

# TBA Booking System

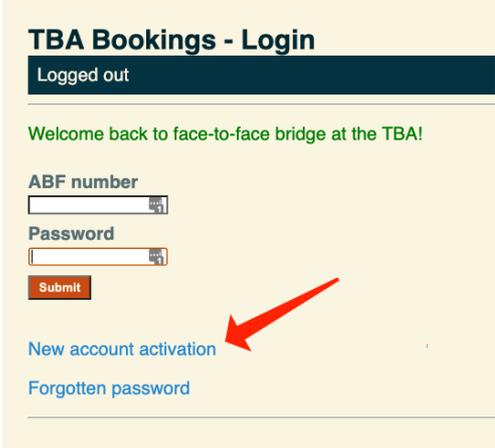
Due to COVID-19 restrictions the TBA has had to limit the number of tables in a session to a maximum of 12. To help manage this we have developed a web-based booking system. Members can use the system to book seats in upcoming sessions and avoid the risk of turning up at the club only to find the session full.

The system is designed to be quick and easy to use, and many people will be comfortable using it without any instructions. For those who want some help, this document walks you through how to use the system.

## Account activation

All TBA members who have provided the club with an email address have accounts already set-up on the system. To activate your account go to <https://shdc.tech/> and click “New account activation”.

There is also a link to the booking system site at the top of the home page of the TBA website.



**TBA Bookings - Login**

Logged out

Welcome back to face-to-face bridge at the TBA!

ABF number

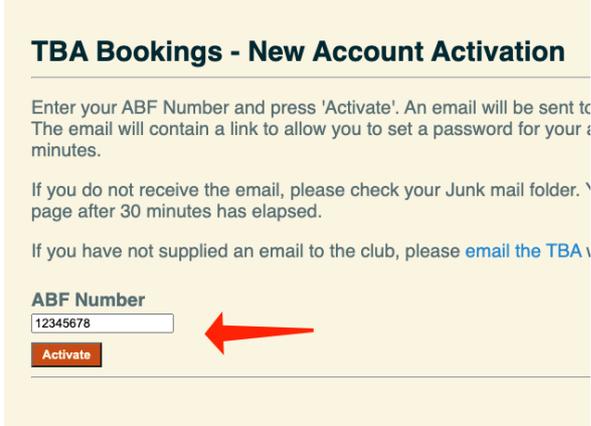
Password

Submit

[New account activation](#)

[Forgotten password](#)

Fill in your ABF number and click “activate”. An email will be sent to you containing a link to a password reset page. If you do not receive the email please remember to check your Junk Mail folder.



**TBA Bookings - New Account Activation**

Enter your ABF Number and press 'Activate'. An email will be sent to you. The email will contain a link to allow you to set a password for your account within 30 minutes.

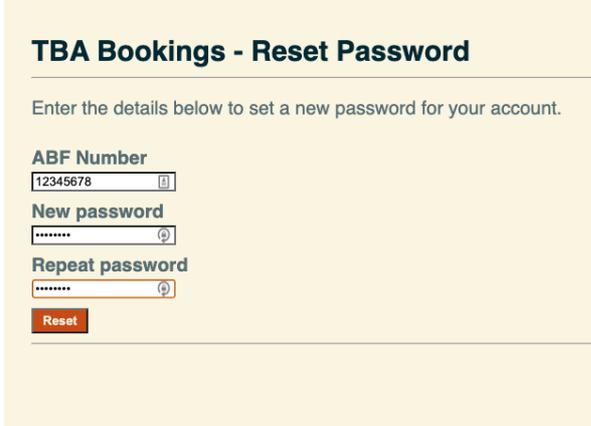
If you do not receive the email, please check your Junk mail folder. The email page after 30 minutes has elapsed.

If you have not supplied an email to the club, please [email the TBA](#).

ABF Number

Activate

Click on the link to bring up the web page and fill in your ABF number and your chosen password (twice) and you will be logged into the system.



**TBA Bookings - Reset Password**

Enter the details below to set a new password for your account.

ABF Number

New password

Repeat password

Reset

You only need to activate your account once. From then on you logon to the system by going to <https://shdc.tech/> and filling in your ABF number and password.

# TBA Booking System

## The Home page

Once you logon you will see the home page of the system. The “Your bookings” section will show a list of your bookings for upcoming sessions. The “Sessions” section shows a list of the upcoming sessions.

From the home page you can look at the details of a session (click on a blue session description), book seats in a session (click on the red “Book seats” link) or logout.

## TBA Bookings - Home

[Home](#) Logged in as Another Tester [Logout](#)

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### Your bookings

You have no bookings

### Sessions

Day	Start	Date	Description	Director	Seats available	Status	Actions
Monday	07:15 PM	22-Jun	<a href="#">Monday Teams</a>	Simon Edler	48	Open	<a href="#">Book seats</a>
Sunday	07:55 PM	28-Jun	<a href="#">Duplicate pairs</a>	John Grosvenor	46	Pending	

## Booking seats

Sessions with a status of “Open” are available for bookings. “Pending” sessions are future sessions that are not yet taking bookings.

To make a booking you need to fill in the names of the players you are booking seats for. The first slot is automatically filled out with your name, but it can be changed. Each session will specify a range of number of seats per booking. Some sessions will allow individuals to book while some will require you to book as a pair. Once you have filled in the player names, click register and you are done.

## TBA Bookings - Book Seats

[Home](#) Logged in as Another Tester [Logout](#)

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Book seats in session 07:15 PM Mon 22-Jun - Monday Teams (Director: Simon Edler) [Details](#)

**Player 1**  
 Required

**Player 2**  
 Optional

**Player 3**  
 Optional

**Player 4**  
 Optional

# TBA Booking System

## Deleting a Booking

Bookings can be deleted from the home screen. Just click the “Delete” link next to the booking in the “Your bookings” section.

### TBA Bookings - Home

[Home](#) Logged in as Another Tester [Logout](#)

Booking added

#### Your bookings

Day	Start	Date	Description	Players	Actions
Monday	07:15 PM	22-Jun	<a href="#">Monday Teams</a>	John Smith, Jane Doe	<a href="#">Delete</a>

#### Sessions

Day	Start	Date	Description	Director	Seats available	Status	Actions
Monday	07:15 PM	22-Jun	<a href="#">Monday Teams</a>	Simon Edler	46	Open - Registered	

## Session details

Clicking on any of the blue session description links will display the details of that session. This includes a list of all players booked for that session.

### TBA Bookings - Session Detail

[Home](#) Logged in as Another Tester [Logout](#)

**Start time:** 07:15 PM Mon 22-Jun-2020  
**Description:** Monday Teams  
**Director:** Simon Edler  
**Register:** 1 to 4 players per registration  
**Capacity:** 12 tables, 2 players registered, 46 seats available  
**Status:** Open - Registrations close 06:15 PM Mon 22-Jun

Registered players	Registered by	Actions
John Smith, Jane Doe	Another Tester	<a href="#">Delete</a>

## Forgotten passwords

If you forget your password go to the Booking system site (<https://shdc.tech>) and click “Forgot Password”, then fill in your ABF Number and click “Reset”. This will send you an email with a link to the password reset page which is used as described in account activation above.