



Courts - Overview

2017 - Summer Edition

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Overview

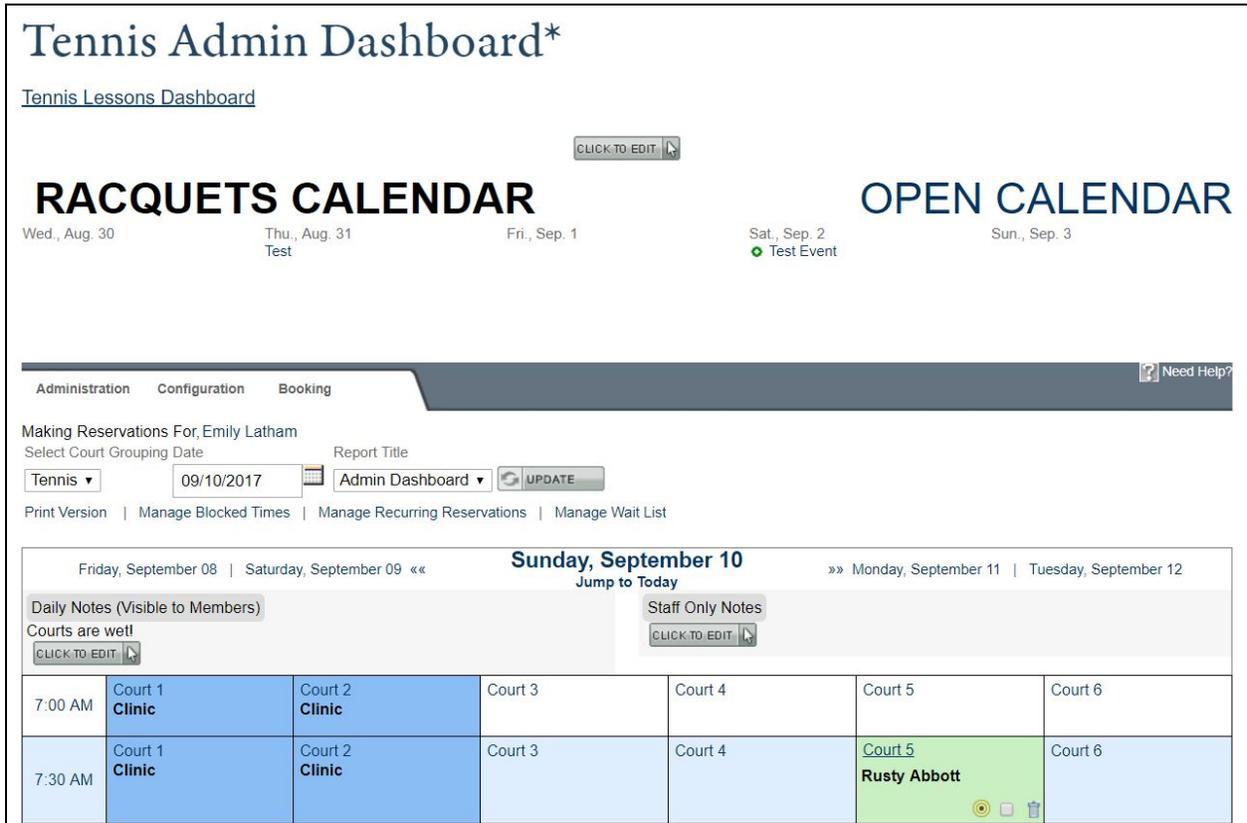
The Courts Reservation system is used for any racquet sport or sports that require courts.

Use Case

- **Booking Engine for racquet/court related sports**

Accessing the Tool

As an Admin, you'll primarily be working with the **Courts Admin Dashboard**.



