

STEPS TO USE ON-LINE COURT BOOKING:

Sign-in to your Member's Account as usual

The screenshot shows the St. Albert Tennis Club website. At the top, there are two buttons: "PURCHASE MEMBERSHIP" and "REGISTRATION FOR PUBLIC PROGRAMS". Below these is the club's logo, which features a tennis ball and the text "St. ALBERT Tennis Club". To the right, there is a login section with the heading "St. Albert Tennis Club". Below the heading, it says "To become a Member, click the Purchase Membership button (top left below our logo) and then follow the payment steps." Below this, it lists benefits for members: "As a Member, you can then log-in to: - View Payment History & Print Receipts - View Codes to access courts & clubhouse - Register for Members' Programs & Events - Book Courts & review court availability - Find other members & more...". There are two input fields for "Enter email" and "Enter password", followed by a blue "LOG IN TO YOUR ACCOUNT" button. At the bottom of the login section, there are links for "Forgot Password?" and "Forgot Email?".

On this Home screen, select **Book Courts**

The screenshot shows the home screen of the St. Albert Tennis Club website. At the top right, there is a button for "PURCHASE NEW MEMBERSHIP". Below this, there are four main sections: "Tennis Court Booking", "Register for Programs, Lessons, Camps & Events", "Online Store", and "My Payments". The "Tennis Court Booking" section is highlighted with a red circle around the "Book Courts" option, which also includes the text "(Time: 11:34 AM)". The other sections are: "Register for Programs, Lessons, Camps & Events" with options like "Register for Adult Programs", "Register for Junior Programs", "Register for Junior Camps", "Register for Calendar Sign-Ups", "Book A Private Lesson", and "View My Registrations"; "Online Store" with options like "Order Product", "My Order History", and "View Shopping Cart"; and "My Payments" with options like "Membership Fees (\$0 pending)", "Other Fees (\$0 pending)", "View My Club Credit (\$0)", "View My Package Credit (0.0)", and "View Payments & Print Receipts".

The colours at the top relate to the various blocked times e.g. Lobsters, Monday Ladder, SYSTEMS etc. Here you select **the day** you want to book, (Courts show 1–4 from the left)

System Time: 11:36 AM

Regular Booking Tournament MONDAY LADDER CLUB SOCIAL High Performance Training J - 1, JUNIOR DROP-INS J - 2, JUNIOR DROP-INS
PUBLIC Friday Night Lights LOBSTERS NIMBLEDONS SYSTEMS Maintenance

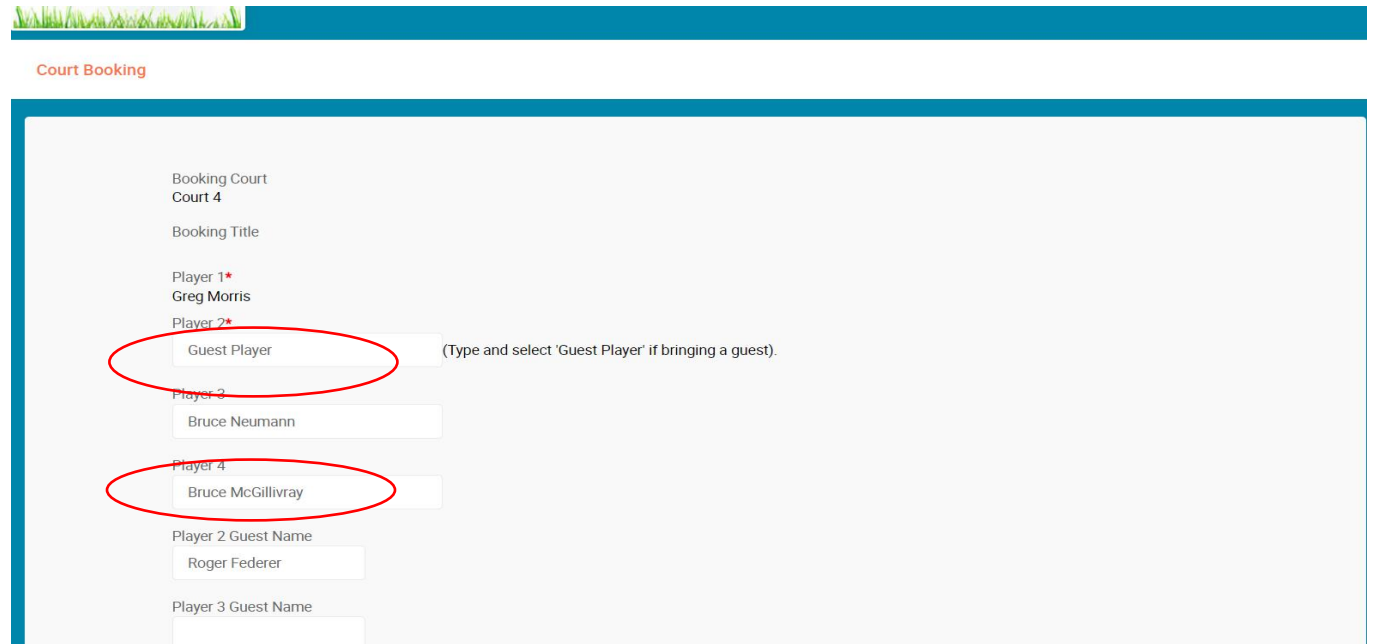
[TUE, APR 30] [WED, MAY 1] [THU, MAY 2] [FRI, MAY 3] [SAT, MAY 4] [SUN, MAY 5] [MON, MAY 6] [TUE, MAY 7]

Court 1	Court 2	Court 3	Court 4
07:00 AM Available	07:00 AM Available	07:00 AM Available	07:00 AM Available

Scroll down to view **Available** court times, (note the block booking that's not available) and select your preferred start time.

