



Booking Screen Navigation

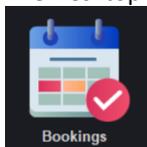
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1. Booking Screen.

The Booking System is accessible from either:

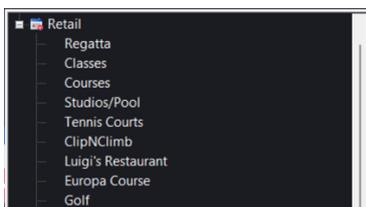
The Desktop using the Bookings application:



Or via the Point of Sale screen:



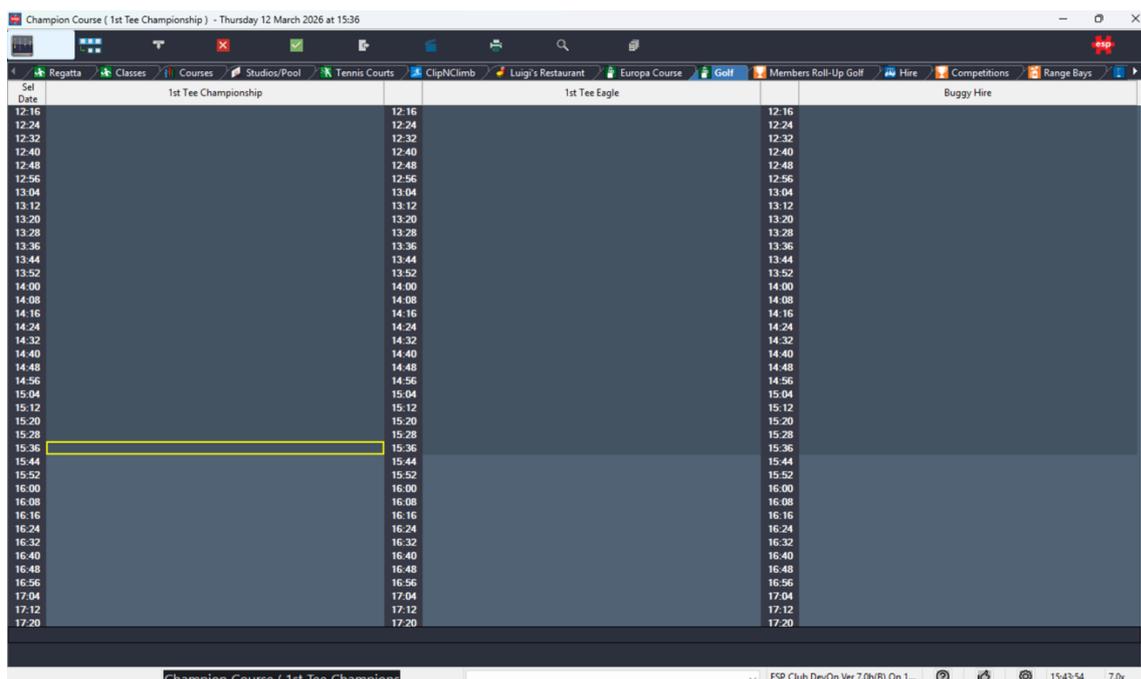
When accessing via the desktop you can select a Booking Tab to navigate directly to, these will be configured to your sites requirements:



The screen can be configured to have multiple tabs at the top of the screen to suit your business needs; types of Booking Screen include:

Bookable Times:

- Regular timeslots that are available to book each day.
- Times in the past are displayed with a darker background colour.
- Typically used for Golf Tee Times, Function Rooms and other regular bookable activities such as Tennis Courts or Bowling Lanes.
- Configuration can dictate the options available including Opening/Closing Times, Interval between bookable times, Number of people or bookings per time.



