

Mallow Handball Club alley booking instructions.

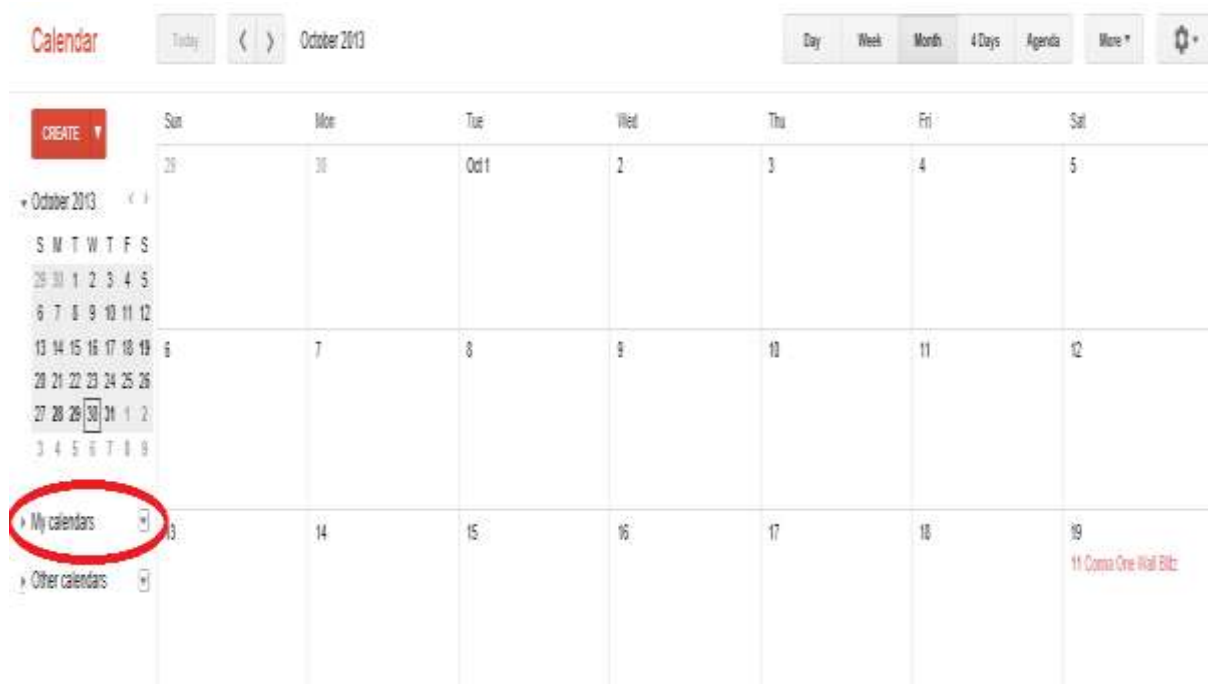
The Mallow Handball alley online booking calendar can only be accessed once you have been invited to join.

To request an invite please email using contact form located in contacts page at <http://www.mallowhandballclub.ie>.

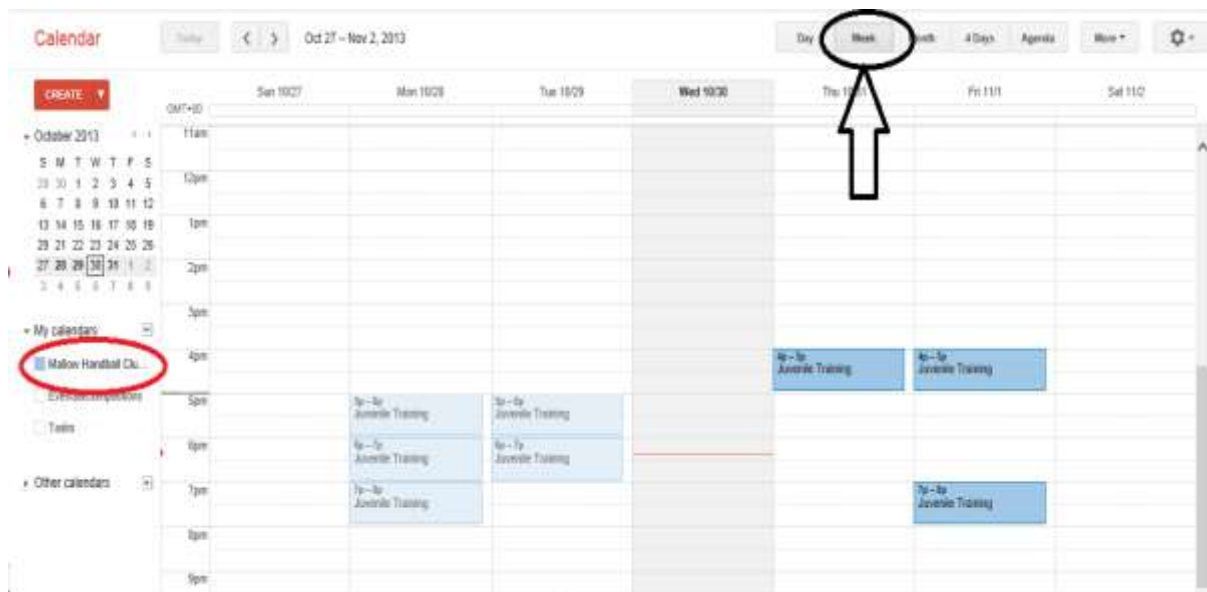
Only fully paid members of Mallow Handball Club will be granted access. A Gmail email account is required to make bookings.

