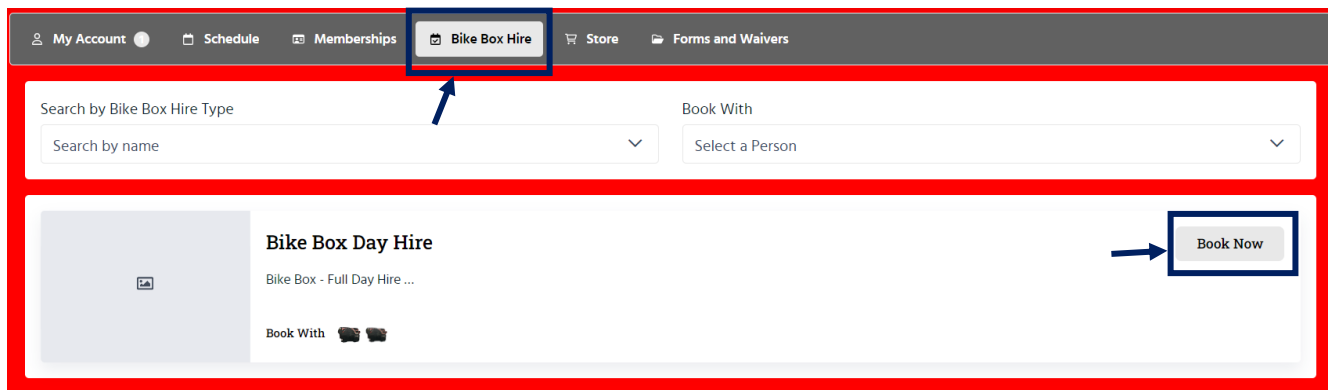


## Bike Box Hire

To hire a club bike box, you will need to do the following:

**Step 1** – Log into your account on a laptop and click on the ‘Bike Box Hire’ tab in the top menu and then click ‘Book Now’



**Step 2** – once you have the calendar, it will show the availability of the boxes for hire.

If there are two time slots available, then both bike boxes are available. If there is only one time available, there is only one box. If there are no times available, then both boxes are already booked.

To change the date, click on ‘View Calendar’ and navigate to the dates you are looking to book.

**Please note** – the time slots are only an hour, however, the booking is for the full day.

## Availability

Book with

Select a Person



View Calendar

Today, 20/1 0 Times Available

Sunday, 21/1 2 Times Available

Monday, 22/1 2 Times Available

08:00 - 09:00

09:00 - 10:00

Tuesday, 23/1 2 Times Available

Wednesday, 24/1 2 Times Available

Once you have checked that a box is available for all of the dates that you are looking for, then you have two options as to how to book the days you need.

**Please note:** pick up and drop off is on a Wednesday before the adult track session at Longford Park. You don't need to include these days in the booking, only book it for the days that you will be away. E.g. if you are flying out on Friday until Monday, you would book 4 days. Pick up and drop off will be the Wednesday before and after.