Sel	1st Tee Championship	1st Tee Eagle	Buggy Hire
Date			
12:16	12:16	12:16	12:16
12:24	12:24	12:24	12:24
12:32	12:32	12:32	12:32
12:40	12:40	12:40	12:40
12:48	12:48	12:48	12:48
12:56	12:56	12:56	12:56
13:04	13:04	13:04	13:04
13:12	13:12	13:12	13:12
13:20	13:20	13:20	13:20
13:28	13:28	13:28	13:28
13:36	13:36	13:36	13:36
13:44	13:44	13:44	13:44
13:52	13:52	13:52	13:52
14:00	14:00	14:00	14:00
14:08	14:08	14:08	14:08
14:16	14:16	14:16	14:16
14:24	14:24	14:24	14:24
14:32	14:32	14:32	14:32
14:40	14:40	14:40	14:40
14:48	14:48	14:48	14:48
14:56	14:56	14:56	14:56
15:04	15:04	15:04	15:04
15:12	15:12	15:12	15:12
15:20	15:20	15:20	15:20
15:28	15:28	15:28	15:28
15:36	15:36	15:36	15:36
15:44	15:44	15:44	15:44
15:52	15:52	15:52	15:52
16:00	16:00	16:00	16:00
16:08	16:08	16:08	16:08
16:16	16:16	16:16	16:16
16:24	16:24	16:24	16:24
16:32	16:32	16:32	16:32
16:40	16:40	16:40	16:40
16:48	16:48	16:48	16:48
16:56	16:56	16:56	16:56
17:04	17:04	17:04	17:04
17:12	17:12	17:12	17:12
17:20	17:20	17:20	17:20



Events:

- Event occurrences that can be scheduled at irregular times.
- Typically used for Fitness Classes and Social Events or Activities.

Aerobics 5 of 5 (Minimum 1Studio One, With \$5) 07:00-07:59 07:00 - Thursday 12 March 2026

Select Date	Classes	Avail	Waiting Lists	Avail
07:00	Aerobics	5 of 5 (Minimum 1Studio One, W	WL Aerobics	2 of 2 (Minimum 0) 07:00-07:59
08:45	Beginners Pilates	5 of 5 (Minimum 1) 08:45-09:29	WL Beginners Pilates	2 of 2 (Minimum 0) 08:45-09:29
09:30	Aqua	5 of 5 (Minimum 1) 09:30-10:14	Aqua Waiting List	2 of 2 (Minimum 0) 09:30-10:14
09:30	Beginners Pilates	5 of 5 (Minimum 1) 09:30-10:14	WL Beginners Pilates	2 of 2 (Minimum 0) 09:30-10:14
09:30	Body Attack	5 of 5 (Minimum 1Studio One, W	WL Body Attack	5 of 5 (Minimum 0) 09:30-10:14
09:30	Legs Bums & Tums	5 of 5 (Minimum 1) 09:30-10:14	WL Legs Bums & Tums	2 of 2 (Minimum 0) 09:30-10:14
09:30	Piyo	5 of 5 (Minimum 1) 09:30-10:14	WL Piyo	2 of 2 (Minimum 0) 09:30-10:14
09:45	Rebound	5 of 5 (Minimum 1) 09:45-10:29	Rebound	2 of 2 (Minimum 0) 09:45-10:29
10:15	Zumba	5 of 5 (Minimum 1) 10:15-10:59	WL Zumba	2 of 2 (Minimum 0) 10:15-10:59
10:30	Body Combat	5 of 5 (Minimum 1) 10:30-11:14	WL Body Combat	2 of 2 (Minimum 0) 10:30-11:14
11:00	Pilates Intermediate	5 of 5 (Minimum 1) 11:00-11:44	WL Pilates Intermed	2 of 2 (Minimum 0) 11:00-11:44
11:30	Pilates Intermediate	5 of 5 (Minimum 1) 11:30-12:14	WL Pilates Intermed	2 of 2 (Minimum 0) 11:30-12:14
11:45	Nifty Fifties	5 of 5 (Minimum 1) 11:45-12:14	WL Nifty Fifties	2 of 2 (Minimum 0) 11:45-12:14
12:00	Spin	5 of 5 (Minimum 1) 12:00-12:59	WL List Spin	2 of 2 (Minimum 0) 12:00-12:59
12:45	Aqua	5 of 5 (Minimum 1) 12:45-13:29	Aqua Waiting List	2 of 2 (Minimum 0) 12:45-13:29
13:00	Beginners Line Dance	5 of 5 (Minimum 1) 13:00-13:29	WL Beg Line Dancing	2 of 2 (Minimum 0) 13:00-13:29
13:00	Top Bananas	5 of 5 (Minimum 1) 13:00-13:59	WL Top Bananas	2 of 2 (Minimum 0) 13:00-13:59
13:30	Line Dancing	5 of 5 (Minimum 1) 13:30-14:29	WL Line Dancing	2 of 2 (Minimum 0) 13:30-14:29
14:00	Yoga	5 of 5 (Minimum 1) 14:00-14:59	WL Yoga	2 of 2 (Minimum 0) 14:00-14:59
14:30	Body Attack	5 of 5 (Minimum 1) 14:30-15:14	WL Body Attack	2 of 2 (Minimum 0) 14:30-15:14
17:30	Body Attack	5 of 5 (Minimum 1) 17:30-18:14	WL Body Attack	2 of 2 (Minimum 0) 17:30-18:14
18:00	Body Combat	5 of 5 (Minimum 1) 18:00-18:44	WL Body Combat	2 of 2 (Minimum 0) 18:00-18:44
18:00	Rebound	5 of 5 (Minimum 1) 18:00-18:44	Rebound	2 of 2 (Minimum 0) 18:00-18:44
19:00	Body Combat	5 of 5 (Minimum 1) 19:00-19:54	WL Body Combat	2 of 2 (Minimum 0) 19:00-19:54
20:00	Circuits	5 of 5 (Minimum 1) 20:00-20:59	Circuits	2 of 2 (Minimum 0) 20:00-20:59

