



## Indoor Booking System Guide

Sign In Help

### Indoor Arena Timetable

Hello and welcome to the Lane Farm Equestrian's Arena Booking System. Please click on a time slot, and click 'New Booking'.

You must be a current livery with a log in to create a booking. If you do not have a log in, and would like to book the indoor arena, please contact Becky Heard at [engs@wlstraughan.co.uk](mailto:engs@wlstraughan.co.uk) / 01670 823042



August 2013						
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	31

< Week 33 >		Today	Day	Available			
Sun 11/8		Mon 12/8	Tue 13/8	Wed 14/8	Thu 15/8	Fri 16/8	Sat 17/8
7:00	7:00 - 8:00 Peak (o/s) Shared	7:00 - 8:00 Peak (o/s) Shared					
8:00	8:00 - 9:00 Peak (o/s) Shared	8:00 - 9:00 Peak (o/s) Shared					
9:00	9:00 - 10:00 Peak (o/s) Shared	9:00 - 10:00 Peak (o/s) Shared					
10:00	10:00 - 11:00 Peak (o/s) Shared	10:00 - 11:00 Peak (o/s) Shared					
11:00	11:00 - 12:00 Off-Peak (o/s) Exclusive	11:00 - 12:00 Peak (o/s) Shared					
12:00	12:00 - 13:00 Off-Peak (o/s) Exclusive	12:00 - 13:00 Peak (o/s) Shared					
13:00	13:00 - 14:00 Off-Peak (o/s) Exclusive	13:00 - 14:00 Peak (o/s) Shared					
14:00	14:00 - 15:00 Off-Peak (o/s) Exclusive	14:00 - 15:00 Peak (o/s) Shared					
15:00	15:00 - 16:00 Peak (o/s) Shared	15:00 - 16:00 Peak (o/s) Shared					

This simple step-by-step guide will introduce the arena booking system including viewing availability, creating a booking, altering and cancelling your bookings.

If you have any further questions or concerns, please don't hesitate to contact me.

Campbell Straughan  
[campbell@lanefarmlivery.co.uk](mailto:campbell@lanefarmlivery.co.uk)



# Viewing the calendar

**Indoor Arena Timetable**

Hello and welcome to the Lane Farm Equestrian's Arena Booking System. Please click on a time slot, and click 'New Booking'.

You must be a current livery with a log in to create a booking. If you do not have a log in, and would like to book the indoor arena, please contact Becky Heard at [enqs@wlstraghan.co.uk](mailto:enqs@wlstraghan.co.uk) / 01670 823042

**Sign in**

**Help**

**Month View**

**Week View**

**Bookable Slot**

The First view you will see will be for this week, starting on the Saturday and ending on the Sunday. Each day consists of hourly bookable slots.

To change the date, simply tap on the monthly view to the top right. Here, you can change the Month.

**Bookable Slot**

**Peak or Off-Peak**  
*Off-Peak open to external customers*

**Shared or Exclusive**  
*Shared - up to 5 people can share at one time*

**Availability**  
*(0/1) indicates there is one slot available for this time, no one has booked. Eg. (4/5) indicates 4 people have booked this time with one slot remaining.*



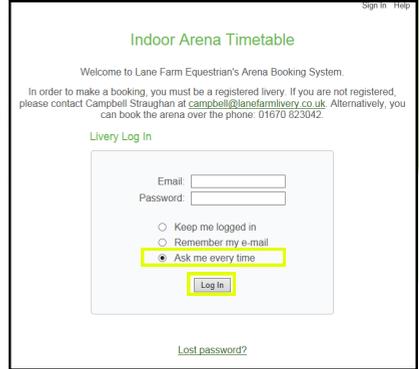
# Create a booking

1. Tap 'sign in'

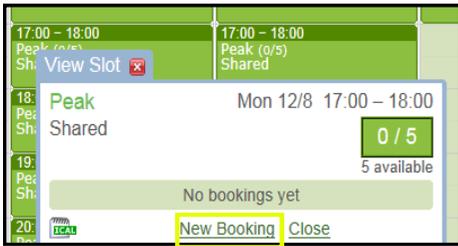


2. Type your email address and password  
*(this is the email and password you provided on your livery form)*

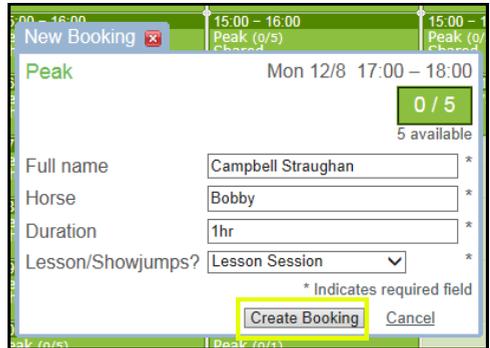
Ensure 'Ask me every time' is selected, then click 'Log In'



3. Tap on the slot you would like to book      4. Tap 'New Booking'



5. Fill in the booking form, and tap 'Create Booking'



6. You will be informed that the booking was created, a tick will also appear

**Booking successfully created**  
Confirmation sent to camstraughan@gmail.com.

This message is to inform you that a booking was just created.

Details of the new booking:  
When : Mon 12/8/2013 17:00 to 18:00  
Title : Peak  
Full name : Campbell Straughan  
Duration : 1hr  
Lesson/Showjumps?: Lesson  
Horse : Bobby  
Created by : camstraughan

You can access the schedule at:  
[http://www.supersaas.co.uk/schedule/164arenabookings/Indoor\\_Arena2dayc12&month=18&year=2013](http://www.supersaas.co.uk/schedule/164arenabookings/Indoor_Arena2dayc12&month=18&year=2013)

Please do not reply to this message, it was automatically generated and replies will not be read



7. Tap 'Sign out'



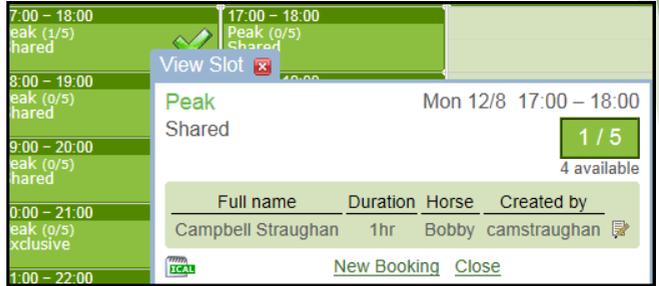


## Altering & cancelling your booking

1. You MUST sign in before you can alter or cancel your booking

2. Tap on the booked slot where your booking will appear

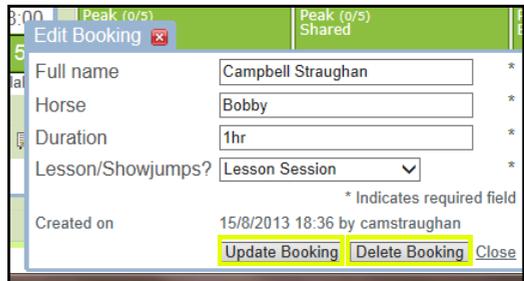
3. Tap on the edit icon to the right of your booking



Full name	Duration	Horse	Created by
Campbell Straughan	1hr	Bobby	camstraughan

4. You can now change your booking information, once complete tap 'Update Booking'.

If you would like to cancel your booking tap 'Delete Booking'



5. You will now receive confirmation that your booking was updated or cancelled

**Booking successfully updated**  
Confirmation sent to camstraughan@gmail.com.

**Booking successfully deleted**  
Confirmation sent to camstraughan@gmail.com.