



**ILKLEY**  
**HARRIERS**

# Club Session Booking System

## Quick Start Guide



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# Contents

- Process Overview
- Choosing and Booking a session
- Amending or Deleting your booking
- What to do the day of the session



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# BACK TO RUNNING – PROCESS OVERVIEW

WHEN SESSIONS LAUNCH

FEW DAYS BEFORE SESSION

DAY OF SESSION

DURING THE SESSION

Circulate the Rules of Engagement for Club Run Sessions

Apply for a club run session and agree to run rules

Self certify to confirm as “fit for attendance”

Attend the session ensuring the coach's guidelines are followed



PDF document which can be circulated and attached to session bookings

Session sign up form

<https://signup.com/go/TgUxE0g>

GoogleForm – confirmation day of session

<https://forms.gle/56dHLnYuB64Pwz07>

Session sign in and risk assessment - COACH



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# Booking System – Quick Start Guide

## Choosing and booking onto a Session

1. Log in at <https://signup.com/go/TgUxEQg>
2. Choose your session you would like to join and click sign up
3. Accept the waver and enter your name and phone number and Save
  - Do not choose more than one spot
  - Do not tick the checkbox as it will not work
  - Click Save and Done

Ilkley Harriers

Below are the Ilkley Harriers sessions for you to book on as we start to re-introduce club sessions, this is the new normal now!

In line with government guidelines, numbers are limited to 5 per session at present

Sessions will be added every two weeks, initially please only book on ONE session to allow fellow athletes to attend too

Thanks and enjoy the session

**SignUps** **% Filled**

Jane Bryant's Speed Sessions - July 20 Filled: 0 of 20 **View**

Jul 15, 2020 - Jul 22, 2020

Welcome to the Ilkley Harriers session booking site Please review the terms and if you agree and are healthy please sign up - one spot only

Neil Chapman's Speed Sessions - July 20 Filled: 0 of 20 **View**

Jul 14, 2020 - Jul 21, 2020

Welcome to the Ilkley Harriers session booking site Please review the terms and if you agree and are healthy please sign up - one spot only

IH - Test Online Sessions Filled: 7 of 10 **View**

Jul 11, 2020 - Jul 12, 2020

Welcome to the Ilkley Harriers session booking site Please review the terms and if you agree and are healthy please sign up - one spot only

**ILKLEY HARRIERS**

**IH - Test Online Sessions**  
Sat Jul 11, 2020 - Sun Jul 12, 2020

Welcome to the Ilkley Harriers session booking site Please review the terms and if you agree and are healthy please sign up - one spot only

[Share this Invite](#)

Find Spots By Date

Jul 11, 2020 ☐ Hide Full Spots

▼ Sat Jul 11, 2020 4 of 5 Filled

SPOT	TIME	FILLED	PARTICIPANTS
▶ Ilkley Harrier	11:45 - 12:30	4 of 5	<a href="#">SC</a> <a href="#">PB</a> <a href="#">ND</a> <a href="#">TC</a>

▼ Sun Jul 12, 2020 3 of 5 Filled

SPOT	TIME	FILLED	PARTICIPANTS
▶ Ilkley Harrier	11:45 - 12:30	3 of 5	<a href="#">JT</a> <a href="#">BB</a> <a href="#">SC</a>

**ILKLEY HARRIERS** IH - Test Online Sessions Sun Jul 12, 2020 – Ilkley Harrier Quantity: 1 Spot / 2 Available

**Name**

SC Stephen Coy

**Participant's Information**

**Name \*** Stephen Coy **# of Spots \*** 1

**Email** stephencoy@tiscali.co.uk

**Phone** Phone

☐ Get text reminders (US and CA only. Msg & data rates may apply)

