

## Book a Court Lighting Guide:

The following guide contains information to help you integrate the lighting at your club with the Book a Court system. The document will also cover the Book a Court lighting equipment, how the lighting works, as well as Frequently Asked Questions. If you have any questions regarding the lighting set-up at your club please contact your Book a Court Coordinator.

## Book a Court Lighting Equipment:

### *Lighting Control Panel:*

You will receive the lighting control panel (right) on the day of the Book a Court hardware installation. The lighting control panel will consist of 4 or 8 circuits, depending on what you have purchased.

### *Panel Switches:*

The manual override switches (right) will enable you to use Book a Court system to automatically operate your lights. You will be provided with a key, allowing you to change the light settings. Please note, access to the keys to these switches should be restricted.

In the below image to the right, the switch has been set to AUTO, thereby ensuring that lights at the club turn on automatically following the entry of a valid booking PIN.

The switch positions work as follows;

**O (OFF position):** To turn the lights off completely, use the key and turn the switch to 0. In the OFF position, the lights will always be OFF, regardless of valid bookings or the sunset switch.

**MAN (MANUAL position):** To turn on the lights without entering a booking PIN, use the key and turn the switch to MANUAL. Lights will remain on unless you turn the switch to O (OFF position).

If the lights are operated in the Manual setting, the switches should be returned to the AUTO position at the end of the night, as any subsequent bookings will not activate the lights when a PIN is entered at the gate whilst the switch is in the MANUAL or OFF position.

**AUTO (AUTOMATIC position):** To operate the lights automatically via Book a Court, switches must be in the AUTO position. In the AUTO position, when a valid booking PIN is entered on the pin pad the lights will activate for the relevant courts and times of the booking (should the sunset switch deem to be insufficient daylight).



## Sunset Switch & Bypass Switch:

To ensure lights do not turn on during the day, the Book a Court system uses the Sunset Switch (right), which determines when there is adequate lighting outside and will prevent the lights turning on. If the sunset switch does not detect adequate lighting outside, then the lighting will begin to turn on.

Sunset switches have an in-built light sensor that measures ambient brightness and automatically switches the connected lights on and off depending on the light levels outside. Your local lighting expert should assist you in selecting an appropriate location for the sunset switch to be installed, ideally not in any significant shadowing or in a location affected by the court lighting or other lighting (e.g. sporting grounds). The interior of the sunset switch (see below left) contains a dial, which can be used to adjust the sensor's sensitivity.

If your lighting expert has integrated your lights using a Bypass switch, to activate the lights in Manual mode when it is still daylight, the Bypass Switch (see below right) will need to be in the ON position.

If the Bypass Switch is left in the ON position, any bookings (even in the daytime) will turn the lights on when the lighting controls are in the AUTO position.

As the evening progresses and daylight fades during the booking, the sunset switch will automatically trigger the lights to turn on. There is no need for the player to re-enter their PIN for this to occur.



## How the lighting works with Book a Court:

### **Turning the lights ON:**



To turn the lights on, simply enter your booking PIN into the PIN pad at the gate at the time of your booking. Upon successfully creating a booking, you will receive a unique 4 digit PIN code. Enter the four digit code, and then press the arrow key (under 0) in the bottom right (see left image).

When a valid PIN code has been entered, the PIN pad LED changes from blue (see left) to green and will produce two beeps. Once this happens, the gate will unlock. Please note, if the PIN is not active or has been entered incorrectly, the PIN pad LED will change from blue to red and will produce a single, long beep tone.

To cater for lights warming up, the booking PIN is active 15 minutes prior to the booking and enables players to arrive early and activate the lights prior to their booking start time.

As outlined above, the sunset switch will detect when lighting is needed and will automatically trigger the lights to turn on.

Please note, the schedules in the Book a Court Software do NOT operate the lights. The purpose of these schedules is to apply court/lighting fees at an appropriate time.

