RINK BOOKER – Setup Guide

Bowls Australia in conjunction with the STAs are supplying a plugin to the BowlsLink Club Websites that enables clubs to take bookings for rinks during the return to play from COVID-19.

Note: details of all players booking rinks must be supplied - this is required in many states/territories for contact tracing purposes.

Setup Forms

1. To activate this, Clubs with BowlsLink websites will need to login and activate their licence.
   This can be done via the booking setup menu in the left hand menu as shown below.
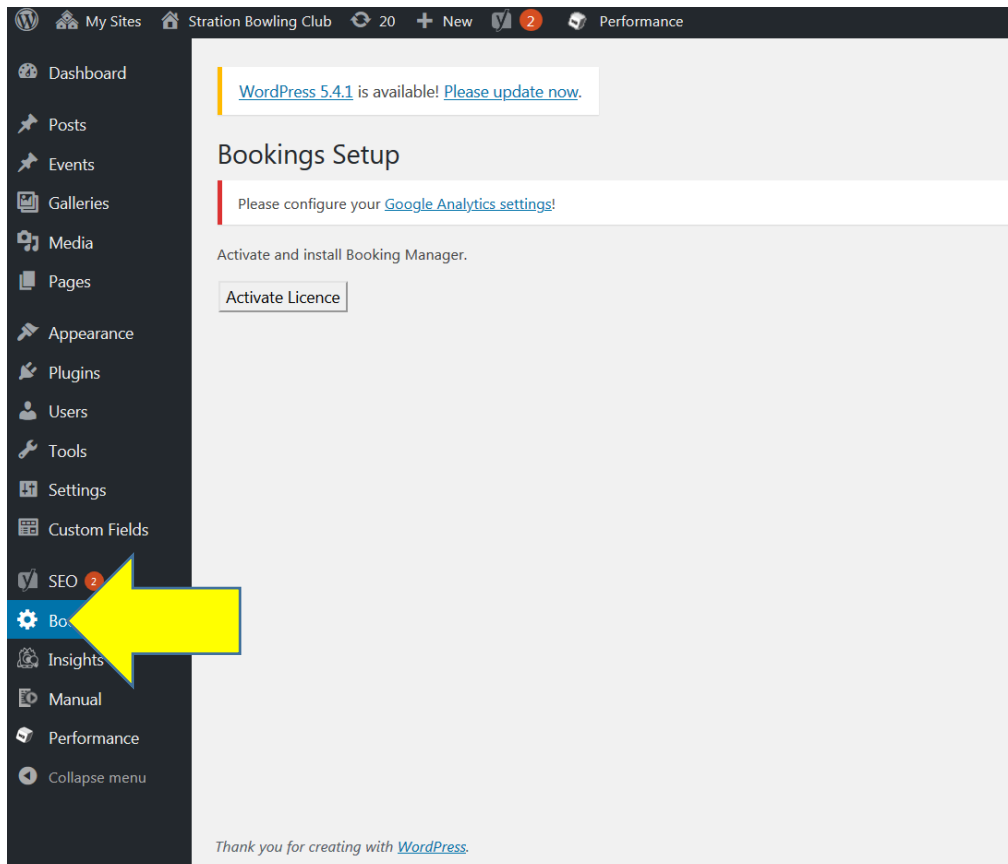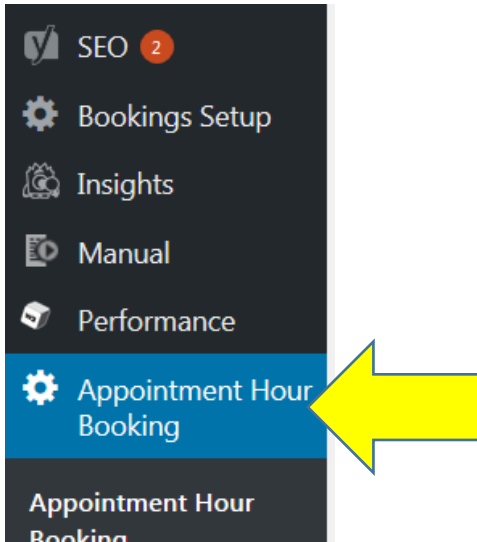
2. Click the activate licence button. This will then provide you will two form options:
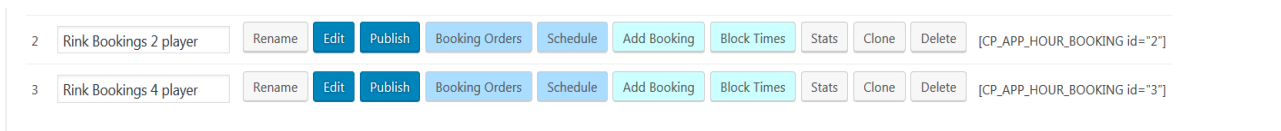   - four player bookings and two player bookings

   Install whichever form best suits the needs of your club. Once installed the default settings can be changed

3. This will then provide you with the Appointment Hour Booking menu on the left hand menu as shown below

4. Click this to get the setup page for the calendar form.

5. Use the Edit button to edit the information required on the form.

The default form is set to 8 capacity spots (e.g. 8 rinks)

NOTE: The capacity can be changed but will always be the number of rinks bookable, in order to ensure correct number on greens admins will need to monitor bookings i.e. <u>capacity = rinks</u>. You can refer to the changing the number of bookings section.

