

Club Automation: Member Portal



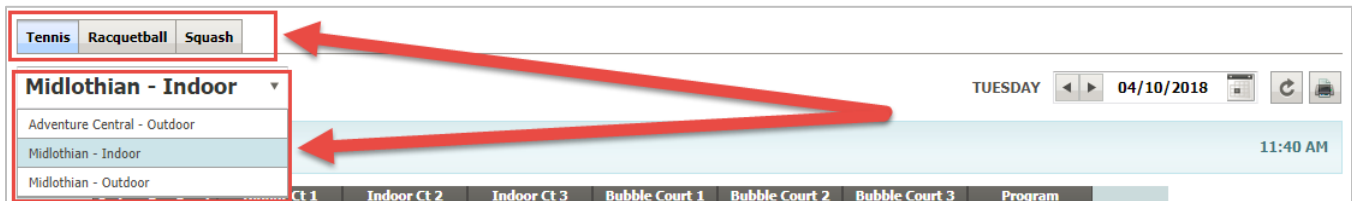
ClubAutomation

RESERVE A COURT

When selected, this tab allows you to create new court reservations as well as edit/cancel existing reservations.

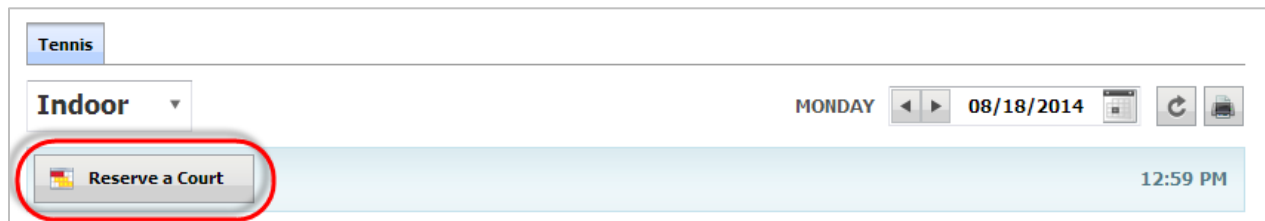
New Reservations:

1. Select the Resource you are looking to book, and select which club you would like to reserve at:



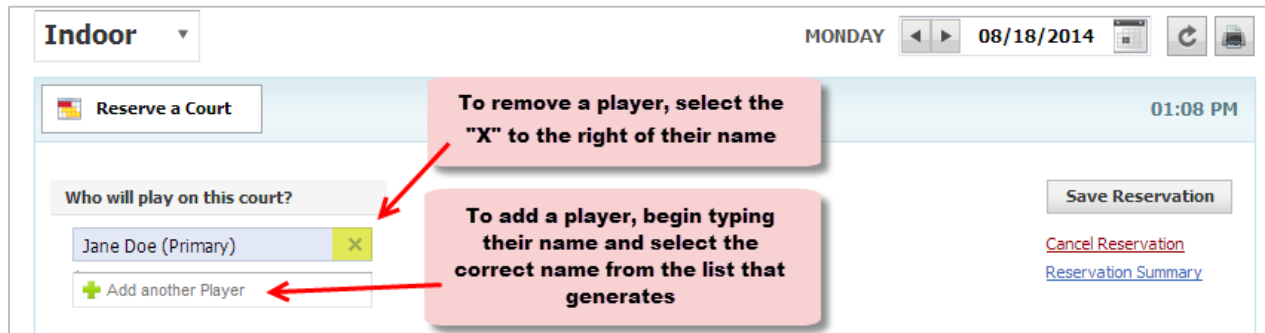
The screenshot shows a reservation interface. At the top, there are three tabs: "Tennis", "Racquetball", and "Squash". Below these is a dropdown menu for "Midlothian - Indoor" which is expanded to show three options: "Adventure Central - Outdoor", "Midlothian - Indoor", and "Midlothian - Outdoor". To the right of the dropdown, there is a date selector showing "TUESDAY" and "04/10/2018". Below the date selector, there is a time slot "11:40 AM". At the bottom of the interface, there is a row of buttons labeled "Ct 1", "Indoor Ct 2", "Indoor Ct 3", "Bubble Court 1", "Bubble Court 2", "Bubble Court 3", and "Program". Two red arrows point from the "Tennis" tab and the "Midlothian - Indoor" dropdown to the "11:40 AM" time slot.

