Courts Member Booking

Courts Member Booking

- 1 Video
- 2 Content
- 3 Downloadable Guide

Introduction

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 Cases:

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

Video

This video provides an overview of how to **Reserve a Court**.

Content

- Courts Member Booking
- Accessing the Tool
- Booking a Court
    - Editing/Canceling a Reservation

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.

Court By Court	Court Search	My Reservations				Need Help?
Color Key:	Available	Held by another user	Unavailable	Reserved		

Saturday, September 02

	Jump to Today	
Friday, September 01 ««	09/02/2017	»» Sunday, September 03

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	TBD, Court 1 ⊙	Court 2	Court 3	Court 4	Court 5	Court 6
8:30 AM	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6
9:00 AM	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6
9:30 AM	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6
10:00 AM	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6

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

Using the **datepickers**, 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.

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

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.

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**
- **Party Size** - this will change the number of plays in the player section accordingly.

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.

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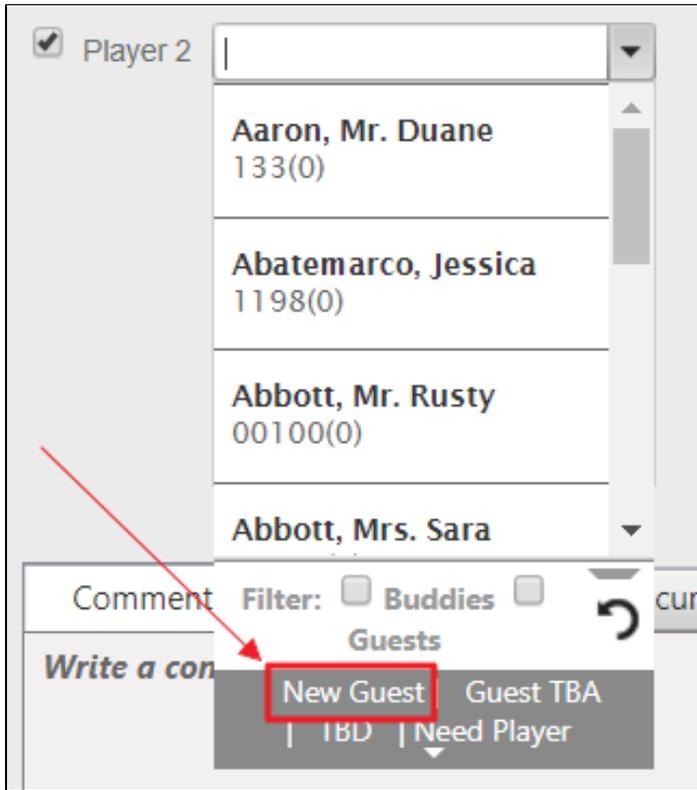
Click OK on the pop-up window to continue.

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.

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

Recurrence allows you to set up a recurring reservation based on the current reservation settings.
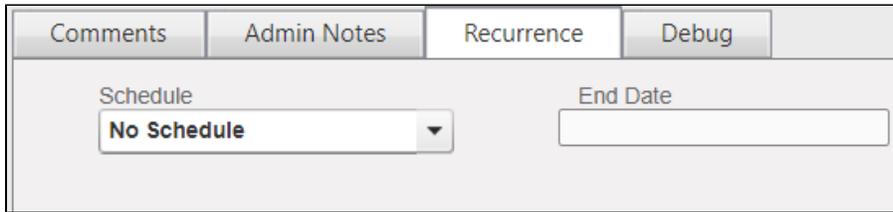
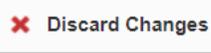**Click Make Reservation** to save the reservation.
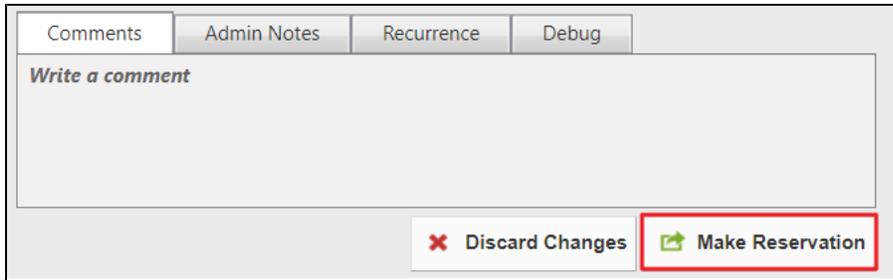
Editing/Canceling a Reservation

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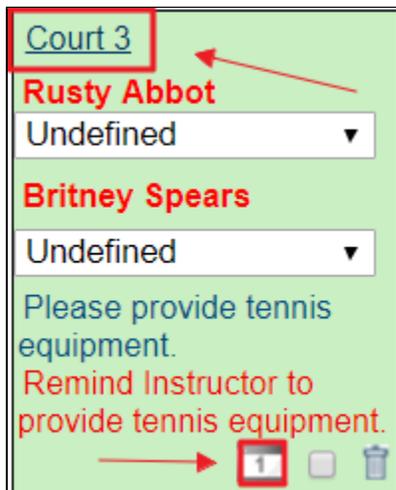
This will launch the **Booking Window** where you can make edits to the reservation.

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

Downloadable Guide

Courts - Member Booking