

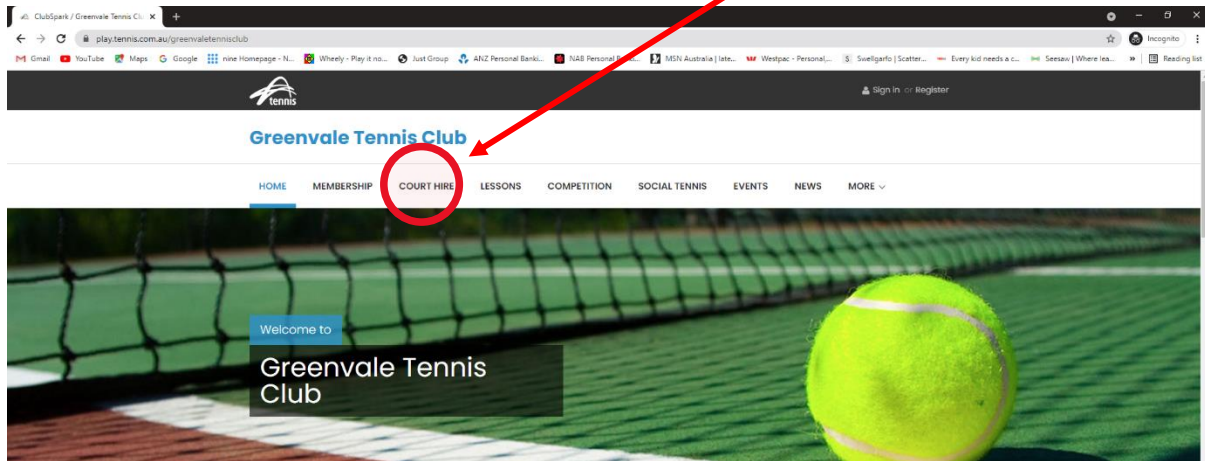
HOW TO BOOK A COURT ONLINE AT GREENVALE TENNIS CLUB

There are two ways to book a court. Through our website or, if you have a ClubSpark account, through www.play.tennis.com.au and sign in. See instructions for both below :-

INSTRUCTIONS ON BOOKING A COURT THROUGH OUR WEBSITE

1. Log in to www.greenvaletennisclub.net.au
2. Click on "Court Hire" tab highlighted below

CLICK ON COURT HIRE



3. Select your time slot. If required, change to a future date (limited). Scroll down to see more available times. Click on the right arrow > to see more courts.