Connected to Support List 1! Aerobics 5 of 5 (Minimum 1Studio On

PMS / Hotel Rooms:

- For hotel rooms that are bookable on a nightly basis.
- Booking Views are available to see all individual Rooms as below, or an overview by Room Type.

01 - SINGLE

Room	Wednesday 11/03/26	Thursday 12/03/26	Friday 13/03/26	Saturday 14/03/26	Sunday 15/03/26	Monday 16/03/26	Tuesday 17/03/26
01 SINGLE							
09 SINGLE							
10 SINGLE		David Smith	David Smith	David Smith	David Smith		
11 SINGLE			Betty Boone	Betty Boone	Betty Boone	Betty Boone	
SINGLE SINGLE							
02 DOUBLE							
03 DOUBLE							
04 DOUBLE							
05 DOUBLE							
06 DOUBLE							
07 DOUBLE							
08 DOUBLE		David Smith	David Smith	David Smith	David Smith		
12 DOUBLE			Fred Astor				
14 DOUBLE							
15 DOUBLE							
16 DOUBLE		Faith/Helena					
17 DOUBLE							
21 DOUBLE							
22 DOUBLE							
23 DOUBLE							
24 DOUBLE							
25 DOUBLE							
26 DOUBLE							
DOUBLE DOUBLE							
18 FAMILY							
19 FAMILY							
20 FAMILY							

P.M.5 01 - SINGLE - 11/03/26



2. Date Navigation.

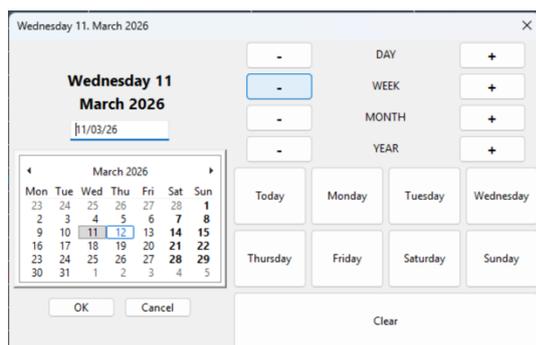
The current date that you are viewing is displayed in the description at the top of the screen:

Social Event Fee 60 of 60 (Minimum 0) 09:00-09:59 09:00 - Thursday 12 March 2026

There are many ways in which you can quickly move between dates in the booking screen.

Calendar

By pressing **Tab** on your keyboard when in the booking screen, the calendar will be displayed as below. This can also be accessed by pressing the **Select Date** button at the top left of bookable and events pages.