2. Select "Reserve a Court"

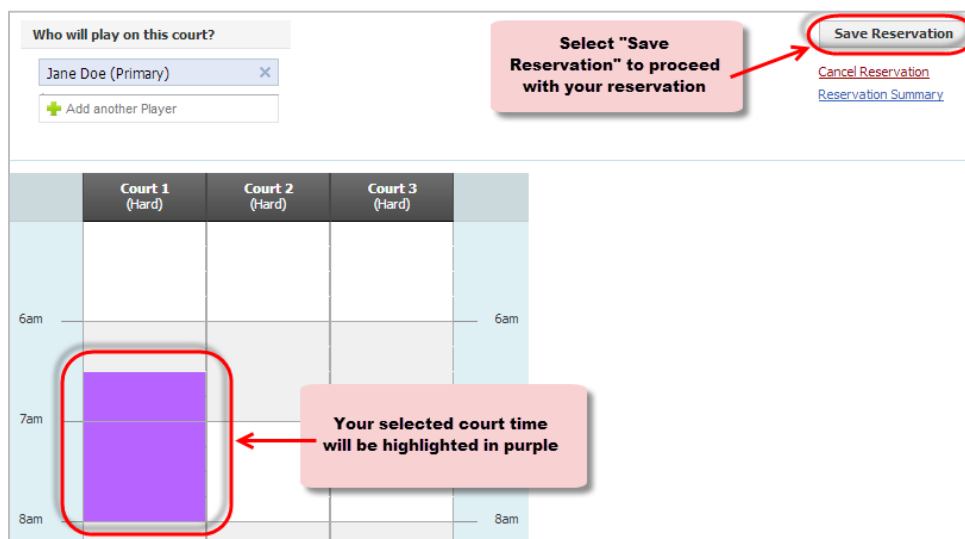


The screenshot shows the same reservation interface as above, but with the "Tennis" tab selected. The "Indoor" dropdown is selected. The date selector shows "MONDAY" and "08/18/2014". The time slot is "12:59 PM". A button labeled "Reserve a Court" is highlighted with a red oval.

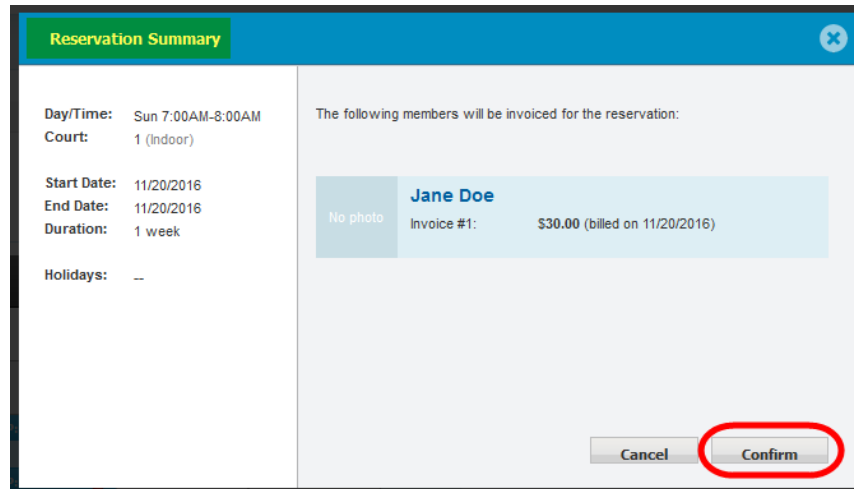
3. Enter the names of the players who will be on the court
 - a. To add additional players, type the name in the “Add another player” box and select the name from the list that will generate
 - b. To remove a name, select the “X” to the right of the name
 - c. Click on Ball Machine to the left of your name if you would like to reserve the machine



4. Select your reservation time by highlighting the courts. Once the court time is highlighted, your time will appear in purple.
5. Select “Save Reservation” toward the top right corner of the page to proceed with your reservation.



