



# BADMINTON COURT BOOKING INSTRUCTIONS



## WAIKATO BADMINTON

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To access badminton courts at the Eastlink Badminton Stadium, all users (players, coaches, visitors) must have a Waikato Badminton Pay2Play account and be accurately named in each booking prior to their booking time to avoid any delays in accessing the facility.

### REGISTER FOR A WAIKATO BADMINTON PAY2PLAY ACCOUNT

Option 1: To create an account that takes advantage of great court hire rates, register here:

[https://www.pay2play.co.nz/venues/request\\_membership/66](https://www.pay2play.co.nz/venues/request_membership/66)

The screenshot shows a web browser window with the URL [pay2play.co.nz/venues/request\\_membership/66](https://www.pay2play.co.nz/venues/request_membership/66). The page features a dark sidebar with the Pay2Play logo and navigation links: Home, Book a Session, Book a Class, Find an Event, Find a Coach, Change Venue, Terms & Conditions, About Pay2Play™, and Contact Us. The main content area is titled 'Request a membership for Waikato Badminton Association' and includes a 'Login or Register' link. Below the title is a form with the heading 'All Fields are Required \*'. The form fields are: First Name \*, Last Name \*, Create a User Name \*, Create a Password \*, Phone \*, Email \*, Address \*, and Date of Birth \*.

Option 2: To create a free account to Drop-In into the facility, register here:

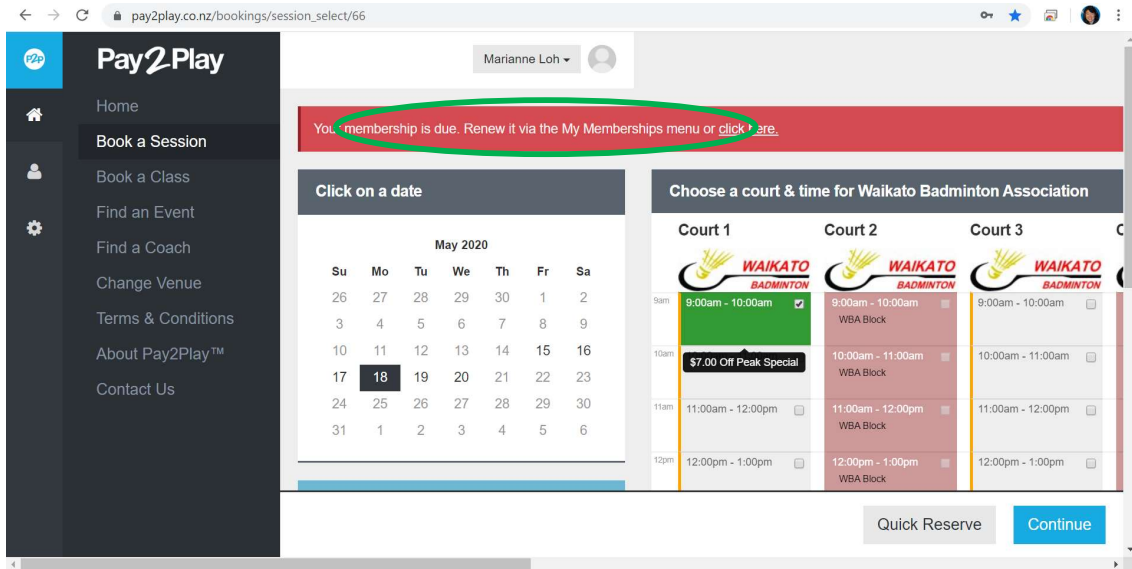
[https://www.pay2play.co.nz/Venues/request\\_casual/66](https://www.pay2play.co.nz/Venues/request_casual/66)

The screenshot shows a web browser window with the URL [pay2play.co.nz/Venues/request\\_casual/66](https://www.pay2play.co.nz/Venues/request_casual/66). The page features a dark sidebar with the Pay2Play logo and navigation links: Home, Book a Session, Book a Class, Find an Event, Find a Coach, Change Venue, Terms & Conditions, About Pay2Play™, and Contact Us. The main content area is titled 'Non members register your details with Waikato Badminton Association'. A green circle highlights the registration form fields: First Name \*, Last Name \*, Email \*, Create a Password \*, and Phone \*. Below the form is a checkbox labeled 'Allow Emails'. To the right of the form is a section titled 'Get a friend to register with Waikato Badminton Association' with the text: 'If you are wanting to play with someone that is not a member of the club they will need to register. You can enter their email address here and click send to send them the link to this page or click copy link and paste the link directly into an email.' Below this text is an 'Email' input field and a 'Send' button.