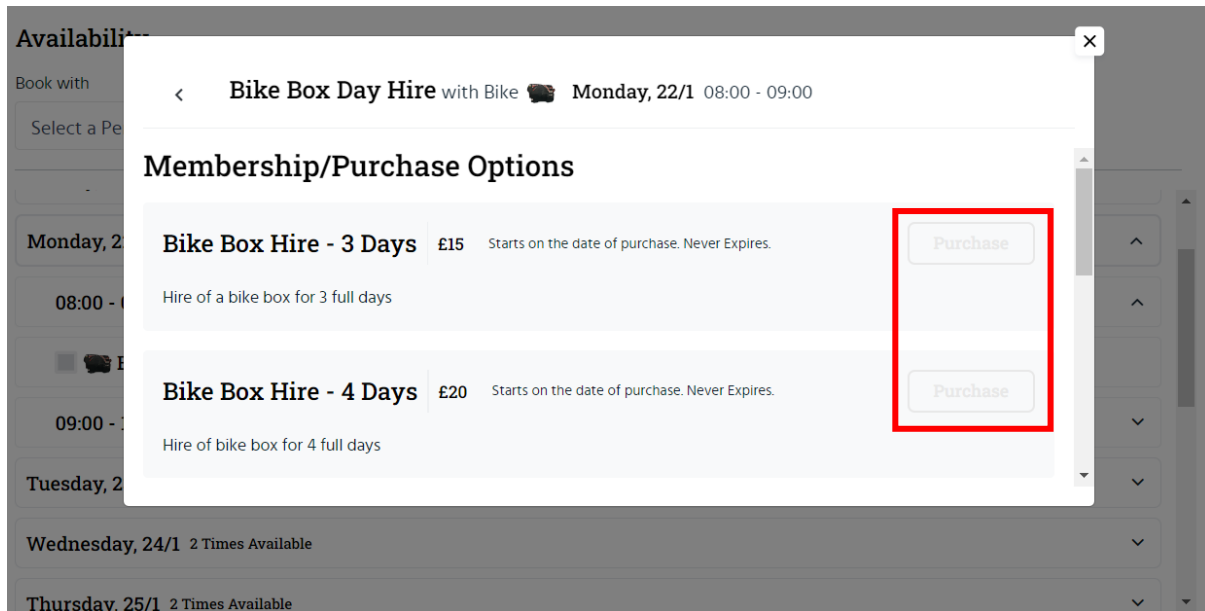
**Step 3 – Booking - Option 1** – from the schedule select the box you are hiring, this will bring a pop up box, with the details of the hire, to purchase the relevant membership, click on 'View Purchase Options'.

The screenshot shows a pop-up window titled "Bike Box Day Hire with Bike" for "Monday, 22/1 08:00 - 09:00". The pop-up contains the following information:

- Event:** Bike Box - Full Day Hire
- Venue:** (blank)
- Coach:** (blank)
- Family Member:** Test Me
- Membership:** No Valid Memberships
- Action:** View Purchase Options

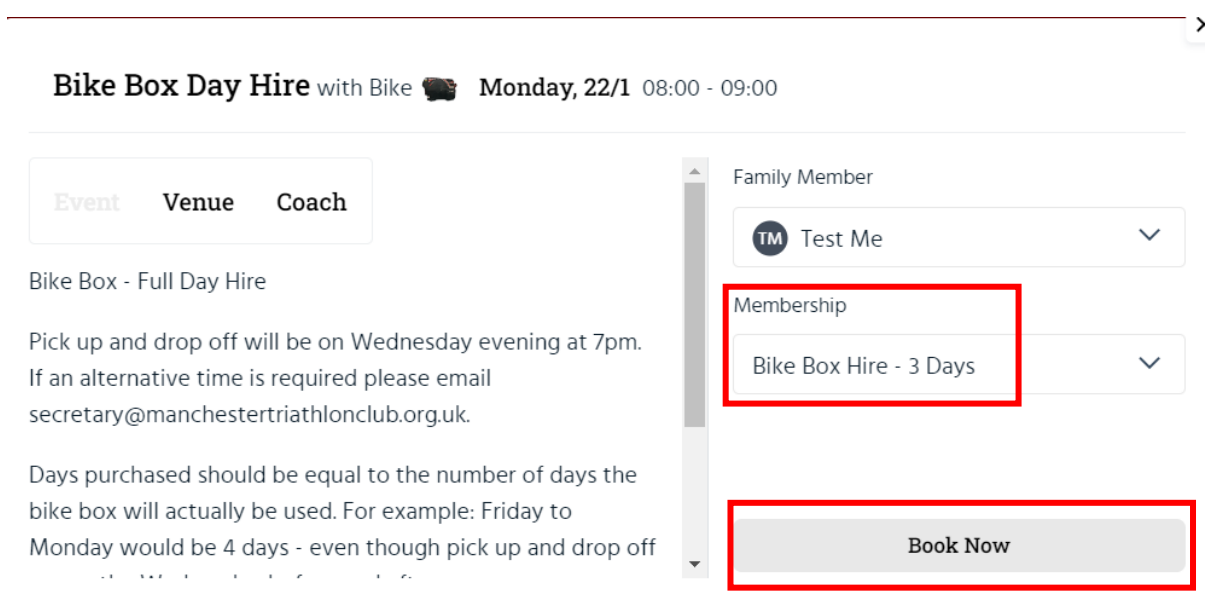
Additional text in the pop-up includes: "Pick up and drop off will be on Wednesday evening at 7pm. If an alternative time is required please email secretary@manchestertriathlonclub.org.uk." and "Days purchased should be equal to the number of days the bike box will actually be used. For example: Friday to Monday would be 4 days - even though pick up and drop off..."

