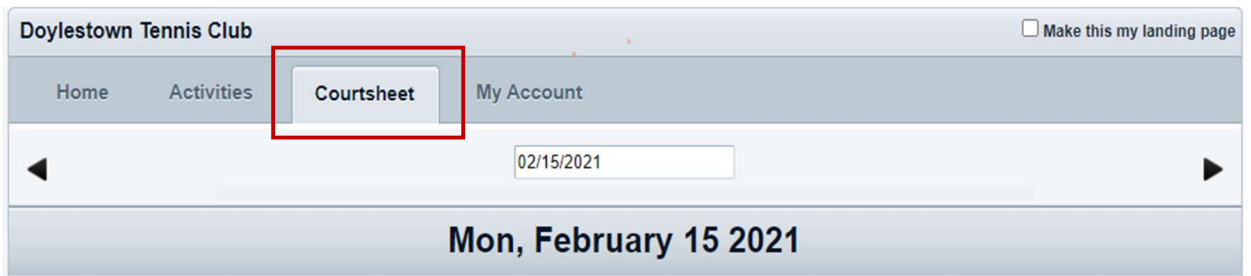




## Online Open Court Booking Instructions

The following steps will help you use our online court booking for open court time. Note that this feature can not be used for USTA practices, League makeups, or Season Court makeups. Open courts time can be booked up to 7 days in advance.

1. If you do not have a card on file you will be prompted to enter one immediately upon login.
2. Once logged in, you will notice a new tab labeled **Courtsheet**.



3. Available time slots are shown with no reservation. Click in the area to begin your reservation - please book directly before or after existing reservations if possible, to minimize gaps:

Mon, February 15 2021								
	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6	Court 7	Court 8
7:00am				7:00 - 8:00 Reserved		7:00 - 9:00 Reserved		
7:30am				=	7:30 - 9:00 Reserved			
8:00am		8:00 - 9:30 Reserved		8:00 - Reserved				
8:30am		=		8:30 - Reserved				
9:00am	9:00 - 10:30 Reserved	=	9:00 - 10:30 Reserved	9:00 - 10:30 Reserved	9:00 - 10:30 Reserved	9:00 - 10:30 Reserved	9:00 - 10:00 Reserved	9:00 - 10:00 Reserved
9:30am	=	9:30 - 10:30 Reserved		=			=	=
10:00am	=	=	=	=		10:00 - Res		10:00 - 11:00 Reserved
10:30am	10:30 - 12:30 Reserved	10:30 - 12:30 Reserved	10:30 - 12:30 Reserved	10:30 - 12:30 Reserved	10:30 - 11:30 Reserved	10:30 - 12:00 Reserved	10:30 - 12:00 Reserved	11:00 - 12:00 Reserved
11:00am					11:30 - 12:30 Reserved			
11:30am								
12:00pm								
12:30pm				12:30 - 2:00 Reserved			12:00 - 1:30 Adult Drills 3.0 to 4.0	12:00 - 1:30 Adult Drills 3.0 to 4.0
1:00pm	1:00 - 2:30 Reserved				1:00 - 2:00 Reserved			
1:30pm							1:30 - 3:30 Reserved	1:30 - 2:30 Reserved
2:00pm		2:00 - 4:00 Reserved	2:00 - 4:00 Reserved	2:00 - 3:30 Reserved	2:00 - 3:30 Reserved	2:00 - 3:30 Reserved		2:30 - 3:30 Reserved
2:30pm								
3:00pm								
3:30pm				3:30 - 5:30 TP/ATP Session 3-Monday	3:30 - 5:30 TP/ATP Session 3-Monday	3:30 - 5:30 TP/ATP Session 3-Monday	3:30 - 5:30 TP/ATP Session 3-Monday	3:30 - 5:30 TP/ATP Session 3-Monday
4:00pm	4:00 - 5:30 Skills Session 3-Mondays	4:00 - 5:30 Skills Session 3-Mondays	4:00 - 5:30 Skills Session 3-Mondays					
4:30pm								
5:00pm								

4. Fill out the form:
  - a. Select Match Type: Doubles or Singles
  - b. Start time is prepopulated based on the timeslot you clicked on the Courtsheet, but can be altered.
  - c. Select your end time. You can book up to 2 hours – on the half hour.
  - d. You **must** enter all players in your group. The system will search existing customers by first or last name. If you cannot find a player's name in our system, they may be in using a different name than you are used to (Robert vs Bob, etc.) If the people you are playing with are not in our system, use the names Guest Player 1, Guest Player 2, Guest Player 3.
  - e. Click **Submit** and your reservation will be complete. You will receive and email confirming your reservation.

