

# Courts Member Booking

**Courts Member Booking**

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

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

The screenshot shows the top navigation area of the Courts Calendar. It includes three tabs: "Court By Court", "Court Search", and "My Reservations". A "Need Help?" link is located in the top right corner. Below the tabs is a "Color Key" section with four colored boxes: a green box labeled "Available", a light gray box labeled "Held by another user", a dark gray box labeled "Unavailable", and a yellow box labeled "Reserved". The main calendar area displays "Saturday, September 02" in large blue text. Below this, there is a date picker with a "Jump to Today" button and a calendar icon. The date "09/02/2017" is selected. Navigation arrows are present: "«« Friday, September 01" on the left and "»» Sunday, September 03" on the right. The date picker and navigation arrows are highlighted with red boxes.

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.

This screenshot shows the "Color Key" section of the Courts Calendar. It consists of four colored boxes with corresponding labels: a green box labeled "Available", a light gray box labeled "Held by another user", a dark gray box labeled "Unavailable", and a yellow box labeled "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.

**Book Reservation**
8:55

Date

Time

Duration

Court Grouping

Court

Party Size

Send Notifications  Reserve As A Person

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Player 1

Player 2

Comments
Admin Notes
Recurrence
Debug

*Write a comment*

✖ Discard Changes
➤ Make Reservation

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.

**Book Reservation**
8:10

Date

Time

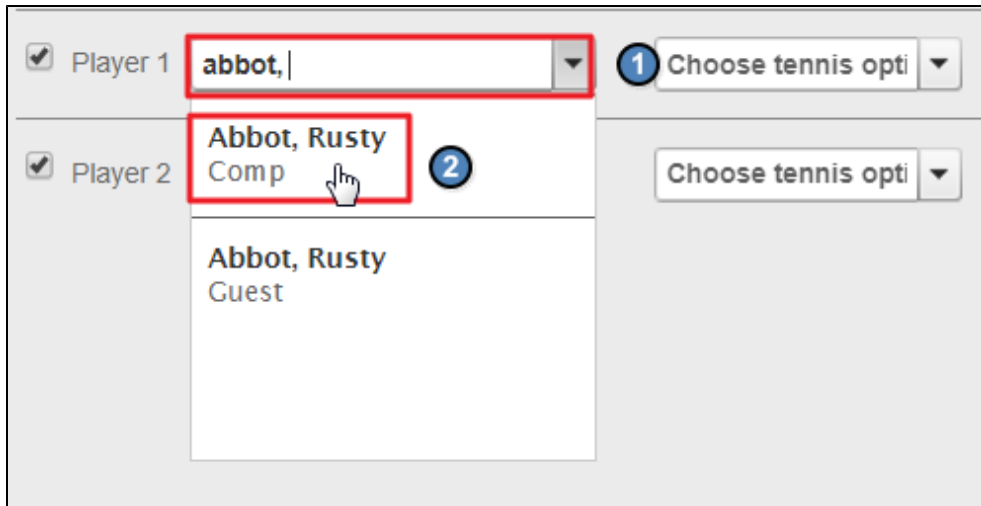
Duration

Court Grouping

Court

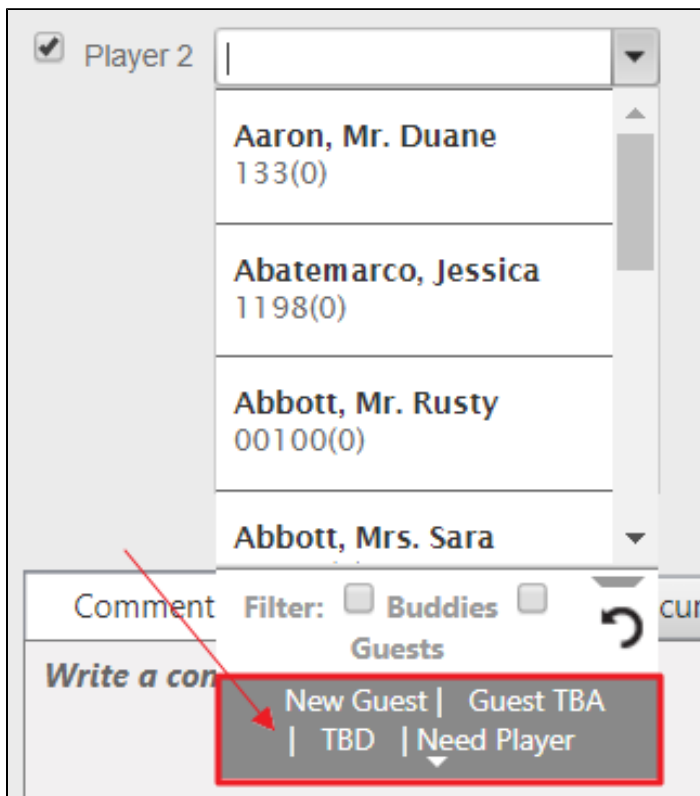
Party Size

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.



