



# Courts - Member Booking

2017 - Summer Edition

## User Guide - Table of Contents

[Overview](#)

[Use Case](#)

[Accessing the Tool](#)

[Booking a Court](#)

[Editing/Cancelling a Reservation](#)

## Overview

Reserving a Court online is an easy way to book your next match or to register for upcoming events and tournaments. Court Reservations will allow you to access court reservations, court details, and event registrations.

## Use Case

- **Book Court related sports such as: tennis, bocce ball, pickleball, etc.**
- **Save reservation details to your personal calendar**

# Accessing the Tool

To access the **Courts Booking Calendar**, go to the **Courts Booking Calendar**. The location may vary depending on your club's navigation structure.

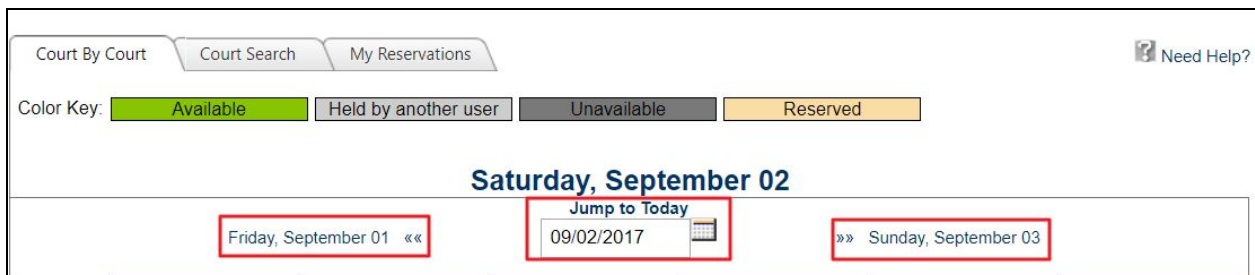


Courts Booking Calendar interface showing a grid for Saturday, September 02. The grid displays available courts (green) and reserved courts (orange). The 8:00 AM slot for Court 1 is reserved (TBD). Navigation controls include 'Jump to Today' and date pickers for Friday, September 01 and Sunday, September 03.

Time	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6
7:00 AM	Available	Available	Available	Available	Available	Available
7:30 AM	Available	Available	Available	Available	Available	Available
8:00 AM	Reserved (TBD)	Available	Available	Available	Available	Available
8:30 AM	Available	Available	Available	Available	Available	Available
9:00 AM	Available	Available	Available	Available	Available	Available
9:30 AM	Available	Available	Available	Available	Available	Available
10:00 AM	Available	Available	Available	Available	Available	Available

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

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



Courts Booking Calendar interface showing the date navigation controls highlighted with red boxes: Friday, September 01 <<, Jump to Today 09/02/2017, and >> Sunday, September 03.

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

- **Green:** open and available to book.
- **Light Gray:** held by another user.
- **Dark Gray:** unavailable.
- **Yellow:** reserved.

Color Key: Available Held by another user Unavailable Reserved

## Booking a Court

**Click** on any open time slot to begin booking (open time slots are in **Green**).

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

**Book Reservation** 8:55

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"/>

Send Notifications  Reserve As A Person

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Player 1

Player 2

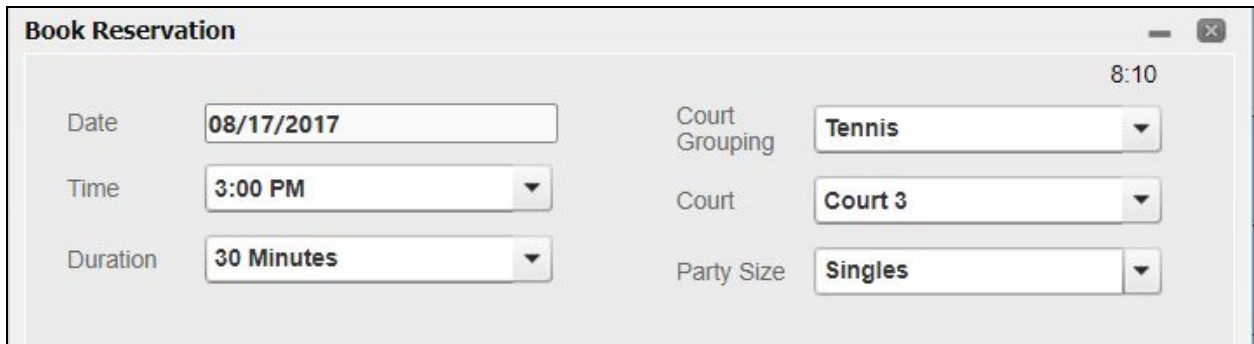
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Comments   Admin Notes   Recurrence   Debug

