



Courts - Admin Booking

2017 - Summer Edition

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Overview

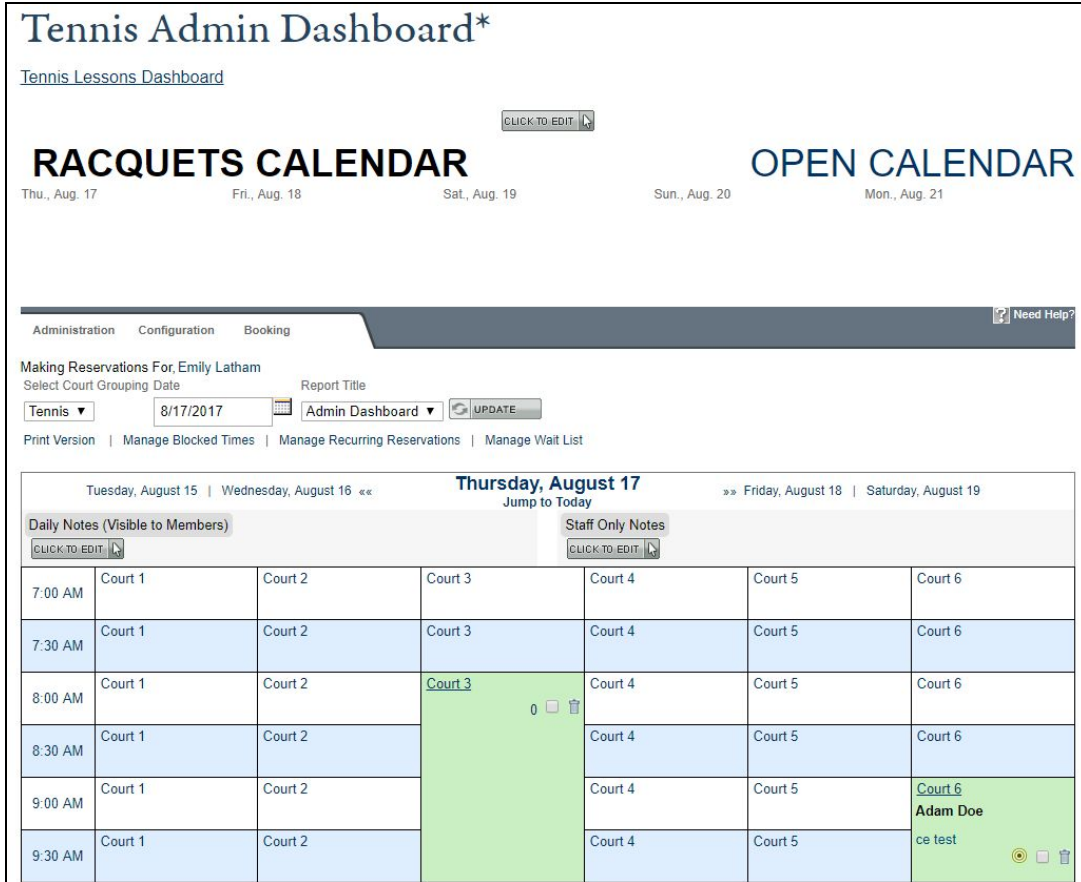
As an Admin, you may need to book on behalf of members from time to time. You can book on behalf of members using the **Courts Admin Dashboard Calendar**.

Use Case

- **Assist a Member With Reservations**
- **Bookings That Only Allow Admin Booking**
- **Editing Reservations/Canceling Reservations**

Accessing the Tool

To access the **Courts Booking Calendar**, go to the **Courts Admin Dashboard**.



