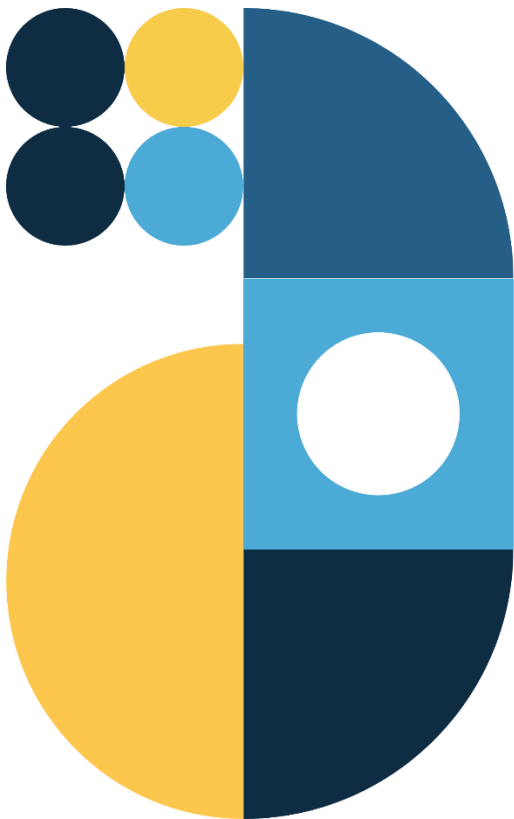




COURT BOOKING



ATHLETE GUIDE

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CHANGE CONTROL:

What Changed:	Date of Change:	Changed By:	Document Version:
Initial Creation	April 15, 2023	Boris Fucic	V1

NOTES AND DEFINITIONS:

For the purposes of this guide, we use Player 1, Player 2, Player 3, Player 4 and Player 5 as Athlete Names. They are used interchangeably to illustrate tool functionality. The screenshots may switch between players to illustrate specific points.

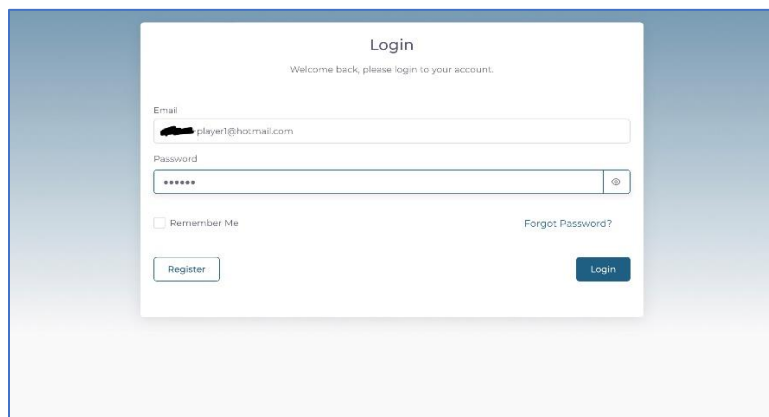
For the purposes of this guide, it is assumed that you have an active membership at your club and are connected to it through the platform.

COURT BOOKING RULES

1. Each player will be able to book 1 hour of play time each day.
2. Each player may book up to two days in advance (today & tomorrow). The system makes courts available for booking at midnight. (i.e., Wednesday bookings are made available on Tuesday at 12:00am)
3. If a booking is cancelled within two hours of the booked time, the users will have forfeited their opportunity to book for that day.

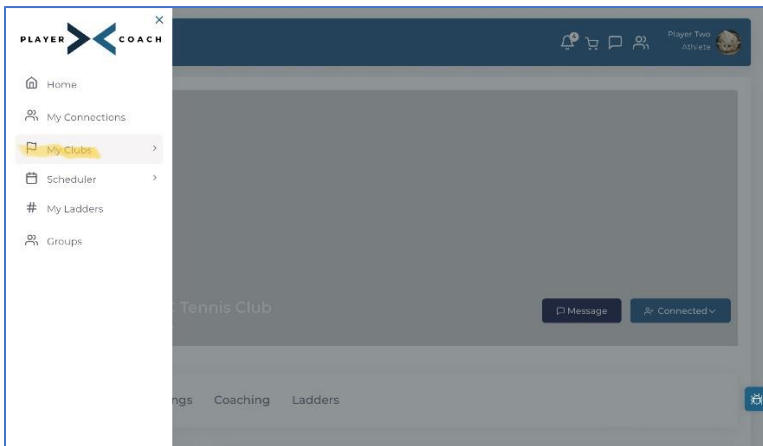
BOOKING TIME

1. Begin by logging in to PlayerCoach

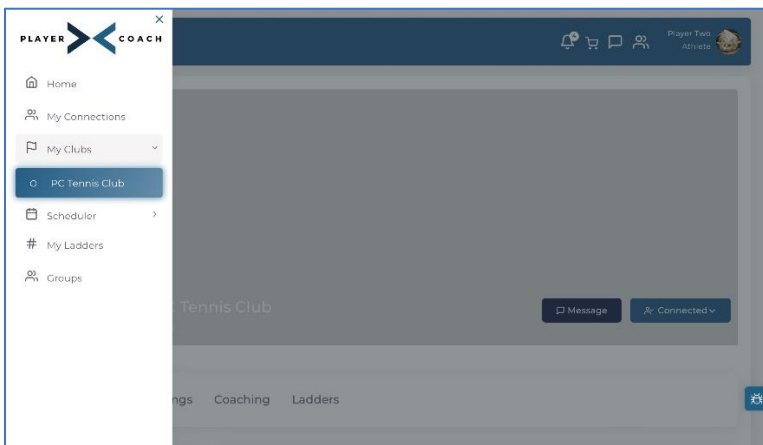


The screenshot shows a login form titled "Login" with the subtitle "Welcome back, please login to your account." The form includes an "Email" field with the text "player1@hccmail.com", a "Password" field with masked characters and a toggle icon, a "Remember Me" checkbox, a "Forgot Password?" link, a "Register" button, and a "Login" button.

