

# Lasham Booking System User Manual

41D Software

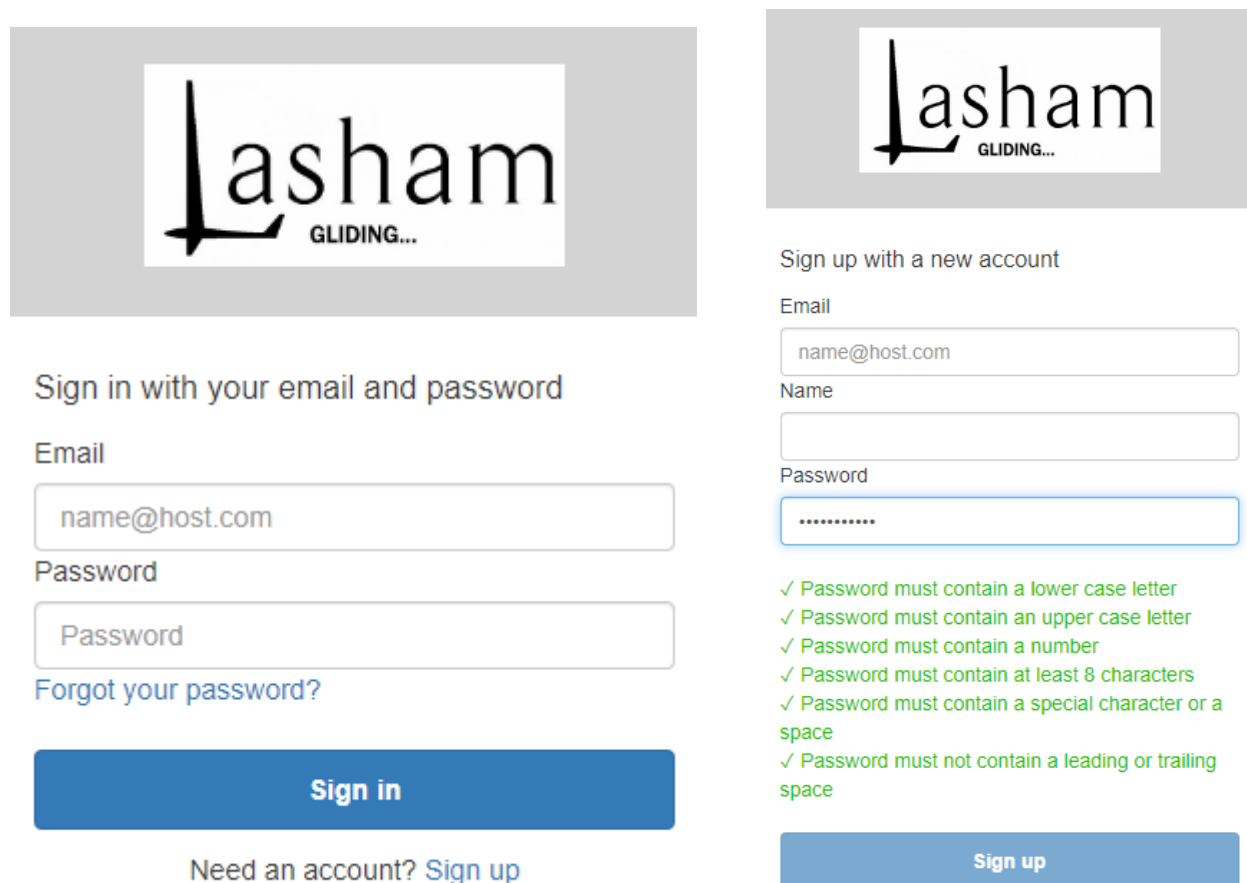
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## Getting Started

### Logging In

When you first access the new booking system, you will have to accept cookies. Then you will be taken to a login page, as below.



**Lasham**  
GLIDING...

Sign in with your email and password

Email

Password

[Forgot your password?](#)

**Sign in**

Need an account? [Sign up](#)

Sign up with a new account

Email

Name

Password

- ✓ Password must contain a lower case letter
- ✓ Password must contain an upper case letter
- ✓ Password must contain a number
- ✓ Password must contain at least 8 characters
- ✓ Password must contain a special character or a space
- ✓ Password must not contain a leading or trailing space

**Sign up**

If this is your first time accessing the booking system then please click “Sign Up”

You will be prompted for your name and email. Please take care in spelling your email and giving the First and Last Name that you wish to appear on the system.