1. Sign in to Gmail as normal and select 'Calendar' on the top menu, see below.

2. Click on 'My Calendars' on the left hand menu.

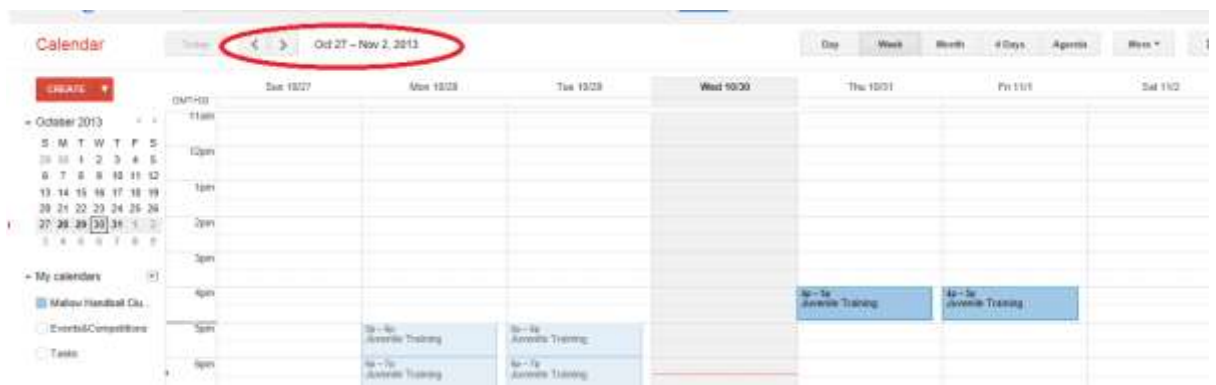


3. Click the box beside Mallow Handball Club and then click 'Week' View from the top right hand side menu, this is the booking area.

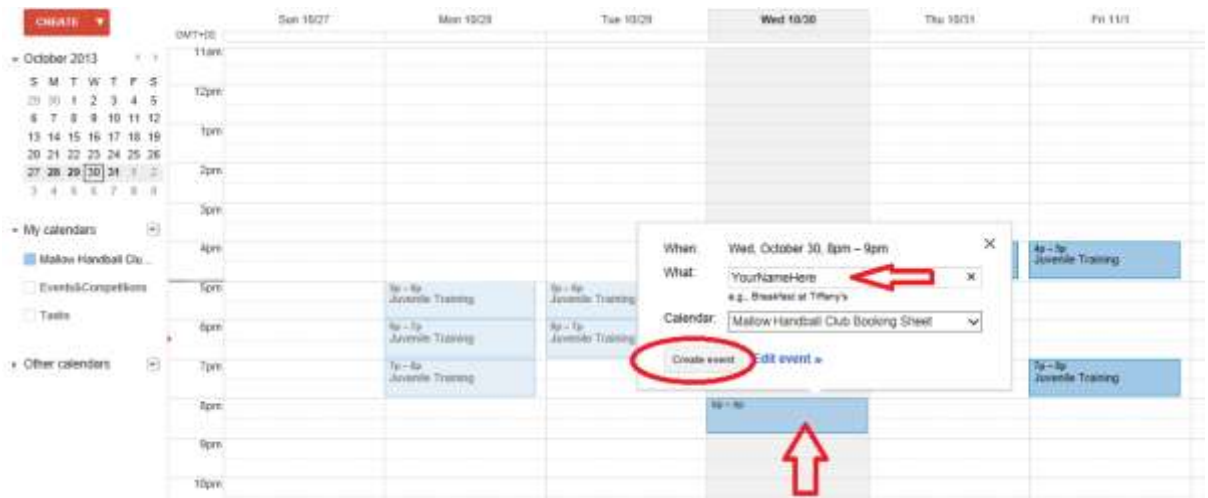


5. There are a number of ways to create a new booking, the simplest is as follows:

A. Select the required week.



- B. Click on any available hour.
- C. Enter your name in the 'What' section.
- D. Click create Event



6 Your booking is now complete