2. Select “My Clubs”



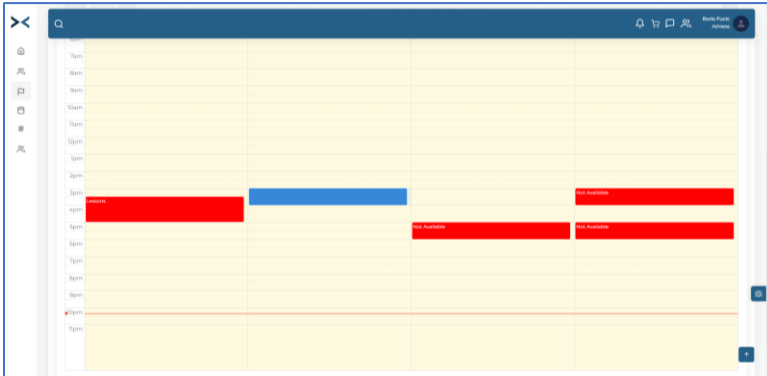
3. Choose your tennis club (i.e. PC Tennis Club)



4. Select “Court Booking”



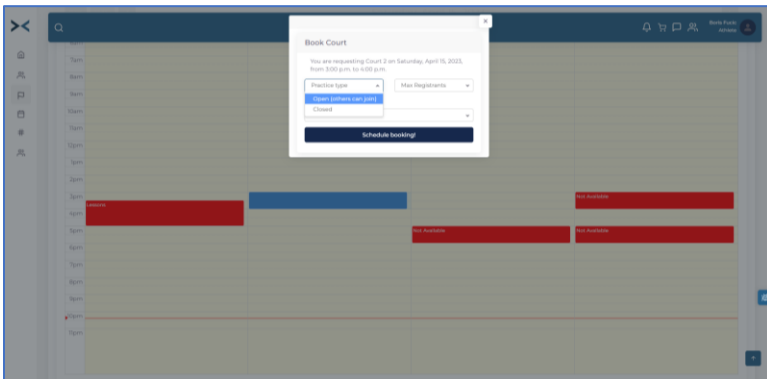
5. Select your chosen time slot and court



Ensure that you click at the top of the time window and drag down. (Indicated in Blue)

NOTE: TO DO THIS ON A MOBILE DEVICE, YOU MUST HOLD DOWN YOUR FINGER FOR UP TO A SECOND AND DRAG DOWN.

6. Select the type of play:



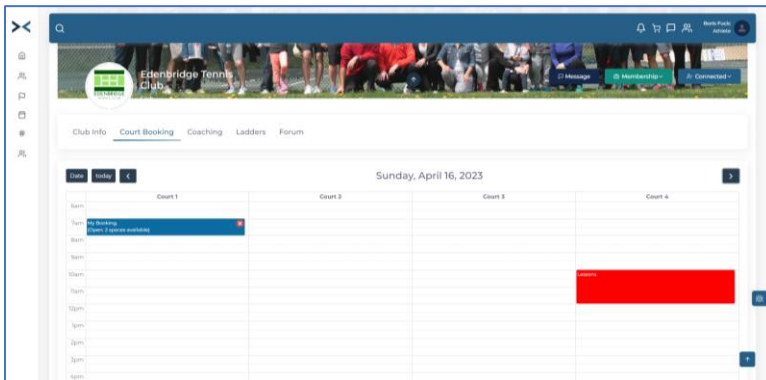
Open allows other player to join you.

Closed does not permit other club players to join your match. Selecting Closed also allows you to block your name from the booking sheet.

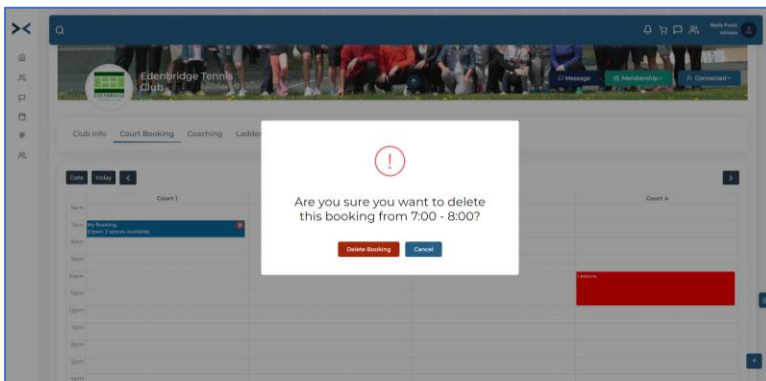
7. Select Schedule Booking and your booking sheet will appear.

CANCELLING A BOOKING

1. To cancel a booking, find the booking you wish to cancel and select the red X in the top right corner



2. Confirm that you wish to cancel



NOTE: IF A BOOKING IS CANCELLED WITHIN TWO HOURS OF THE BOOKED TIME, THE USERS WILL HAVE FORFEITED THEIR OPPORTUNITY TO BOOK FOR THAT DAY