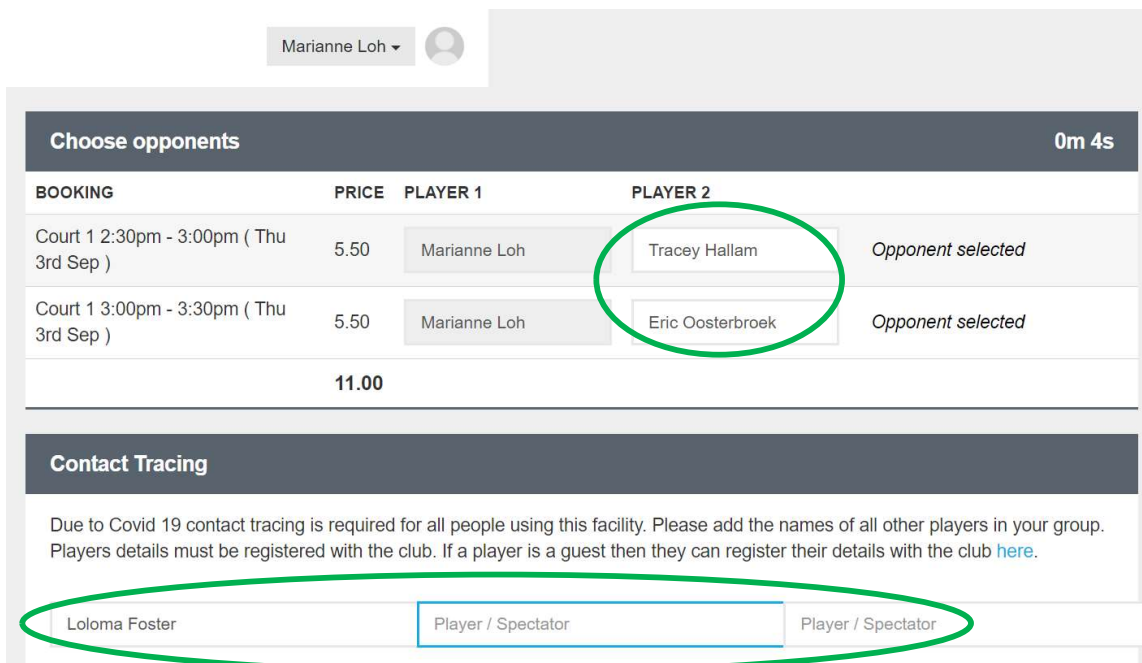
# BOOK A COURT USING WAIKATO BADMINTON PAY2PLAY ACCOUNT

1) Login to: [https://www.pay2play.co.nz/bookings/session\\_select/66](https://www.pay2play.co.nz/bookings/session_select/66)

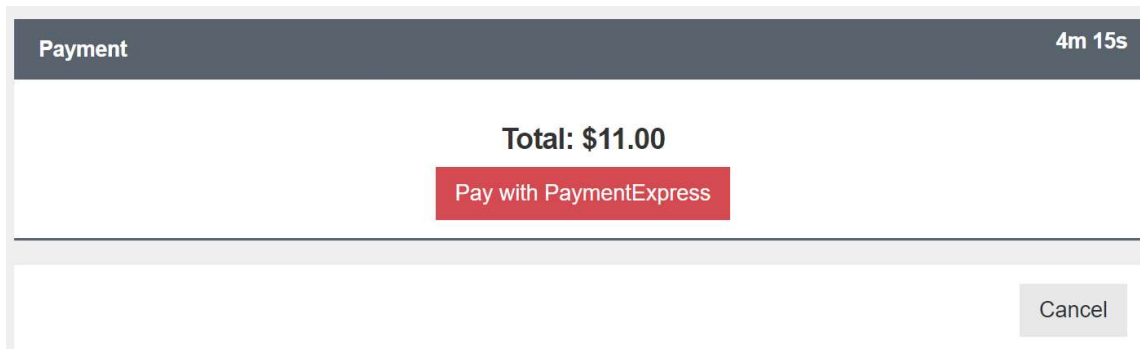
**Note: If your Membership requires renewal, please follow the necessary instructions to ensure you are charged the correct rates.**



- 2) Select a date from the calendar
- 3) Select the court(s) and times you wish to book
- 4) Click on "Continue" at the bottom right of the screen
- 5) Check the Booking Summary, then insert names of ALL playing partners/opponents, firstly under the Player 2 section, and any additional names (no limits) under the Contact Tracing section. If they are not registered, they must register an account (see above) before you continue.



6) Follow the payment instructions to complete your booking



The image shows a payment confirmation screen. At the top, there is a dark grey header with the word "Payment" on the left and "4m 15s" on the right. Below the header, the text "Total: \$11.00" is centered. Underneath the total, there is a red button with the text "Pay with PaymentExpress". At the bottom right of the screen, there is a grey button with the text "Cancel".

- 7) Once payment is confirmed you can view your booking in "My Bookings" through the menu on the left-hand side.
- 8) To delete a booking go to "My Bookings" (Note: deleted bookings will NOT be refunded)
- 9) Logout when completed.
- 10) On arrival at the stadium, ensure all users are familiar with and adhere to the Court Bookings & Stadium Users Policy [https://waikatobadminton.co.nz/wp-content/uploads/2020/09/Court-Bookings-Stadium-Users-Policy\\_January-2019.pdf](https://waikatobadminton.co.nz/wp-content/uploads/2020/09/Court-Bookings-Stadium-Users-Policy_January-2019.pdf)