



## ClubSpark Booking Guide

1. Visit St Chad's Tennis Club website page 'Book a court'  
<https://stchadstennis.net/court-timetable>
2. If you already have a Clubspark account (those who have booked courts in the region may have used this system before) then sign in. If you have an LTA account then you can sign in using those account details. Or if you need to sign up as a brand new user – use the online form on the left.
3. Once you are logged in, click on 'book a court'. If you've already made some bookings you can also view and manage them by following the 'manage your bookings' screen
4. You can select the day and/or time you want to play – the booking slots are in 30 minute intervals so if you want to play for an hour, just adjust the finish time of your slot accordingly. Or you can book two 30-minute slots back to back. Maximum of an hour per booking.
5. You'll receive an email confirmation of your booking.
6. If you have to cancel for any reason, visit the 'My bookings' area and you can view what you've booked and also cancel.
7. You can book courts 14 days in advance.
8. You can also download a free app onto your phone by searching for 'Clubspark Booker'; open the app and follow the login/registration instructions as above.