Tennis Admin Dashboard*
[Tennis Lessons Dashboard](#)

[CLICK TO EDIT](#)

RACQUETS CALENDAR

Thu., Aug. 17 Fri., Aug. 18 Sat., Aug. 19 Sun., Aug. 20 Mon., Aug. 21

OPEN CALENDAR

Administration Configuration Booking [Need Help?](#)

Making Reservations For, Emily Latham
 Select Court Grouping Date Report Title

Tennis 8/17/2017 Admin Dashboard [UPDATE](#)

[Print Version](#) | [Manage Blocked Times](#) | [Manage Recurring Reservations](#) | [Manage Wait List](#)

Tuesday, August 15 | Wednesday, August 16 << **Thursday, August 17** >> Friday, August 18 | Saturday, August 19
 Jump to Today

Daily Notes (Visible to Members) Staff Only Notes

[CLICK TO EDIT](#) [CLICK TO EDIT](#)

Time	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6
7:00 AM	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6
7:30 AM	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6
8:00 AM	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6
8:30 AM	Court 1	Court 2	0	Court 4	Court 5	Court 6
9:00 AM	Court 1	Court 2		Court 4	Court 5	Court 6 Adam Doe
9:30 AM	Court 1	Court 2	0	Court 4	Court 5	Ce test

The **Courts Admin Dashboard** will allow you to book on behalf of members/guests, and allow you to access various Administration tools.



The **Courts Calendar** will default on today's date.

Using the **datepicker**s, you can move forward or backward in time as needed.



The calendar is color coded to easily see if the slot is open, booked, or booked for an event.

- **White & Light Blue:** open and available to book.
- **Green:** reserved.
- **Dark Blue:** reserved for an event (tournament, clinic, etc.)

11:30 AM	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6 JJ Abercrombie
12:00 PM	Court 1	Court 2	Court 3	Court 4	Court 5 Tennis Clinic	 
12:30 PM	Court 1	Court 2	Court 3	Court 4	Court 5 Tennis Clinic	Court 6

Booking a Court

Click on any open time slot to begin booking (open time slots are in white or light blue).

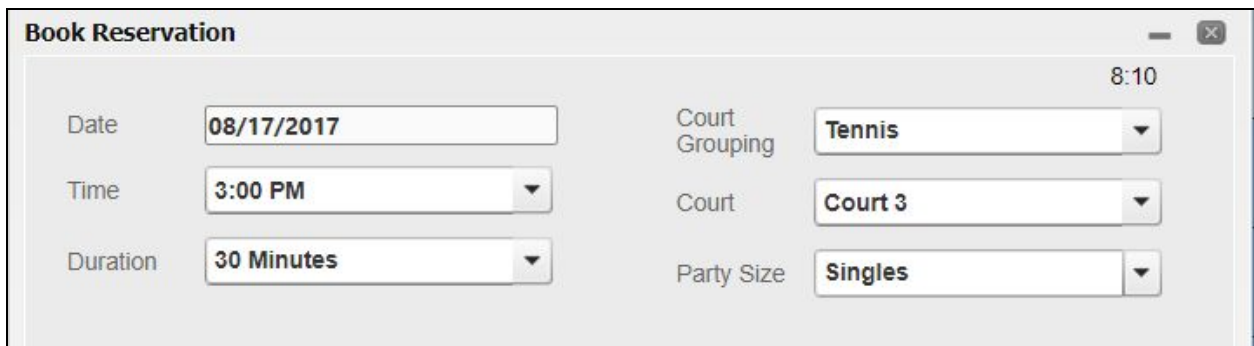
This will launch the **Booking Window** where you will add the reservation details.

The 'Book Reservation' form includes the following fields and options:

- Date: 08/17/2017
- Time: 3:00 PM
- Duration: 30 Minutes
- Court Grouping: Tennis
- Court: Court 3
- Party Size: Singles
- Send Notifications
- Reserve As A Person
- Player 1: Type Player Name, Choose tennis opt
- Player 2: Type Player Name, Choose tennis opt
- Buttons: Discard Changes, Make Reservation
- Footer: Comments, Admin Notes, Recurrence, Debug

At the top of the **Booking Window** you can change various settings for the reservation:

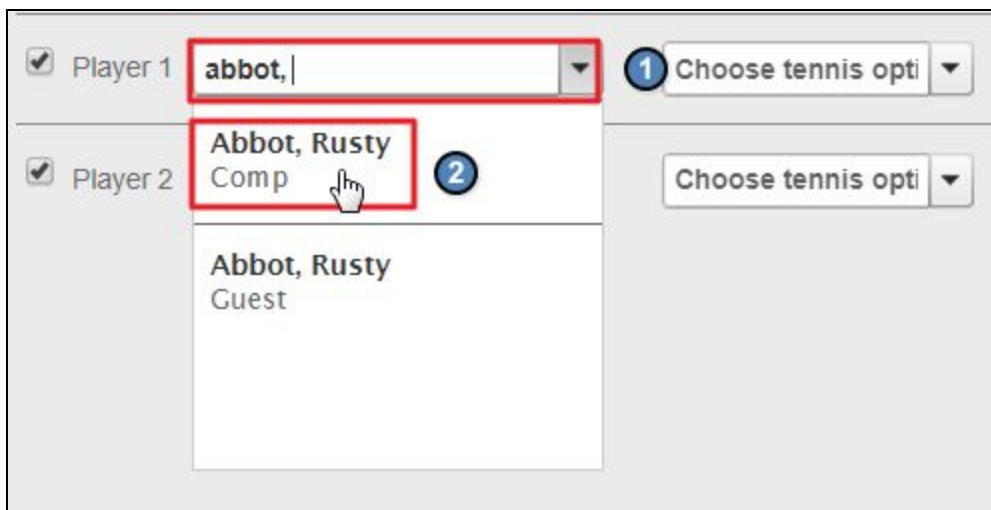
- **Date**
- **Time**
- **Duration of Reservation** (typically in minutes: 30, 60, 90)
- **Court Grouping** - used if you have various types of courts like tennis, pickleball, bocce, etc.
- **Court** - this will list the amount of courts you have.
- **Party Size** - this will change the number of players in the Player section accordingly.



The screenshot shows a window titled "Book Reservation" with a close button in the top right corner. The window contains several input fields and dropdown menus. On the right side, the time "8:10" is displayed. The fields are arranged in two columns:

Date	<input type="text" value="08/17/2017"/>	Court Grouping	<input type="text" value="Tennis"/>
Time	<input type="text" value="3:00 PM"/>	Court	<input type="text" value="Court 3"/>
Duration	<input type="text" value="30 Minutes"/>	Party Size	<input type="text" value="Singles"/>

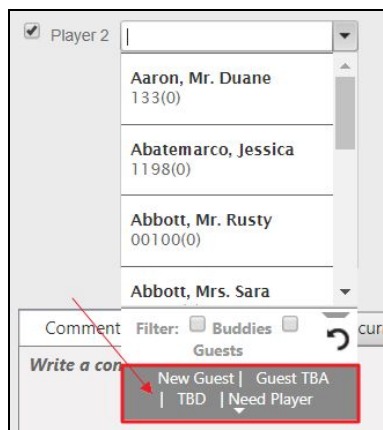
Next, type the player's names into the player sections. To begin, type the member's last name then a comma, and then their first name. The member will then appear in the dropdown list, **click** their name to assign them to the player list.



The screenshot shows a player selection interface. On the left, there are two player slots, "Player 1" and "Player 2", each with a checked checkbox. "Player 1" has a dropdown menu containing the text "abbot,|". "Player 2" has a dropdown menu containing "Abbot, Rusty" and "Comp". A mouse cursor is pointing at "Abbot, Rusty". To the right of the dropdowns are two buttons labeled "Choose tennis opti". A blue circle with the number "1" is next to the top button, and a blue circle with the number "2" is next to the "Abbot, Rusty" option in the dropdown. Below the dropdowns, the text "Abbot, Rusty Guest" is visible.

You can also add other types of guests such as:

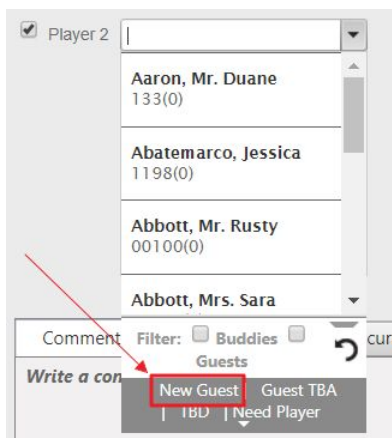
- **New Guest** - stores guest information in the system so they can easily be added next time.
- **Guest TBA**
- **TBD**
- **Need Player** - allows other members to join the reservation.