05:00 PM Booked	05:00 PM Booked	05:00 PM Booked	05:00 PM Booked
06:00 PM Available	06:00 PM Available	06:00 PM Available	06:00 PM Available
06:30 PM Available	06:30 PM Available	06:30 PM Available	06:30 PM Available
07:00 PM Available	07:00 PM Available	07:00 PM Available	07:00 PM Available

Of course, you are the default **Player 1**. To include a guest in your doubles or singles booking, type in **Guest Player** in a **Player** field (2,3,4) and then enter the name of the guest in the corresponding **Guest Name** field (2,3,4) below. A member can add up to three guests by using these same steps and then paying the corresponding **Guest fees**. As you type in any **Player** field, the system shows matching club member's names which you can select to include them. Continue to add additional players as needed in the next open **Player** fields.



Court Booking

Booking Court
Court 4

Booking Title

Player 1*
Greg Morris

Player 2*
Guest Player (Type and select 'Guest Player' if bringing a guest).

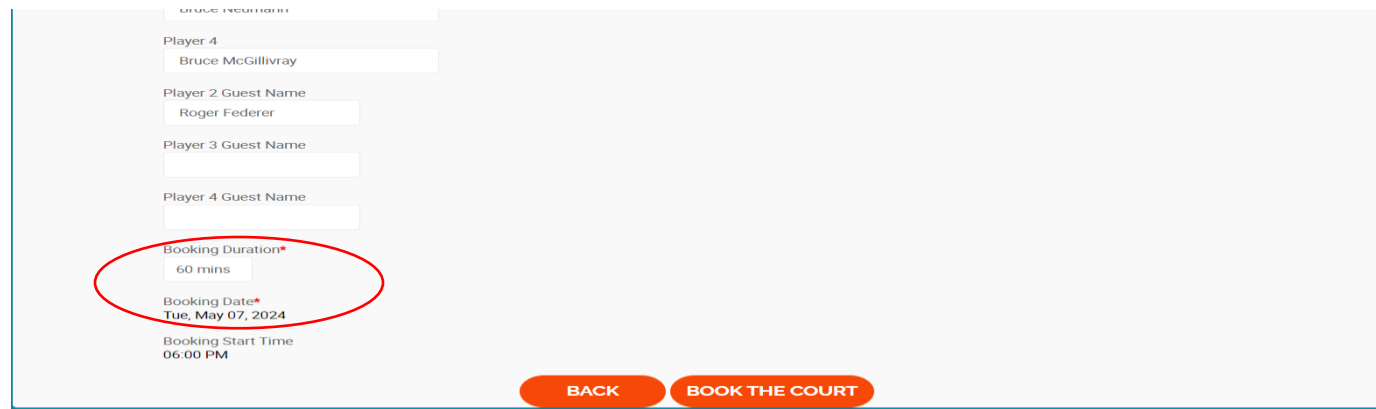
Player 3
Bruce Neumann

Player 4
Bruce McGillivray

Player 2 Guest Name
Roger Federer

Player 3 Guest Name

Further down this same page the **Booking Duration** appears. Click in this box to select 30- 60 – 120 minutes. Scroll up to review/confirm, if all looks correct, click the **Book the Court** button at the bottom of the page.



Bruce Neumann

Player 4
Bruce McGillivray

Player 2 Guest Name
Roger Federer

Player 3 Guest Name

Player 4 Guest Name

Booking Duration*
60 mins

Booking Date*
Tue, May 07, 2024

Booking Start Time
06:00 PM

BACK BOOK THE COURT

Email confirmations go out to all players right away (to limit other members trying to book at the same times). Here you may also review/edit/cancel this booking.

Click **Pay Court Fee** button (**Guest Fee**). You have 15 minutes to pay any applicable **Guest Fees**. If this isn't done, all players will get an email notification of your cancelled booking. This frees-up that **Available** time for others to now book instead.

My Booked Courts

Match	Date/Time	Court	Booking Duration	Booking Status	Court Fee	Payment Status		
Greg Morris & Roger Federer vs Bruce Neumann & Bruce McGillivray	May 07, 2024 06:00 PM	Court 4	60 mins	Court Booked	\$10.50	Pending	Please pay your fee within 15 mins or your booking will be auto cancelled by the system.	CANCEL COURT EDIT

[PAY COURT FEE](#)

[BACK](#)

Your Pending Payment

Fee

Guest Fee
Court 4 May 07, 2024 18:00 60 mins

Player: Morris, Greg

Guest Fee: \$10.00

Tax: \$0.50

Tax: \$0.00

Total Payment: \$10.50

To make a payment please select a payment option below:

Total Payment: \$10.50

[PAY BY CREDIT CARD](#)

[Click here to enter your Credit or Visa Debit Card details.](#)

Thanks for your patience in helping to make this work, I hope this wasn't too painful.

OTHER STUFF:

The Home screen allows you to View/cancel booked courts and to review your booking history. Look around as you can do much more from this page.

PURCHASE NEW MEMBERSHIP

- Tennis Court Booking**
 - Book Courts (Time: 11:34 AM)
 - View/Cancel My Booked Courts
 - View My Court Booking History
 - Search Other Players
- Register for Programs, Lessons, Camps & Events**
 - Register for Adult Programs
 - Register for Junior Programs
 - Register for Junior Camps
 - Register for Calendar Sign-Ups
 - Book A Private Lesson
 - View My Registrations
- Online Store**
 - Order Product
 - My Order History
 - View Shopping Cart
- My Payments**
 - Membership Fees (\$0 pending)
 - Other Fees (\$0 pending)
 - View My Club Credit (\$0)
 - View My Package Credit (0.0)
 - View Payments & Print Receipts