

Work Instructions: Book a Court Cancel Booking

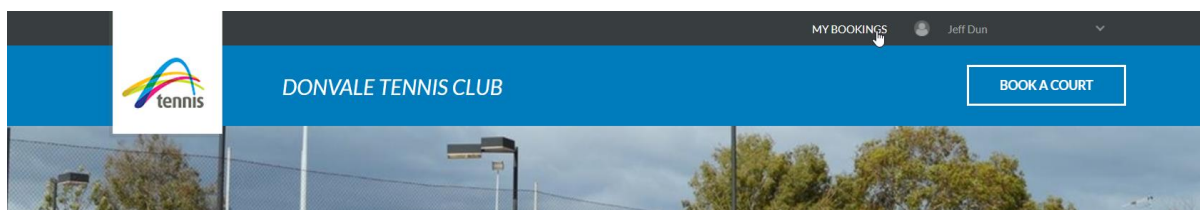


1. Go to <https://bookacourt.tennis.com.au/DonvaleTennisClub>

Click on "Sign In"



Click on My bookings:

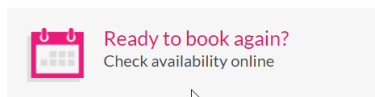


2. Cancel

Click on Cancel!

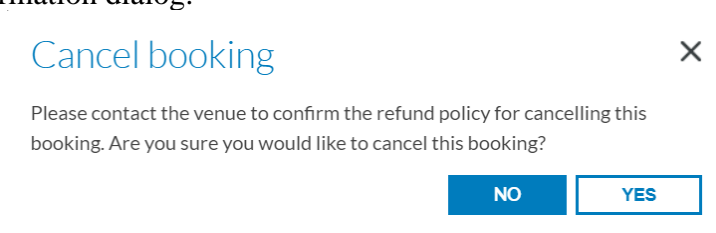
MY BOOKINGS

Your upcoming bookings at Donvale Tennis Club



Date	Time	Court	Payment method	Cost	
08/08/2018	15:30 - 16:30	Court 4	Online	FREE	> Cancel

You will get a confirmation dialog:



Press Yes:

Date	Time	Court	Payment method	Cost	
08/08/2018	15:30 - 16:30	Court 4	Online	FREE	Cancelled

3. Cancelling paid bookings

If you cancel a paid booking at least 1hour before your booking, the same process will automatically refund your payment.

If you cancel a paid booking with less than 1hour before the booking, please contact **Membership Officer** to get your payment refunded.

4. Cancelling a booking that is in progress

You can cancel an in-progress booking. This will ensure that the lights turn off (if they were on).

Please contact **Membership Officer** to get a partial refund, if the cancellation is weather related.