

Courts Admin Dashboard Overview

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- 1 Video
- 2 Content
- 3 Downloadable Guide

Introduction

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

Use Cases:

- Booking Engine for racquet/court related sports.
- Management tool.

Video

This video provides an overview on the **Courts Reservation System**.

Content

- Courts Admin Dashboard Overview
- Accessing the Tool
- Courts Admin Dashboard Overview

Accessing the Tool

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

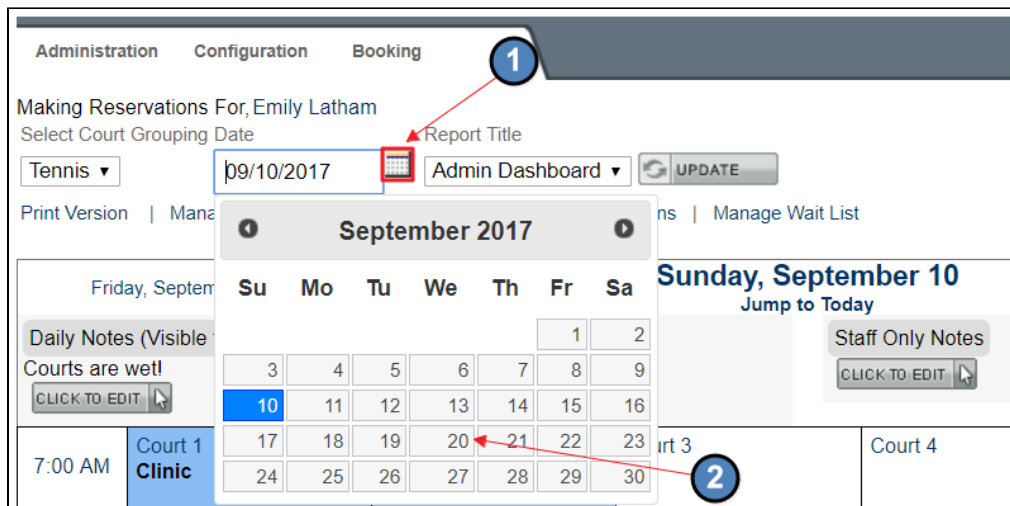
The screenshot shows the 'Tennis Admin Dashboard' interface. At the top, there's a navigation bar with 'Administration', 'Configuration', and 'Booking' tabs. Below this is a 'RACQUETS CALENDAR' section for 'Sunday, September 10'. The calendar grid shows reservations for Court 1 and Court 2 at 7:00 AM and 7:30 AM, and Court 5 at 7:30 AM reserved for 'Rusty Abbott'. There are also 'Daily Notes' and 'Staff Only Notes' sections with 'CLICK TO EDIT' buttons.

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).

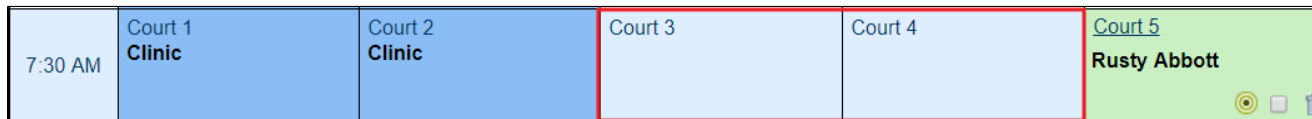
Courts Admin Dashboard Overview

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



This will launch the **booking window**.

Book Reservation 8:56

Date: Court Grouping:

Time: Court:

Duration: Party Size:

Send Notifications Reserve As A Person

Player 1

Player 2

Comments | Admin Notes | Recurrence | Debug

Write a comment

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**.

Friday, September 08 | Saturday, September 09 « **Sunday, September 10** »

Jump to Today

Daily Notes (Visible to Members) Staff Only Notes

Courts are wet!

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

Administration Configuration Booking

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

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.**

Administration	Configuration
Admin Dashboard	
Lottery Manager	
Special Events	
Guest Manager	
Wait List Manager	
Reservation History	
Player Pairing	
Notifications	>
Member Dashboard Editor	
Manage Admin Dashboards	
Statistics	>
Global Settings	

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

Administration Configuration Booking

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

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

Administration Configuration Booking

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

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

Administration Configuration Booking

Making Reservations For, Emily Latham

Select Court Grouping Date Report Title

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Print Version | Manage Blocked Times | Manage Recurring Reservations | **Manage Wait List**

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