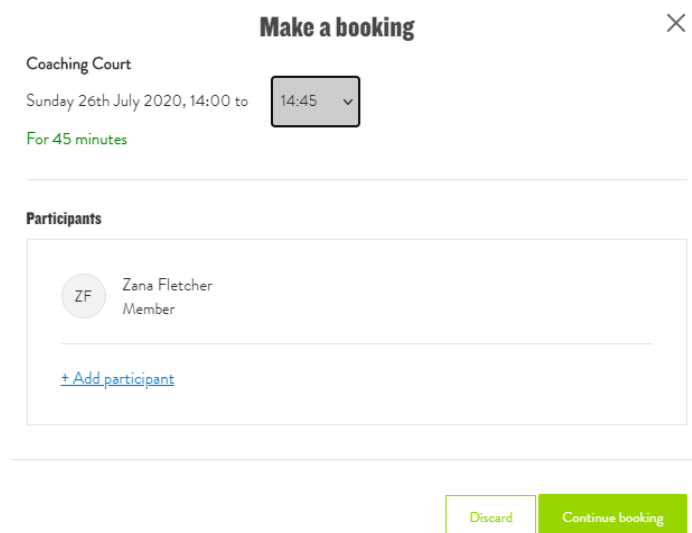


Version 4 of the Guidance for Tennis Venues in England COVID-19: RETURN TO PLAY – Published 13 July 2020 states: "To support NHS Test and Trace, venues should keep a temporary record of all those on site for 21 days, in a way that is manageable, and assist NHS Test and Trace with requests for that data if needed. This should also include keeping a temporary record of staff shift patterns for your venue for 21 days."

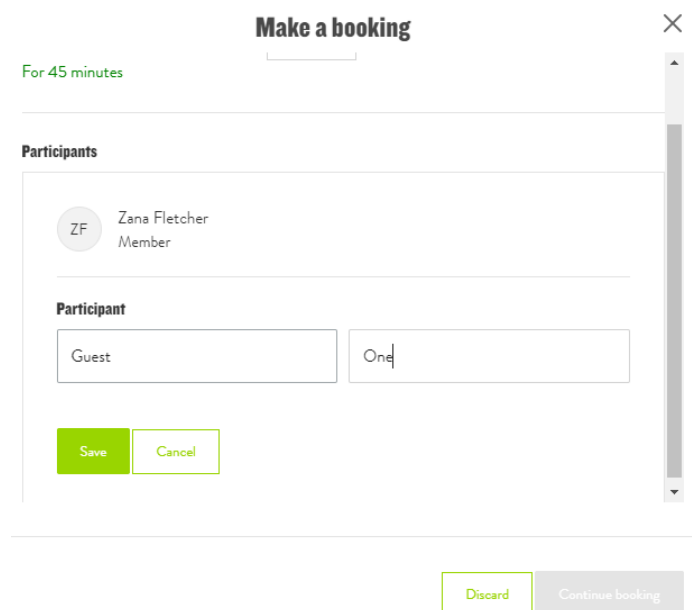
Clubspark has added a Track and Trace feature to the online court booking system which the Committee ask all members to use when booking a court.

1. Select the time you wish to start play in the normal manner to generate the page below.



The screenshot shows a modal window titled "Make a booking" with a close button (X) in the top right corner. The form displays "Coaching Court" and "Sunday 26th July 2020, 14:00 to 14:45" with a dropdown menu showing "14:45". Below this, it says "For 45 minutes". The "Participants" section shows a single participant: "ZF Zana Fletcher Member". A link "+ Add participant" is visible. At the bottom, there are two buttons: "Discard" and "Continue booking".

2. Select the duration of play by using the drop down menu in the grey shaded box.
3. The bookers name will automatically be displayed.
4. Click "+ Add Participant" to enter the name of your partner/opponent.



The screenshot shows the "Make a booking" modal window with a scroll bar on the right. The "For 45 minutes" text is now in a grey shaded box. The "Participants" section shows the same participant. Below, there is a "Participant" section with two input fields: "Guest" and "One". At the bottom of this section are "Save" and "Cancel" buttons. The "Discard" and "Continue booking" buttons are at the very bottom of the modal.

5. Enter your partner/opponents name – Press Save.

**Make a booking** ✕

Sunday 26th July 2020, 14:00 to  ▼

For 45 minutes

---

**Participants**

ZF Zana Fletcher  
Member

---

GO Guest One Remove  
Member ▼

---

[+ Add participant](#)

DiscardContinue booking

6. Using the drop down menu under Guest One’s name you can change their status to “Guest”
7. Continue to add participant’s names of the other players in your group if any – even if they are a member. *(The example below shows two guests joining the member).*

**Make a booking** ✕

**Participants**

ZF Zana Fletcher  
Member

---

GO Guest One Remove  
Guest ▼

---

GT Guest Two Remove  
Guest ▼

---

[+ Add participant](#)

DiscardContinue booking

8. “Continue Booking” to finalise your court reservation.