

How to book sports and facilities via the College website

This guide provides an overview of the steps to book a range of sports and facilities online via the College website. Bookings can be made via PC or mobile device.

Sports and facilities available to be booked online include:

- Squash courts
- Punts
- All weather sports pitch
- Music practice room

1. Booking a session

1.1 Navigate to the 'Sports and facilities' section of the College website internal pages

Bookings can be made via the College website at the following link:
<https://www.magd.ox.ac.uk/internal-pages/>

College Sports and Facilities

Use the links below to book a time for these facilities:

[All Weather Pitch](#)

[Squash Courts](#)

[Music Practice Room](#)

[Punt Hire](#)

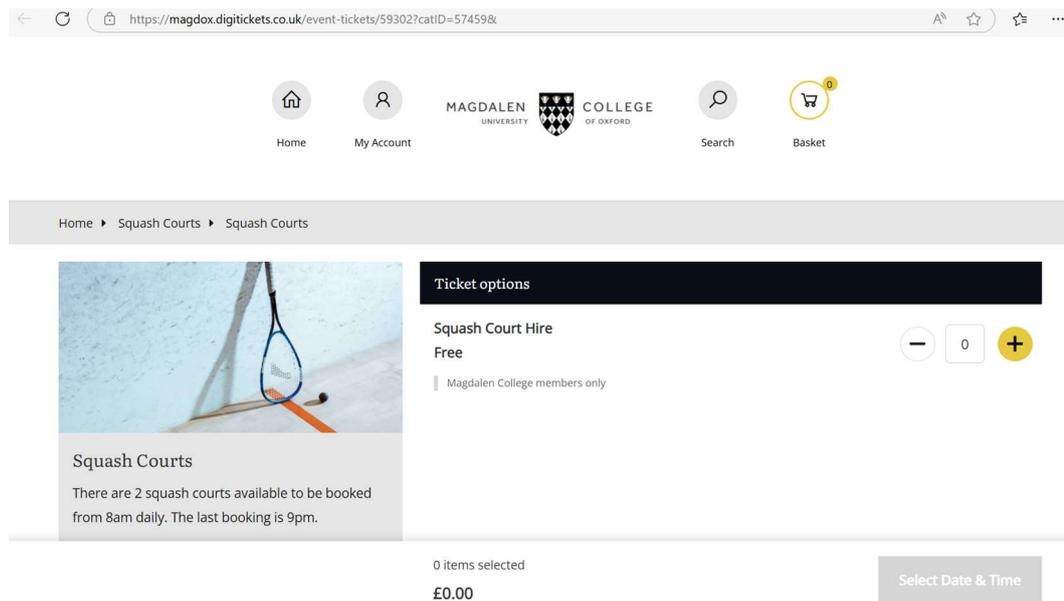
College members only.

A separate booking link exists for each type of sports or facility that is available to be booked online.

Select the appropriate link required to be forwarded to the booking site where you are able to book your session.

1.2 Select your session

After selecting the required link the Digiticket online booking system page will be displayed.



Select the number of tickets you would like to book. Note: you can only select the allowed number for a specific bookable session.



Next select the **Select Date & Time** button to choose the time and date of your session.

The calendar of available booking dates will be displayed.

Magdalen sports and facilities booking

https://magdox.digitickets.co.uk/availability?catID=57459

January 2025

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Squash Courts

You have chosen the following tickets:
1 x Squash Court Hire

Change ticket selection

Select an available date from the calendar

The booking sessions available for the specific date selected will be displayed

Availability for the 6th January 2025

8:00	Tickets available	FREE	Book
Price breakdown			
9:00	Tickets available	FREE	Book
Price breakdown			
10:00	Tickets available	FREE	Book
Price breakdown			

Select the **Book** button against the specific time slot you wish to book to add the session to your basket.

Success! 1 item has been added to your basket. ✕

The following item has been added to your basket...

