

TBA Booking System

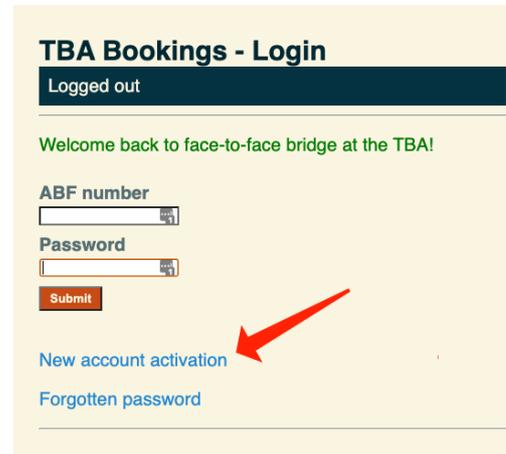
Due to COVID-19 restrictions the TBA has had to limit the number of tables in a session to a maximum of 12. To help manage this we have developed a web-based booking system. Members can use the system to book seats in upcoming sessions and avoid the risk of turning up at the club only to find the session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

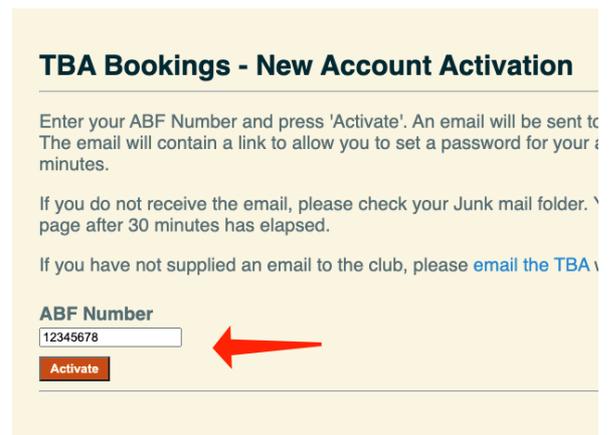
Account activation

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”.

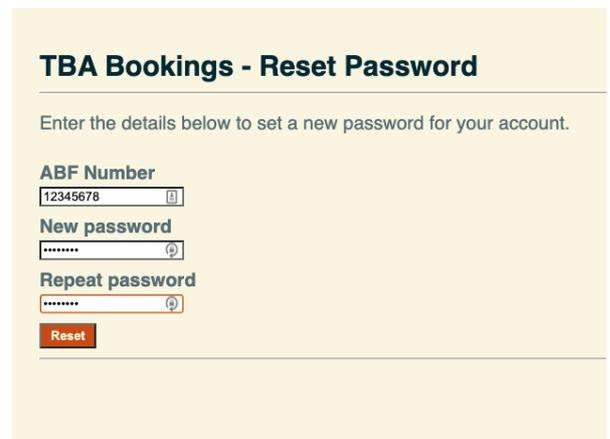
There is also a link to the booking system site at the top of the home page of the TBA website.



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.



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.



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](#)

Your bookings

You have no bookings

Sessions

Day	Start	Date	Description	Director	Seats available	Status	Actions
Monday	07:15 PM	22-Jun	Monday Teams	Simon Edler	48	Open	Book seats
Sunday	07:55 PM	28-Jun	Duplicate pairs	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](#)

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	Monday Teams	John Smith, Jane Doe	Delete

Sessions

Day	Start	Date	Description	Director	Seats available	Status	Actions
Monday	07:15 PM	22-Jun	Monday Teams	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	Delete

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.