

Winning Touch Tennis Waitlist

How to use the feature:

CourtReserve displays the **Join Waitlist** button for each half hour interval if one or more courts are booked.

To use the feature, you need to enable the feature; then click the button to add your name to the list.

12:00 PM	Join Waitlist 1 waiting	Reserved	Reserved	Reserved	Reserved
12:30 PM	Join Waitlist 1 waiting	Reserved	Reserved	Reserved	Reserved

Fill in the following fields:

1. Select one or more court types (if available).
2. Enter your name in the **Reserve For** field.
3. Click the **Reservation Type** field and select an option.
4. Set the **Duration Type**: specific time or flexible. (see below)
5. Confirm the time and duration.
6. Click **Save**.

Join Waitlist CLOSE SAVE

Court Type
Hard x Indoor x Clay x

Reserve For *
Gerry Park ▼

Reservation Type *
Singles ▼

Duration Type
 Specific Time Flexible

Start Time 12:00 PM ⌚ Duration * 1 hour ▼ End Time 1:00 PM ⌚

CLOSE SAVE

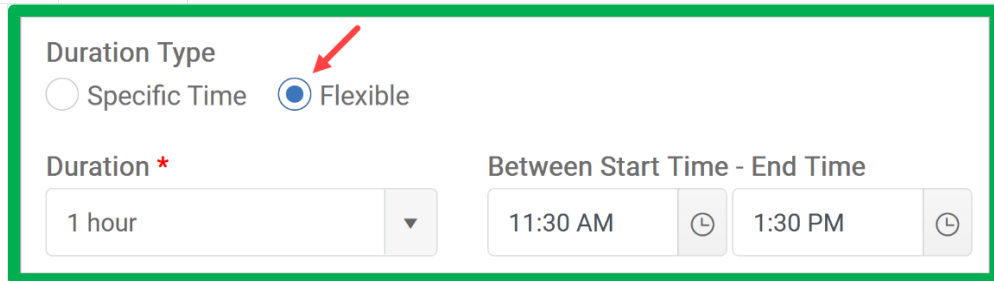
After you save the form, CourtReserve adds your name to the list.



12:00 PM	Edit Waitlist 2 waiting	Reserved
12:30 PM	Edit Waitlist 2 waiting	

Options...Duration type:

You can choose a **Specific time** on the waitlist for an exact time period. Or, to increase your chance of getting court time, especially during busy periods, you can choose **Flexible** and enter a range of start and end times.



Duration Type

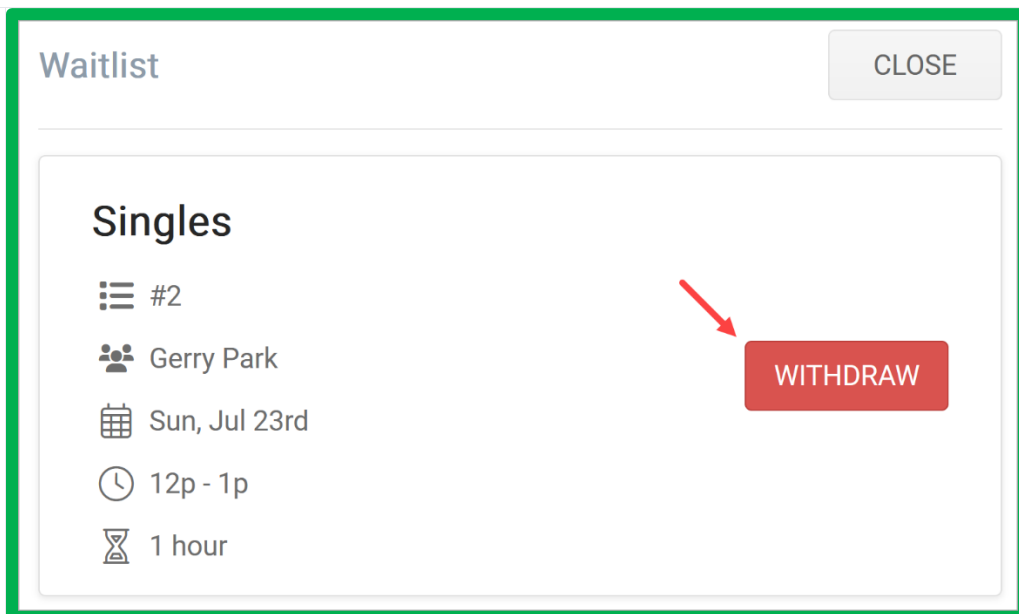
Specific Time Flexible

Duration * Between Start Time - End Time

1 hour 11:30 AM 1:30 PM

Reviewing and Withdrawing:

To review waitlist information, click on the waitlist button. The popup window confirms your waitlist time and court. To remove your name from the waitlist, click the **WITHDRAW** button.



Waitlist CLOSE

Singles

#2

Gerry Park

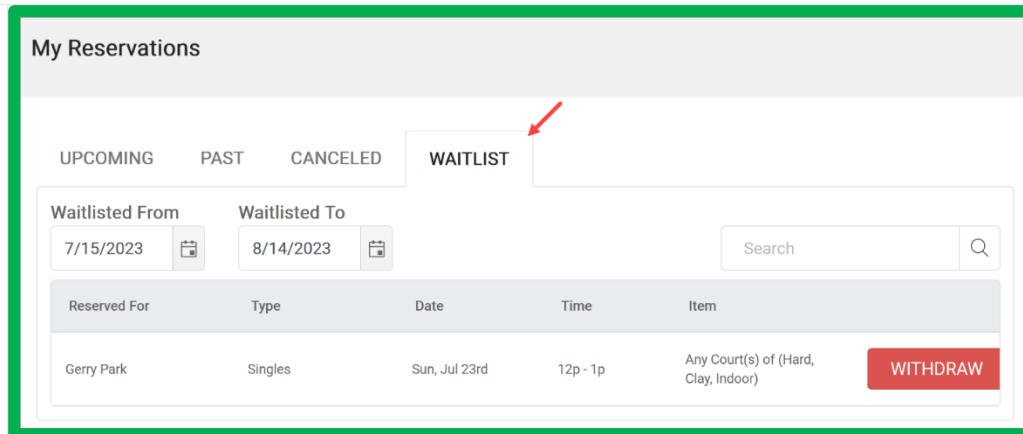
Sun, Jul 23rd

12p - 1p

1 hour

[WITHDRAW](#)

You can also view court waitlist information in the **My Reservations** section of the member portal (Reservations > My Reservations > Waitlist tab).



Receiving a Notification That a Court has Become Available:

When a court time becomes available because of a cancellation, CourtReserve sends out an email notification to people on the waitlist. The message contains a link to book the open slot. If a waitlisted player books that slot, the other names on the waitlist remain unchanged.

How CourtReserve sends out notifications is a feature that you can customize once new developments have been tested and implemented. Currently, CourtReserve sends an email to everyone on the waitlist at the same time.