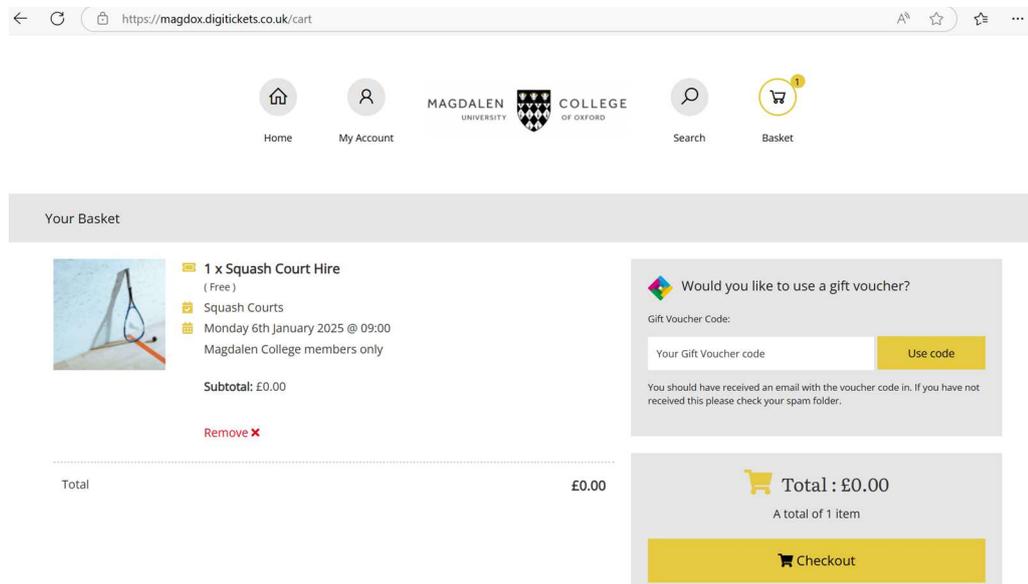


1 x Squash Court Hire
Monday 6th January 2025 @ 09:00
£0.00 each

[← Continue Shopping](#)

[Go to Basket](#)

Select the **Go to Basket** button to view your selection



The screenshot shows a web browser at <https://magdox.digitickets.co.uk/cart>. The navigation bar includes Home, My Account, MAGDALEN UNIVERSITY COLLEGE OF OXFORD, Search, and Basket (with a notification badge). The main content area is titled "Your Basket" and contains the following items:

-  **1 x Squash Court Hire** (Free)
 - Squash Courts
 - Monday 6th January 2025 @ 09:00
 - Magdalen College members only

Subtotal: £0.00

[Remove ✕](#)

Total £0.00

Would you like to use a gift voucher?

Gift Voucher Code:

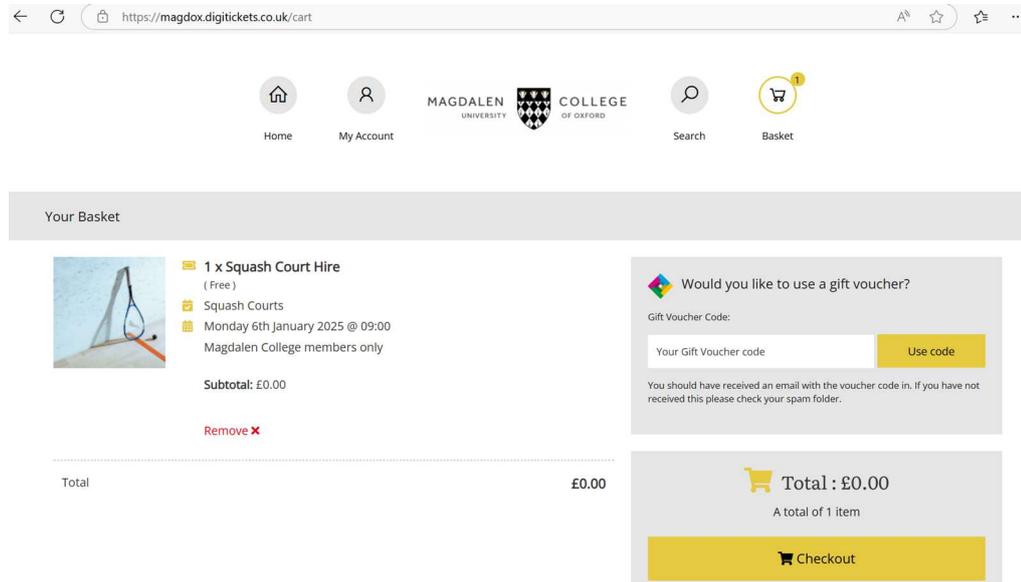
You should have received an email with the voucher code in. If you have not received this please check your spam folder.

