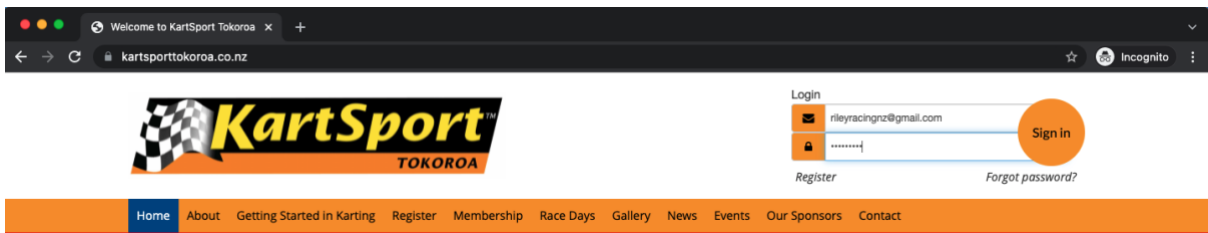




## Practice Registration Process

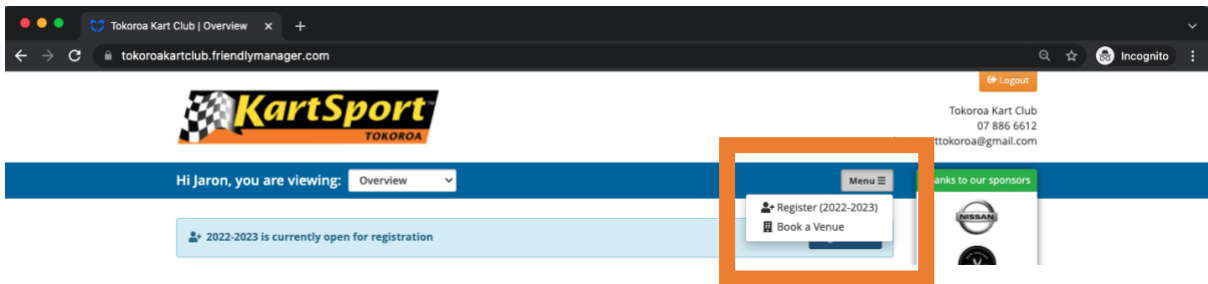
### Step 1

Login to your membership profile using the Login section at the top of the club website



