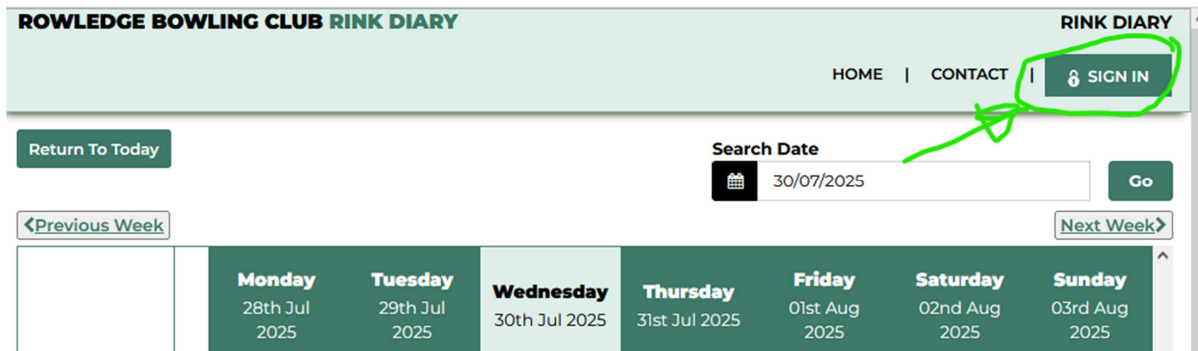


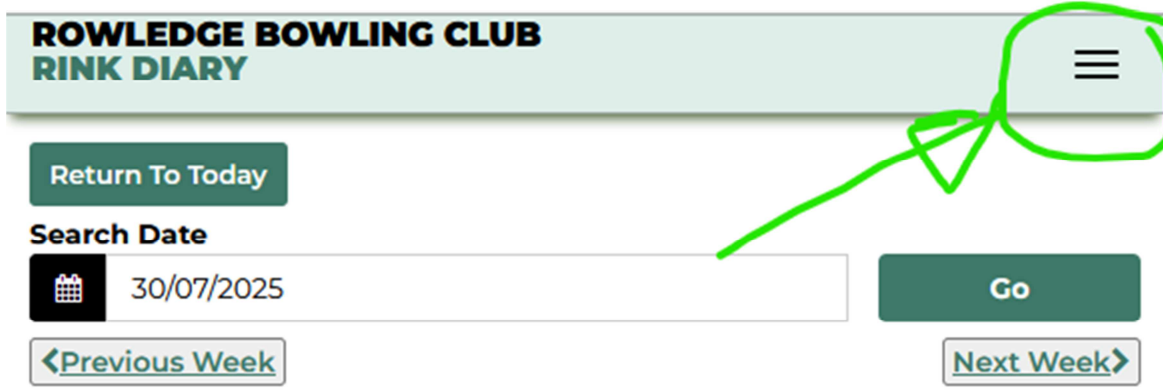
RBC Rink Diary Registration help Issue 6

To sign up, go to: <https://www.rowledge.rinkdiary.co.uk>

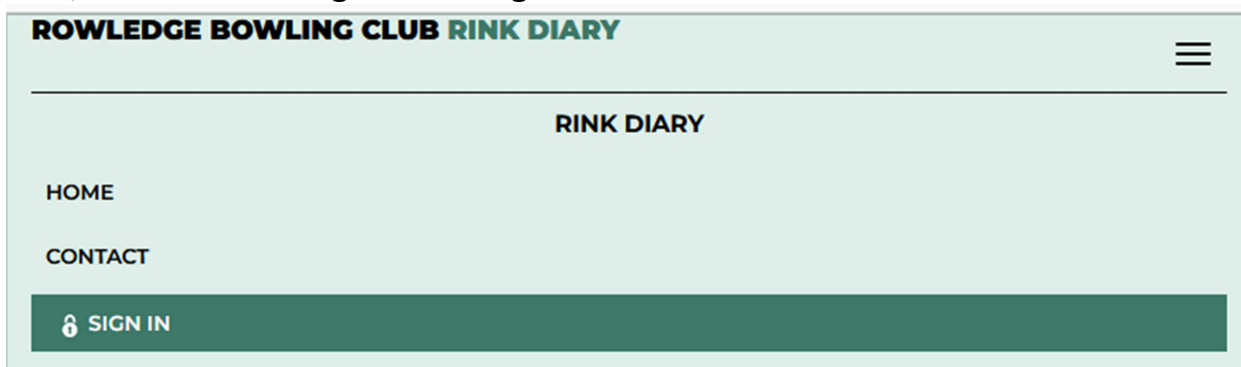
If you have a wide enough screen (eg pad, PC) there will be a green 'sign in' box top right:



If you have a narrow screen (eg phone), it will look like this:



If so, click on the 'burger' icon to get this:



Then click on 'Sign in', and you should get this screen:

Already Registered. Login here

User Name
 Password
 SIGN IN [Forgot your Password?](#)

Not Registered. Please Sign Up

First Name Last Name
 Email
 Rowledge Bowling Club
 Select Gender
 Password Confirm Password
 I'm not a robot reCAPTCHA
 REGISTER NOW

Fill in the form on the right to register, entering your chosen password. You will have to prove you are not a robot! **If you are prompted to save your password, decline** -this will save complications later. After your registration has been approved (which requires human action, so may take some time), you will receive an email confirmation which will tell you your **user name** – it will in general be your first and last names as one word – it will **not** be your email address. An example follows (note that the email appears to be sent to ‘Administrator’, this is a bug) – I suggest you keep this email.

User Account Status
 Rowledge Bowls Club Rink Diary <noreply@rinkdiary.co.uk>
 Sent: Fri 19/12/2025 15:05
 To: Administrator

Hello,
 Your Rowledge Bowling Club Rink Diary registration is approved. You may now login to check the diary and make bookings.
 Your username is **mickeymouse**

Regards, RBC Rink Diary
www.rowledge.rinkdiary.co.uk
 [remember - slot means rink]
<https://www.rowledge.rinkdiary.co.uk/>

To log in from now on. sign in on the left, using the **username** in the confirmation email – do not use your email address!

Already Registered. Login here

SIGN IN

[Forgot your Password?](#)

Not Registered. Please Sign Up

At this point it is OK to save the password in your browser. If you have difficulties logging in, please ask for help as detailed at the bottom of this guide – **do not register a second time!** Once logged in, you can change your password at any time by clicking on the “My Profile” tab at the top right.

The Diary

This is just a summary guide - Further instructions are available on the web site.

A diary page with a 7 day view will be displayed with today's date highlighted in a different colour. The day is split into 2 hour sessions, with a 3 hour session for the evening. Each session is split into 3 rink slots (all references to slots mean one of our normal 3 rinks). It shows any bookings already made, with your own bookings highlighted in yellow.

Clicking on an empty slot brings up the booking form. Select from the default drop down details. “Additional information” can be added as free text, as can “Name of Opposition” (you must enter *something* here). Click on the Request Slot button, or nothing will be saved (you may need to scroll down to see it).

There is an option to select a Provisional booking (useful for when you have to offer an opponent 3 dates), which holds the slot for 1 – 3 days (plus any time left on the day the booking is made), and auto deletes if not confirmed. Provisional bookings are confirmed either by clicking a link in the confirmation email or via Rink Diary.

Clicking on a populated slot brings up the full booking details of that slot. If this is your booking (in yellow) then you can edit or delete it as required, remembering to click Save. Again, you may need to scroll down to find the Save button.

Having difficulty?

If you cannot log in, try the ‘forgot your password?’ option at the log-in screen – you will need your username. Please do that **before asking for assistance**. If you forget your username (which is not visible to the administrator), you can request a confirmation email. To make this, or any other request, use the ‘contact’ form (button next to ‘Sign in/Logout’), or directly from:

or

Sue Stephens suestephensuk@btinternet.com 07774825253

Please do not register a second time – this just leads to more admin work!

Good luck! Martin (Rink Diary admin) 16/3/26