*Write a comment*

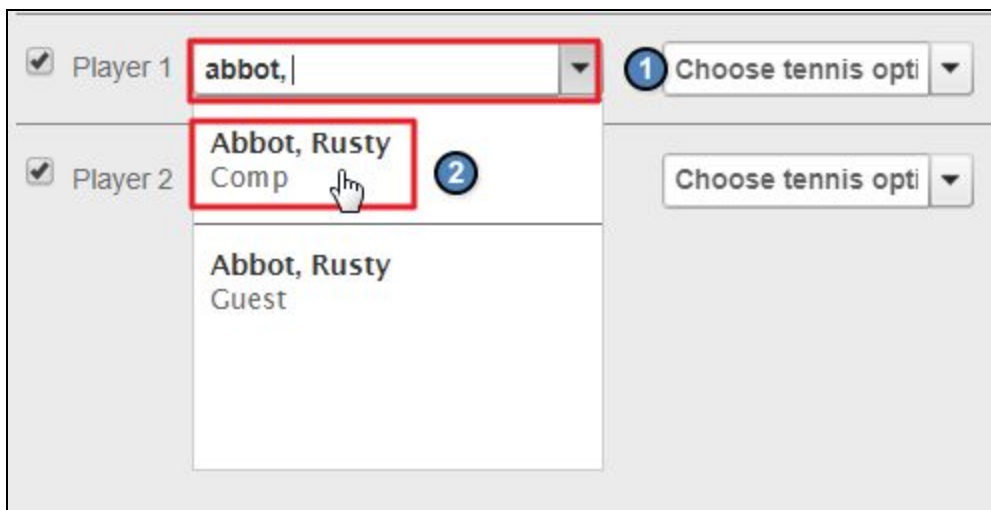
At the top of the **Booking Window** you can change various settings for the reservation:

- **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 left side, there are three rows: "Date" with a text input field containing "08/17/2017", "Time" with a dropdown menu showing "3:00 PM", and "Duration" with a dropdown menu showing "30 Minutes". On the right side, there are three rows: "Court Grouping" with a dropdown menu showing "Tennis", "Court" with a dropdown menu showing "Court 3", and "Party Size" with a dropdown menu showing "Singles". In the top right corner of the window, the time "8:10" is displayed.

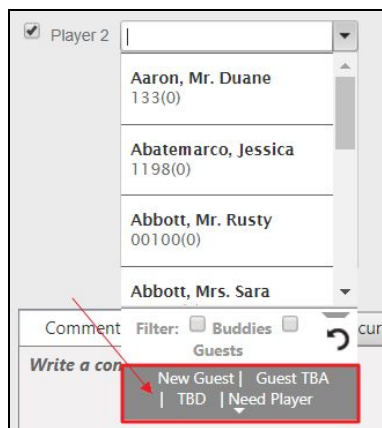
Next, type the player's names into the player sections. To begin, type the member's last name then a comma, and then their first name. The member will then appear in the dropdown list, **click** their name to assign them to the player list.



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 with the text "abbot,|" and a red box around it. "Player 2" has a dropdown menu with the text "Abbot, Rusty Comp" and a red box around it. A mouse cursor is pointing at the "Abbot, Rusty Comp" text. Below the "Player 2" dropdown, there is a list of suggestions, with "Abbot, Rusty Guest" visible. To the right of the player slots, there are two dropdown menus, both with the text "Choose tennis opti". A blue circle with the number "1" is next to the top dropdown, and a blue circle with the number "2" is next to the "Abbot, Rusty Comp" text.

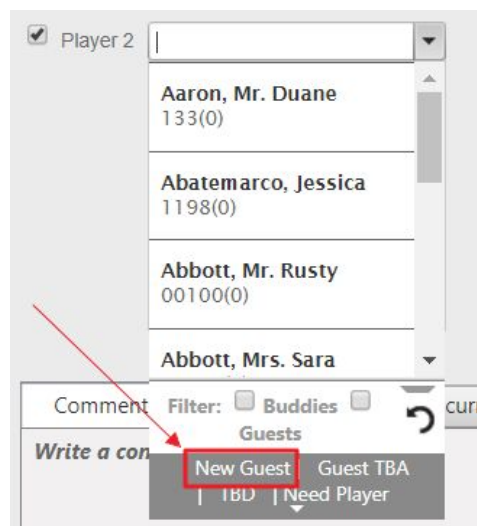
You can also add other types of guests such as:

- **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.

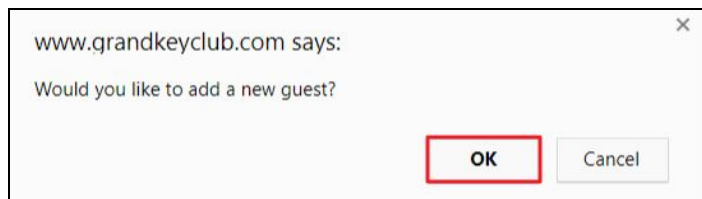


If a member is bringing a guest and you have the guest information, it is advisable to use the **New Guest** option in the Player Fields. This will store the guest's information which allows you to add the guest to a future reservation faster.