 **Total : £0.00**
A total of 1 item

[Checkout](#)

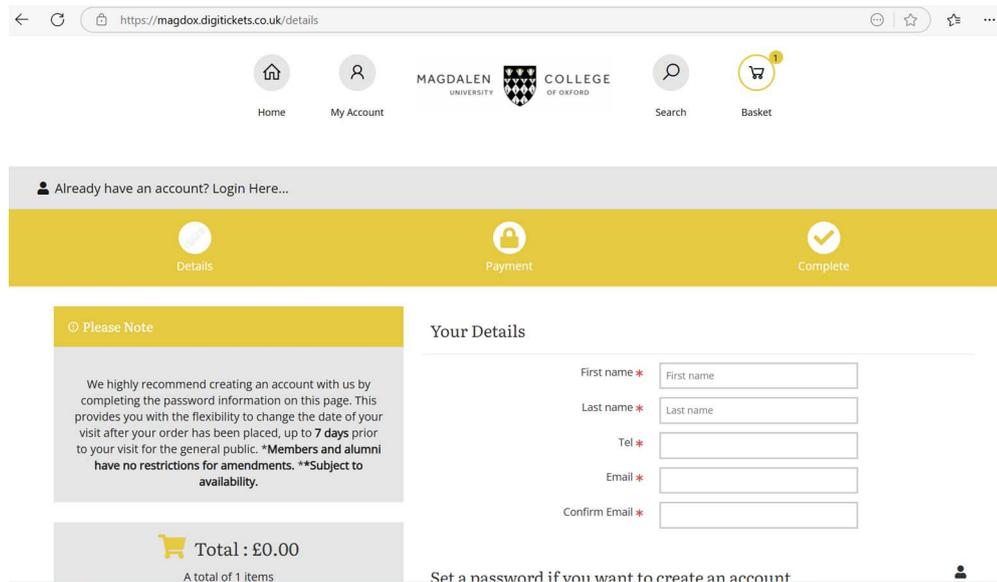
1.3 Checkout and enter account details

To checkout your basket, first review booking details are correct.



Select the  button to proceed with booking the session

The booking details page will be displayed



First time user

Complete the details page by entering your contact details in the relevant sections on the form.

Your Details

First name *	<input type="text" value="First name"/>
Last name *	<input type="text" value="Last name"/>
Tel *	<input type="text"/>
Email *	<input type="text"/>
Confirm Email *	<input type="text"/>

Set a password if you want to create an account



Password	<input type="text"/>
Confirm Password	<input type="text"/>
Account type	<input type="text" value="Personal"/> ▾

Billing Address

Country	<input type="text" value="United Kingdom"/> ▾
House name or number *	<input type="text"/>
Street *	<input type="text"/>
Town *	<input type="text"/>
Postcode *	<input type="text"/>

Note: We highly recommend you create an account by completing the 'Set a password if you want to create an account' section. This will allow the system to retrieve your details for future bookings and provide options such as booking amendments.

Returning User with account

If you are a returning user and have previously set-up an account select the



'Login Here...' option to logon and auto populate your account details.

1.4 Read and agree to terms and conditions

Read the terms and conditions provided in the link and check the box to confirm you have agreed.

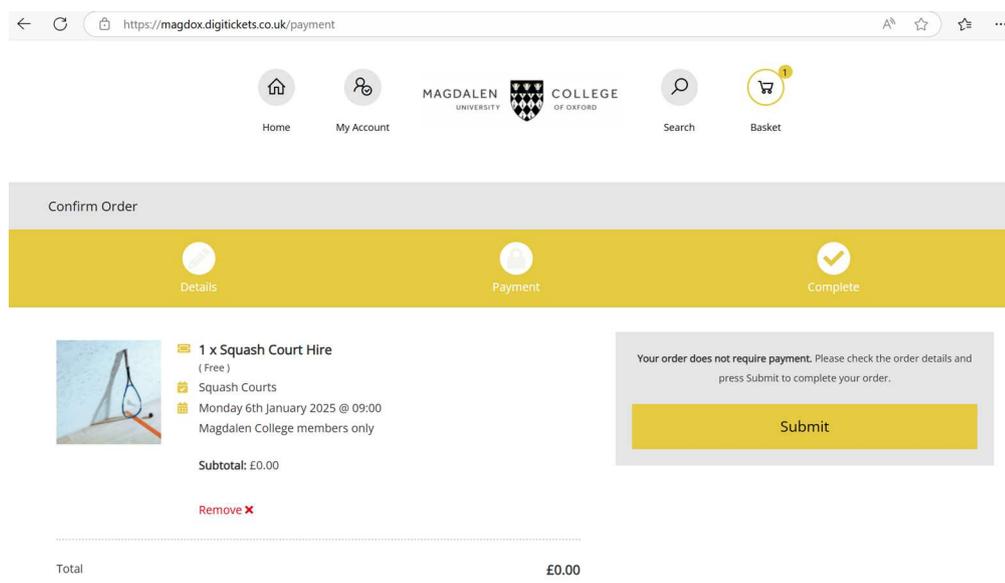
I have read and agreed to the terms and conditions *