The password policy is as follows:

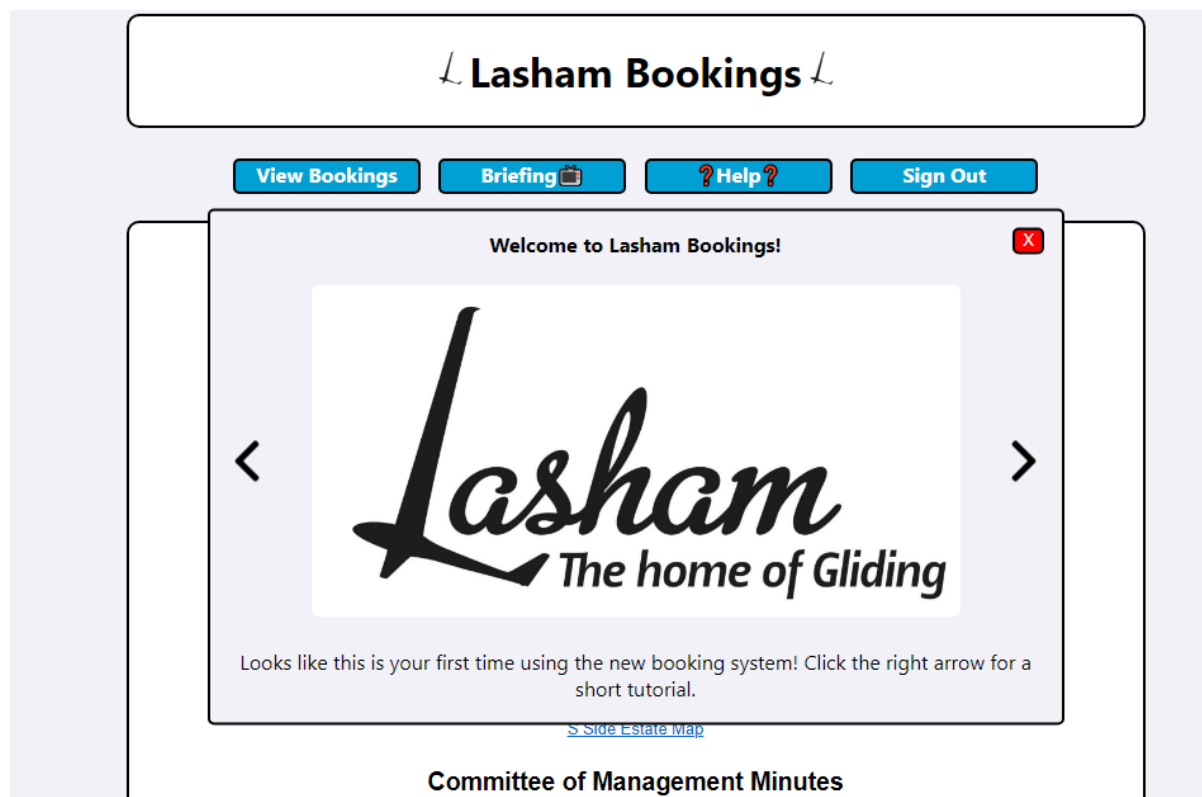
- Password must contain a lower case letter
- Password must contain an upper case letter
- Password must contain a special character
- Password must contain a number
- Password must contain at least 8 characters

You will be asked for an email verification code and an email will appear quickly for you to do this.

Once you have entered verification, LGS will verify the account within 24 hours. This two stage verification process enables tight security of the booking system. FYI once signed in (both for the first time and in future sign ins) you will be signed out after 60 mins automatically for security.

## Landing Page

Upon signing in you will be taken to the landing page below. (screenshot from desktop site, it will be similar on mobile)



You will be presented with a short help display, this can be opened at any time by using the help button in the main menu bar.