From here you can select the day you wish to view and upon selecting OK, the screen will move to the specified. Selecting the – or + buttons for a Day, Week, Month or Year amends the current date forwards or backwards by that period. Selecting a day of the week button amends the date to the next date of that day.

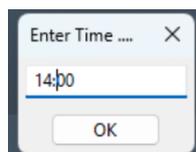
The following Keyboard Shortcut buttons can also be used to quickly amend the date.

Shortcut Key	Action	Shortcut Key	Action
n	To the current Date and Time		
d or +	Forward 1 Day	Shift+d or -	Back 1 Day
w	Forward 1 Week	Shift+w or l	Back 1 Week
m	Forward 1 Month	Shift+m or p	Back 1 Month
y	Forward 1 Year	Shift+y or b	Back 1 Year

3. Time Navigation.

You can move to the nearest interval time by simply entering the time you are looking for.

For example, if you wanted to move to 14.00, you would start to type the time in, and the box below would appear. As soon as you finish typing the time (24-hour clock), the box will disappear, and the booking screen will move to the nearest time.



4. Tab Navigation.

Along the top of the booking screen you will have tabs relating to the different activities. These could consist of a Golf Course, Sports Hall, Function/Conference Rooms and Hire Items for example.

To move between the tabs, you can select them with your mouse or alternatively there are two ways of moving between them using the keyboard.

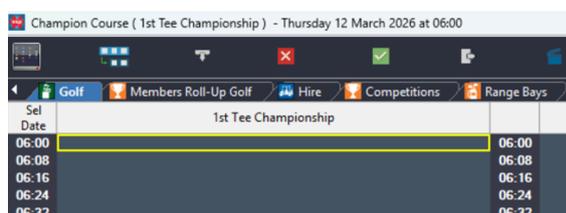
Next Page menu button

Using the Next Page menu button on the keyboard allows you to scroll through the tabs in order.



You can also press the F6 keyboard button to go to the next page.

So for example, if you are on the first tab, 'Golf', as below and want to move to the third tab, 'Hire', you could press F6 twice.

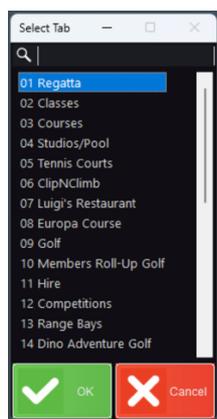


Champion Course (1st Tee Championship) - Thursday 12 March 2026 at 06:00

Sel	1st Tee Championship	
Date		
06:00		06:00
06:08		06:08
06:16		06:16
06:24		06:24
06:32		06:32

List of Tabs

By pressing 't' whilst you are in the booking screen, you will be able to view a list of the tabs which are available, as below. You can then either enter the number of the tab required or use the arrow keys to select the appropriate tab and press Enter.



5. Arrow Key Navigation.

The arrow keys on your keyboard can be used to navigate the columns and times of your booking screen.

The Left and Right arrow keys move between the columns of the current tab and the Up and Down arrow keys move between the times in the current column.



6. Home, End, Page Up & Page Down.

The Home, End, Page Up and Page Down buttons can be used to navigate around the booking screen.

Home and End

The Home Key can be used to go to the first available time which can be booked in the current column. The End Key can be used to go to the last available time which can be booked.

Page Up and Page Down

The Page Up and Page Down keys can be used to move one screen at a time. This provides a quicker method of moving between the times in a column.

7. Booking Views

There are three different views in which the columns for Bookable Activities can be displayed.

- Activity View
- Name View
- Weeks Diary View

To navigate between these views, simply press the **Space Bar** on your keyboard.

Activity View

The activity view is the main view showing the columns for the activities as shown below.

The screenshot shows a web browser window with the title 'Champion Course (1st Tee Championship) - Thursday 12 March 2026 at 16:48'. The browser's address bar shows 'ESP Club Dev/On Ver 7.0h(B) On 1...'. The main content area displays a booking grid with three columns: '1st Tee Championship', '1st Tee Eagle', and 'Buggy Hire'. The rows represent time slots from 14:16 to 18:00. The '1st Tee Championship' column has a 'Fred' booking from 16:40 to 17:04 and a 'George' booking from 17:12 to 17:28. The '1st Tee Eagle' column has a 'Best' booking from 17:20 to 17:28. The 'Buggy Hire' column is empty. The grid is overlaid on a dark background with a navigation menu at the top.

