Booking Calendar Instructions

Go to https://www.szetech.co.uk/calendar/login.php

Login

Please fill in your credentials to login.
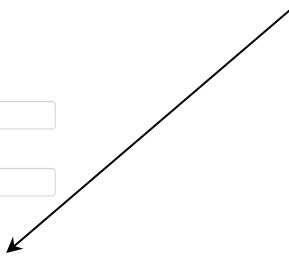
Username

Password

Login

Don't have an account? **Sign up now.**
Forgot password? **Click here.**

Select sign up now

Sign Up

Please fill this form to create an account.

Name

Username

Password

Confirm Password

Email

Submit   Reset

Already have an account? **Login here.**

Complete the following form and click submit

Login

Please fill in your credentials to login.

Username

alex

Password

••••••

Login

Don't have an account? **Sign up now.**
Forgot password? **Click here.**

Enter your password and username on the login page

New Request

Please enter request details:

Request type: Request

Date: 19/05/2019

Start time: 16 : 00

End time: 19 : 00

Submit   Reset

To request a session you can fill out this form and click submit. An email will be sent to you to confirm the booking request has been placed. The slot will be blocked out in red on the calendar. An email will also be sent to the key holders to let them know that someone has requested to shoot and the session will appear red in the calendar.

New Request

Please enter request details:

Request type: Confirmed

Date: 19/05/2019

Start time: 16 : 00

End time: 19 : 00

Submit   Reset

Key holders can then log into the calendar and change the request type to 'confirmed' by clicking on the dropdown menu. The key holder will get an email to say that the confirmed booking has been successful and any members that requested the session will also get an email. The session will turn green on the calendar. **Note: please check your spam folder if you don't see the email in your inbox.**

You can change your email address, name and also email preferences from the 'my settings' menu.

Any requests you make can be found in the 'my requests' section and this is also where you can remove your request/confirmation if you change your mind.

If a key holder marks a session as confirmed even if no one has requested it, the session will be marked as blue on the calendar so any members wanting to shoot will know that there is someone there to unlock.

By going to the 'Legend Information' menu you can see an explanation of the calendar colour coding and some other useful information.

My requests | My settings | Change password | Attendance List | Logout

Available Requested Confirmed Unavailable Key Available

Legend Info. | Instructions

If you are still not sure if someone will be at the club you can phone this number:

07845997794

Key holders will turn the phone on as soon as they arrive and if it rings it means that someone is at the club even if no one answers. If the call does not connect, it means the phone is off and no one is there.