

Rules for Booking

- The existing court priorities will continue (a copy of this is available upon request) with advance booking in place for events such as team matches, coaching, tournaments and club night. Any requests to change these court priorities must be presented to the tennis committee and approved by them.
- Court slots are in 1hr or 1.5hr blocks (please see page 5 for an example of each day)
- You will still be able to turn up on an ad-hoc basis to play if a court is available, but you will still be expected to check in
- Court Booking slots will be released either 7 or 14 days in advance at an agreed time for each court; for example,
 - If a court has a release day of 14 days and a release time of 07.30 :
 - then every Monday at 07.30 all of the booking slots for the Monday 14 days ahead will be made available for booking
 - On the Tuesday at 07.30 all of the booking slots for the Tuesday 14 days ahead will be made available for booking etc.
 - The release day and time for each court will be publicised at the club and on the website.
- You must ensure you have enough money on the system to cover the cost of all your bookings
- At the point of booking you will be charged £3.00 but this will be refunded in full when the court is “checked in” for play. This fee is to prevent people booking courts and not turning up.
- Bookings must be cancelled if they are no longer required to free the courts up for others:
 - The court must be cancelled beforehand or within 5 minutes after the start of your booking slot.
 - If you just do not turn up you will be charged the £3.
- Expired bookings cannot be viewed/updated or cancelled.
- If the court is not in play 5 minutes after the start of the booking the slot automatically frees up for anyone who has turned up ad-hoc for a court.
- If the court is booked and checked in by the same member the system will assume you are bringing a guest and a guest fee of £3.00 will be charged automatically.
- Credit can be added to your account either at the kiosk in the squash section or via PayPal when online. To add credit when accessing your account on line, select the “credit my club account” option. Credit can be used to book a court or pay for flood lights.

COURT BOOKING SYSTEM



- There is the opportunity for credit to be applied to the system if genuine errors are made by members – just send Cheryl a quick email to explain what happened on cheryl@leamington-tennis-squash.co.uk
- Junior members under the age of 10 will only be able to book courts during the daytime and early evening (the finishing time for a court booking slot must end before 7pm)
- **Sensible use of the system is encouraged by all members**

Courteous Play

Please do not walk onto a court if people are part way through a game even if their time is up – please allow them to finish the current game. Equally if a game runs beyond the booking time, the suggestion is you play a sudden death deuce at an agreed point.

Other rules and limitations will be introduced if the system is misused, so please avoid over-booking, failing to cancel unwanted slots or other behavior which would block Member's use of the courts.

Please note – as is the case currently, team bookings will be allowed to overrun their agreed slot during winter matches. Please bear this in mind when making a booking on a court that follows a team match. Team matches will be clearly identified as such on the booking system.

How to Book a Court:

You will access your account on the kiosk using your existing fob.

Booking a court at the kiosk

1. Activate your account by placing your fob on the fob reader.
2. You will see all the courts that are available to be booked – initially for court 1 as indicated in the left hand corner. You can scroll through the courts and the days/times, via the touchscreen controls, to see what courts are available to be booked. When you see a slot you would like to book press the screen to select the booking.
3. You will then be prompted to “book now using your existing credit”.
4. If you are booking a court on an ad-hoc basis you can select the view all button as the system automatically defaults to the current day/time. You then select a court that is available and proceed as in step 3.
5. Within the first 5 minutes of the booking or up to 30 minutes beforehand **a second member** (i.e. your opponent) must check in to the kiosk to confirm the court will be in play during the allotted time.

Booking on-line

1. For on line access follow the link on the tennis page of the website.
2. Your **username** is the first 3 letters of your surname followed by the first 3 letters of your first name; for example,
 - a. Cheryl Doshi – username DOSCHE
 - b. Janette George – username GEOJAN
 - c. Antony Pillinger – username PILANT

(If you are in any doubt it is the same reference that will appear on your bank statements if you pay by direct debit for your subs.)

Your **password** will be set initially as your postcode i.e. for the club CV32 6LZ (the space is relevant). You will be prompted to change your password the first time you log in on line, please do this to ensure security.

