



TENNIS CLUBS OF CANADA  
SOMETHING FOR EVERYONE

## ONLINE BOOKING INSTRUCTIONS

### **Court Bookings (including Round Robins)**

#### **STEP 1:**

Go to [tennisclubs.ca](http://tennisclubs.ca)

#### **STEP 2:**

Scroll down the Home Page and click on the “Book Courts” link for your club.

#### **STEP 3:**

Enter your **Username** and **Password**.

Click **Submit**

#### **STEP 4 – Court Booking:**

To book a court, ensure that you are booking at the correct location. Refer to the location tabs at the top of the schedule. You will be booking at the location that is highlighted. To choose another location, click on the appropriate tab.

Click on the day you would like to play.

Click on the field for the court/time you would like to play.

#### **STEP 4 – Joining a Round Robin:**

To join a Round Robin, click on the day you would like to play.

Click **Join** for the Round Robin of interest.

#### **STEP 5 – Court Booking:**

Change the **End Time** if you would like a two hour booking.

NO **NOT** CHANGE THE BOOKING TYPE.

Fill in the **Players** by typing the names in the boxes. You may search by first or last name. A drop down menu will appear. Click on the name. You may also search by clicking on the blue **Members** tab.

If the player is a guest, type in his or her name. Beside the guest’s name, indicate in the **Guest** field if the player is a guest of Player 1, 2 or 3.

Click **Submit**

#### **STEP 5 – Joining a Round Robin:**

Click **Submit**.

#### **STEP 6 (Payment Option):**

You may now pay for the court or Round Robin by clicking **Pay**.

Fill out the information and click **Submit**.

## **Entering the WAIT LIST if the Courts are Full**

### **STEP 1:**

Click directly on the grey box for the time that you are interested in.

### **STEP 2:**

Fill in the appropriate **Players** by typing the name in the box. You may search by first or last name. A drop down menu will appear. Click on the name. You may also search by clicking on the blue **Members** tab.

If the player is a guest, type in his or her name. Beside the guest's name, indicate in the **Guest** field if the player is a guest of Player 1, 2 or 3.

Click **Submit**

## **Entering the WAIT LIST if the Round Robin is Full**

### **STEP 1:**

Click **Join Waitlist** for the Round Robin of interest.

### **Step 2:**

Click **Submit**

## **Cancelling a Court**

### **STEP 1:**

Click directly on the court you booked.

### **STEP 2:**

Under **Related Bookings**, click the checked box so that the checkmark disappears and then click **Submit**.

## **Cancelling a Round Robin**

### **STEP 1:**

At the top of the page, click **Bookings**.

### **STEP 2:**

Click on the Date for the Round Robin you would like to cancel.

### **STEP 3:**

Under the **Players** section, check the box and then click **Update**.

***Note:** You cannot cancel a court or a Round Robin within 48 hours of the start time.*

*You cannot cancel a court or a Round Robin if it was booked by the club. You must contact the club at 905 886 4030 to cancel in this situation.*

## **Invitational Bookings: Book court immediately and ask other members to join**

### **STEP 1:**

Go to [tennisclubs.ca](http://tennisclubs.ca)

### **STEP 2:**

Scroll down the Home Page and click on the “Book Courts” link for your club.

### **STEP 3:**

Enter your **Username** and **Password**.

Click **Submit**

### **STEP 4 – Court Booking:**

To book a court, ensure that you are booking at the correct location. Refer to the location tabs at the top of the schedule. You will be booking at the location that is highlighted. To choose another location, click on the appropriate tab.

Click on the day you would like to play.

Click on the field for the court/time you would like to play.

To book a court, click on the day you would like to play.

Click on the field for the court/time you would like to play.

### **STEP 5:**

Change the **End Time** if you would like a two hour booking.

For **Booking Type**, click on the drop down arrow and select **Invitational**.

In the **Maximum Players** field, if you would like to limit the number of players who can join, fill in the maximum # of players permitted to play. The number entered includes yourself. For example, if you would like to play doubles (four total players), enter 4 in the **Maximum Players** field.

Fill in the **Players** you would like to invite by typing the names in the boxes. You may search by first or last name. A drop down menu will appear. Click on the name. You may also search by clicking on the blue **Members** tab. You may invite an infinite # of players.

DO **NOT** SELECT GUESTS AS THEY WILL NOT RECEIVE CONFIRMATION EMAILS. YOU MAY ONLY INVITE ACTIVE MEMBERS.

Click **Submit**

**All invited players will receive a “Match “Invitation” by email. In the email, there will be a link to accept the invitation. Once the maximum # of players permitted have accepted, any subsequent acceptances will be placed on the wait list.**

### **STEP 6 (Payment Option):**

You may now pay for the court by clicking **Pay**.

Fill out the information and click **Submit**.

## **Invitational Bookings: : Court is only booked once a minimum # of players accept your invitation**

### **STEP 1:**

Go to [tennisclubs.ca](http://tennisclubs.ca)

### **STEP 2:**

Scroll down the Home Page and click on the “Book Courts” link for your club.

### **STEP 3:**

Enter your **Username** and **Password**.

Click **Submit**

### **STEP 4 – Court Booking:**

To book a court, ensure that you are booking at the correct location. Refer to the location tabs at the top of the schedule. You will be booking at the location that is highlighted. To choose another location, click on the appropriate tab.

To book a time, click on the day and time you would like to play. For example, if you would like to play at 12:00 pm, click directly on **12:00 PM**. Do **NOT** click on an actual court.

### **STEP 5:**

Change the **End Time** if you would like a two hour booking.

For **Booking Type**, click on the drop down arrow and select **Invitational**.

In the **Minimum Players** field, type the minimum # of players who must accept the invitation before the court becomes booked. The number entered includes yourself. For example, if you only want to play doubles, type 4 and the court will not be booked until at least three other players accept your invitation. If you're willing to play singles or doubles, type 2 and the court will not be booked until at least one other player accepts your invitation.

In the **Maximum Players** field, if you would like to limit the number of players who can join, fill in the maximum # of players permitted to play. The number entered includes yourself. For example, if you would like to play doubles (four total players), enter 4 in the **Maximum Players** field.

Fill in the **Players** you would like to invite by typing the names in the boxes. You may search by first or last name. A drop down menu will appear. Click on the name. You may also search by clicking on the blue **Members** tab. You may invite an infinite # of players.

DO **NOT** SELECT GUESTS AS THEY WILL NOT RECEIVE CONFIRMATION EMAILS. YOU MAY ONLY INVITE ACTIVE MEMBERS.

Click **Submit**

**All invited players will receive a “Match Invitation” by email. In the email, there will be a link to accept the invitation.**

**Once the minimum # of players required to activate the booking have accepted the invitation, each “accepted” player will receive a booking confirmation. Please note that if the courts are full at the time that the booking is activated, the booking will be placed on the wait list.**

**Once the maximum # of players permitted have accepted, any subsequent acceptances will be placed on the wait list.**

**STEP 6 (Payment Option):**

You may now pay for the court by clicking **Pay**.

Fill out the information and click **Submit**.