Setup Emails

In section 3, labelled Notification Emails, a destination email is required to be setup so Club Admins can be notified of bookings.

1. The destination email needs to be set as below. This is the email which will receive notifications of all booking made in the calendar.

From / To Email Addresses:

Send email "From"

> From fixed email address indicated below - Recommended option ▾

> * If you select "from fixed..." the customer email address will appear in the "to" address when you hit "reply", this is the recommended setting to avoid mail server restrictions.
>
> * If you select "from customer email" then the customer email will appear also visually when you receive the email, but this isn't supported by all hosting services, so this option isn'

"From" email (for fixed "from" addresses)

> noreply@bowlslink.com.au

Send email "To"

> To the fixed email(s) address(es) indicated below - Recommended option ▾

> * If you select "To fixed..." enter the destination emails in the next field.
>
> * If you select "To email ...in form field" then add a field like a drop-down, radio-button or checkbox that contains the email address in the field value (not needed in the field text b

Destination emails (comma separated)

> [   ]

Put Booking Calendars On Your Website

Now it has been setup, the Calendar needs to be displayed on the websites.

This will enable people to book rinks and a club admin to be advised of when this happens.

1. To display the Calendar on your website you will need to start a blank page and give it a title.
2. You can then use the inset booking calendar (shown below) to put the calendar.

3. Select the Form you are using (2 player or 4 player) and press insert

4. Press the Publish button to publish the page in Wordpress. When you view the page you should see the below. You can then add your page to your menu structure.

Booking Calendar

Changing the Number of Bookings

Within this booking form the number of rinks is determined by the capacity.
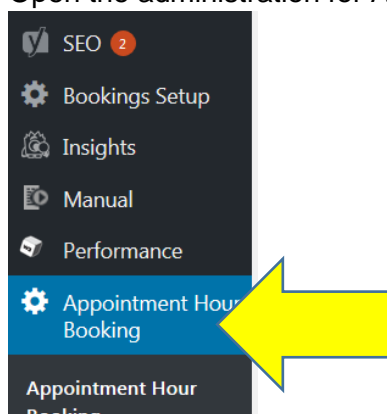
A capacity of 4 would be 4 rinks able to be booked at the club.

The capacity will change over time as we return to normal.

Capacity can be changed by following the steps below:

1. Open the administration for Appointment Hour booking

2. Click the Edit button for the form you are changing

3. Use the Form Settings tab

4. Click the drop down for book a rink

5. Change the capacity to the number of rinks able to be booked

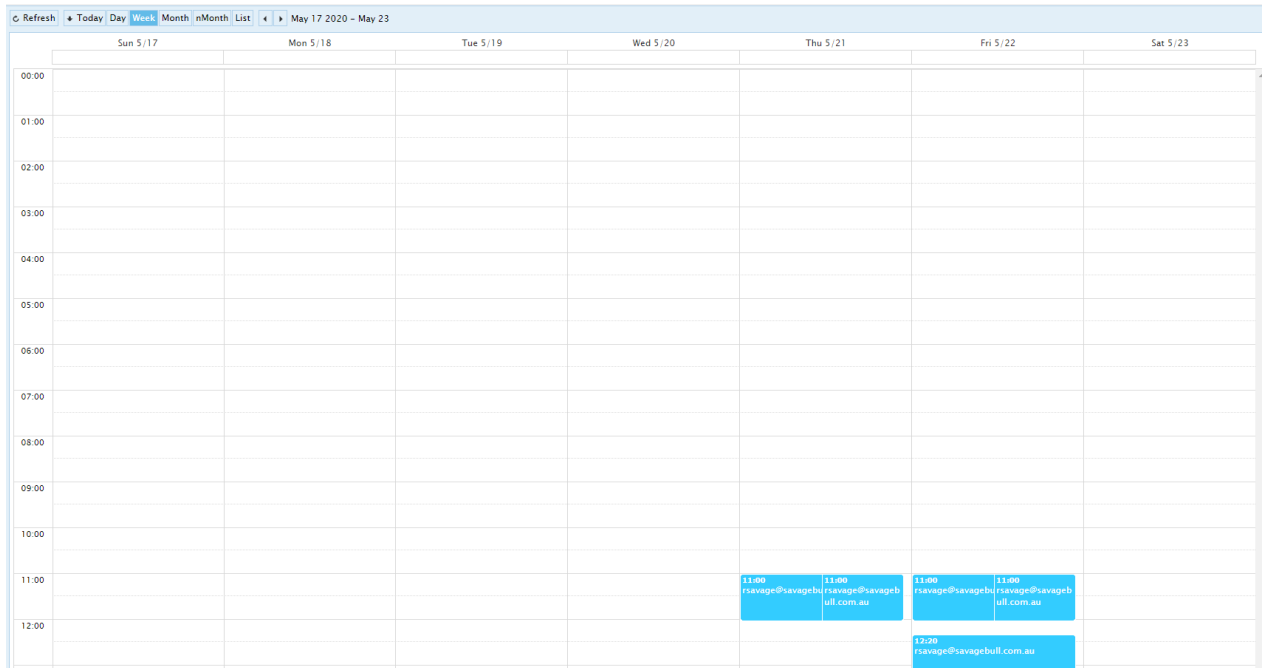6. Click the Save Changes button

Monitoring Bookings

Although you will be notified of all bookings via email, it is still important that you monitor bookings as it is possible that you may exceed guidelines for number of people on a rink.

1. Select Schedule from the Calendar you wish to view.

2. You will see a Calendar view showing booked times as below.

3. You can change the time frame as required using the top left side of the Calendar
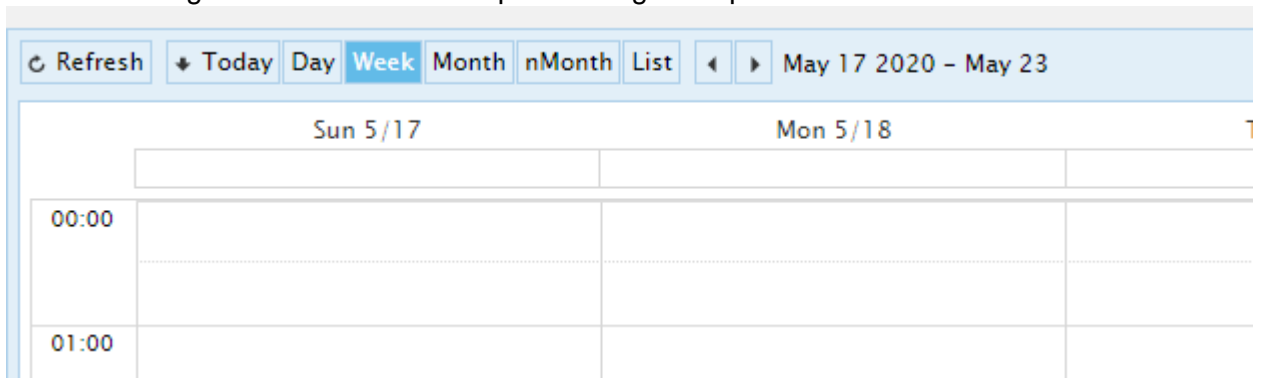
4. You can view additional information about the booking by clicking on each booking.

rsavage@savagebull.com.au

Appointments: - 05/21/2020 11:00-12:00 (Book a Rink) - 05/22/2020 11:00-12:00 (Book a Rink) First Name: Robert2 Last Name: Savage Email: rsavage@savagebull.com.au Phone: 0403321480

5. You can also change the view to a list view using the button in the top left.

Schedule - Rink Bookings 4 player

Change to Schedule List View   Customize Contents of this Calendar

The purpose of this page is to display the bookings/schedule in a calendar view. You For CSV export, print and filter options switch to the "List View" with the button abov
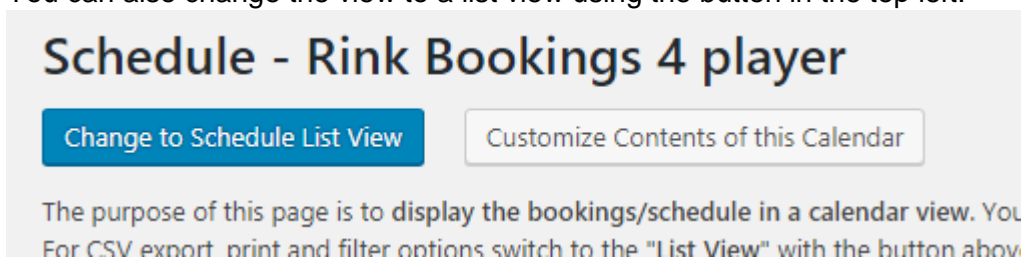
6. This will give you a different view of the Calendar.

28/05/2020	12:20/13:20	Book a Rink	exec@bowlsact.org.au	Preferred Rink:	Approved
				Number of players: 2	
				First Name: Kate	
				Last Name: Lyttle	
				Email: exec@bowlsact.org.au	

Using a Non BowlsLink website

It is possible to utilse the Booking system without having a BowlsLnk website.