6. After selecting save, a reservation summary will generate where you can review the reservation details and select “Confirm” to complete your reservation

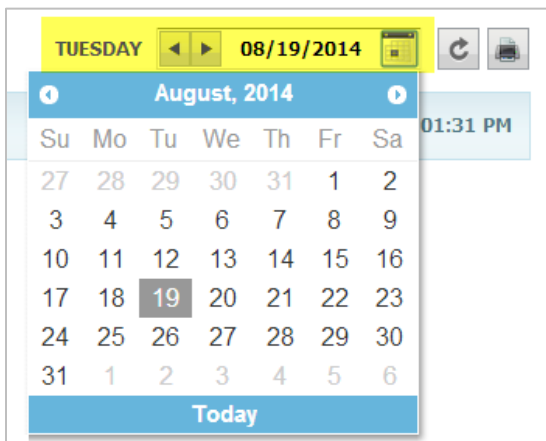


The image shows a 'Reservation Summary' modal window. On the left, reservation details are listed: Day/Time: Sun 7:00AM-8:00AM, Court: 1 (Indoor), Start Date: 11/20/2016, End Date: 11/20/2016, Duration: 1 week, and Holidays: --. On the right, it states 'The following members will be invoiced for the reservation:' and shows a card for 'Jane Doe' with 'No photo', 'Invoice #1: \$30.00 (billed on 11/20/2016)'. At the bottom right, there are 'Cancel' and 'Confirm' buttons, with the 'Confirm' button circled in red.

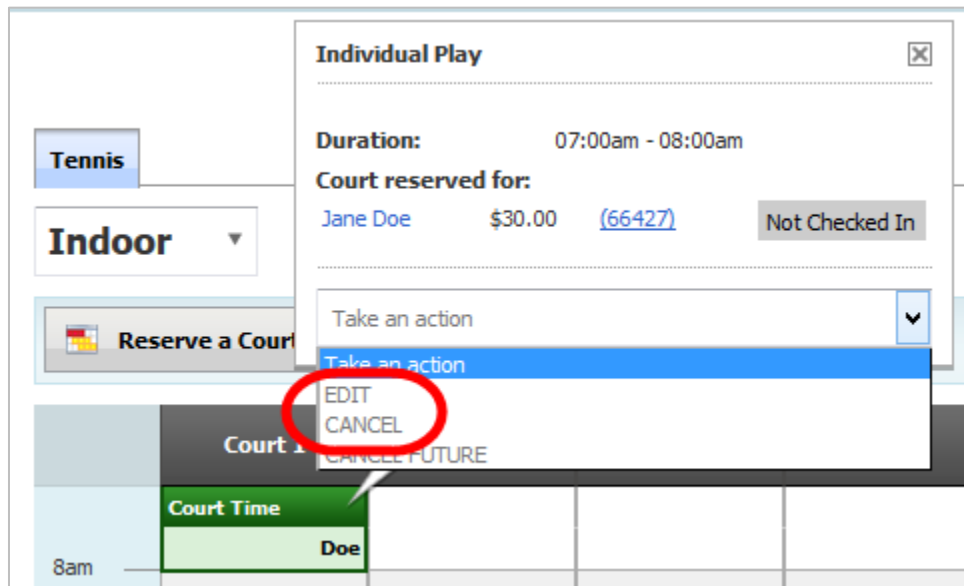
Once complete, your reservation will now appear in green on the courts.

	Court 1	Court 2	Court 3
Court Time	Doe		
8am			
9am			

Edit/Cancel Reservations: To edit/cancel a reservation, begin by navigating to the day of the reservation. Use the calendar tool in the top right corner to move between days. Once the reservation has been located, click on the reservation and select the “Take an action” dropdown”.



From the “Take an action” dropdown, select either “Edit” or “Cancel” to take the appropriate action.



- *Edit*: allows you to change the players on the court and the time of the reservation
- *Cancel*: allows you to remove the reservation from the court