

# Port Macquarie Croquet Club

## Pay-per-play - \$7

PMCC charges for use of the club's lawns on a pay-per-play basis.

Whenever you play, you will be charged \$7.00 based upon your registration in the Booking System.

If you register to play more than one session on the same day, the charge is still \$7.00 for all the sessions you played on that day.

The charge is automatically deducted from your balance before the start of the day following the registration for play.

For example, if you register for one or more sessions on Tuesday, then your balance will have \$7.00 deducted before the start of day on Wednesday.

If for any reason you cannot play for a session that you have registered you need to remember to remove your registration before the end of day, otherwise you will have \$7.00 deducted from your balance.

## How to maintain your balance.

You need from time to time to deposit money into the PMCC bank account to cover your Lawn Fees.

Once you have made a deposit, you need to reflect that deposit into the Booking System as described here:

- Log into the Booking System as you normally do.
- Click on Users (it is on the left of your name on the Blue band at the top of the screen).
- Locate your name from the list.  
Hint, to get quickly to your name, you can type in the Search box any letters that appear in your name. For example, if I type in "[olfo](#)" this will find my surname as "[olfo](#)" appears as a sequence in Wo[olford](#).

Type a sequence of letters in your name to bring up your own record.

- Click on your name.  
The list of personal item details is displayed. Near the bottom of the list is a field called Lawn credit (\$) which shows your current balance.
- Type your new balance in.  
Remember to ADD the deposit amount to the current value displayed in the Lawn Credit (\$) field. For example, if this field is already \$21.00, and you have just deposited \$50.00, then you would change this field to \$71.00 ( $\$21.00 + \$50.00 = \$71.00$ ).
- **Save your change.**

Unfortunately, there is no method of PMCC being able to update your Lawn credit (\$) amount when you make a deposit as the Bank does not allow this to happen.

Therefore, you need to **remember to update it yourself** whenever you deposit a Lawn Fee amount.

If you forget to remove your name from a session that you registered for but didn't play and you incurred a \$7.00 fee, then you can go into the system and ADD \$7.00 to your balance.

The Booking System will then maintain your correct balance based upon your registration for sessions.

The process is a self-serve system where you need to maintain your balance and the system auto-deducts the Lawn Fee from your Lawn Credit (\$) field.

Any questions or problems don't hesitate to call me on 0419 639 917

Tim Woolford-Smith