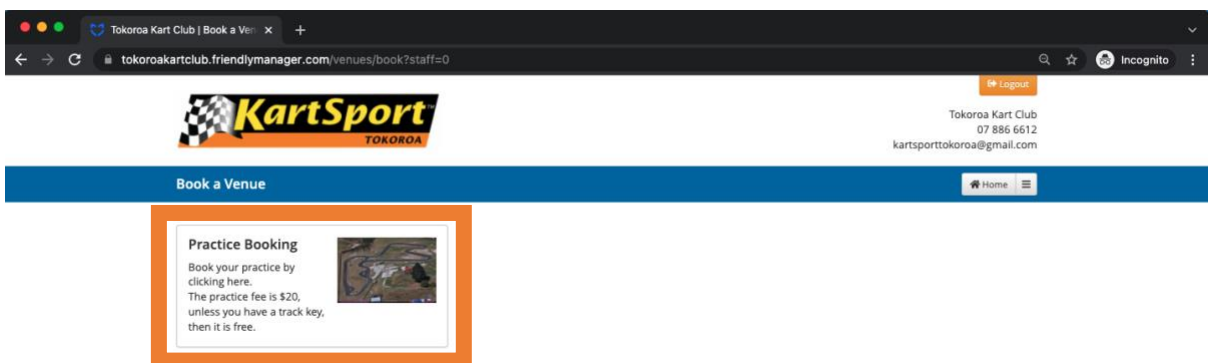
### Step 2

From the Menu option, select Book a Venue



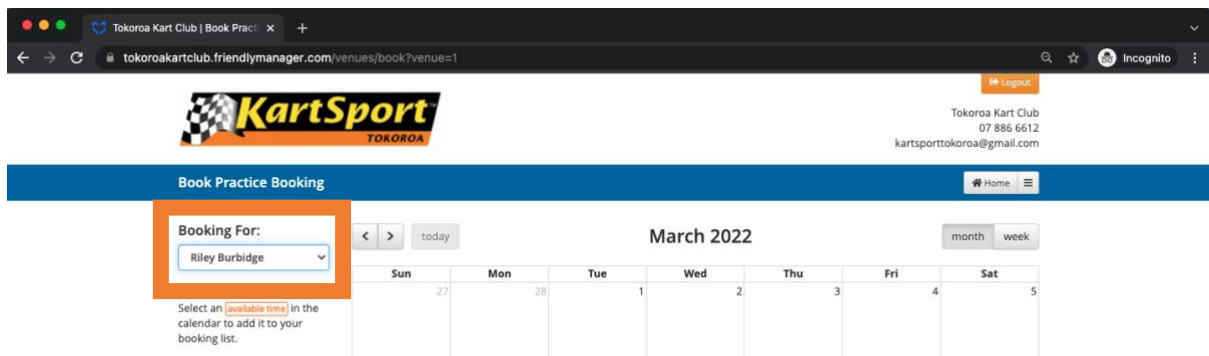
### Step 3

Click on Practice Booking



## Step 4

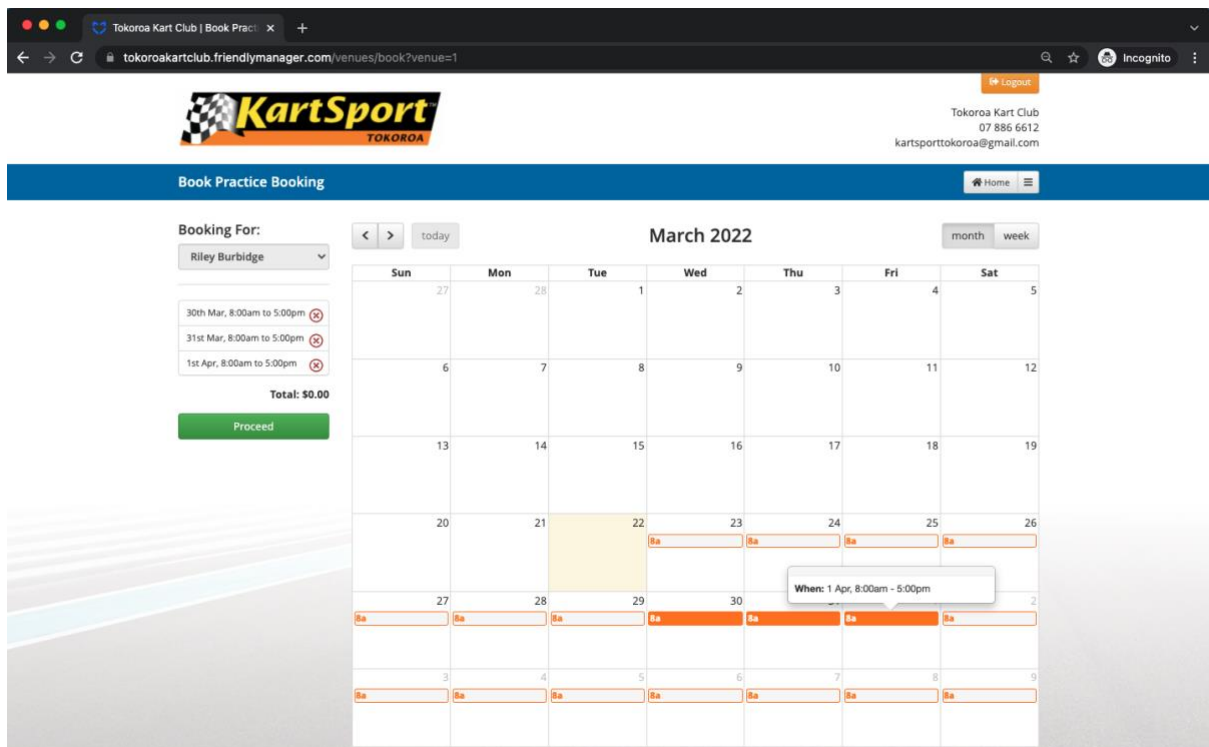
Under Booking For: select the driver who will be practicing



