

Terms and Conditions Display Manual

To apply a Terms and Conditions display page prior to a member making a booking into a timesheet, please follow these steps:

1. Under Event menu in the fixture list is a submenu called Terms and Conditions
2. Here you can add or edit a Terms and Conditions content management page
3. Enter the details and ensure the page is 'live' after saving
4. Within the setup setting of the event under Configure Event is 'Details and Opening' submenu
5. In this section; change the drop down selection from None to the name of the T&C in the field called Terms and Conditions
(Changing this value from **none** to another selection automatically enables the display TC's function when a member clicks on the open tag of the timesheet.)
6. Once the timesheet opens, a member clicks on the open link and the TC's will be displayed for them to read. They have the option to agree to continue to the bookings page or disagree which takes them back to the fixture list.
7. Please note that once a member has made a booking on the timesheet that they will not be shown the TC again.