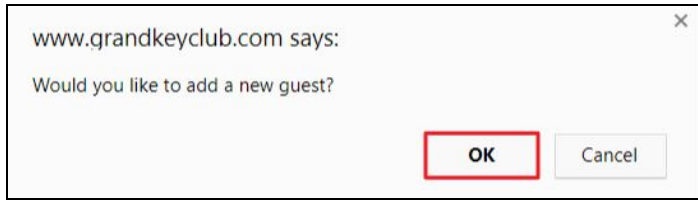
If a member is bringing a guest and you have the guest information, it is advisable to use the **New Guest** option in the Player Fields. This will store the guest's information which allows you to track this information for future use such as:

- **Booking Reservations**
- **Prospecting**

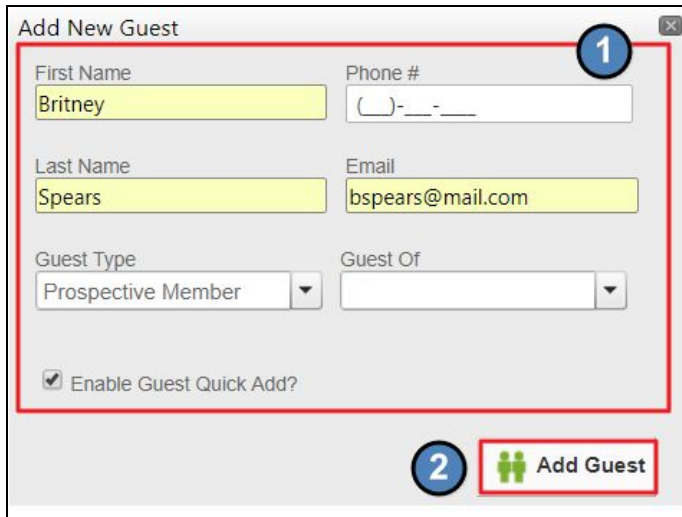
To add a **New Guest**, click **New Guest**.



Click **OK** on the pop-up window to continue.

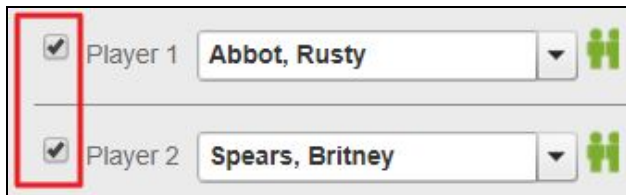


Add the guest's information accordingly, and **click Add Guest**.

A screenshot of a web form titled "Add New Guest". The form contains several input fields: "First Name" (filled with "Britney"), "Last Name" (filled with "Spears"), "Phone #" (with a placeholder "()-__-__"), and "Email" (filled with "bspears@mail.com"). There are also two dropdown menus: "Guest Type" (set to "Prospective Member") and "Guest Of". At the bottom left, there is a checked checkbox labeled "Enable Guest Quick Add?". At the bottom right, there is a green "Add Guest" button with a person icon. A red rectangular border highlights the entire form area, and a blue circle with the number "1" is in the top right corner. Another blue circle with the number "2" is in the bottom left corner, and a red rectangular border highlights the "Add Guest" button.

To the left of the player section there will be checkboxes which are checked by default. These are tied to **Notifications**. It is best to keep this checked so that players will receive updates on:

- **Reservation Confirmations**
- **Reservation Reminders**
- **Reservation Edits/Cancellations**

A screenshot of a player selection interface. It shows two rows. The first row is labeled "Player 1" and has a dropdown menu with "Abbot, Rusty" selected. The second row is labeled "Player 2" and has a dropdown menu with "Spears, Britney" selected. To the left of each dropdown menu is a checked checkbox. A red rectangular border highlights the checkboxes and the "Player 1" label.

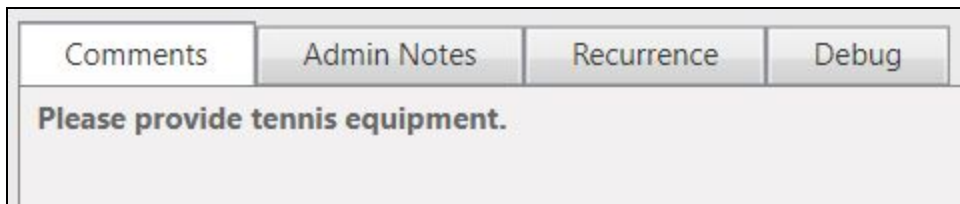
At the bottom of the booking window, you'll have options to add notes and to set up a recurring reservation.