YOUR BOOKING DATE

Book your court

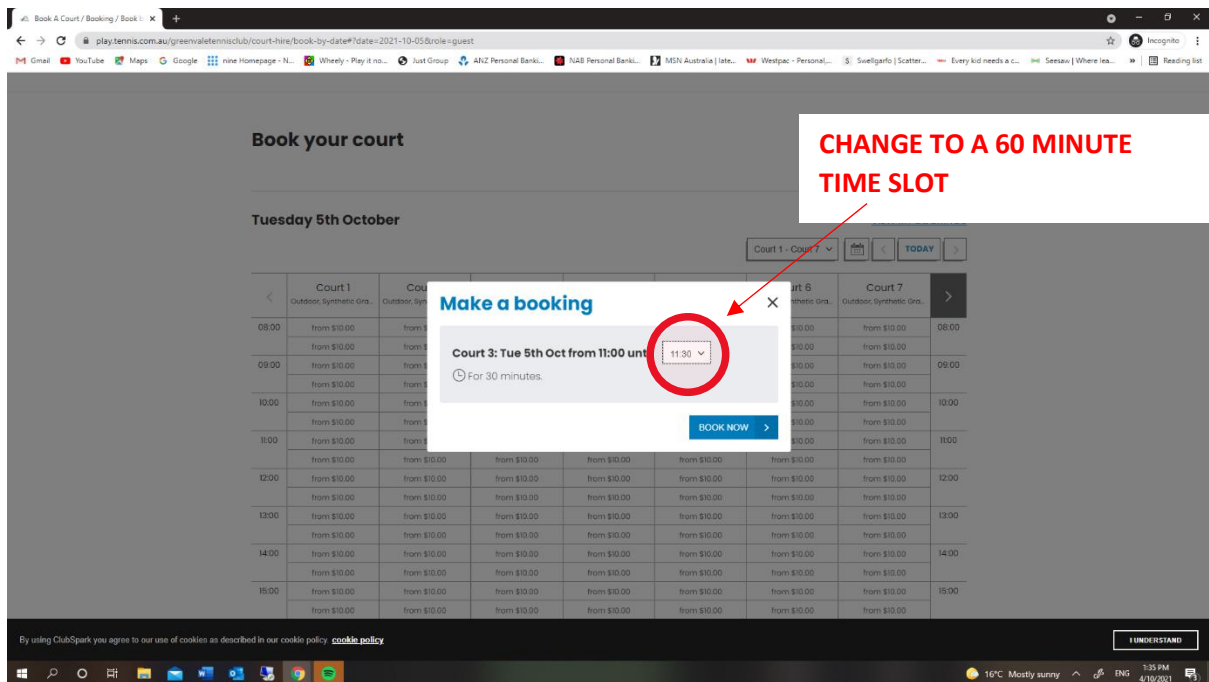
CHANGE DATE HERE

CLICK HERE FOR MORE COURTS

| | Court 1 Outdoor, Synthetic Gra. | Court 2 Outdoor, Synthetic Gra. | Court 3 Outdoor, Synthetic Gra. | Court 4 Outdoor, Synthetic Gra. | Court 5 Outdoor, Synthetic Gra. | Court 6 Outdoor, Synthetic Gra. | Court 7 Outdoor, Synthetic Gra. |
|-------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| 08:00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 |
| 09:00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 |
| 10:00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 |
| 11:00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 |
| 12:00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 |
| 13:00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 |
| 14:00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 |
| 15:00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 | from \$10.00 |

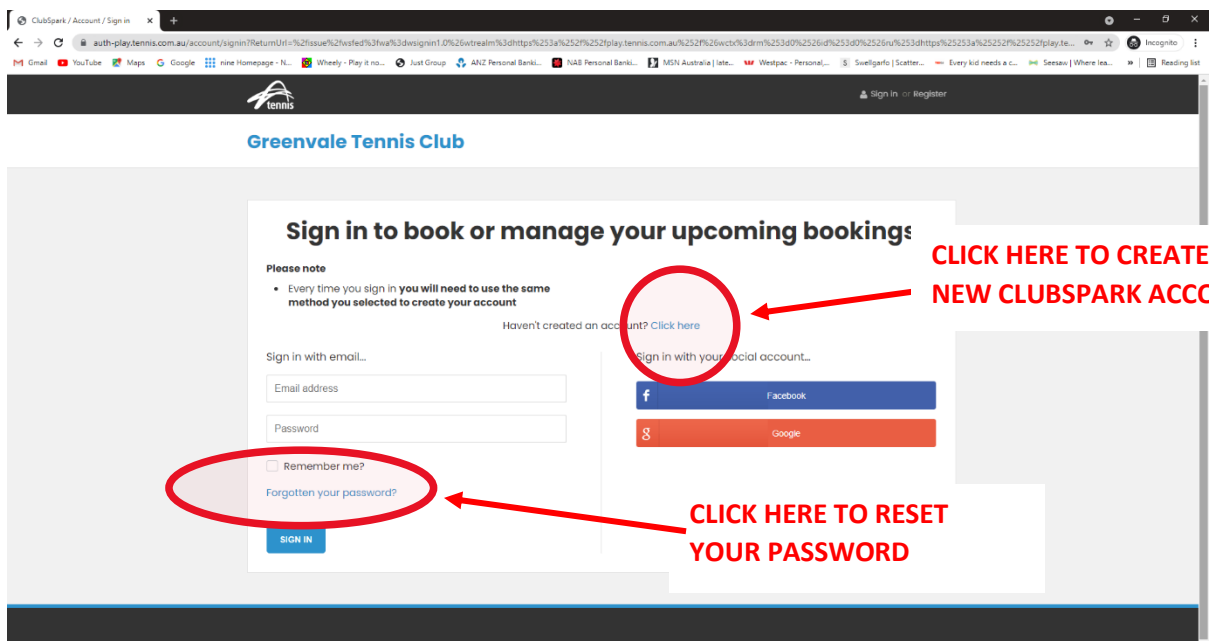
SCROLL DOWN FOR MORE AVAILABLE TIMES

- Once you've clicked on a time slot you will see this window. Use the drop-down arrow to change the time slot (minimum one-hour bookings are required). Then click on the blue box "BOOK NOW"

