your booking form (as in section B3). Make changes and click on **"Confirm booking"**.

D. LOGGING OUT OF THE SCHEDULING APPLICATION

To log out of the scheduling application simply click on the person icon at the bottom left hand side of the screen and select "**Log out**". You can now exist the site.



E. VOLUNTEER AS SAFETY MONITOR

1. ALL members wishing to bowl during COVID 19 RTP - Phase I are expected to volunteer as the 'Safety Monitor' for a date and time you are not scheduled to bowl.
2. The process for scheduling yourself as a 'Safety Monitor' is identical to booking a rink only instead of selecting a rink, select the day / time under 'Safety Monitor' and follow the directions in section B of this document.