Tennis Admin Dashboard*

[Tennis Lessons Dashboard](#)

[CLICK TO EDIT](#)

RACQUETS CALENDAR

Wed., Aug. 30 Thu., Aug. 31
Test

Fri., Sep. 1

Sat., Sep. 2
● Test Event

Sun., Sep. 3

OPEN CALENDAR

Administration Configuration Booking [? Need Help?](#)

Making Reservations For, Emily Latham

Select Court Grouping Date Report Title

Tennis 09/10/2017 Admin Dashboard [UPDATE](#)

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

Friday, September 08 | Saturday, September 09 « **Sunday, September 10** » Monday, September 11 | Tuesday, September 12

Jump to Today

Daily Notes (Visible to Members) Staff Only Notes

Courts are wet! [CLICK TO EDIT](#)

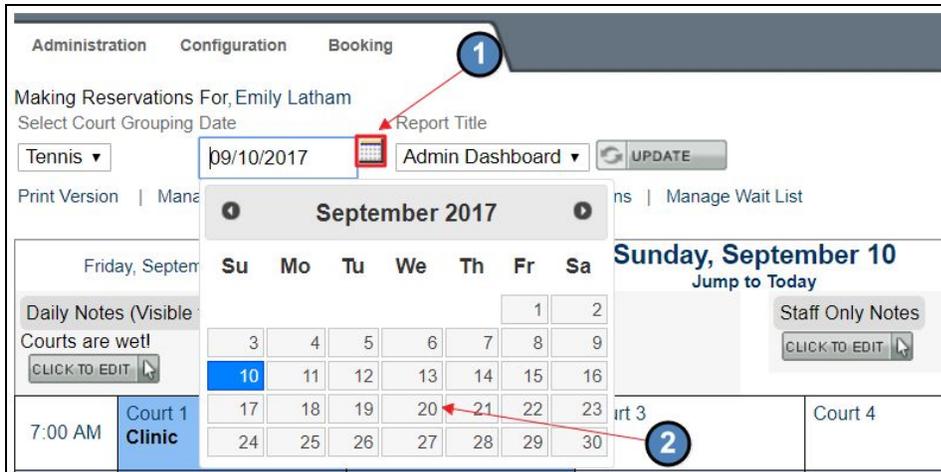
7:00 AM	Court 1 Clinic	Court 2 Clinic	Court 3	Court 4	Court 5	Court 6
7:30 AM	Court 1 Clinic	Court 2 Clinic	Court 3	Court 4	Court 5 Rusty Abbott	Court 6

The **Courts Admin Dashboard** location may vary depending on your website's design, but is typically housed as a link in the dropdown navigation under your racquet related section (IE, Tennis).

Court Admin Dashboard Overview

The **Admin Dashboard** is where you will be managing the reservation system to: book on behalf of members, obtain reports, altar court booking times, etc.

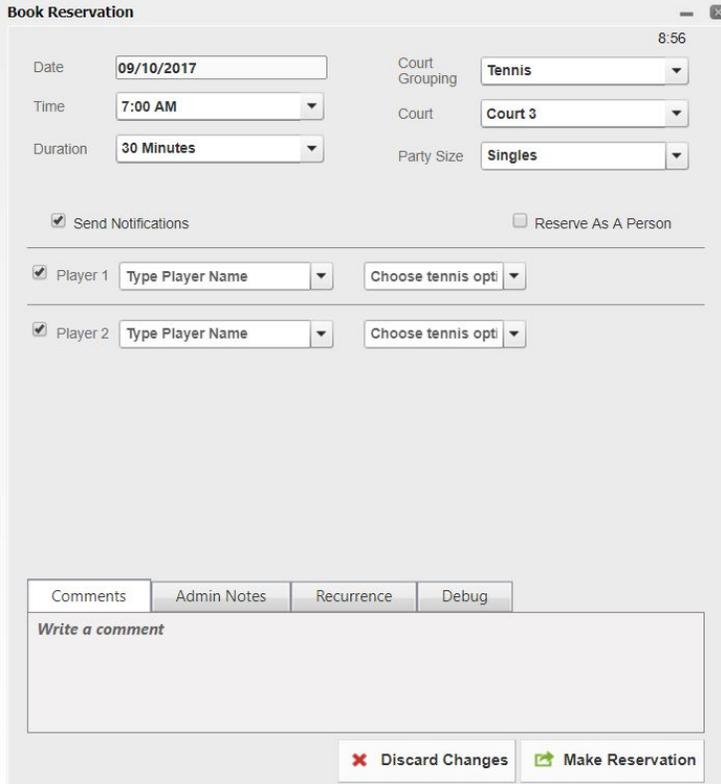
The **calendar** will default to today's date, but you may use the **datepicker** to move forward or backward in time as needed.