Cancel **Save and Done**

4. Receive your confirmation email of your booked session

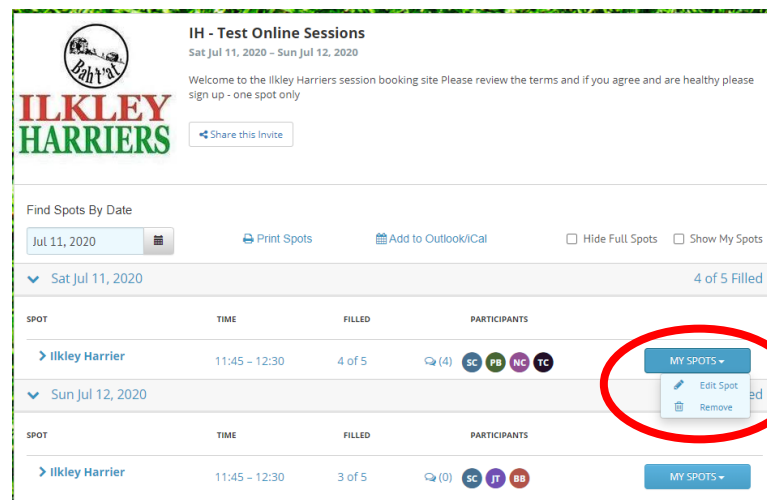
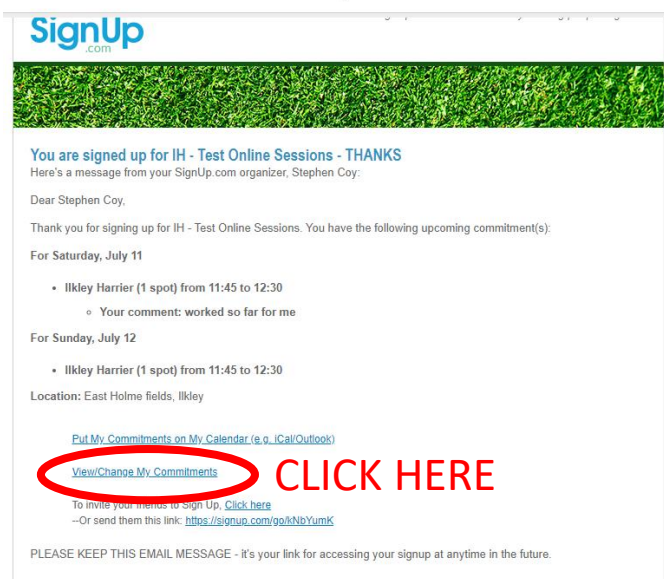


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# Booking System – Quick Start Guide

## Amending or Deleting your booking

1. Review your bookings by clicking on the confirmation email OR logging into your sign up account
2. Choose your session you would like change by choosing the “MY SPOTS” button and either edit or delete
3. Receive your confirmation email of your amended / cancelled session



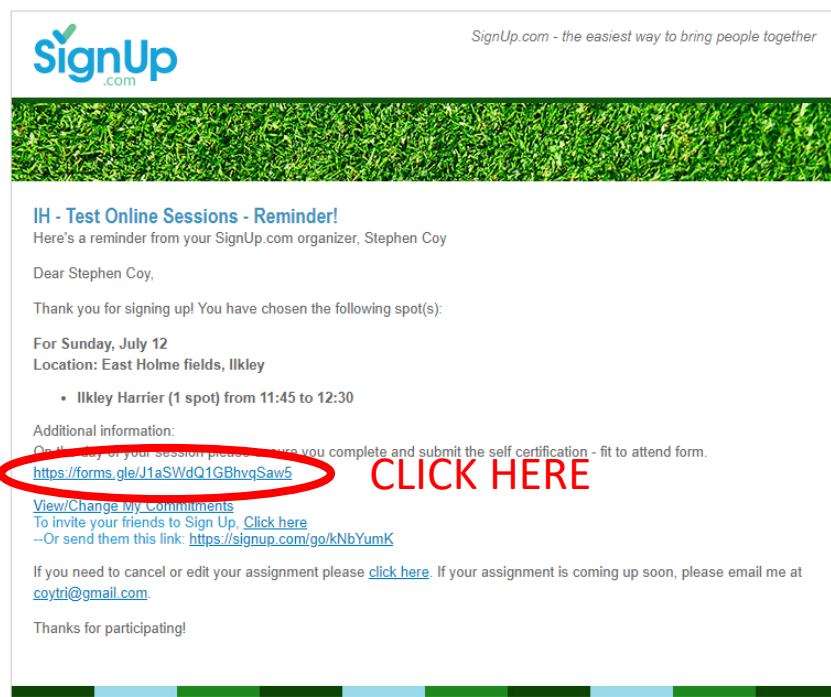


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# Booking System – Quick Start Guide

## What to do the day of the session

1. Click the link on your session reminder email to complete the “fit for attendance” form
2. Complete and submit the “fit for attendance” form
3. Attend the session following the guidelines of the session leader and enjoy!



Triathlon Run Pace... HPCP Vonage LBT Youths... Tiscali mail 123 Reg Control Pa...

**Ilkley Harriers - pre session confirmation**

This form is to be completed before every session to self confirm you do not have any COVID symptoms and you have read and understood the session rules.  
If this is not completed before the session, you will NOT be able to attend and partake in the session.

\* Required

Email address \*

Your email

Name \*

Your answer

Which session are you booked onto ? Choose the lead coach AND enter the date and time into the "other" section \*

☐ Jane Bryant's session

☐ Neil Chapman's session

☐ Other:

If you are not fit to attend

4. please email [chair@ilkleyharriers.org.uk](mailto:chair@ilkleyharriers.org.uk) and
5. remove yourself from the session as per the Amending or Deleting a booking guidance