### Members Information

#### Key Operational Information

[Lasham Gliding Daily Briefing 9am- Live Zoom Link](#)  
[Airfield Manual](#)  
[Lasham Gliding Society Youtube](#)  
[BGA Bronze Examination Resources](#) – Essential For Student Pilots/Presolo Air Law Test  
[Farnborough Airspace Video Briefing](#) – Mandatory for all flying members \*UPDATED FOR 2021\*

#### General Club Information

[Rules of Lasham Gliding Society Society](#)  
[Code of Conduct](#)  
[Accounts of Lasham Gliding Society 2020](#)  
[Accounts of Lasham Gliding Society- 2019](#)  
[Static Caravan Rules](#)  
[Touring Caravan Rules](#)  
[GDPR](#)  
[Caravan Committee Contacts](#)  
[Caravan N Side Map](#)  
[S Side Estate Map](#)

#### Committee of Management Minutes

The landing page contains members information, replacing the members information section on the old site. The above screenshot is representative, the information may be changed at any time by Lasham staff.

## Menu Buttons



The landing page has 4 menu buttons, although they are fairly self-explanatory they are:

- View Bookings – access the booking system
- Briefing – zoom link for the daily briefing
- Help – view help display
- Sign out – sign out of site

## Bookings

Using the View Bookings button will take you to the booking system, as shown below (will look slightly different on mobile on account of the different screen size).

### Lasham Bookings

Signed in as Joe Bloggs  
[Booking Rules](#)

[Back to Members Info](#) [My Bookings](#)

Last refreshed at 18:18:12

[Previous day](#) 08/05/2022 [Next day](#)

#### Instructor Slots

Aircraft	Timeslot	Instructor	Student	Training Required
K21	AM	Jordan Bridge	<a href="#">Book</a>	
K21	PM	Jordan Bridge	<a href="#">Book</a>	

#### Solo Slots

Aircraft	Timeslot	Pilot	Training Required
K21 (1)	AM	<a href="#">Book</a>	
K21 (1)	AM	<a href="#">Book</a>	
K21 (2)	PM	<a href="#">Book</a>	
K21 (2)	PM	<a href="#">Book</a>	
K13	AM	<a href="#">Book</a>	
K13	PM	<a href="#">Book</a>	
G102 SH7	AM	<a href="#">Book</a>	
G102 SH7	PM	<a href="#">Book</a>	
G102 SH8	AM	<a href="#">Book</a>	
G102 SH8	PM	<a href="#">Book</a>	
G102 SH9	AM	<a href="#">Book</a>	
G102 SH9	PM	<a href="#">Book</a>	
Discus SH2	Whole day	<a href="#">Book</a>	
Discus SH3	Whole day	<a href="#">Book</a>	
Discus SH4	Whole day	<a href="#">Book</a>	
Duo Discus XLT 4	Whole day	<a href="#">Book</a>	

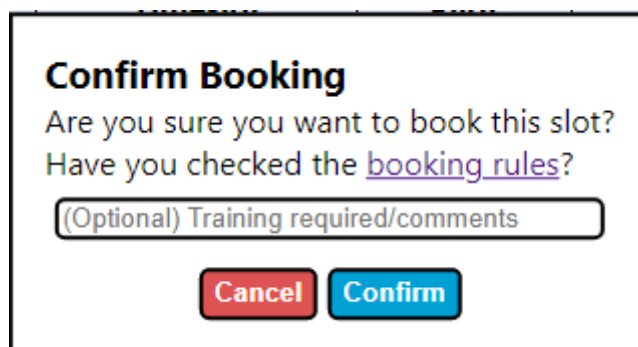
In the header, there is a link to the booking rules. If the signed in name does not match up with who you are, please contact the office!

The two menu buttons take you back to the landing page “Members Info”, and to the My Bookings page (see later chapter). Below these, there is the date selector, which selects the date for viewing bookings (e.g. in the example the date is 08/05/2022, meaning that we are viewing the bookings for 08/05/2022 (April 8<sup>th</sup>). You can quickly change days using the previous and next day buttons, or from a calendar by clicking on the date (device permitting).

The bookings are done in two main tables, one for instructor slots and one for solo slots. The instructor slots are created by the office. Slots are available up to 3 weeks ahead of the present day.

