

# ASRC Website User Guide



## How to use Email Notification Alerts?

There are a variety of features on the new booking system that allow you to customise how you are notified about court cancellations. Click on either **My Details** or **Notify Me** to explore these features.

My Menu	Club	Help	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00
My Details								Nick Fuller	Steve Bannerman	Mitchell Hislop				RGU Studen
Notify Me														RGU Studen
1 (SKN Court)														RGU Studen
2 (Senergy Court)														RGU Studen
3 (Orion Court)														RGU Studen
4 (Lawrence Milne)														RGU Studen
5 (Ingen Ideas Court)							Alister Sinclair	Colin Shand	Douglas Dickie					
6 (Xodus Court)														
7 (Xodus Court)							Chris Leiper							

**My Details** – this feature can be used to set when you receive automated emails. Click on the ‘My Details’ tab on the ‘My Menu’ tab. Select the check boxes for the instances where you wish to receive emails.

**My Details**

Please contact your membership administrator to change other details

Confirmation Emails       Reminder Emails  
 Newsletter Emails       Peak Time Cancellation Emails

N.B. Peak times are shown as tooltips over the facility names on the timesheet

OK      Cancel

**Notify Me** – this feature can be used to customise when you receive cancellation. For example if you don’t want to receive a notification every time a court is cancelled, but want to know if a court on a Wednesday between 5pm and 6.20pm becomes free, you can use this feature to set up an automatic notification for this time only. Click on the ‘Notify Me’ tab on the ‘My Menu’ tab.

### Send Me Specific Cancellation Alerts

---

Start Time (dd/mm/yyyy hh:mm):

End Time (dd/mm/yyyy hh:mm):

Select Activity:

My Notifications:

Activity	Start Time	End Time
Squash	19/03/2014 17:00	19/03/2014 17:00
Squash	19/03/2014 17:00	19/03/2014 18:20
Squash	19/03/2014 17:20	19/03/2014 17:20
Squash	19/03/2014 17:40	19/03/2014 17:40

Fill out the boxes highlighted in red. Input the dates and times for when you wish to receive notifications. In the example above the system will notify any court cancellations between 17:00 and 18:30 on Thursday 20<sup>th</sup> March 2014. All specific notification alerts that have been entered into the system will appear in the 'My Notifications' list.

**How to use the Waiting List Feature?**

There is a waiting list feature available which is very like the 'Notify Me' feature above, however this will automatically book you a court at a specified time rather than just send you a notification.

This feature is only available on the day you wish to play, and is only accessible by phoning reception. Simply let them know when you would like to play and they will add you to the waiting list.

As soon as a court is cancelled the first person on the waiting list will automatically get a court booked at their nominated time. An email notification of this booking will then be sent to you.

If you no longer wish to be on the waiting list, just phone reception to let them remove you from the waiting list.