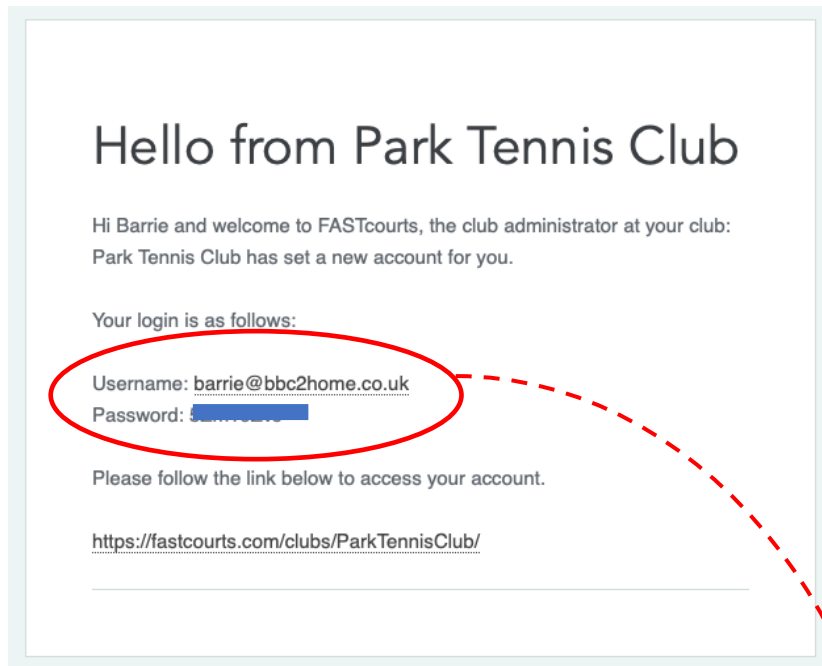


Using the Fastcourt booking system.

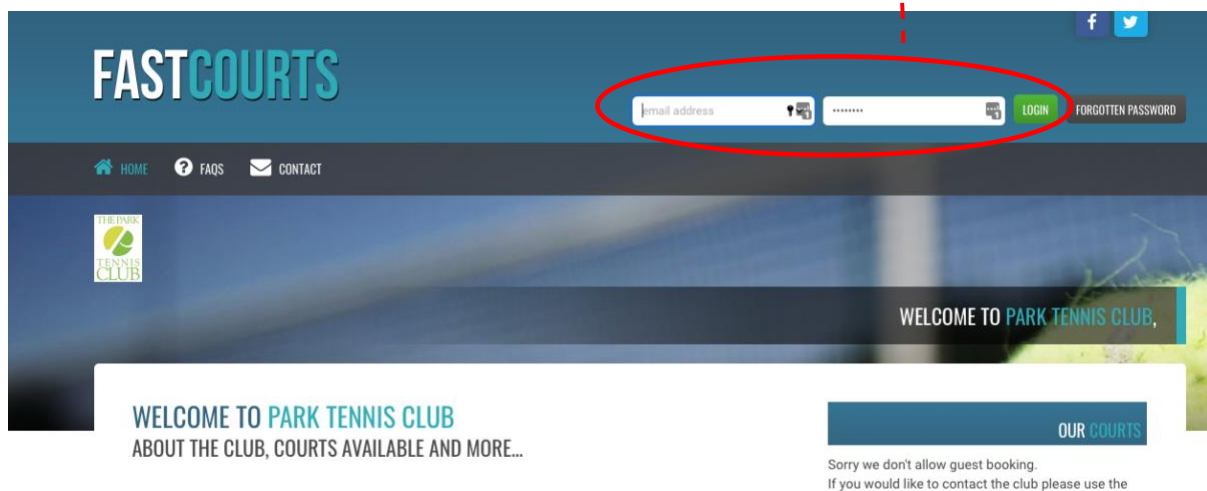
We are using a product called 'fastcourts' in order to allow all courts to be booked prior to use as per Carole's communication. The purpose of this document is to allow you to be able to firstly change your profile details and secondly to be able to book a 1 hour slot on a specific court.

When your details are uploaded to 'fastcourt' you will receive an email as per :



Logging In.

