



FACILITY ZONE – BOOKING PROCESS

# FACILITY-ZONE – USER GUIDE

## Booking Process

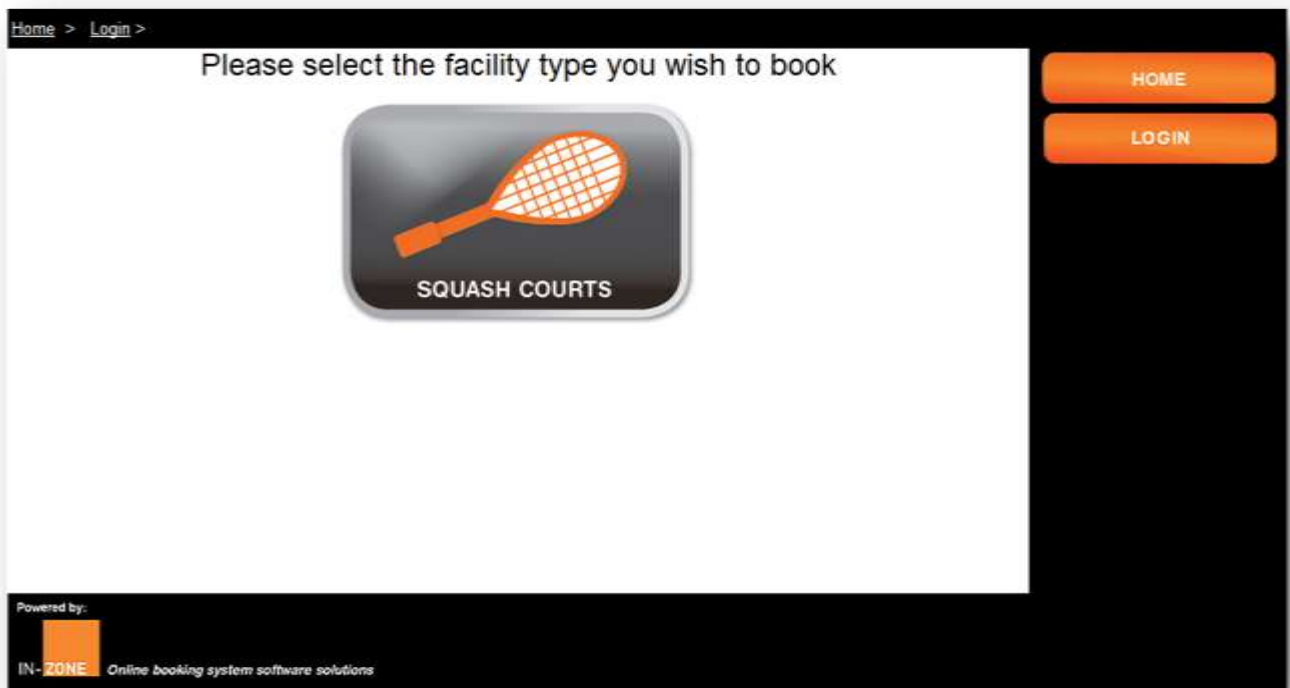
---



## FACILITY ZONE – BOOKING PROCESS

## Facility – Zone Booking Process

- Visit your host website and click the book now link or button to display the following screen
- Click the facility type you need to book





## FACILITY ZONE – BOOKING PROCESS

- Click the day of the month you need the court

Home > Login >

Squash Court  
Please select date  
April 2010

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

< PREVIOUS MONTH      TODAY      NEXT MONTH >

Powered by:  
IN-ZONE Online booking system software solutions

HOME  
CALENDAR  
LOGIN



# FACILITY ZONE – BOOKING PROCESS

- Click an available time slot

Home > Calendar > Login >

## Squash Court Booking Availability

Friday, 30 April 2010

Squash Court 1		Squash Court 2		Squash Court 3	
08:20	Available	08:30	Available	08:40	Available
09:00	Available	09:10	Available	09:20	Available
09:40	Available	09:50	Available	10:00	Available
10:20	Available	10:30	Available	10:40	Available
11:00	Available	11:10	Available	11:20	Available
11:40	Available	11:50	Available	12:00	Available
12:20	Available	12:30	Available	12:40	Available
13:00	Available	13:10	Available	13:20	Available
13:40	Available	13:50	Available	14:00	Available
14:20	Available	14:30	Available	14:40	Available
15:00	Available	15:10	Available	15:20	Available
15:40	Available	15:50	Available	16:00	Available
16:20	Available	16:30	Available	16:40	Available
17:00	Height	17:10	Sadd	17:20	Sadd
17:40	Longley	17:50	Club Night	18:00	Club Night
18:20	Attenborough	18:30	Club Night	18:40	Club Night
19:00	Available	19:10	Club Night	19:20	Club Night
19:40	Thompson v Turney	19:50	Club Night	20:00	Club Night
20:20	Thompson	20:30	Club Night	20:40	Club Night
21:00	Available	21:10	Available	21:20	Available