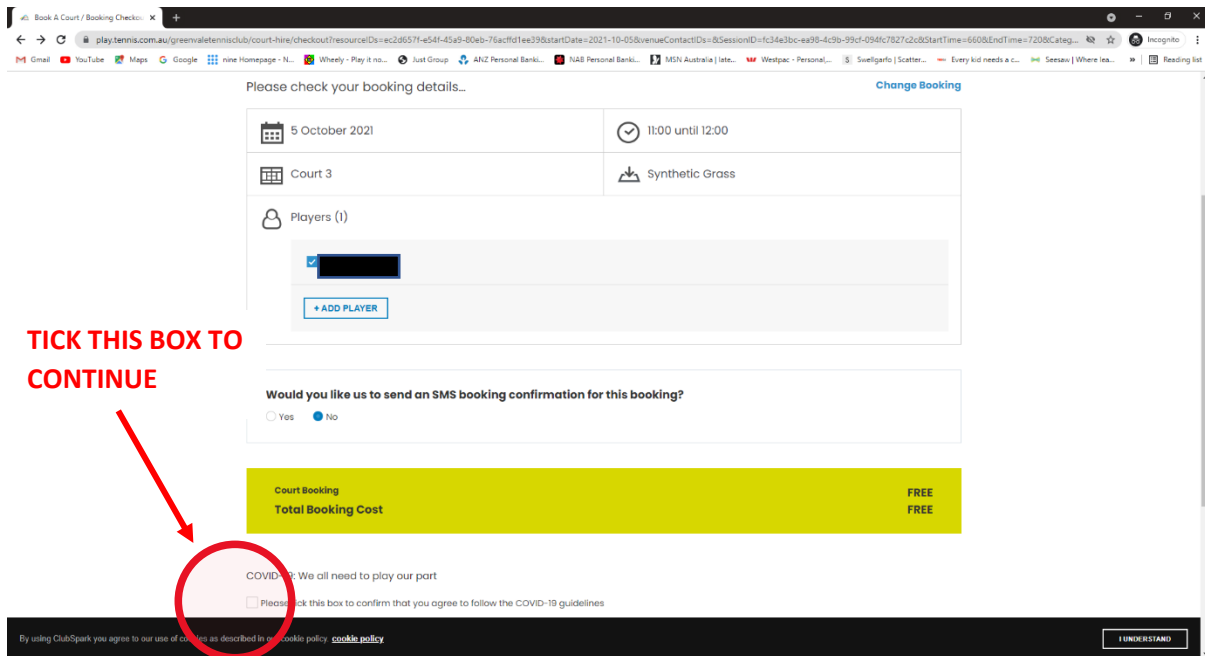


- Sign in to your ClubSpark account. Members will need to do this so the system connects to your membership and calculates the member fee for court hire. If you are not a member, you will need to create a ClubSpark account where it says "CLICK HERE" and fill in some basic details before moving to the checkout page.

NOTE: If you can't remember your password, click "Forgotten your password?" – do not create a new account as the system may still allocate a court fee.



6. Check details of your booking. If you click “CHANGE BOOKING” you will be taken back to the booking page to edit your booking.
MEMBERS now have the flexibility to change their date and book ahead up to 14 days in advance. MEMBERS can also change their timeslot for up to 2 hours.
NON-MEMBERS can only book 5 days in advance and are limited to a one-hour timeslot.
7. You can add the names of other players in the “PLAYERS” section. Additional guests do not incur any extra fees.
8. Check the TOTAL BOOKING COST is correct, then tick the box beneath and “CONFIRM” your booking.
9. Payment can be made securely online. ClubSpark is the online digital tool provided by Tennis Victoria to support affiliated clubs manage their bookings and other administrative tasks.



