

## How to use the online booking system

**First time users, it is strongly advised to change your password for security purposes.**

1. Open browser & go to **bsinnovations.azurewebsites.net**
2. Click on Login (right hand corner) and click on your name to open the **“Manage account”** page. Type in your current & new password & click **“change password”**. Keep your password in a safe place. Please contact the Sports club admin office to reset your password if necessary.
3. If you click on **“Admin”** the **“Edit player details”** page will open. Here you can check & update your details where needed. Remember to click **“save”** if you made any changes.  
Members cannot change their username, subs expiry or club.

### How to load credits to your account

Kindly note credits may not be loaded immediately. It is recommended to keep a **minimum** balance of at least **R20** in your account. The waiting period for credits to be loaded is **24 hours** during the week; payments received over weekends will only be credited by the next working day.

1. Pay money via eft into OMSC bank account & send proof of payment to [admin@omsports.co.za](mailto:admin@omsports.co.za)
2. Pay cash at OMSC offices

### How to book a court off-site (prior online bookings)

1. Open browser & go to [bsinnovations.azurewebsites.net](http://bsinnovations.azurewebsites.net) & click on login. Login to system.
2. Go to **“Bookings”** click on **“courts”**. Kindly note you will only be able to book 2 weeks in advance.
3. To make a booking, hover your mouse pointer over your chosen court & time slot. Then click & drag downwards & let go once you have highlighted your desired time slot. A pop up window will open. Here you can select your opponent by using the drop down box, check your game time & date & click save once complete. You may delete your booking by just clicking on it & then click the **“delete”** button. You may only **delete a booking up to 30 minutes before a game is scheduled to begin**, otherwise you **will forfeit your game credits**.

### Turning on the court lights

1. Log in to the club’s pc to check-in for your game in order to turn on the lights. Log in on the left hand side.
2. Once logged in a pop up window indicating **“your booking”** will appear as well as **“available”** time slots. To turn on the lights click on your booking & click **“accept”**.
3. **Please log out once you have turned on the lights.**
4. Note: **“your booking”** appears in orange, **“available”** time slots are shaded in green & bookings by other members are shaded in red & are marked **“booked”**.
5. Please note you have **10 minutes to accept your booking** before you **will forfeit your timeslot**. Should this happen, your booking will appear as **“no show”** and shaded in yellow.

### Booking a court/Turning on the lights without prior online booking

1. If you arrive at the club without having done a prior online booking, you login to the system & may **select any “available” time slot** (shaded in green) or **“no show” time slot** (shaded in yellow). Select & click **“accept”** to turn on the lights.  
Please remember to log out once you have turned on the lights.

**My club page** - is a list of all members of the club

**Statement page** - here you will find a history of your activity