To make a reservation, **click any open slot** on the calendar which will be denoted in **white** or **light blue**.

7:30 AM	Court 1 Clinic	Court 2 Clinic	Court 3	Court 4	Court 5 Rusty Abbott
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This will launch the **booking window**.



Reserved times will be in **green** and blocked times will be in **dark blue**.

7:30 AM	Court 1 Clinic	Court 2 Clinic	Court 3	Court 4	Court 5 Rusty Abbott
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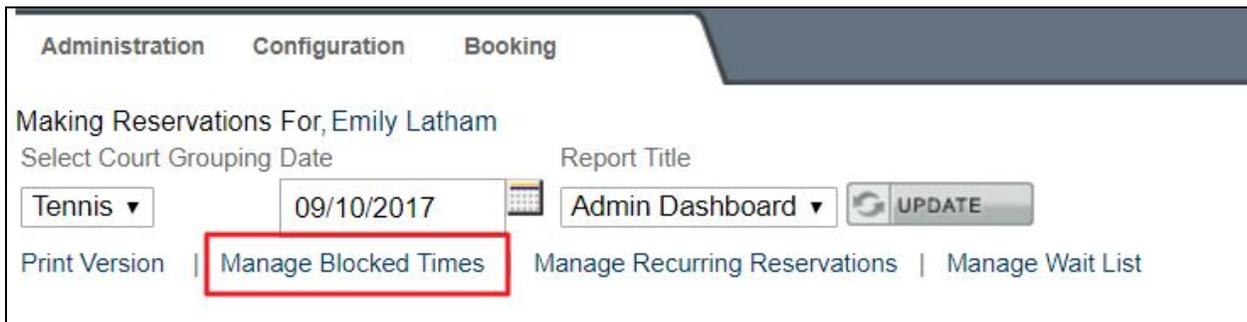
There will be **two click to edits** above the calendar for Daily Notes. The first **click to edit** is for members only and will show on the booking calendar visible to members. The second **click to edit** is for Admin Notes, which will only show on the **Admin Dashboard**.



At the top left, there is a Print Version link. This will allow you to print off the calendar for offline use.



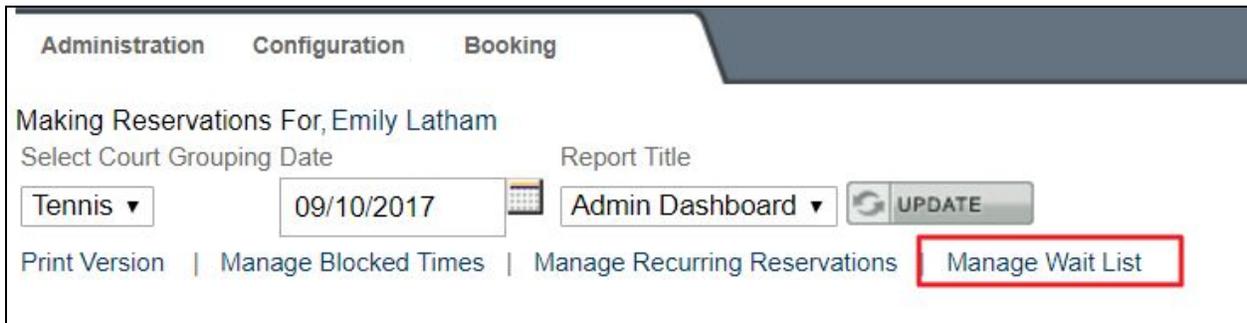
Manage Block Times allows you to add or edit blocks in the system.



Recurring Reservations allows you to edit any recurring reservations stored within the system.



Manage Waitlist allows you to view any members on the waitlist.



The Administration link at the top of the Dashboard allows you access various other functions. **Hover** over **Administration** to access further functions such as **reporting, managing the waitlist, and special events.**

