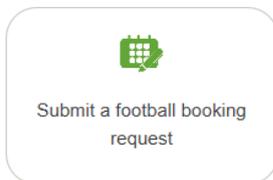


Making your football booking online

In order to complete a booking request you will need to have ready:

- A scanned copy of your Public Liability Insurance with a minimum indemnity limit of not less than £5m (Accepted file types: .jpeg, .jpg, .jpe, .pdf, .xps).
- A credit or debit card to pay online if you are booking less than 10 matches (Block bookings of 10 or above will be charged by invoice).

1. Click the **Submit a football booking request** button



2. Read the terms and conditions
3. Select the pitch type you would like to book
4. Locations that match this type will be shown in the pitch drop down list. Select the first location you would like to book.
5. You can now select the days, date range and times you would like to search for.
6. Once you have selected your date range and times available dates will be shown in the **Available Dates** dropdown box. Only times and dates that have not already been booked will be shown. If the time and date you are looking for does not appear in the drop down list then unfortunately the pitch is unavailable at this time.
7. Click **Add Record** to add each booking to your list.



8. If you would like to search for different sites or times you can change your filters and continue adding to your booking.
9. The rate you are charged will recalculate depending on the number of bookings you wish to make. If you wish to book 10 or more matches in one season you must submit them on the same booking form to receive the regulars discount and VAT exemption.
10. When you have finished adding your bookings click **Next** to proceed to adding your contact, insurance and payment details (if applicable).



11. A member of our customer service team will contact you by email to confirm your booking. All bookings are manually checked therefore slots will still show as available immediately after you submit your request, however all requests are dealt with in order of submission.