

How to use MUGA Booking System

These instructions refer to using the app on a Smart Phone. Screens may appear different on a personal computer.

1. Go to: newtonmuga.skedda.com
This will bring you to the Newton MUGA calendar page. There are options as to how the calendar is displayed by clicking on the buttons on the top left under the blue bar. Next to the words "Newton Multi Use Games Area" there is an "info" icon. Clicking on that will open a box which describes the facility and may provide other information from time to time.
2. On the calendar page select a date and time for your booking by clicking first on your chosen day, then on your chosen one-hour time slot. Time slots already booked are shown on the calendar and the greyed-out times are unavailable to book. Bookings can be made up to seven days in advance.
3. When you have selected your chosen time slot, click on the green "Book" button. This will open a new window asking you to enter an email address, then click "Next"
4. A "New Booking" window will open, confirming the booking date and time. You can enter text in the optional "Booking Title" field.. for example "Tennis"
Then enter your first and last names. Entering a telephone number is optional. There is also an optional "Organization" field should you wish to enter a Club name for example.
5. Click the box to agree to the venue terms, software terms and privacy policy, then click the green "Confirm" button. Please review these carefully before confirming. The booking is now shown on the calendar view with your name and your activity if you entered it in the "Booking Title" field. Your name is only visible to you while you are logged in. Other users will only see that the time slot is booked.
6. After the first booking, you will receive an email to confirm your account and enable you to set up a log-in password. Enter a password twice, click to confirm that you have read the venue terms, software terms and privacy policy, and click on "Set password and log in". This makes booking in the future easier as you then have a simple log-in with your email address and password.
7. In the blue bar at the top of the calendar page are three horizontal white lines. Clicking on this allows you to log-in, log-out or edit your profile.
8. You will receive a confirmation email after every booking. You should take this confirmation email with you when you attend the MUGA, as this is the proof that the booking belongs to you.