Comments | Admin Notes | Recurrence | Debug

Write a comment

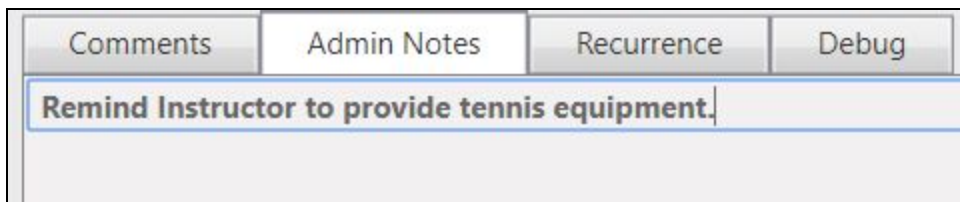
The **Comments** section is used for member notes, and is visible to members.



Comments | Admin Notes | Recurrence | Debug

Please provide tennis equipment.

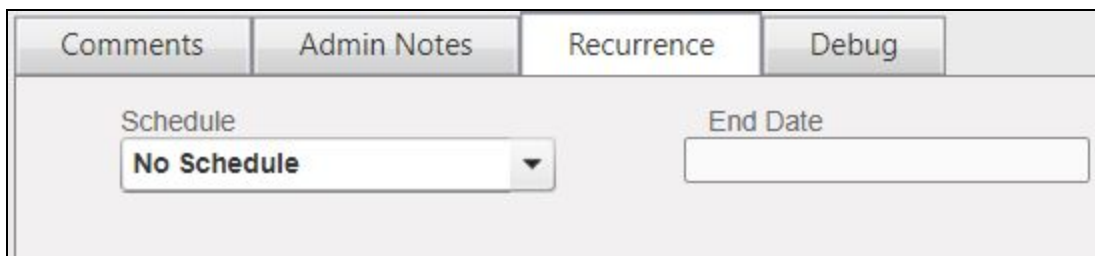
Admin Notes is only visible to **Admins**, so this is used for internal communications only.



Comments | Admin Notes | Recurrence | Debug

Remind Instructor to provide tennis equipment.

Recurrence allows you to set up a recurring reservation based on the current reservation settings.

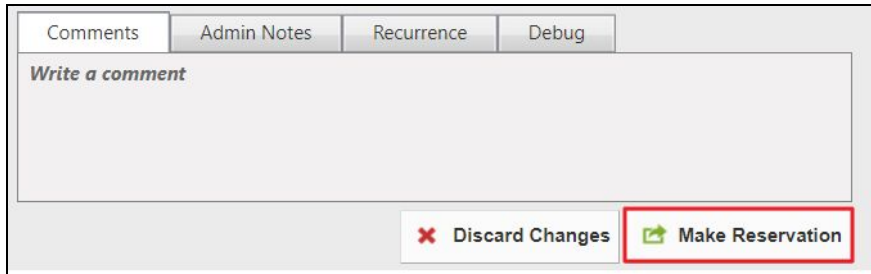


Comments | Admin Notes | Recurrence | Debug

Schedule: End Date:

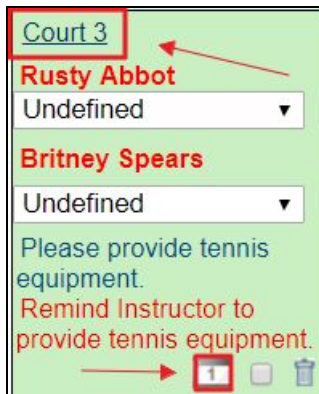
Debug is only used for Clubessential employees, so this tab should be disregarded.

Click **Make Reservation** to save the reservation.



Editing/Canceling a Reservation

You can easily edit or cancel a reservation for a member by clicking on the reservation from the **Court Calendar** within the **Court Admin Dashboard**.



This will launch the **Booking Window** where you can make edits to the reservation.

To cancel a reservation, simply click **Cancel Reservation**.