3. When you have logged on you will see a choice of the courts that are available to be booked. Click on the slot you would like to book. Click “Book facility” to confirm.
4. Within the first 5 minutes of the booking or up to 30 minutes beforehand a second member (i.e. your opponent) must check in to the kiosk to confirm the court will be in play during the allotted time.

How to check-in to a court

- When the second player arrives at the club scroll through the blocks of courts if necessary – i.e. Courts 1 – 4, Courts 5 – 8, Courts 9 - 12
- Select the Court booking that has been made by your opponent by pressing the touchscreen.
- A message will appear on screen telling you who the booking is in the name of and inviting you to place your ibutton over the sensor to check in.
- The second person playing (not the person who booked the court) should now put their fob on the sensor.
- The screen will revert to the block of courts and the name of the person who booked the court will have stars either side of their name.
- This court has been checked in successfully.

How to buy lights at the kiosk

Once the court has been checked in you can purchase lights.

This can be done at any stage during the booking, it does not have to be done at the start of the booking.

- Select the Court booking that you wish to purchase lights for. You will then be directed to a screen which displays the name of the booking and lists any payments already made for light on this booking and inviting you to “place your ibutton over the sensor to go to the lights activation screen”

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- Place your fob on the sensor – you will be directed to the lights activation screen
- The purchase start time will default to the start of the booking. Adjust the time you would like the lights to start by pressing the +10, -10, +1 or -1 buttons
- Select how many minutes you wish to purchase by using the numeric keypad. This will automatically fill in the boxes for how much this purchase will cost. If this is the correct amount click the green purchase button.
- Once the purchase has been completed the booking system reverts to the Court Selection Screen.

If the cost of the lights is to be shared the first person can select how many minutes they wish to buy i.e. 15min. The next person would then repeat the above process and the purchase time would start from the end of the previous purchase.

How to cancel a court at the kiosk

- Place your fob on the sensor
- Navigate until the yellow cursor box is surrounding the red booking dot of the booking you wish to cancel
- Press the status/action button
- Select the cancel court