This will bring up the membership that you will need to purchase to book the box. You will need the membership which has the right number of days you require the box. The Purchase button is a light grey, so not the most obvious. Once clicked you will then need to pay for the membership.



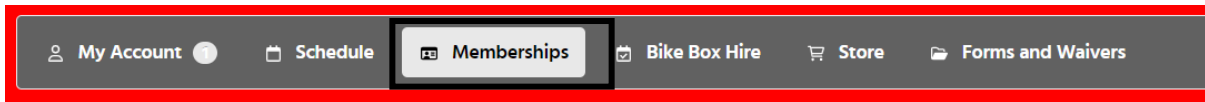
Once you have purchased the membership for that day, you will then need to book the box for the other days that you need it for. So if you are hiring it for 4 days, you need to buy the 4 day membership and book all 4 days.

To do that, select the next date that you want and this time in the membership section you will see the membership that you have bought and click 'Book Now' – do this for each day you want to book the box for.

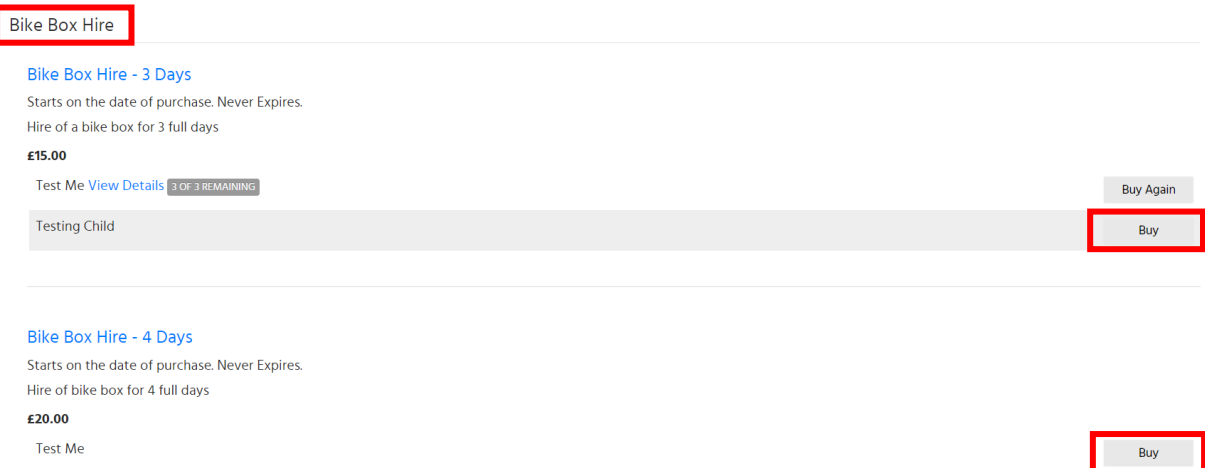


Once all the dates are booked, you are complete.

**Step 3 – Booking - option 2** – Once you have checked availability (we would suggest you do this first just to make sure the boxes are available), go to the membership page, using the ‘Membership’ button in the top menu bar



Scroll down the memberships, until you find the section on Bike Box Hire, its at the bottom. Select the membership with the right number of days and purchase the relevant membership.



Once you have purchased the relevant membership, navigate back to the schedule and the dates that you require. Click on the dates and use the membership you have just bought to book the box.

Again, please make sure you book for all the days that you need the box.