[Terms & Conditions](#)

Select the  button

1.5 Confirm order

To confirm your order select the  button



Order completion details for the booking will be displayed. This will include any specific instructions for presenting ID when collecting keys.

Order Complete

Details Payment Complete

Thank you for choosing to book online with us Test Customer!

Order Reference:
D68QD39N0



Tell your Friends!

f X

This is your order confirmation

Please [print this page](#), or if you do not have access to a printer, make a note of your Order Reference and bring it with you.

A copy has been sent to @magd.ox.ac.uk

Squash Courts

Squash court keys may be collected from Magdalen Porter's Lodge and returned at the end of the session. Upon collection you will need to present a University card or Alumni card matching the name of the person making the booking.

Your order (5 Jan 2025 19:43)

Squash Court Hire	1
Free	
Squash Courts - Monday 6th January 2025 @ 09:00	
Total: £0.00	

1.6 Receiving your emailed ticket

Once the session has been booked you will receive an e-ticket via email to confirm your booking



2. Amending a session booking

If you have signed up and created an account you are able to logon and amend your booking dates at any time.

Note: Booking amendments are only allowed for account holders - non-account holders will need to contact the Lodge to amend any booking.

To amend a booking session:

2.1 Log on to Digitickets

Navigate to the 'Sports and facilities' section of the College website internal pages here <https://www.magd.ox.ac.uk/internal-pages/>

Select the link relating to the sports or facility you wish to amend the booking for.

College Sports and Facilities

Use the links below to book a time for these facilities:

[All Weather Pitch](#)

[Squash Courts](#)

[Music Practice Room](#)

[Punt Hire](#)

College members only.

After selecting the required link the Digiticket online booking system page will be displayed.

The screenshot shows a web browser displaying the Digiticket online booking system page for Squash Courts. The browser address bar shows the URL: <https://magdox.digitickets.co.uk/event-tickets/59302?catID=57459&>. The page header includes navigation links: Home, My Account, MAGDALEN UNIVERSITY COLLEGE OF OXFORD, Search, and Basket. The main content area shows a breadcrumb trail: Home > Squash Courts > Squash Courts. Below this is a product card for Squash Courts, featuring an image of a squash racket and ball. The card text reads: "Squash Courts. There are 2 squash courts available to be booked from 8am daily. The last booking is 9pm." To the right of the card is a "Ticket options" section for "Squash Court Hire" priced at "Free". It includes a quantity selector with minus, 0, and plus buttons. Below the selector is a note: "Magdalen College members only. Please note the tickets are per court and not per person." At the bottom of the page, it shows "0 items selected" and a total price of "£0.00". A "Select Date & Time" button is visible in the bottom right corner.

Select the 'My Account' link at the top of the page



Login

Email:

Password:

Login

[Forgotten Password?](#)

Enter your Email and Password and select the

Login

Your Account details will be displayed including an order history of bookings.



My account

Open Menu

My details

- [Edit account details](#)
- [Edit account settings](#)
- [Edit your contacts](#)
- [Add a contact](#)

Order history

Administration fees may apply if you amend an order

12th Jan 2025	D68WYRWQ4	1 item	Complete	>
17th Dec 2024	D67RVGSJ4	1 item	Complete	>
17th Dec 2024	D67RV2XD2	1 item	Complete	>
16th Dec 2024	D67QWRB92	1 item	Complete	>

2.2. Amend your session booking time

Select the booking session you wish to amend from the order history by selecting

the  icon next to the appropriate session.