Set Date	1st Tee Championship	1st Tee Eagle	Buggy Hire
14:16			
14:24			
14:32			
14:40			
14:48			
14:56			
15:04			
15:12			
15:20			
15:28			
15:36			
15:44			
15:52			
16:00			
16:08			
16:16			
16:24			
16:32			
16:40			
16:48	Fred		
16:56			
17:04			
17:12	George		
17:20		Best	
17:28			
17:36			
17:44			
17:52			
18:00			



Name View

The name view allows you to view the names of the people who are booked in at each time throughout the day for a single column. An example of the name view is shown below.

The screenshot shows a software window titled "Champion Course (1st Tee Championship) - Thursday 12 March 2026 at 16:48". The interface includes a menu bar with options like "Regatta", "Classes", "Courses", "Studios/Pool", "Tennis Courts", "ClipNClimb", "Luigi's Restaurant", "Europa Course", "Golf", "Members Roll-Up Golf", "Hire", "Competitions", and "Range Bays". The main area displays a "Name View" for the "1st Tee Championship" activity. The left column lists times from 14:40 to 18:00 in 4-minute increments. The right columns show names of people booked at those times: Fred (16:48), George (17:12), Bert (17:20), Barney (16:48), John (17:12), Ernie (17:20), Betty (16:48), Paul (17:12), and Wilma (16:48), Ringo (17:12).

In the top-left corner is the activity which is currently being viewed. To move to the next activity, you can press the right arrow key to scroll through the options.

Weeks Diary View

The weeks diary view allows you to view the next seven days at once for each activity. An example of the week's diary is shown below.

The screenshot shows a software window titled "Champion Course (1st Tee Championship) - Thursday 12 March 2026 at 16:48". The interface includes a menu bar with options like "Regatta", "Classes", "Courses", "Studios/Pool", "Tennis Courts", "ClipNClimb", "Luigi's Restaurant", "Europa Course", "Golf", "Members Roll-Up Golf", "Hire", "Competitions", and "Range Bays". The main area displays a "Weeks Diary View" for the "1st Tee Championship" activity. The left column lists times from 13:28 to 18:00 in 4-minute increments. The right columns show names of people booked at those times for each day of the week: Thursday (12/03/26), Friday (13/03/26), Saturday (14/03/26), Sunday (15/03/26), Monday (16/03/26), Tuesday (17/03/26), and Wednesday (18/03/26). Names shown include Fred, George, Bert, Barney, John, Ernie, Betty, Paul, Wilma, and Ringo.



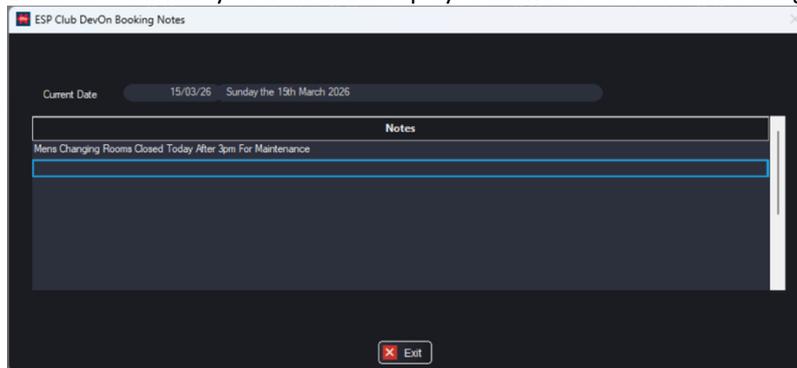
8. Notes.

At the bottom of the booking screen is a notes field which can hold free-text notes for the date you are currently viewing on the booking screen.

To add a note, navigate to the required date in the booking screen and select the **Notes** menu button



Enter the text that you wish to be displayed at the bottom of the booking screen and then press **Exit**.



The notes will now be displayed at the bottom of the booking screen on a pink background:

