

Leyburn Bowling Club - Rink Booking Calendar

Please note: Due to the type of computer devices, operating systems and versions it would be very difficult to provide specific instruction tailored to your setup. These instructions are for the most part generic.

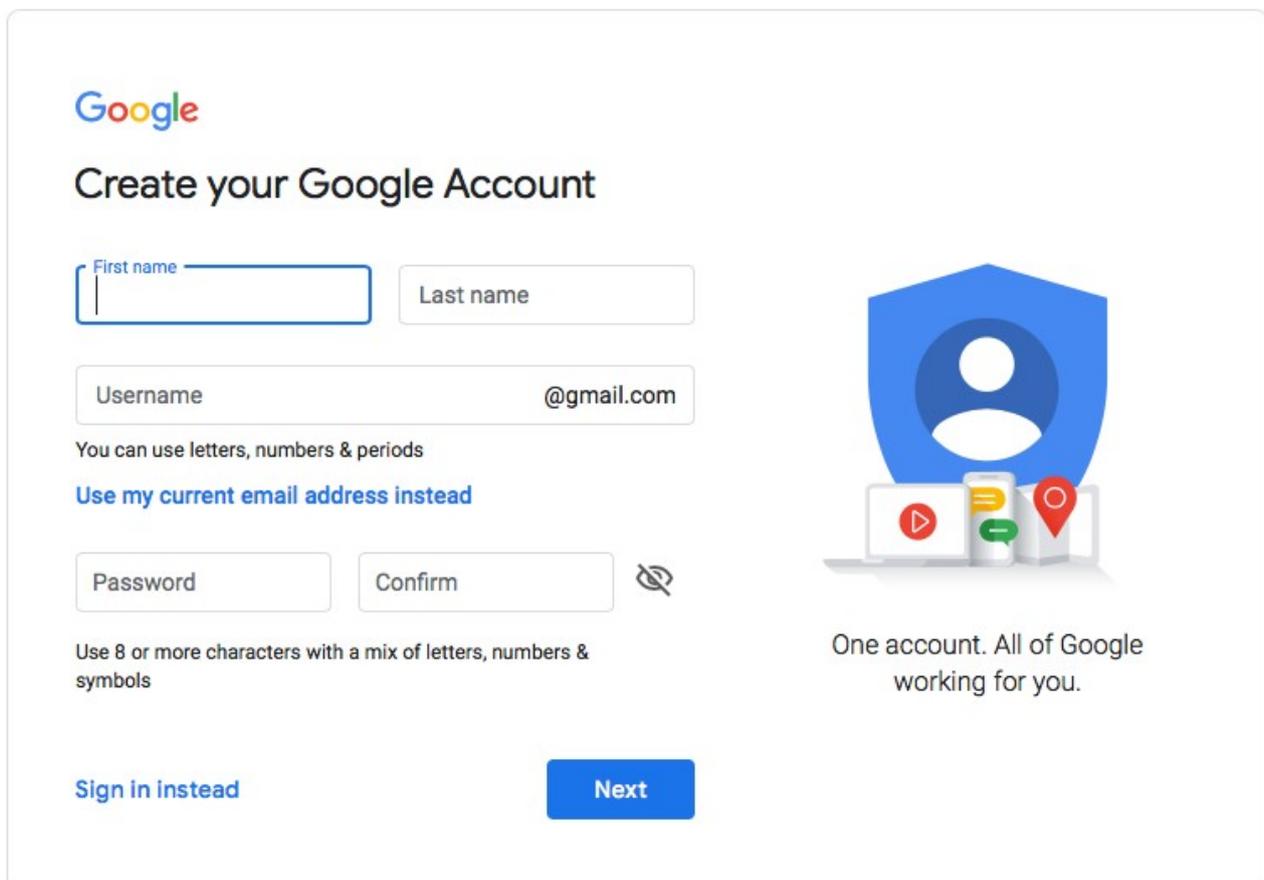
1. First you need to create a gmail account. Please use the link I have provided below to take you to the account creation screen.

[Cr er votre compte Google](#)



Cr er votre compte Google

2. You will find a picture of the Google Account creation screen below. Simply fill in the details and then press Next. If the Username you have picked is used it will tell you and present you with some alternatives, pick one and then press Next again.



The screenshot shows the Google Account creation interface. At the top left is the Google logo. Below it is the heading "Create your Google Account". The form includes several input fields: "First name" and "Last name" (two separate boxes), "Username" (with "@gmail.com" pre-filled), "Password" and "Confirm" (two separate boxes). Below the "Username" field, there is a note: "You can use letters, numbers & periods" and a link: "Use my current email address instead". Below the "Password" and "Confirm" fields, there is a note: "Use 8 or more characters with a mix of letters, numbers & symbols". At the bottom left, there is a link: "Sign in instead". At the bottom right, there is a blue button labeled "Next". To the right of the form, there is a graphic of a blue shield with a white person icon, and below it, a laptop displaying a play button, a speech bubble, and a location pin. Below the graphic, the text reads: "One account. All of Google working for you."

3. Once you have created a gmail account please email me at leyburnbowls@gmail.com with your new gmail address so I can set up your access to the calendar. You will receive an email from the calendar booking system when you have been granted access to it.

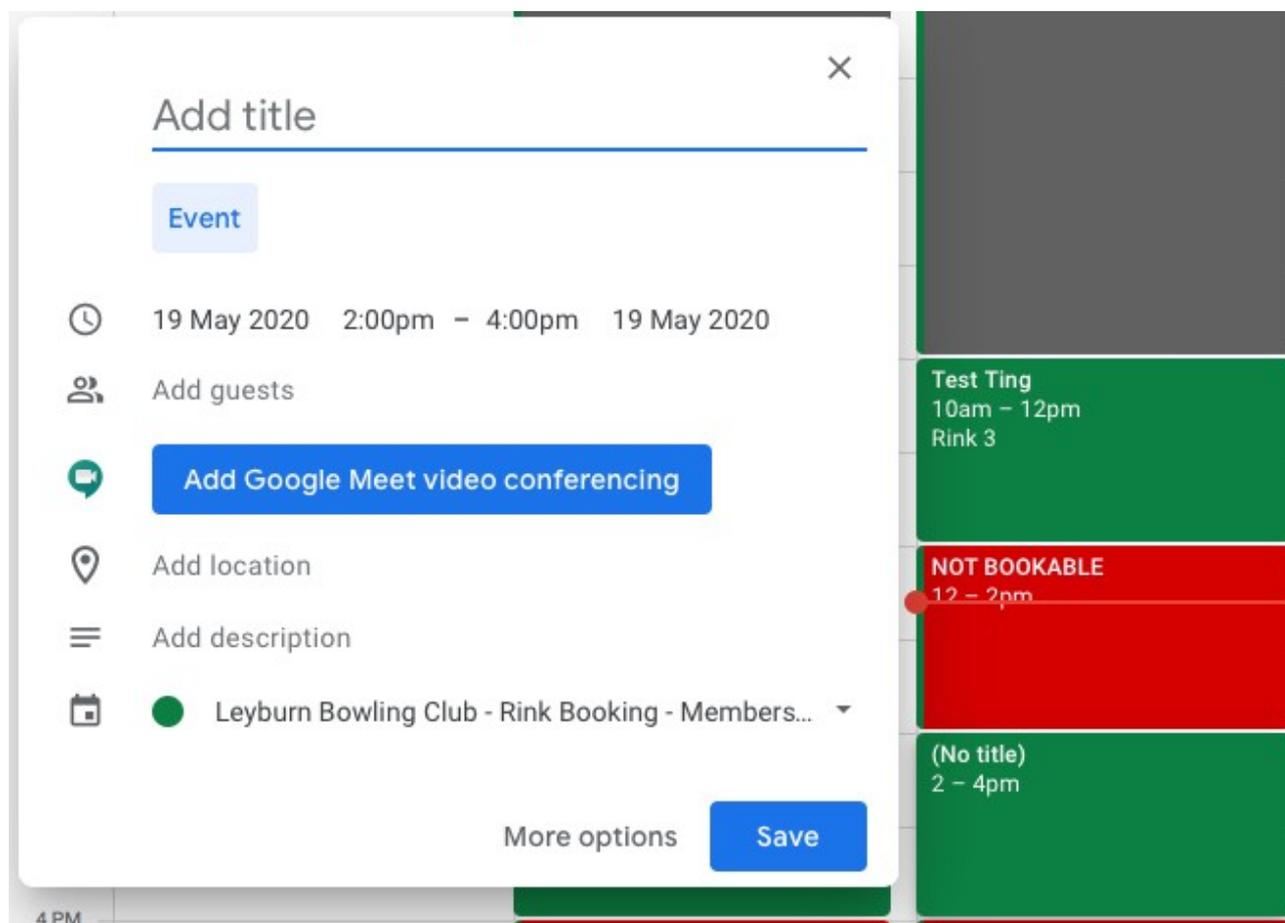
4. Please sign into your gmail account and locate the email the booking calendar system sent you. In this email click or tap on '[Add this calendar](#)'. The booking calendar should now open in a new tab.

5. IN order to make things easier, maximise the size of the calendar. (Methods vary)

6. Ensure that only the Rink Booking Calendar is selected. (Methods vary)

7. You can now try to book a 2 hour slot. Move your mouse pointer or finger towards the top of the 2 hours slot that you wish to book then click. A window will open, see below. Alternatively click or press the Create button to open the new event window illustrate below.

IMPORTANT: Please check at the bottom of the window (shown below) that the only calendar show is Leyburn Bowling Club. If necessary click the small arrow to the right, a drop down menu opens, you can now select one the Leyburn Bowling Club and deselect any others. If you are already a gmail calendar user you may have to switch between calendars to view make and amend your personal calendar.



8. Your cursor should be in the Add title box already. Type the names of the people playing and the in brackets at the end type the Rink number e.g. Fred Bloggs & Chalky White (Rink 3). Now check the the date, start and end times are correct. You can now save this calendar entry.

If you wish to amend your entry, simply click or press on your entry in the calendar and then click or press the Edit Event Icon in the window that opens. To delete and entry select your calendar entry and then select the trash can. Note: All bookings should be 2 hours. Only rinks 1 & 3 in the east

west direction are available to book until further notice. Peter Walker will advise us when we need to rotate rinks and direction of bowling.

There are 2 rinks available to book so if there is already one booked at the time you wish to play simply click in the small white space to the right of the booking, a booking window will open. The other way is to click the Create button. Remember to make sure that the date, time and other appropriate information is correct before clicking Save, but you can always re-select it and edit it again if there is a mistake.

The whole thing is pretty easy once you have had a couple of goes but as usual the instructions make it look more complicated than it is.