Order Date	12th January 2025	1 item in total
Status	Complete	
Total	£0.00	



1 x Squash Court Hire
20th Jan, 2025 - 09:00
[Change your date or session?](#)

Select the 'Change your date or session?' link



Squash Courts

You are changing the dates/times of:
1 x Squash Court Hire
20th Jan 2025 09:00

[Choose other tickets](#)

When would you like to visit?

January 2025

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

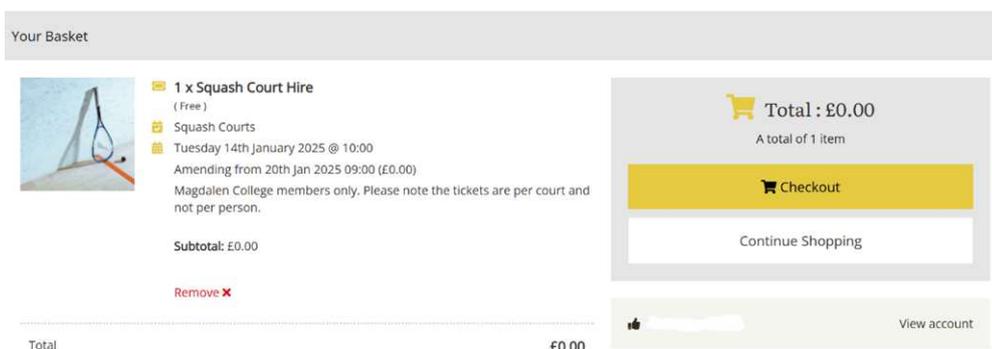
Select your new date and time from the calendar

Availability for the 14th January 2025

8:00	Tickets available	FREE	Book
Price breakdown			
9:00	Tickets available	FREE	Book
Price breakdown			
10:00	Tickets available	FREE	Book
Price breakdown			

Select your new session time and select the **Book** button.

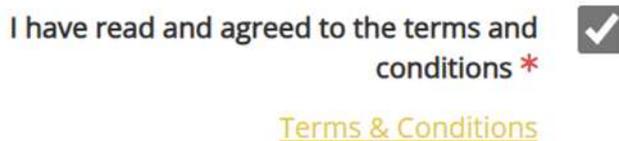
2.2 Checkout and book the updated session time



Select the **Checkout** button to proceed with booking the amended session time.

2.3 Read and agree to terms and conditions

Read the terms and conditions provided in the link and check the box to confirm you have agreed.



Select the **Next** button

2.4 Confirm order

To confirm your amended order select the

Submit

Confirm Order

✓ Details — ○ Payment — ○ Complete



1 x Squash Court Hire
 (Free)
 Squash Courts
 Tuesday 14th January 2025 @ 10:00
 Amending from 20th Jan 2025 09:00 (£0.00)
 Magdalen College members only. Please note the tickets are per court and not per person.
 Subtotal: £0.00

Your order does not require payment. Please check the order details and press Submit to complete your order.

Submit

Order completion details for the amended booking will be displayed. This will include any specific instructions for presenting ID when collecting keys.

Order Complete

○ Details — ○ Payment — ○ Complete

Thank you for choosing to book online with us Test Customer!

Order Reference:
D68QD39N0



Tell your Friends!



This is your order confirmation

Please [print this page](#), or if you do not have access to a printer, make a note of your Order Reference and bring it with you.

✉ A copy has been sent to @magd.ox.ac.uk

Squash Courts

Squash court keys may be collected from Magdalen Porter's Lodge and returned at the end of the session. Upon collection you will need to present a University card or Alumni card matching the name of the person making the booking.

Your order (5 Jan 2025 19:43)

Squash Court Hire	1
Free	
<small>Squash Courts - Monday 6th January 2025 @ 09:00</small>	
Total: £0.00	

2.5 Receiving your emailed amended ticket

Once the session has been booked you will receive an e-ticket via email to confirm your booking amendment



Your order for Magdalen College has been updated

This is your updated order confirmation

Order Reference **D68WYRWQ4**



3. Cancel a booking

To cancel a booking completely please contact the Lodge.

4. Further help and guidance

For further help or guidance please contact the Lodge.