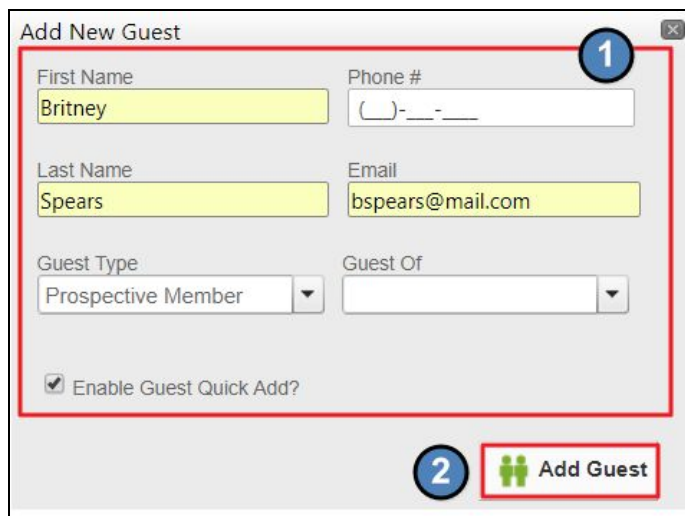
To add a **New Guest**, click **New Guest**.



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

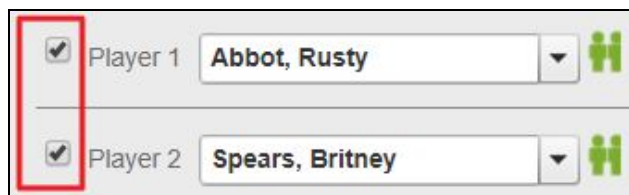


Add the guest's information accordingly, and **click Add Guest**.

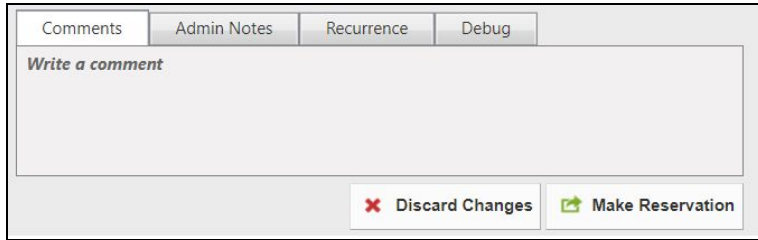


To the left of the player section there will be checkboxes which are checked by default. These are tied to **Notifications**. It is best to keep this checked so that players will receive updates on:

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



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

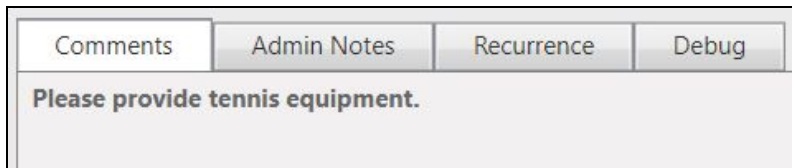


Comments Admin Notes Recurrence Debug

Write a comment

✖ Discard Changes ➤ Make Reservation

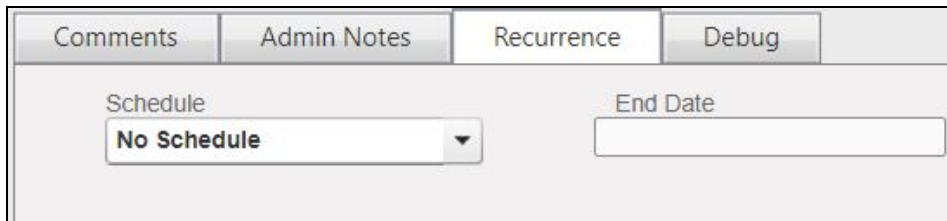
The **Comments** section is used to leave comments about the reservation.



Comments Admin Notes Recurrence Debug

Please 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

No Schedule

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



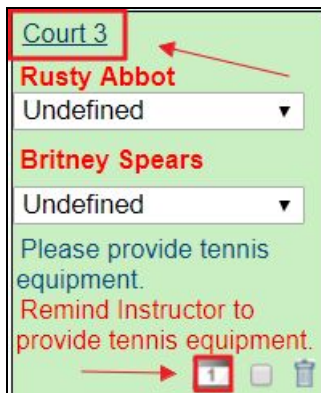
Comments Admin Notes Recurrence Debug

Write a comment

✖ Discard Changes ➤ Make 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**.