This completes the instructions for securing a court booking through our website.

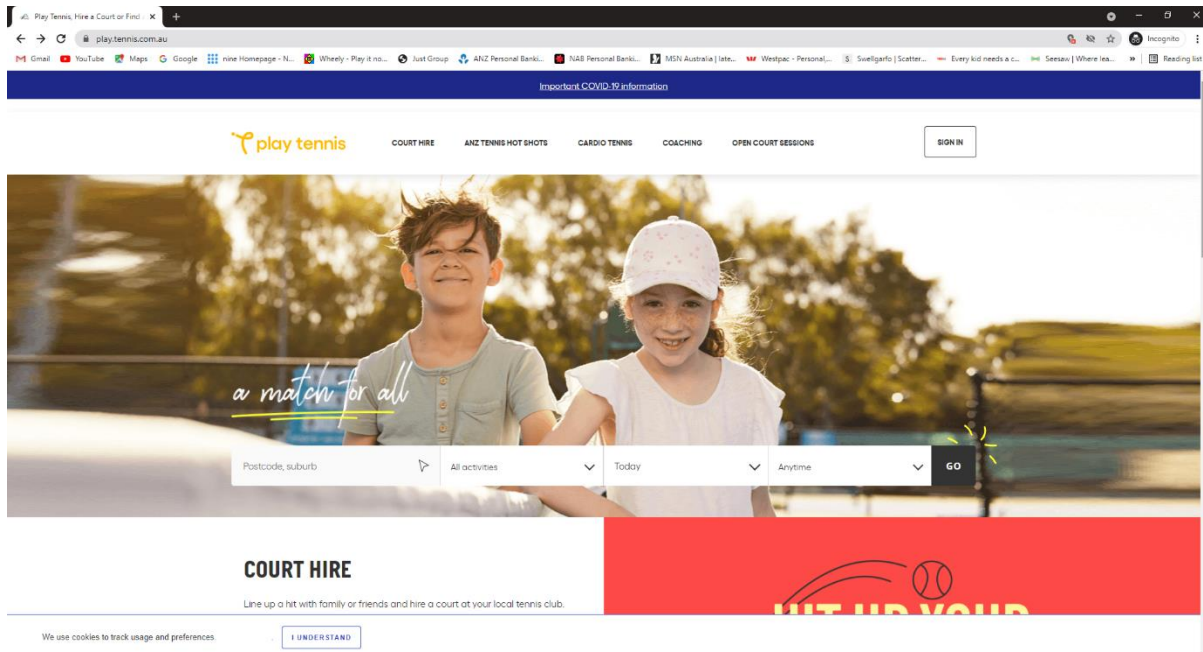
See Page 4 for making a booking directly through your ClubSpark account.

If you have any problems with making a booking, or if the checkout page is not adjusting your total accurately, please call Liz Tektonopoulos on 0410 328 792.

Thank you for your booking and remember to help keep our Club beautiful by removing any rubbish on the court and ensuring you securely engage the slide-bolt and padlock when you leave.

Enjoy!

INSTRUCTIONS ON BOOKING A COURT DIRECTLY THROUGH CLUBSPARK



1. In the address bar type in <https://play.tennis.com.au>
2. Click "Sign In" in the top right
3. You are now on the SIGN IN page. Enter your ClubSpark email address and password. You may need to reset your password if you've forgotten it. If you don't have a ClubSpark account, look at the centre of the sign in page where it says "Haven't created an account? CLICK HERE" then enter your details.
4. The page will then refresh, and your name will appear signed in (top right).
5. Enter the suburb GREENVALE and click on the drop-down selection, GREENVALE, VIC 3059
6. For "ALL ACTIVITIES" click on the drop-down box and select "Court Hire"
7. Select the day and then the time and click "GO"
8. A small selection will appear. Click "SEE ALL SESSIONS" in the bottom right to view more courts and available timeslots.
9. Change the duration time to 1 hour and update the page.
10. Make a selection, and click "BOOK"
11. Review your booking and tick the box(s)
12. Press CONFIRM to complete your booking.

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