



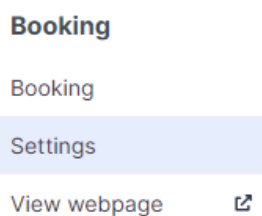
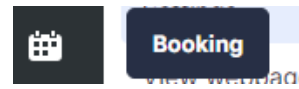
**CLUB  
SUPPORT**

## HOW TO

### Set your booking sheet to public on Clubspark

1. Login to your club admin dashboard on Clubspark.

2. On the left hand side click on Booking



3. Click on Settings

then click **Manage Basic**

#### **Settings**

4. Ensure you have the following set:

- Anyone or Logged in Users

#### **Privacy**

**Who can view the booking sheet?**

- Anyone
- Logged in users
- Members or anyone assigned a role at the venue ?
- Booking administrators only