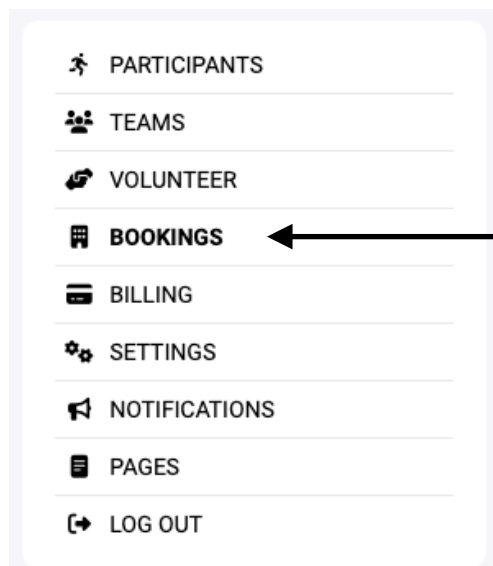


Booking a field for practice

Click on “Account” in the top left corner of the page:



Choose “Bookings” from, the side bar:



From the Bookings page you can view your current Bookings by selecting your team, the date range and then running the report.

You can also create a New Booking using the “+ NEW BOOKING” button! THIS IS HOW YOU RESERVE A FIELD

Customer

Bees

+ NEW BOOKING

4/17/2025

04/20/2026

RUN REPORT

BOOKINGS FROM 4/17/2025 TO 04/20/2026

CSV

BOOKINGS	DURATION	COST
1	1H 0M	\$0.00

<input type="checkbox"/>	Facility	Start Date	Start Time	End Date	End Time	Duration (Min)	Rate	Cost
<input type="checkbox"/>	Lowes Creek - RCU Field	4/19/2025	11:00 AM	4/19/2025	12:00 PM	60	\$0.00	\$0.00

Once you click the “+ NEW BOOKING” button you will see this screen:

BOOKINGS

TIMEFRAME

Date Range*

04/17/2025

to

04/24/2025

Time of Day*

6:00 AM

to

10:00 PM

Duration*

60 MIN

90 MIN

120 MIN

Day of the Week*

ANY

SUN

MON

TUES

WED

THURS

FRI

SAT

Display

☐ Group slots by space

FIND AVAILABLE TIME SLOTS

Choose your Date Range and Time Range

For the Duration and Day of the Week buttons, the contrast is not great... the option that you want will be the slightly lighter gray button. In the example above, you barely can see that “THURS” in day of the week is selected, as well as “90” MIN for Duration

Select “FIND AVAILABLE TIME SLOTS” to view. This should only present slots that are available for booking.

You can utilize the filter button on the top right to narrow your selections by field if you like.

BOOKINGS

AVAILABLE TIME SLOTS

FIELD

04/17/2025 - 04/24/2025

90 MIN

	Date / Time	Facility / Space
<input type="checkbox"/>	4/17/2025 8:00 AM \$0.00 / 90 min	Lowes Creek Baseball CVO Field
<input type="checkbox"/>	4/17/2025 8:00 AM \$0.00 / 90 min	Lowes Creek Baseball Forster Field
<input type="checkbox"/>	4/17/2025 8:00 AM \$0.00 / 90 min	Lowes Creek Baseball Hoeft Field
<input type="checkbox"/>	4/17/2025 8:00 AM \$0.00 / 90 min	Lowes Creek Baseball RCU Field
<input type="checkbox"/>	4/17/2025 9:30 AM \$0.00 / 90 min	Lowes Creek Baseball CVO Field
<input type="checkbox"/>	4/17/2025 9:30 AM \$0.00 / 90 min	Lowes Creek Baseball Forster Field
<input type="checkbox"/>	4/17/2025 9:30 AM \$0.00 / 90 min	Lowes Creek Baseball Hoeft Field
<input type="checkbox"/>	4/17/2025 9:30 AM \$0.00 / 90 min	Lowes Creek Baseball RCU Field

Select the desired slot, and then click Next to review and finalize the booking. Once this is finalized, you should then see the bookings if you run the report above. We currently have a request in to Crossbar to have a confirmation email sent when a booking is completed, however, this booking should also show up on your team calendar.