HOME

CALENDAR

AVAILABILITY

LOGIN

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1



## FACILITY ZONE – BOOKING PROCESS

- Either Click Login to enter your username and password or click Vouchers to enter your prepaid voucher details

The screenshot shows a web interface for booking a squash court. At the top, there is a breadcrumb trail: Home > Calendar > Availability > Login >. The main heading is "Select Booking Method" for "Squash Court 2, Friday 30 April 2010 at 21:50". There are two main options: "YOUR details" with a "Login" button and "VOUCHERS" with a "Use Voucher" button. A sidebar on the right contains buttons for HOME, CALENDAR, AVAILABILITY, and LOGIN. The footer includes the IN-ZONE logo and the text "Online booking system software solutions".



## FACILITY ZONE – BOOKING PROCESS

Enter your username and password

Home > Calendar > Availability > Login >

Booking Request For  
Squash Court 2, Friday, 30 April 2010 at 21:50

**YOUR** details

User name:

Password:

**Book Now**

**BACK** **FORGOTTEN**

HOME  
CALENDAR  
AVAILABILITY  
LOGIN

Powered by:  
**IN-ZONE** Online booking system software solutions



## FACILITY ZONE – BOOKING PROCESS

- Assuming you successfully login or entered a valid voucher you will be able to select your opponent at the next screen:

Home > Calendar > Availability > Logout >

### Choose Your Opponent

**Squash Court 2, Friday, 30 April 2010 at 21:50**

Enter your opponents name and click on Find. Then select the person you would like to play from the list or if you do not have an opponent select yourself.

First Name

Surname

First Name	Surname	Type	Home Phone	Work Phone	Mobile Phone	Select Member
Martin	Smith	Standard Member	01908233666			<input type="checkbox"/>

Powered by:  
 IN-ZONE Online booking system software solutions

HOME  
CALENDAR  
AVAILABILITY  
LOGOUT





## FACILITY ZONE – BOOKING PROCESS

- Your booking is then confirmed onscreen and via email:

Home > Calendar > Availability > Logout >

### Booking Confirmation

Squash Court 2, 30 April 2010 at 21:50

**BOOKING SUCCESSFUL**

Thank you Martin Smith for booking with MHSC. We are please to confirm the above booking has now been made.

[BOOK ANOTHER >](#)

HOME  
CALENDAR  
AVAILABILITY  
LOGOUT

Powered by:  
**IN-ZONE** Online booking system software solutions

Your booking is now complete.



## FACILITY ZONE – BOOKING PROCESS

### ON-LINE PAYMENTS

- If a payment is required for your booking, the following screen will be displayed.
- Check the details on this screen, amend if necessary and Click on the Make Payment Button

Home > Calendar > Availability > Logout > My Details > Help >

### Booking Payment Request

Court 5, 18 November 2010  
From 16:00 to 18:00

Please note that this booking is not confirmed until your payment has been processed successfully.  
Carisbrooke do not store any of your credit or debit card details.

Booking Ref 57-4CJ **Amount Due : £16.00**

First Name  **MAKE PAYMENT**

Surname

Address Line 1

Area

Town/City

County

Postcode

Telephone

Email

HOME  
CALENDAR  
AVAILABILITY  
LOGOUT  
HELP

Powered by:  
**IN-ZONE** Online booking system software solutions



## FACILITY ZONE – BOOKING PROCESS


- You will then be transferred to the secure PayPal payment gateway

Welcome to the new PayPal checkout - a faster, easier way for you to complete your purchase.

### Absolute Micro Communications

Your order summary	
Descriptions	Amount
Court 5	£8.00
Item number: D70745	
Item price: £8.00	
Quantity: 1	
<b>Item total</b>	<b>£8.00</b>
	<b>Total £8.00 GBP</b>

**Choose a way to pay**

**Pay with my PayPal account** 

Email

PayPal password

[Forgot your email address or password?](#)

**Pay with a debit or credit card**  
If you don't have a PayPal account





## FACILITY ZONE – BOOKING PROCESS

- Select whether you wish to pay using a PayPal account if you have one or you can pay using a credit/debit card if you don't.

