THPC CONVENOR CHECKLIST

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| TASK |
| Greater than 24 hours before a session, check the player booking registrations number (suggest 25 hrs before).  **If there are insufficient player numbers you should cancel the appropriate number of courts > 24 hour limitation.**  If there are more players registered than courts (based full sets of 4 players / court), then book another court by going to:  Voyager Tennis App on Android (google Play Store) or Apple iPhone (Apple App store)  Log in by using *Username: thpc2485@gmail.com Password: Thpc2025?*  Check status current bookings on “my bookings” tab and open option “view future bookings”.  You may view booking and **cancel** as necessary.  To **add** a court, open “my bookings” tab and open option “book a court”.    Then select “book now” on the Tweed Heads Pickleball option  Then select the court “number”, “start time” and “duration” and pay using Club credit card (details entered automatically by the system).  You can check your booking has gone through as above on “my bookings” tab and open option “view future bookings”.  If you have difficulty making the booking, please send SMS to Simon Hood on 0408 346 521, so that he may alert the centre management to this difficulty and make appropriate arrangements for payment. |
| CANCELLATIONS  Convenor cancellation of **courts** due to lower-than-expected numbers must be done through the Voyager Tennis App more than 24 hours prior to session start time. No other notification is required.  Convenor cancellation of **Club sessions:**   * Players notified by sending SMS through InTennis (AKA Maestro) App * SMS to Club Secretary on 0417 577 417 for player credits to be issued * Must be recorded on the InTennis app in a manner that notes the reason for cancellation to assist in obtaining credits from Voyager Tennis where appropriate:   Lesson cancelled (Club decision) Rain Cancelled Extreme Heat Cancelled |