COURT BOOKING SYSTEM



		Court Booking Time Slots - Final																												
Release Day	Release Time	07.30 - 08.00	08.00 - 08.30	08.30 - 09.00	09.00 - 09.30	09.30 - 10.00	10.00 - 10.30	10.30 - 11.00	11.00 - 11.30	11.30 - 12.00	12.00 - 12.30	12.30 - 13.00	13.00 - 13.30	13.30 - 14.00	14.00 - 14.30	14.30 - 15.00	15.00 - 15.30	15.30 - 16.00	16.00 - 16.30	16.30 - 17.00	17.00 - 17.30	17.30 - 18.00	18.00 - 18.30	18.30 - 19.00	19.00 - 19.30	19.30 - 20.00	20.00 - 20.30	20.30 - 21.00	21.00 - 21.30	21.30 - 22.00
Court 1	7.30		Slot 1	Slot 2	Slot 2	Slot 3	Slot 3	Slot 4	Slot 4	Slot 5	Slot 5	Slot 6	Slot 6	Slot 7	Slot 7	Slot 8	Slot 8	Slot 9	Slot 9	Slot 10	Slot 10	Slot 11	Slot 11	Slot 12	Slot 12	Slot 13	Slot 13	Slot 14	Slot 14	
Court 2	17.30		Slot 1	Slot 2	Slot 2	Slot 3	Slot 3	Slot 4	Slot 4	Slot 5	Slot 5	Slot 6	Slot 6	Slot 7	Slot 7	Slot 8	Slot 8	Slot 9	Slot 9	Slot 10	Slot 10	Slot 11	Slot 11	Slot 12	Slot 12	Slot 13	Slot 13	Slot 14	Slot 14	
Court 3	8.30		Slot 1	Slot 2	Slot 2	Slot 3	Slot 3	Slot 4	Slot 4	Slot 5	Slot 5	Slot 6	Slot 6	Slot 7	Slot 7	Slot 8	Slot 8	Slot 9	Slot 9	Slot 10	Slot 10	Slot 11	Slot 11	Slot 12	Slot 12	Slot 13	Slot 13	Slot 14	Slot 14	
Court 4	8.30		Slot 1	Slot 2	Slot 2	Slot 3	Slot 3	Slot 4	Slot 4	Slot 5	Slot 5	Slot 6	Slot 6	Slot 7	Slot 7	Slot 8	Slot 8	Slot 9	Slot 9	Slot 10	Slot 10	Slot 11	Slot 11	Slot 12	Slot 12	Slot 13	Slot 13	Slot 14	Slot 14	
Court 5	17.30		Slot 1	Slot 2	Slot 2	Slot 3	Slot 3	Slot 4	Slot 4	Slot 5	Slot 5	Slot 6	Slot 6	Slot 7	Slot 7	Slot 8	Slot 8	Slot 9	Slot 9	Slot 10	Slot 10	Slot 11	Slot 11	Slot 12	Slot 12	Slot 13	Slot 13	Slot 14	Slot 14	
Court 6	8.30		Slot 1	Slot 2	Slot 2	Slot 3	Slot 3	Slot 4	Slot 4	Slot 5	Slot 5	Slot 6	Slot 6	Slot 7	Slot 7	Slot 8	Slot 8	Slot 9	Slot 9	Slot 10	Slot 10	Slot 11	Slot 11	Slot 12	Slot 12	Slot 13	Slot 13	Slot 14	Slot 14	
Court 7	17.30		Slot 1	Slot 2	Slot 2	Slot 3	Slot 3	Slot 4	Slot 4	Slot 5	Slot 5	Slot 6	Slot 6	Slot 7	Slot 7	Slot 8	Slot 8	Slot 9	Slot 9	Slot 10	Slot 10	Slot 11	Slot 11	Slot 12	Slot 12	Slot 13	Slot 13	Slot 14	Slot 14	
Court 8	8.30		Slot 1	Slot 2	Slot 2	Slot 3	Slot 3	Slot 4	Slot 4	Slot 5	Slot 5	Slot 6	Slot 6	Slot 7	Slot 7	Slot 8	Slot 8	Slot 9	Slot 9	Slot 10	Slot 10	Slot 11	Slot 11	Slot 12	Slot 12	Slot 13	Slot 13	Slot 14	Slot 14	
Court 9	7.30		Slot 1	Slot 2	Slot 2	Slot 3	Slot 3	Slot 4	Slot 4	Slot 5	Slot 5	Slot 6	Slot 6	Slot 7	Slot 7	Slot 8	Slot 8	Slot 9	Slot 9	Slot 10	Slot 10	Slot 11	Slot 11	Slot 12	Slot 12	Slot 13	Slot 13	Slot 14	Slot 14	
Court 10	17.30		Slot 1	Slot 2	Slot 2	Slot 3	Slot 3	Slot 4	Slot 4	Slot 5	Slot 5	Slot 6	Slot 6	Slot 7	Slot 7	Slot 8	Slot 8	Slot 9	Slot 9	Slot 10	Slot 10	Slot 11	Slot 11	Slot 12	Slot 12	Slot 13	Slot 13	Slot 14	Slot 14	
Court 11	7.30		Slot 1	Slot 2	Slot 2	Slot 3	Slot 3	Slot 4	Slot 4	Slot 5	Slot 5	Slot 6	Slot 6	Slot 7	Slot 7	Slot 8	Slot 8	Slot 9	Slot 9	Slot 10	Slot 10	Slot 11	Slot 11	Slot 12	Slot 12	Slot 13	Slot 13	Slot 14	Slot 14	
Court 12	8.30		Slot 1	Slot 2	Slot 2	Slot 3	Slot 3	Slot 4	Slot 4	Slot 5	Slot 5	Slot 6	Slot 6	Slot 7	Slot 7	Slot 8	Slot 8	Slot 9	Slot 9	Slot 10	Slot 10	Slot 11	Slot 11	Slot 12	Slot 12	Slot 13	Slot 13	Slot 14	Slot 14	
				1 hr booking																										
				1.5hr booking																										