To do this please fill out the form here.

Ensure when you complete the form the subdomain is RinkBooker, this will inform us you only want the rinkbooker pages.

You will be provided access to a site where you can setup Rink Booker as above.

You can then copy the Permalink to your current site.

Thank You Page

It is recommended that you setup a thank you page with a message for members when they have placed a booking.

The default leads to an error message at the moment.

To setup a thank you page follow the steps below

1. Create a new page with the thank you message on it. It could be something like: "Many thanks for creating your booking, you will receive a confirmation email shortly, if you require assistance please contact xxxx on 1234567"

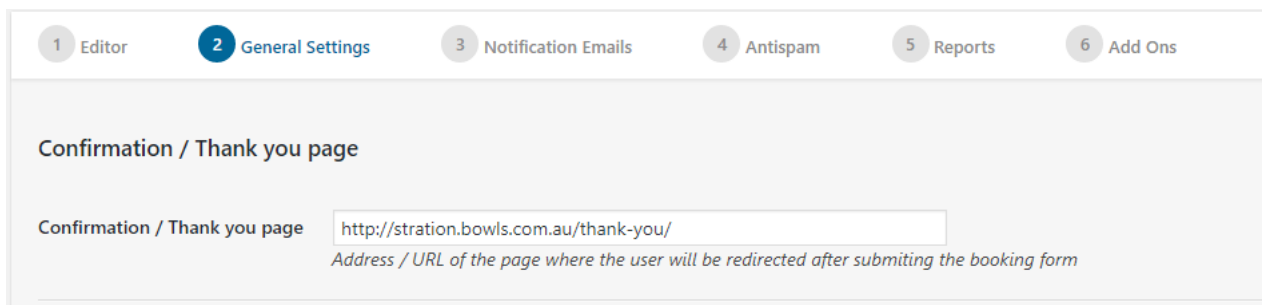2. Once this page has been created, publish the page using the publish button.
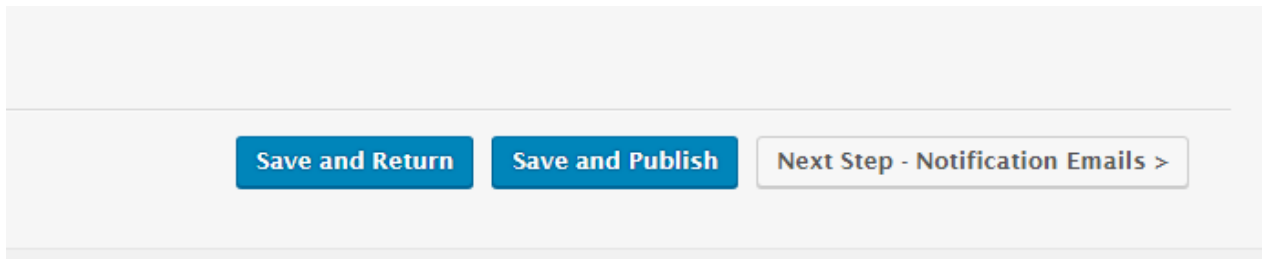
3. Then copy the Permalink for the page
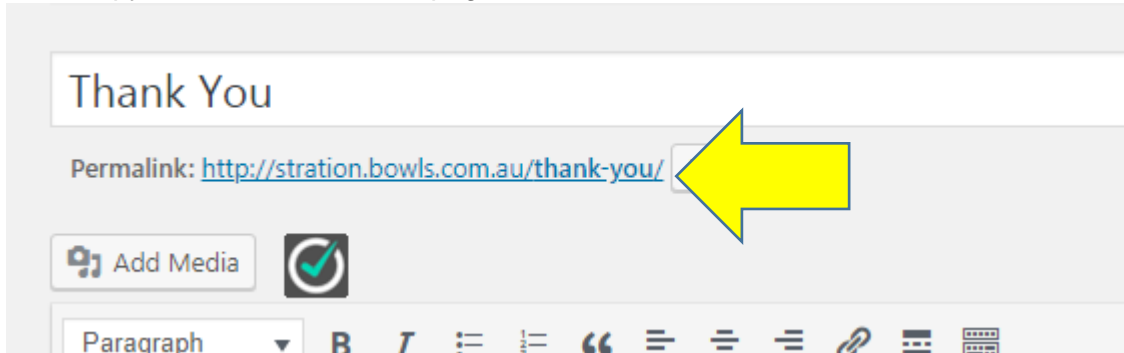
4. Open the rink Booker Plugin (Appointment Hour Booking)

5. Under the General Settings Tab the first option is the Thank You Page, paste in your Permalink.

6. Use the Save and return button at the bottom.

7. This will now display your thank you page when people make a booking.

8.