

Introducing the croquet calendar

As a member of the Caversham Croquet Club, you've probably heard that we have an on-line app for booking use of the lawn. Hopefully this short description will remove any mystery surrounding its use and give you confidence to make your own bookings.

Anyway, if you've got any questions about it, just ask Bill Runacre or Bob Eales who are the ones looking after it.

The first thing you'll need is the special link that gives you access and identifies you as the user. Get this from Bill or Bob if you don't already have it.

This link is your key to all the goodies so it's best to bookmark it on your browser. You can also enter it into your smartphone TeamUp app (see [FAQs](#)).

Once you have cracked the access, you can:

1. See when the lawn is available
2. Book your use of the lawn
3. Advertise a time when you'd like to play a game
4. See when maintenance activities are taking place
5. See dates for other events (e.g. open days, gardening days, etc)
6. Sign Up for a Roll Up session (max 8 in total)

All members can add new entries and modify existing entries. Different colours give a visual indication of the type of activity shown.

Primary balls for firm bookings

AC full lawn (**blue**)
GC full lawn (**black**)
AC short lawn (**red**)
GC short lawn (**yellow**)

Secondary balls for other events

Anyone for a game? (**pink**)
Lawn care (**green**)
Other events (**brown**)

As you can see, we've tried to keep the colours appropriate to croquet.

By now, you'll be itching to make a booking. What do you need before you start?

1. A title for your event (e.g. GC tournament, AC social, etc.)
2. Date and time you want to play
3. Type of booking (**blue, black, red, yellow** - see above)
4. Names of players

To make the booking, go to the calendar and open the **add entry dialogue** by highlighting the time period you want or by clicking the add entry button.

The add entry dialogue will look something like this:

The image shows a screenshot of an event creation dialog box. It features several input fields and a 'Save' button. Red handwritten numbers 1 through 5 are placed next to specific elements: 1 points to the title field, 2 to the 'From' date and time, 3 to the 'Calendar' dropdown, 4 to the 'Who' field, and 5 to the 'Save' button. The 'From' and 'To' fields are split into date and time components. There are also checkboxes for 'All day' and 'Repeats', a 'Where' field with a 'Show on map' link, and a 'Description' field at the bottom. A green 'Save' button with a checkmark is located in the top right corner.

Fill in your information (1: Title, 2: Time, 3: Type, 4: Who) and then 5: click on Save.

When joining a Roll Up session, instead of filling in your name as above, you simply hit the blue Signup flag (under Save top right) which opens a Sign up box with your name in it. There is no need to enter your email address and you can edit your name and then simply press the blue Save button in the pop-up box. (If there are already 8 signed up for the session it will not allow you to add your name).

Your booking is made!

If you need to change the booking, just reopen it by clicking on it, make your changes and save again. Note that if you reopen it, there is extra information such as who made the booking and the option to delete. You can close the dialogue without saving changes by clicking on the 'X'.

Provisional bookings

That covers firm bookings, but what if you want to play and don't yet have an opponent. In this case we have invented the option of a *provisional booking* called **Anyone for a game?**

You make a provisional booking in the same way, this time choosing Type **pink**. Then anyone who sees your provisional booking and wants to take up your offer of a game can edit the entry to add their name and turn it into a firm booking (**blue, black, red, yellow**). See [FAQs](#) for details on how to set up email notifications.