

# SET UP AND USE YOUR CHECKFRONT ACCOUNT

Checkfront is our new Rink Booking System. By creating an account you can view your bookings, change your bookings, cancel bookings and update your guest details.

Log in before booking a rink and it will prefill your name, email and phone number.

## How To Set Up Your Account

1. Go to: <https://www.citybowls.org/member-rink-bookings>
2. Click the Log In Button (located at the top right of the Members Picture.
3. Create an Account (bottom of the box)
4. Complete the details
5. Click Submit

## How to Log In

1. Go to: <https://www.citybowls.org/member-rink-bookings>
2. Click the Log In Button (located at the top right of the Members Picture.
3. Enter your email address and password
4. Click the Blue Log In Button
5. You can book a rink from here or to access your account details click on your name where the Log In button was.

## How to Change Your Password

1. Log in and click on your name
2. Click the Account Tab Button
3. Update your details
4. Click Update

## How to Update Your Autofill Details

1. Log in and click on your name
2. Click the Saved Information Tab
3. Update your details
4. Click Update

## How To View Your Bookings

1. Log in and click on your name
2. On the Bookings Tab you will see a list of your bookings. If on a phone or small screen you may need to use the scroll buttons to see all of the details.
3. To see more details of a specific booking click the Blue Booking Code.

## How to Change Your Booking Time or Date

1. Follow the 3 'How to View Your Booking' Steps
2. Click Edit this Booking (top right of screen)
3. Click Edit Item next to the booking details
4. Change the details
5. Click Save

## How to Change the Guest Numbers or Names

1. Follow the 3 'How to View Your Booking' Steps
2. Click Edit this Booking (top right of screen)
3. Click the Booking Form Tab
4. Change the details
5. Click Save

## How to Cancel Your Booking

1. Follow Step 1 and 2 of 'How to View Your Booking'
2. On the list of bookings scroll all the way across to the right to the Status column. Underneath the RESERVED button you will see a Cancel Booking Button. Click this button to Cancel.

Detailed instructions on booking a rink can be found at [HERE](#)

### NEED HELP?

bookings@citybowls.net

(03)8329 0211