### Advanced Scheduler

Home   Activities   Courtsheet   My Account   e.

Cancel Submit

\*\*\* IMPORTANT NOTE \*\*\*

Specific court requests are not guaranteed and are subject to change without notice at the sole discretion of Doylestown Tennis Club.

**When is the Reservation?**

Reservation For:

a. Match Type:  \*

Date:  \*

b. + c. Start Time:  \*

End Time:  \*

**Who else will be attending?**

Enter Customer Name(s)                      Enter Guest Name(s)

d.

5. Court Payment Policy

- a. Court fees will be charged when you check in for your reservation. The total cost of the court will be divided among all players on the court. An additional guest fee will also be charged to any player who is not a member of the club.
- b. The reserving player is responsible for court fees and guest fees (if applicable) that go unpaid by the other participants.
- c. CANCELATIONS: Your reservation must be canceled 24 hours in advance of your scheduled time to avoid being charged the court fees

6. Example:

- a. Be aware the specific court number you reserved may change – if this is necessary you will be notified.

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When is the Reservation?

Reservation For:

Match Type:  \*

Date:  \*

Start Time:  \*

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Who else will be attending?

Enter Customer Name(s)

Claire Cardie

Enter Guest Name(s)

Guest 1 Player

Guest 2 Player

What else do you need?

Ball Machine: Feature is not enabled.

Court:

Comments:

- b. After clicking Submit – you will see your reservation on the Courtsheet

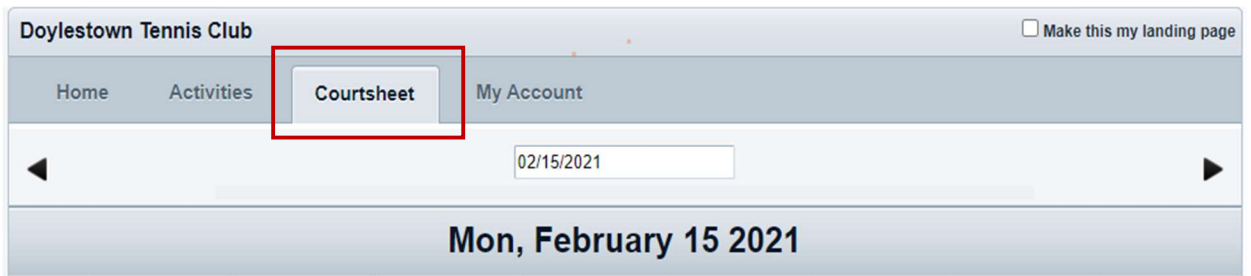
Sun, February 21 2021								
	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6	Court 7	Court 8
7:00am								
7:30am	7:30 - 9:00 Reserved	7:30 - 9:00 Reserved	7:30 - 9:00 Reserved	7:30 - 9:00 Reserved	7:30 - 9:00 Reserved	7:30 - 9:00 Reserved	7:30 - 9:00 Reserved	7:30 - 9:00 Reserved
8:00am								
8:30am								
9:00am	9:00 - 10:30 Reserved	9:00 - 10:30 Reserved	9:00 - 10:30 Reserved	9:00 - 10:30 Reserved	9:00 - 10:30 Reserved	9:00 - 10:30 Reserved		9:00 - 10:00 Reserved
9:30am								
10:00am								
10:30am		10:30 - 12:00 Reserved	10:30 - 12:00 Reserved	10:30 - 12:00 Reserved	10:30 - 12:00 Reserved	10:30 - 12:00 Reserved	10:30 - 12:00 Reserved	10:30 - 12:00 Adult Drills 3.0 to 4.0
11:00am								
11:30am								
12:00pm	12:00 - 2:00 Reserved	12:00 - 2:00 Reserved	12:00 - 2:00 Reserved	12:00 - 1:30 Cardie, Cardie, Player, Player				12:00 - 1:00 Reserved
12:30pm								
1:00pm								1:00 - 2:00 Reserved
1:30pm					1:30 - 3:00 Reserved	1:30 - 3:00 Reserved		
2:00pm	2:00 - 4:00 Reserved	2:00 - 4:00 Reserved	2:00 - 4:00 Reserved	2:00 - 4:00 Reserved				2:00 - 3:00 Reserved
2:30pm								
3:00pm					3:00 - 4:00 Reserved	3:00 - 4:00 Reserved		3:00 - 4:00 Reserved
3:30pm								
4:00pm	4:00 - 6:00 Reserved	4:00 - 6:00 Reserved	4:00 - 6:00 Reserved	4:00 - 9:00 Reserved	4:00 - 9:00 Reserved	4:00 - 9:00 Reserved	4:00 - 9:00 Reserved	4:00 - 9:00 Reserved
4:30pm								



