# **BOXFORD COURTS** Online Booking

## BOOK A COURT

1. On your phone, tablet, or computer, go to <https://boxfordcourts.skedda.com/>.
2. Find an open date and time to play by adjusting the date at the top of the screen.



TIP Click MONTH to see open availability for a full week.

1. Click a day/time slot and then click  or click   to create a booking.

*Registration and login:*If you have not previously registered a new account or you are not already logged in, you might be prompted to do so. In the NEW BOOKING window, enter your email address. Click **Next**. Follow the instructions provided.

1. Complete your booking by entering the required details, including the date/time and court (called a *space*). For the booking title, enter your name.

1. Click .

When you look at the calendar, your bookings will include your name. When other players hover over your bookings, your name is anonymous, as shown in this example:



## CANCEL A BOOKING

1. Go to <https://boxfordcourts.skedda.com/> and log in.
2. Locate the booking that you want to cancel. Click the down arrow, select **Cancel your booking**, and then select **Yes, do it**.