



How to use Gametime Online Booking System.

Game time is located at <http://www.bookit.i2.ca/gcc/login.php> .

Click "First time user?"

- On the next screen put in your last name and membership number (include last letter if applicable ie. Z111 or Z111A).
- On the following screen create a new login name and password of your choice.
- The system may ask you to confirm your email.

Go to login:

- Enter your name and password, click "**Submit**".
- You will be brought to an options page.
- Choose "**squash page**" as the first page you will be brought to in future.

To book a court:

- Click "**Squash Booking Sheet**" top centre of the page.
- Click the time slot for the court time you wish to book.
- Type in your last name in **Player 1** box and select, or click "**Roster**" to see pop-up list.
- In **Player 2** box do the same for your opponent's name.
- At the bottom of the screen click "**Submit**". **IMPORTANT: please note that a confirmation email will automatically be sent to both players upon hitting "submit"**.
- Return to the Squash bookings sheet to view your booking (all bookings are colour coded for easier identification – member bookings in light blue).

To delete the court:

- This can only be done by staff – please call the front desk to cancel.

To logout:

- click "**options**" (top right), then click "**logout**".