

## Book a Court – Scheduling Guide

To change your Book a Court schedule to allow members only to book please follow the below steps:

1. Login to the Book a Court Administration area
2. Select the 'Booking' module from the left hand menu
3. Select 'Configuration' in the top right of the screen
4. Choose the 'Schedules and Pricing' Module

You will then create a **new** schedule. To do this:

1. Click 'Add new schedule'
2. Name the schedule (COVID-19 Schedule)
3. Add the date range you wish the schedule to go for (Note this can be edited later to be shorter or longer as you wish)
4. Click 'Save Schedules'

Now you can edit the schedule to be members only:

1. Click 'manage' on the schedule you have just created
2. Now edit the restrictions and costs on the right hand side of the page – To ensure that only members can book you will need to click on 'edit' on the key, ensure that only members have the role to book as per the image below:

Ruleset details

Name: Day Session

Role	Member Price	Guest Price	Court Fee	Max Size
All Members	0	2	0	0

[Add rule](#)

Cancel Save

3. Once the pricing is correct you will click on 'Save'.
4. Do this process for Night time bookings as well (if your club is offering night session bookings)
5. Note if you wish to allow the general public and casual users the ability to book you will just need to 'add new rule' and select "everyone else" to allow them to book a court.



### Applying the schedule

To Apply the schedule follow the below steps:

1. Click on the coloured box next to the appropriate key on the right hand side – eg. 'Day session'.
2. Once you have clicked on the key you can apply this to the schedule by then clicking and dragging on the different time areas in the schedule table.
3. We recommend leaving 30 minute gaps between booking availability.
4. Your schedule should then look like the image below (based off what times the club wishes to start bookings)

#### Restrictions and costs

Set up restrictions and costs for your club. Use the table below to set rulesets and apply them to your planner

Default Schedule ▾

	MON	TUE	WED	THU	FRI	SAT	SUN
05:00							
05:30							
06:00							
06:30							
07:00							
07:30							
08:00							
08:30							

#### Restrictions and costs

Select the ruleset below to apply to the planner.

Closed

Day Session

Edit | Delete

Night Light Session

Edit | Delete

+ Add ruleset

5. The same process will be done to apply night bookings, by selecting the nighttime booking key and dragging over the table.

**If you encounter any issues or have queries please contact 1800 PLAY TENNIS (1800 752 983)**