It is important that all court users, including coaches and competition coordinators enter their PIN prior to each booking to ensure the lights are turned on as required. This ensures that if a court user does not turn up for their booking, then the lights will remain off.

Please encourage people to develop the habit of always entering their PIN regardless of whether the gate is unlocked or the lights are already on to eliminate any issues.

### **Turning the lights OFF:**

The lights will automatically turn off 15 minutes after the booking time. If there is a booking immediately after, the lights will remain switched on, provided the next court user has entered their booking PIN.

You may have times when you need to turn off the lights before the booking time ends e.g. night competition finishes early or coaching lessons may be cancelled in the event of a washout. To turn the lights off early, simply log into Book a Court and cancel the booking. Once the booking has been successfully cancelled in the software, the court lights will automatically turn off 15 minutes after cancellation.

For a step-by-step guide on how to cancel bookings, please refer to our support guide [here](#).

## Lighting Integration and Testing:

### **Integrating the court lighting to the Book a Court system:**

As soon as you receive an installation date, you should contact your electrical contractor to organise a date to complete the lighting integration process.

Your electrical contractor will need to connect the new lighting control panel to your club's existing lighting circuits. The instructions for your electrical contractor are in your quote, if you do not have this document please contact your Book a Court Coordinator.

This document also includes a contact number for Complete Security Solutions that your electrician can call with any questions.

## **Testing the lights before going 'live':**

Once your lights have been integrated with the Book a Court hardware, it is important that both you and your electrician perform testing. As described above, your electrician will perform coordinated testing with Complete Security Solutions at the time of the integration.

Following this, we recommend performing your own lighting tests, as outlined on the Book a Court Next Steps document. Once the lights have been successfully tested, you can confidently begin to operate the lights automatically.

## **Frequently Asked Lighting Questions:**

### ***If my booking is from 7pm-8pm, at what time can I access the courts with my PIN and when will the lights come on?***

Booking PIN's are active 15 minutes before your booking start time and will become inactive 15 minutes after your booking end time. Your booking PIN for this booking can be used anytime between 6:45pm and 8:15pm. Once the booking PIN has been entered, the lights for your courts will begin to turn on when there is insufficient daylight, and will automatically turn off 15 minutes after your booking ends.

### ***How do I know if I have entered my PIN correctly?***

When you enter your PIN, you will need to listen carefully for the beeps of the PIN Pad. A valid PIN entry will be confirmed by two short beeps. If your PIN is not valid or has been entered incorrectly, you will hear one, long beep tone. The PIN pad light should also turn green after a valid booking PIN has been successfully entered. If you are in doubt, please enter you PIN again.

### ***My lights on my court are already on. Do I need to enter my booking PIN?***

Yes. Please ensure you ALWAYS enter your booking PIN when you arrive, even if the lights are on and/or the gate is unlocked.

### ***Our coaching/competition booking has been washed out/finished early, how do I turn the lights off?***

Administrators can cancel the booking online via the Book a Court software. Lights will turn off 15 minutes after the cancellation has successfully been processed. We are currently working towards automating this function with cancellations.

For a step-by-step guide on how to cancel bookings, please refer to our support guide [here](#).

### ***Lights are coming on too early during the day, how do I fix this?***

Depending on the Book a Court hardware that has been installed at your venue, you may be able to adjust the lux level settings of your sunset switch to ensure the lights come on at a more appropriate time of the day.

We recommend you contact your local electrical contractor to discuss making the necessary adjustments.

### ***My lights have turned off, what should I do?***

There may be a time where your lights have unexpectedly turned off. If your booking is still valid and lights are still required, simply re-enter your booking PIN at the gate and the lights automatically turn back on provided there is still time remaining for the booking.

Note: You may need to allow for the lights to cool down/warm up.

### ***I didn't pay for lights. How do I turn them on?***

Lights will automatically turn on for bookings, if the sunset switch deems there to be insufficient daylight (regardless of payment). Provided you have entered your PIN at the start of your booking and it is dark enough outside, the lights on your court will automatically turn on.