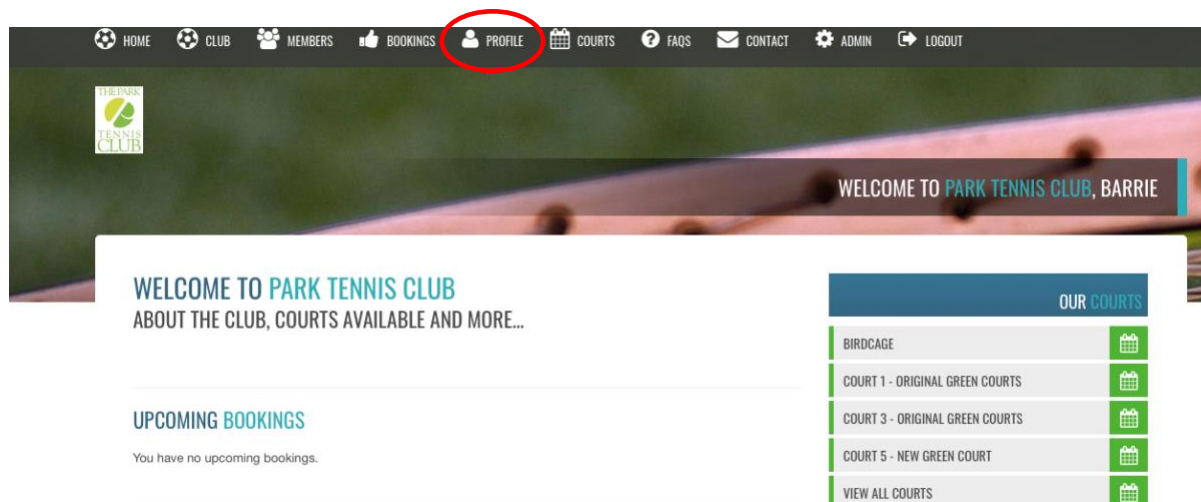
Follow the link as directed or cut and paste it to your browser, and you arrive at their website :



Use the username and password from the email to log in to their system.

This takes you to the Home page from where you can book courts or change your profile:

1. Changing your password and other personal info



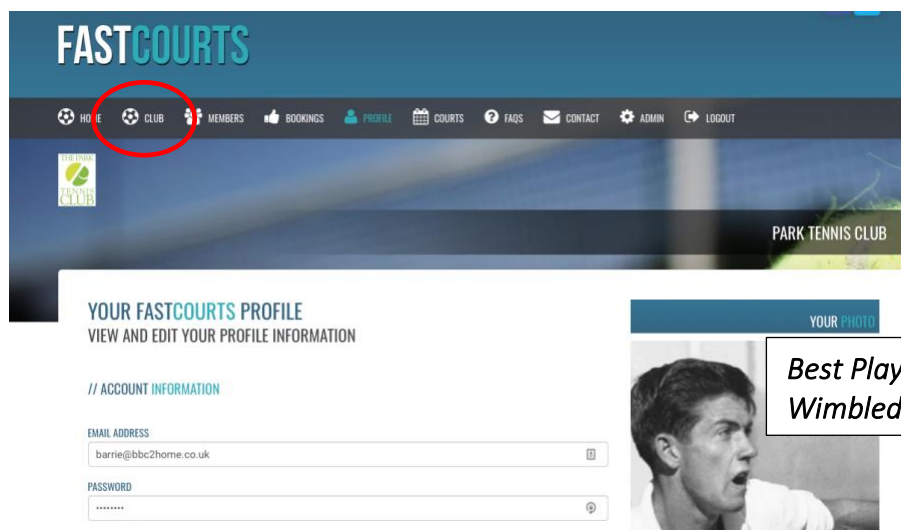
Clicking on your Profile along the top of the page allows access to your details and to change your password to something memorable.

There is little else you need change but some may wish to check the Hide Details box to prevent your email and phone number (if added) being visible to other users of the PTC.

HIDE DETAILS (HIDE YOUR EMAIL AND PHONE NUMBER FROM OTHER MEMBERS)

When you have changed all you wish to, Click the **UPDATE PROFILE** button towards the bottom of the screen

And then clicking 'Club', returns you to the Home Page



2 Booking a Court

There are a number of guiding rules which Carole will have covered in her communication to you regarding how many courts you can book and how far ahead you can book, but this guide is just to help you identify and book an individual court.

So, from the home page, its probably best to choose (click on) VIEW ALL COURTS

THE PARK TENNIS CLUB

WELCOME TO PARK TENNIS CLUB, BARRIE

WELCOME TO PARK TENNIS CLUB
ABOUT THE CLUB, COURTS AVAILABLE AND MORE...

UPCOMING BOOKINGS
You have no upcoming bookings.

