



Date: September 15, 2025

Subject: On-line Booking Procedures for Make-Up Games and Practice

Make-up games

- The system will not allow you to book ice on the same day you intend to use that ice. You must book at least one day in advance.
- Login to the Club Website
- Click on "Club" and then click on "Book Ice Time".
- The club calendar will appear on the date that you have accessed it.
- The simplest way to see if ice is available is to move into "Month" view by clicking "Month". While in "Month" view, you can quickly see any dates that have available Make-Up Game Ice. There will be a light green dot followed by "Make-Up games". A green dot indicates there is at least one sheet of ice available. In "Month" view, you may also see a red dot with someone's name after it. This indicates that there was available ice but that someone has booked it.
- In "Month" view, you can click on the dot and it will give you the time frame (6:45 pm to 9:00 pm etc.) for the free ice, but you can't book the ice in "Month" view. You must go to "Day" view.
- To access the day you want while in "Month" view, click on the **number** of the date you want to access.
- In "Day" view, you will see Make-Up Game ice clearly denoted within a light green area. To book, click within the green area.
- In the "Comments" box, you **must** indicate the original date of the game that is being rescheduled and the names of the two skips. Once you've done that, click "Confirmed". You'll receive a message indicating that you have booked the ice and you will receive an email to the same effect.
- You should check the booking by hovering your mouse on Members Home and clicking on My Ice Bookings. You will see the sheet that has been booked (called "Resource"), the date and the time and with Status marked "Confirmed". Next to



the word Confirmed will be a large red "X" under a heading called "Action". If you have booked ice but need to "unbook" it, hit that X and it will free up the ice.

- **Once you have booked ice for a make-up game, please send me an email at drawmaster@miltoncurlingclub.ca and let me know:**
 - **The date and time of the originally scheduled game**
 - **The date and time of the make-up game**

This allows me to make your cancelled game-ice available for others to book **and I can move your game from its regularly scheduled time to the new time.**

Practice Ice

- If you'd like to practice, you will find some ice available in the calendar clearly marked as Practice Ice. **Do not book ice marked as "Make-up games" for practice.** Practice Ice that is available for booking will be denoted with a small green dot in the calendar.
- The process of identifying and booking Practice Ice is identical to that for Make-up Games except you don't have to write a comment when booking and you don't have to email me to tell me you've booked Practice Ice.

Bill Craig