

## **How To Book**

You must make official bookings with Carden Park and Chester Golf Course at all times and then log your details onto the association calendar. Please follow these simple steps for booking your activity.

- 1) Log on to the association calendar to see if your desired day/time is available (checking there are no more than 8 golfers and 8 leisure users per day (4 at weekends for leisure).
- 2) Phone Carden Park on **01829 731635** or Chester Golf Club on **01244 677760** to make your booking for golf. Leisure members do not need to book a slot with Carden Park BUT do still need to check and complete the calendar.
- 3) Enter the details on the association calendar for your fellow members to see (copy the examples detailed below).

## **Notes**

Please do not amend any details other than your own.

If you have booked and cannot meet the scheduled time, please click on your details and delete them from that particular date AND more importantly cancel with Carden Park or Chester Golf Club.

Once you have visited Carden Park or Chester Golf Club, please do not delete your booking, we will monitor all bookings and keep logs.

Please fill out the details as shown in the examples.

We can book up to 14 days in advance at Chester Golf Club and 30 days in advance at Carden Park, please book early to avoid disappointment.

Please do not block book sessions. Play 1 session and then you can book a further session.

We appreciate weekend bookings will be popular so please do not book consecutive weekends (for either leisure or golf facilities).

Slots can be booked on the day in question if they still remain free.

## **In Conclusion**

We ask that you book the facilities with consideration for your fellow users by both keeping the calendar up-to-date and by realising that everybody is entitled to fair and equal usage of the facilities at Carden Park and Chester Golf Club.

If you are uncertain about anything, please do not hesitate to contact us.

Many thanks and best wishes

Paul Fletcher 07955 324568 ([p.fletcher@chester.ac.uk](mailto:p.fletcher@chester.ac.uk))

## Google Mail Account

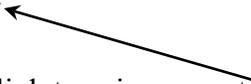
To access our calendar, members need to have a google mail account set up. If you already have an account, email from your gmail account to [chesterunicorp@gmail.com](mailto:chesterunicorp@gmail.com). In this email, give us your name and your date of birth, so we know who you are. We will then give you access to the calendar and you'll receive an email with the link to the calendar as below:

We are writing to let you know that [chesterunicorp@gmail.com](mailto:chesterunicorp@gmail.com) has given you access to edit events on the Google Calendar called "[chesterunicorp@gmail.com](mailto:chesterunicorp@gmail.com)"

We have automatically added this calendar to your Google Calendar account. You can hide or completely remove this calendar at any time.

- The Google Calendar Team

[View Your Calendar](#)



Click on this link to gain access to the calendar

If you do not have a google mail account, click on this link to create your account. It is very easy to set up.



<https://support.google.com/mail/answer/56256?hl=en>

Once you've created your account, email us from your gmail account to [chesterunicorp@gmail.com](mailto:chesterunicorp@gmail.com). In this email, give us your name and your date of birth, so we know who you are. We will then give you access to the calendar and you'll receive an email with the link to the calendar.

- To see example entries, please see below. This is how the calendar will look when entries are made by our members.

Sun	Mon	Tue	Wed	Thu	Fri
18	19	20	21	22	23
	St Patrick's Day observed (Northern Ir				2 ball Upton by chester 2 members 9.30 tee 5.30 – 9.30am
			3 ball premier P White S Howlett S Ryan 10 – 11am		
Swimming x3 Leisure users 1:00am					
Gym x1 Leisure user on					

- When booking a slot, click on the day you want. The following page opens:

- Click on more options and the following screen opens:

× Add title SAVE

Mar 22, 2018 7:30am to 8:30am Mar 22, 2018 TIME ZONE

All day Does not repeat Friday

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**EVENT DETAILS** FIND A TIME **GUESTS**

Notification 30 minutes ×

ADD NOTIFICATION

●

Busy Default visibility ?

Add guests

Guests can:

Modify event

Invite others

See guest list

- This is an example of how to fill out a golf booking.

× Golf C - 4 Balls (All Members) SAVE

Mar 22, 2018 7:30am to 8:30am Mar 22, 2018 TIME ZONE

All day Does not repeat

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**VENT DETAILS** FIND A TIME **GUESTS**

Notification 30 minutes ×

ADD NOTIFICATION

●

Busy Default visibility ?

Add guests

Guests can:

Modify ever

Invite others

See guest li

NOTE – Make sure you click save once you’ve completed your booking or if you’ve amended your booking!

There are a couple of important notes to remember when you complete the calendar for golf bookings, they are as follows:

- Make sure you indicate which course you are playing in the title. In the booking above the Ca is for Carden Park and CZ will be for Chester Golf Club. If you do this other members can see how many slots are still available for each course.
- Guests do not count towards our daily allocation but they still need to be listed on your bookings. If you take guests make sure this is included e.g. Golf Ca - 4 Ball (1 member & 3 guests).
- Please make sure you put the date and the time the booking was confirmed by Chester or Carden Park. The reason for this, is if there is a query with any bookings, the Committee can see when our members booked with the respective course.
- We must not go over our daily allocation, so if you want to play at Carden and the slots have gone for the day you want, chose Chester instead or pick another date.
- Please include all the details of who is playing in your group.
- Please make sure when you save the bookings to the calendar you select the Uni Calendar and not your personal calendar. See example below:

× Golf C - 4 Balls (All Members) SAVE

Mar 22, 2018 7:30am to 8:30am Mar 22, 2018 TIME ZONE

All day Does not repeat ▾

**VENT DETAILS** FIND A TIME **GUESTS**

Add location

Add conferencing ▾

Notification ▾ 30 minutes ▾ ×

ADD NOTIFICATION

Paul Fletcher ▾ ● ▾

Busy ▾ Default visibility ▾ ?

Carden Park - Golf 4 Ball. All members, Paul Fletcher, Tiger Woods, Sergio Garcia & Phil Mickleson.  
Tee off at 10:00am. Booked with Carden Park on 23rd March @ 11:00am

Guests can:

Modify ever

Invite others

See guest li

- This is an example of how to fill out a leisure booking.

The screenshot shows a booking form for a leisure activity. At the top, the title is 'Leisure - 2 People' with a 'SAVE' button to its right. Below the title, the date and time are set to 'Mar 22, 2018' from '9:30am' to '10:30am' on 'Mar 22, 2018' in the 'TIME ZONE'. There is an 'All day' checkbox and a 'Does not repeat' dropdown menu. The form is divided into two main sections: 'DETAILS' and 'GUESTS'. The 'DETAILS' section includes fields for 'Add location', 'Add conferencing', and 'Notification' (set to 30 minutes). Below these is an 'ADD NOTIFICATION' section with a dropdown for 'Paul Fletcher' and a blue circular icon. A red arrow points from a text box to this icon. The text box contains the instruction: 'Don't forget to change to the Uni Calendar.' Below the notification section are 'Busy' and 'Default visibility' dropdowns, and a rich text editor with the text 'Paul Fletcher & Emma Fletcher'. The 'GUESTS' section has an 'Add guests' button and a 'Guests can:' section with three options: 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked).

NOTE – Make sure you click save once you've completed your booking or if you've made any amendments to your booking!

The only point to consider when using the leisure facilities, is to check the calendar before you use the leisure facilities so you can see how many slots are available. If there are slots, make sure you fill in the calendar. If there are no slots available, pick another date.