OUR COURTS

- BIRDCAGE
- COURT 1 - ORIGINAL GREEN COURTS
- COURT 3 - ORIGINAL GREEN COURTS
- COURT 5 - NEW GREEN COURT
- VIEW ALL COURTS

To arrive at :

ALL COURTS
ALL COURTS MAINTAINED BY OUR CLUB

Previous Day Tue 12 May 2020 Next Day

Previous Day / Next Day allows you to move back and forth to the day in which you are interested.

BIRDCAGE

- 08:00 : Available
- 09:00 : Available
- 10:00 : Available
- 11:00 : Available
- 12:00 : Available
- 13:00 : Available
- 14:00 : Available
- 15:00 : Available
- 16:00 : Available
- 17:00 : Available
- 18:00 : Available
- 19:00 : Available
- 20:00 : Available

Go to Court

COURT 1 - ORIGINAL GREEN COURTS

- 08:00 : Available
- 09:00 : Available
- 10:00 : Available
- 11:00 : Available
- 12:00 : Available
- 13:00 : Available
- 14:00 : Available
- 15:00 : Available
- 16:00 : Available
- 17:00 : Available
- 18:00 : Available
- 19:00 : Available

Go to Court

COURT 2 - ORIGINAL GREEN COURTS

- 08:00 : Available
- 09:00 : Available
- 10:00 : Available
- 11:00 : Available
- 12:00 : Available
- 13:00 : Available
- 14:00 : Available
- 15:00 : Available
- 16:00 : Available
- 17:00 : Available
- 18:00 : Available
- 19:00 : Available

Go to Court

COURT 3 - ORIGINAL GREEN COURTS

- 08:00 : Available
- 09:00 : Available
- 10:00 : Available
- 11:00 : Available
- 12:00 : Available
- 13:00 : Available
- 14:00 : Available
- 15:00 : Available
- 16:00 : Available
- 17:00 : Available
- 18:00 : Available
- 19:00 : Available

Go to Court

COURT 4 - NEW GREEN COURT

- 08:00 : Available
- 09:00 : Available
- 10:00 : Available
- 11:00 : Available
- 12:00 : Available
- 13:00 : Available
- 14:00 : Available
- 15:00 : Available
- 16:00 : Available
- 17:00 : Available
- 18:00 : Available
- 19:00 : Available

Go to Court

COURT 5 - NEW GREEN COURT

- 08:00 : Available
- 09:00 : Available
- 10:00 : Available
- 11:00 : Available
- 12:00 : Available
- 13:00 : Available
- 14:00 : Available
- 15:00 : Available
- 16:00 : Available
- 17:00 : Available
- 18:00 : Available
- 19:00 : Available

Go to Court

Look for an available court / time combination and click on the relevant Go to Court Eg. This to select court 4

You will arrive at :

THE PARK TENNIS CLUB

PARK TENNIS CLUB // COURT 4 - NEW GREEN COURT

RESERVED BOOKED FOR YOU UNAVAILABLE CHANGE COURTS 10/05/20 TO 16/05/20

	Sunday 10/05/20	Monday 11/05/20	Tuesday 12/05/20	Wednesday 13/05/20	Thursday 14/05/20	Friday 15/05/20	Saturday 16/05/20
08:00	RESERVED	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE
09:00	RESERVED	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE
10:00	RESERVED	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE
11:00	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE
12:00	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE
13:00	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE
14:00	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE	UNAVAILABLE

And **DOUBLE CLICK** within the time slot you want, say 11 – 12 on Thursday 14/5/20.

You now add the first player by typing part of the name and selecting the one you want from the dropdown list. Repeat for the second player.

When you have the details for both players, click **ADD BOOKING** to confirm.

BOOK COURT - 11:00 CLOSE

Team 1

Ro

Barrie Rosewall

Roger The Fed'

Team 2

Add a player

Select the member you are adding the booking for.

book from 11:00 to 12:00

CLOSE ADD BOOKING

You will be returned to see the slot is booked, and coloured green to confirm it is yours

	Sunday 10/05/20	Monday 11/05/20	Tuesday 12/05/20	Wednesday 13/05/20	Thursday 14/05/20	Friday 15/05/20	Saturday 16/05/20
8:00	Available	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
9:00	Available	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
10:00	Available	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
11:00	Available	Unavailable	Unavailable	Unavailable	Slot Booked.	Unavailable	Unavailable
12:00	Available	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable

You can change the players on the booking or delete the booking completely.

And that's it. Further bookings can be made via the Club Icon at the top of the screen to return to the Club Home page or via the 'Change courts' and Date options. Both circled in red above.

Both players will receive a confirmation email and please note the details within this regarding the gate code and also leaving before your hour is up to prevent any cross overs on the court.