The screenshot shows the 'Book Practice Booking' page for the Tokoroa Kart Club. The 'Booking For:' dropdown menu is highlighted with an orange box and contains the name 'Riley Burbidge'. Below the dropdown, there is a note: 'Select an available time in the calendar to add it to your booking list.' To the right, a calendar for March 2022 is displayed, showing dates from Sunday 27 to Saturday 5. The calendar has navigation arrows and a 'today' button. The page header includes the 'KartSport TOKOROA' logo and contact information for the Tokoroa Kart Club.

From the Calendar displayed, select the dates you wish to practice.

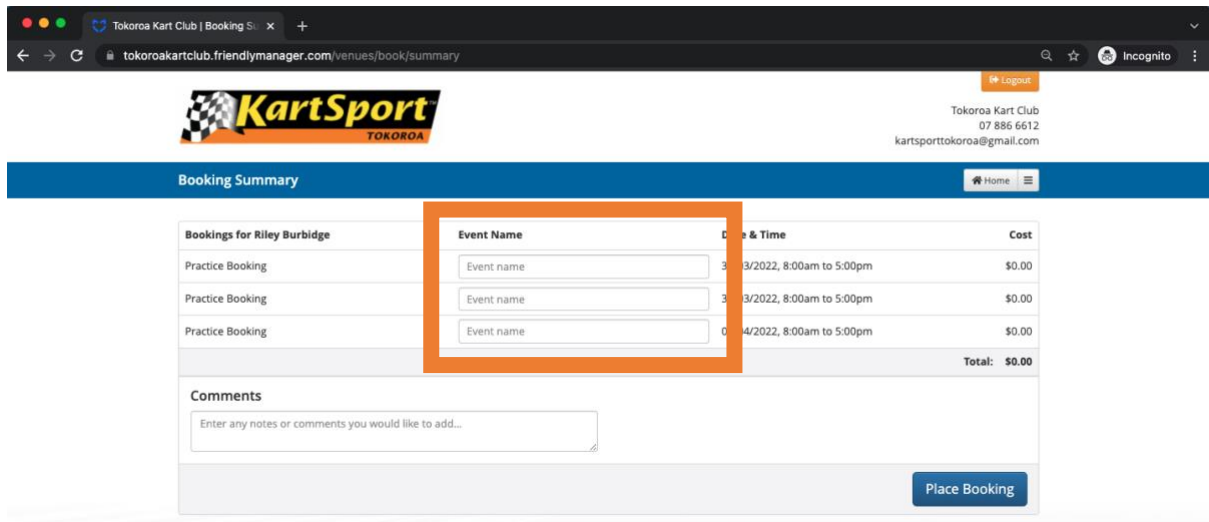
You can select more than one day at the same time for a block booking.



The screenshot shows the 'Book Practice Booking' page with the calendar for March 2022. The 'Booking For:' dropdown menu is still set to 'Riley Burbidge'. On the left side, there is a list of selected bookings: '30th Mar, 8:00am to 5:00pm', '31st Mar, 8:00am to 5:00pm', and '1st Apr, 8:00am to 5:00pm'. Below this list, the total cost is shown as 'Total: \$0.00' and a green 'Proceed' button is visible. The calendar shows dates from Sunday 27 to Saturday 5. A tooltip is visible over the date 1st April, indicating the selected time slot: 'When: 1 Apr, 8:00am - 5:00pm'. The page header includes the 'KartSport TOKOROA' logo and contact information for the Tokoroa Kart Club.

Click Proceed to confirm your booking.

You will be taken to a summary page. In the Event Name field, please enter your name and kart number. Click Place Booking to Confirm



Note: if you do not have a track key as part of your membership, Place Booking will be replaced with Pay and Book, you can complete payment at this time.

## Cancelling a Booking

If you can no longer make a practice session you booked, you can cancel by simply following the same steps above, when you come to the Calendar you can click on the session date and select Cancel Booking