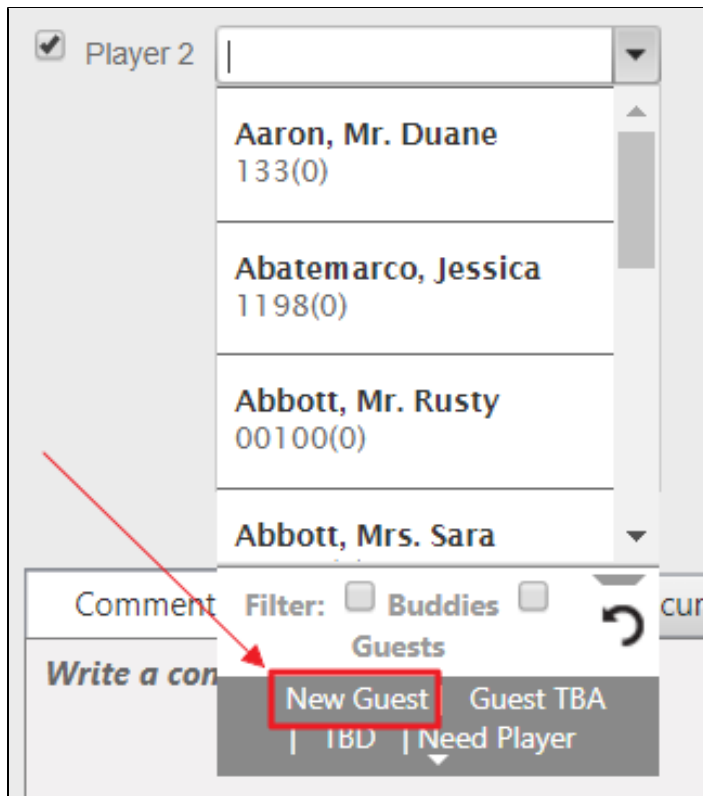
You can also add other types of guests such as:

- **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.

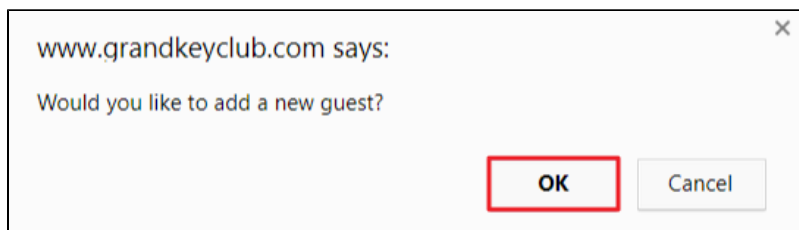


If a member is bringing a guest and you have the guest information, it is advisable to use the **New Guest** option in the Player Fields. This will store the guest's information which allows you to add the guest to a future reservation faster.

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**.

**Add New Guest** ✕

1

First Name:  Phone #:

Last Name:  Email:

Guest Type:  Guest Of:

Enable Guest Quick Add?

2

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**

Player 1

Player 2

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*

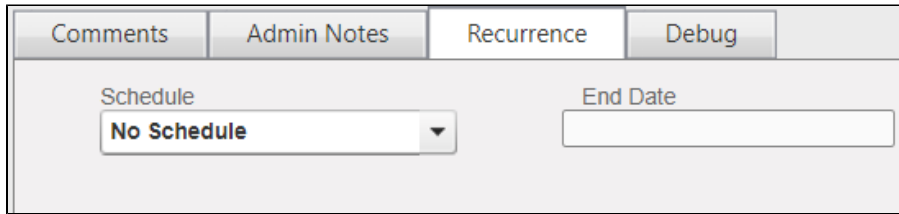
The **Comments** section is used for member notes, and is visible to members.

Comments | Admin Notes | Recurrence | Debug

**Please provide tennis equipment.**

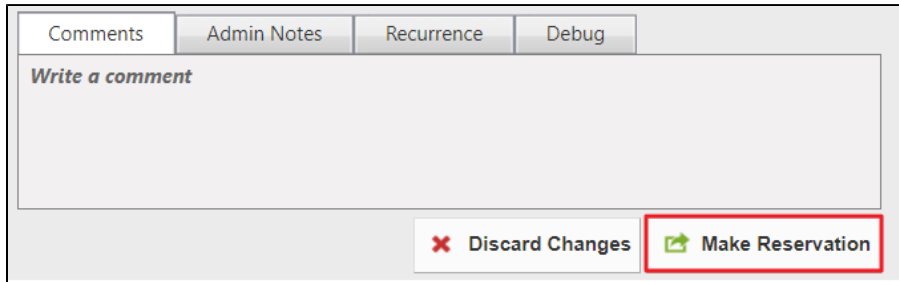


**Recurrence** allows you to set up a recurring reservation based on the current reservation settings.



The screenshot shows the 'Recurrence' tab of a reservation form. It features a 'Schedule' dropdown menu currently set to 'No Schedule' and an empty 'End Date' text input field.

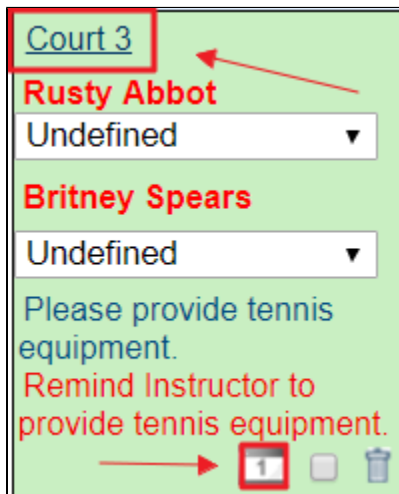
Click **Make Reservation** to save the reservation.



The screenshot shows the bottom portion of the reservation form. It includes a 'Write a comment' text area, a 'Discard Changes' button with a red 'x' icon, and a 'Make Reservation' button with a green checkmark icon, which is highlighted with a red rectangular border.

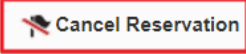
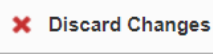

### Editing/Canceling a Reservation

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**.

|  |             |   |       |   |
|--|-------------|---|-------|---|
| Comments   | Admin Notes | Recurrence  | Other | Debug   |
| <p>Please provide tennis equipment.</p>  |             |   |       |   |
|  Cancel Reservation |             |  Discard Changes |       |  Update Reservation |

## Downloadable Guide

Courts - Member Booking