## Making Bookings

To book a slot, simply select the book button next for each slot. You will be presented with the following window.



**Confirm Booking**  
Are you sure you want to book this slot?  
Have you checked the [booking rules](#)?

(Optional) Training required/comments

You can optionally enter comments about the booking (for solo slots), or the training that is required (red card, pre/post solo etc). You can also check the booking rules through the link provided. If you change your mind at this point, you can cancel and not book the slot. To confirm the booking simply press the confirm button. If everything is fine, you will get a confirmation pop-up (and an confirmation email will be sent to the email address you use to sign in). If there is an error, you will get a message with the reason. The most likely reason the booking failed (or more accurately was rejected) was because it was not compliant with the booking policies such as booking for the same day or making multiple bookings for the same day (both of which requires you to call the office for approval). **The booking policies are programmatically enforced, your booking will not be successful unless it complies.**

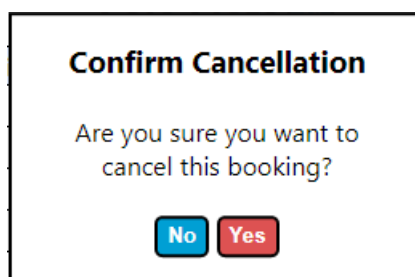
If you have a non-standard request then the default answer is to contact the Lasham Office in working hours (9-5) on 01256384900 and the office will ensure it is taken care of.

## Cancelling Bookings

To cancel a booking, simply find the booking you want to cancel, and then select the X button that appears next to your name in the booking.

K21 (1)	AM	Joe Bloggs <input type="button" value="X"/>	
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To confirm the cancellation, select yes in the next window.



**Confirm Cancellation**  
Are you sure you want to cancel this booking?

This will cancel your booking, if the cancellation complies with the cancellation policy (e.g. you can't cancel bookings in the past).

**Confirm Cancellation**

Are you sure you want to cancel this booking?  
 Due to cancelling after 4:30 the day before,  
**YOU MAY BE CHARGED A £20 FEE**  
 (at the office's discretion)  
 as per the [booking rules](#).

**Important – if you are cancelling after 4:30 the day before your booking, you may be charged a fee (at the office’s discretion). The office will be notified of the late cancellation. This rule exists to discourage people deciding by convenience not to turn up at last minute as in the past this has meant gliders haven’t flown on good days and instructor resources haven’t been used efficiently and other members have missed out. Obviously bad weather and exceptional circumstances are excused. If you do need to make a late cancellation it’s advised you ring the office as a priority.**

### My Bookings

**My Bookings**  
Signed in as Joe Bloggs

**Bookings**  dd/mm/yyyy

Aircraft	Date	Timeslot	Instructor
K21 (1)	21/04/2022	AM	-
K21	12/04/2022	AM	-
Discus SH2	25/03/2022	Whole day	-
K21	22/02/2022	AM	Jordan Bridge

The My Booking page lists your past and future bookings. This is provided for your reference and is not used for billing purposes. You can select bookings for a specific date by using the drop down. If you are an instructor, the green “Instructor View” button will appear. This will display the bookings for which you are the chosen instructor.

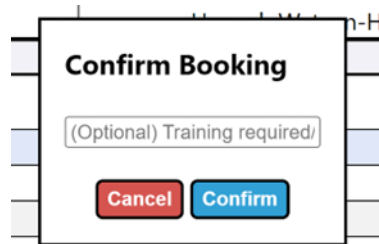
### Casual List Bookings

The “Casual List” section shows the casual list for the chosen day, ordered first come first serve.

**Casual List**



Pilot	Comments
Sam Coole	
Jordan Bridge	


To join the list, click the "Join List" button. Optionally, you can add the training required, or a general comment.



A dialog box titled "Confirm Booking" with a text input field containing "(Optional) Training required/" and two buttons: "Cancel" (red) and "Confirm" (blue).

Your name will appear in the list.

Casual List 	
Pilot	Comments
Sam Coole	
Jordan Bridge	
Thomas Curry 	demo



To cancel, use the X button next to your name (like cancelling a regular booking).