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8:30am		=		8:30 - Reserved				
9:00am	9:00 - 10:30 Reserved	=	9:00 - 10:30 Reserved	9:00 - 10:30 Reserved	9:00 - 10:30 Reserved	9:00 - 10:30 Reserved	9:00 - 10:00 Reserved	9:00 - 10:00 Reserved
9:30am	=	9:30 - 10:30 Reserved	=	=	=	=	=	=
10:00am	=	=	=	=	=	10:00 - Res	=	10:00 - 11:00 Reserved
10:30am	10:30 - 12:30 Reserved	10:30 - 12:30 Reserved	10:30 - 12:30 Reserved	10:30 - 12:30 Reserved	10:30 - 11:30 Reserved	10:30 - 12:00 Reserved	10:30 - 12:00 Reserved	11:00 - 12:00 Reserved
11:00am	=	=	=	=	11:30 - 12:30 Reserved	=	=	=
11:30am	=	=	=	=	=	=	=	=
12:00pm	=	=	=	=	=	=	=	=
12:30pm	=	=	=	12:30 - 2:00 Reserved	=	=	12:00 - 1:30 Adult Drills 3.0 to 4.0	12:00 - 1:30 Adult Drills 3.0 to 4.0
1:00pm	1:00 - 2:30 Reserved	=	=	=	1:00 - 2:00 Reserved	=	=	=
1:30pm	=	=	=	=	=	=	1:30 - 3:30 Reserved	1:30 - 2:30 Reserved
2:00pm	=	2:00 - 4:00 Reserved	2:00 - 4:00 Reserved	2:00 - 3:30 Reserved	2:00 - 3:30 Reserved	2:00 - 3:30 Reserved	=	2:30 - 3:30 Reserved
2:30pm								
3:00pm								
3:30pm				3:30 - 5:30 TP/ATP Session 3-Monday	3:30 - 5:30 TP/ATP Session 3-Monday	3:30 - 5:30 TP/ATP Session 3-Monday	3:30 - 5:30 TP/ATP Session 3-Monday	3:30 - 5:30 TP/ATP Session 3-Monday
4:00pm	4:00 - 5:30 Skills Session 3-Mondays	4:00 - 5:30 Skills Session 3-Mondays	4:00 - 5:30 Skills Session 3-Mondays	=	=	=	=	=
4:30pm	=	=	=	=	=	=	=	=
5:00pm	=	=	=	=	=	=	=	=

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When is the Reservation?

Reservation For:

a. Match Type:  \*

Date:  \*

b. + c. Start Time:  \*

End Time:  \*

Who else will be attending?

Enter Customer Name(s)	Enter Guest Name(s)
<span style="border: 1px solid red; padding: 2px;">d.</span> <input type="text"/>	<input type="text"/>

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**When is the Reservation?**

Reservation For:

Match Type:  \*

Date:  \*

Start Time:  \*

End Time:  \*

**Who else will be attending?**

Enter Customer Name(s)

Claire Cardie

Enter Guest Name(s)

Guest 1 Player

Guest 2 Player

**What else do you need?**

Ball Machine: Feature is not enabled.

Court:

Comments:

- b. After clicking Submit – you will see your reservation on the Courtsheet

Sun, February 21 2021								
	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6	Court 7	Court 8
7:00am								
7:30am	7:30 - 9:00 Reserved	7:30 - 9:00 Reserved	7:30 - 9:00 Reserved	7:30 - 9:00 Reserved	7:30 - 9:00 Reserved	7:30 - 9:00 Reserved	7:30 - 9:00 Reserved	7:30 - 9:00 Reserved
8:00am								
8:30am								
9:00am	9:00 - 10:30 Reserved	9:00 - 10:30 Reserved	9:00 - 10:30 Reserved	9:00 - 10:30 Reserved	9:00 - 10:30 Reserved	9:00 - 10:30 Reserved		9:00 - 10:00 Reserved
9:30am								
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10:30am		10:30 - 12:00 Reserved	10:30 - 12:00 Reserved	10:30 - 12:00 Reserved	10:30 - 12:00 Reserved	10:30 - 12:00 Reserved	10:30 - 12:00 Reserved	10:30 - 12:00 Adult Drills 3.0 to 4.0
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2:30pm								
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3:30pm								
4:00pm	4:00 - 6:00 Reserved	4:00 - 6:00 Reserved	4:00 - 6:00 Reserved	4:00 - 9:00 Reserved	4:00 - 9:00 Reserved	4:00 - 9:00 Reserved	4:00 - 9:00 Reserved	4:00 - 9:00 Reserved
4:30pm								