### Absolute Micro Communications

---

#### Review your payment

  [Secure Payments](#)


If the information below is correct, please click **Pay Now** to complete your payment.

[Learn more](#) about how PayPal withdraws funds.

Description	Unit Price	Quantity	Amount
Court 5, 18 November 2010 Item Number KMAK5J	£16.00	1	£16.00
Item total:			£16.00
Total:			£16.00 GBP

[Enter gift voucher, reward, or discount](#)

---

Payment Method:  Credit/Debit Card : Visa/Delta/Electron XXXX-XXXX-XXXX-6534      £16.00 GBP

This credit card transaction will appear on your bill as "PPTSTING".

[Change](#)

---

Post to: Test User  
1 Main Terrace  
Wolverhampton, West Midlands  
W12 4LQ  
United Kingdom

[Change](#)

---

Contact information: joseph\_1204891525\_per@hotmail.com

[Pay Now](#)



## FACILITY ZONE – BOOKING PROCESS

- Once you click on the Pay Now button, PayPal will process your payment. Once PayPal has processed your payment you will see the following screen. PayPal should redirect you back to the In-zone booking system to complete your booking. This may take a few minutes and it is important that you wait for this to happen otherwise In-Zone won't be able to complete the booking and your booking may be lost. If it doesn't seem to be redirecting you then click on the "click here" link.

### Absolute Micro Communications

A screenshot of a PayPal payment confirmation page. The page has a light blue header with the text "You Made A Payment" on the left and the PayPal logo with "Secure Payments" on the right. The main content area is white and contains the following text: "Your payment for £16.00 GBP has been completed." followed by "If you are not redirected within 5 seconds [click here](#)." At the bottom, there is a footer with the text "PayPal. Safer. Simpler. Smarter. For more information, see our [Privacy Policy](#), [User Agreement](#) and [Key Payment and Service Information](#)." and "Copyright © 1999-2010 PayPal. All rights reserved."



## FACILITY ZONE – BOOKING PROCESS

- Once you have been redirected to the In-Zone booking system, In-Zone will confirm your booking.

Home > Calendar > Availability > Logout > My Details > Help >

### Booking Payment Confirmation

Court 5, Friday, 03 December 2010  
From 11:00 to 12:00

**BOOKING SUCCESSFUL**

Thank you Joseph Brown for booking with acompany. We would like to confirm your Payment for £8.00 has been received and we are pleased to confirm the above booking has now been made.

[BOOK ANOTHER >](#)

Court 5 03/12/2010 at 11:00 for 30 mins @ £ 4.00 - Booking Confirmed  
Court 5 03/12/2010 at 11:30 for 30 mins @ £ 4.00 - Booking Confirmed

Powered by:  
**IN-ZONE** Online booking system software solutions

- If this screen does not show confirmation of the booking slots you expect, please check the online booking sheet and if the bookings are not showing or there are any discrepancies then please call the In-Zone support team on 01908 233666 (9am – 6pm) or email [support@in-zone.co.uk](mailto:support@in-zone.co.uk). If possible please take a screen grab of the confirmation screen using the print screen key on your keyboard.



## FACILITY ZONE – BOOKING PROCESS

- You can check your booking has been made by returning to the Availability Screen. This can be done by either clicking on the “Availability” Link or Button or by clicking on the “Book Another” button.

Home > Calendar > Logout > My Details > Help >

### Dome Covered Courts Booking Availability

Thursday, 18 November 2010

Dome Covered Court 5		Dome Covered Court 6	
08:30	Available	08:30	Available
09:00	Available	09:00	Available
09:30	Available	09:30	Available
10:00	Available	10:00	Available
10:30	Available	10:30	Available
11:00	Available	11:00	Available
11:30	Available	11:30	Available
12:00	Available	12:00	Available
12:30	Available	12:30	Available
13:00	Available	13:00	Available
13:30	Available	13:30	Available
14:00	Available	14:00	Available
14:30	Available	14:30	Available
15:00	Available	15:00	Available
15:30	Available	15:30	Available
16:00	Smith	16:00	Available
16:30	Smith	16:30	Available
17:00	Smith	17:00	Available
17:30	Smith		
18:00	Available		

Navigation buttons: HOME, CALENDAR, AVAILABILITY, LOGOUT, HELP

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4