



## Sutton Bowling Club Rink Diary for Competitions Information for New Members

### Background

The Rink Diary system allows you to book a rink timeslot from home or anywhere you have a computer, tablet or mobile phone with access to the internet. This is a major benefit for Members needing to book a rink timeslot for a competition or match without having to come to the club.

### How will the Rink Diary affect you?

Members **MUST** use the Rink Diary to book a rink for any competition, whether Club, National, Surrey, S&DBA or any other organisation. The Rink Diary is **NOT** to be used for Practise/Roll Ups, Ballots, League matches or Club organised matches.

If you feel you need help with the Rink Diary either initially or longer term, please try and get someone else to help you and if this is difficult one of the people at the bottom of this note and we will help you. Remember that it is not necessary for everyone in a match to book a rink.

### Rink Diary System

If you are new to the Rink Diary, please watch the **brief** user tutorial to familiarise yourself with the Rink Diary at: -

[https://www.youtube.com/watch?v=i0\\_pp3klEB4](https://www.youtube.com/watch?v=i0_pp3klEB4)

You can access the Rink Diary directly from the internet:

<https://www.sutton.rinkdiary.co.uk>

There are some slight differences between the tutorial and our version as the system has been upgraded since the tutorial was produced. Most notably, if you register your **username will now be your full name** in lower case and no spaces. Secondly, we prefer you to put any match information in the opposition box, **NOT** the additional information. This is so the information is available to those allocating rinks.

### Key Points

1. Members must first register to use the Rink Diary. This is a simple process of recording your email address and entering a memorable password. Confirmation of your registration and username will be sent to your email address as will future bookings and amendments. You will need to use these log on details every time you access the Rink Diary. Your username is **NOT** your email address.
2. If you do not have an email account or access to suitable technology, remember that a "buddy" can make the booking for you.
3. When requesting "slots" you have the option to choose from 1 to 6 depending on how many are available. A slot is **NOT** a specific rink number; it simply indicates how many rink sessions are available at that time. Members cannot choose on which rink they want to play (apart from National or County competitions) as rinks are allocated by the Club according to agreed priorities listed when you access the Rink Diary. Members booking a rink for a National or County competition should request a specific rink number (if required) in the "Name of Opposition" box. **Please ignore the additional information box.**  
Contact either David Goldberg, Robin Castle or Rita Fraser