

# BOOK-A-COURT INSTRUCTIONS:

SHTC is using the Book-a-Court system within the ClubSpark platform provided by Tennis Australia.

To view SHTC courts availability and to book courts go to:

<https://play.tennis.com.au/southhawthorntennisclub/court-hire/book-by-date>

BOOK-A-COURT can only be used by SHTC members only.

**YOU MUST HAVE REGISTERED FOR CLUB SPARK USING THE INVITATION LINK SENT BY SHTC BEFORE YOU CAN PROCEED BELOW. (THERE IS NO FEE TO REGISTER FOR CLUBSPARK)**

If you have not received an Invitation to register or have any questions about the Book-A-Court system, please email us at [courts@shtc.org.au](mailto:courts@shtc.org.au)

## Step 1:

After clicking the URL:

<https://play.tennis.com.au/southhawthorntennisclub/court-hire/book-by-date> this screen will appear.

### (If using a Computer)

|       | Court 1<br>Outdoor, Synthetic Clay | Court 2<br>Outdoor, Synthetic Clay | Court 3<br>Outdoor, Clay | Court 4<br>Outdoor, Clay | Court 5<br>Outdoor, Synthetic Clay | Court 6<br>Outdoor, Synthetic Clay |       |
|-------|------------------------------------|------------------------------------|--------------------------|--------------------------|------------------------------------|------------------------------------|-------|
| 07:00 | CLOSED                             | CLOSED                             | CLOSED                   | CLOSED                   | CLOSED                             | CLOSED                             | 07:00 |
| 08:00 | CLOSED                             | CLOSED                             | CLOSED                   | CLOSED                   | CLOSED                             | CLOSED                             | 08:00 |
| 09:00 |                                    | BOOKING                            |                          |                          |                                    |                                    | 09:00 |
| 10:00 |                                    |                                    |                          |                          |                                    |                                    | 10:00 |

### (If using a Phone)

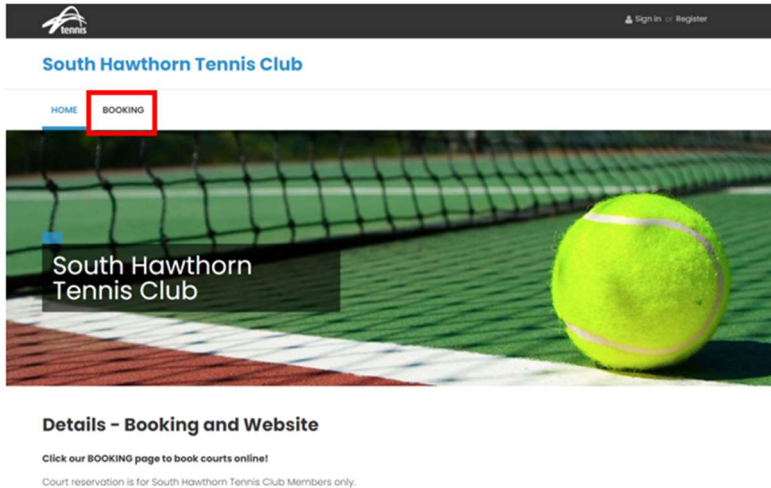
|       | Court 1<br>Outdoor, Synthetic Clay |       |
|-------|------------------------------------|-------|
| 07:00 | CLOSED                             | 07:00 |
| 08:00 | CLOSED                             | 08:00 |
| 09:00 |                                    | 09:00 |
| 10:00 |                                    | 10:00 |

If you have started at the Home Page URL:

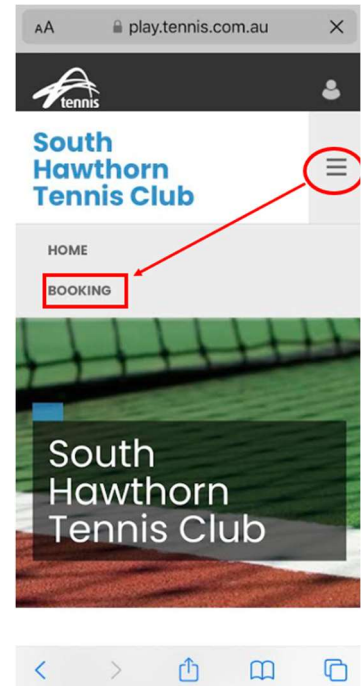
<https://play.tennis.com.au/southhawthorntennisclub> this screen will appear.

Select the "BOOKING" button

### (If using a Computer)



### (If using a Phone)



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## Step 2:

After clicking BOOKING this screen will appear. This allows you to view availability without signing in. You can select dates to view by clicking on the Calendar.

(Below is a computer's view. If using a phone, only one court will be displayed, please use the arrow buttons (left and right) to view the other courts)

South Hawthorn Tennis Club

What is seen when not signed in

HOME BOOKING

Book your court View By Date

Tuesday 31st January Calendar VIEW MY BOOKINGS

|       | Court 1<br>Outdoor, Synthetic Clay | Court 2<br>Outdoor, Synthetic Clay | Court 3<br>Outdoor, Clay | Court 4<br>Outdoor, Clay | Court 5<br>Outdoor, Synthetic Clay | Court 6<br>Outdoor, Synthetic Clay |       |
|-------|------------------------------------|------------------------------------|--------------------------|--------------------------|------------------------------------|------------------------------------|-------|
| 09:00 | COACHING - TUESDAYS - MORNINGS     |                                    |                          |                          |                                    |                                    | 09:00 |
| 10:00 |                                    |                                    |                          |                          |                                    |                                    | 10:00 |
| 11:00 |                                    |                                    |                          |                          |                                    |                                    | 11:00 |
| 12:00 |                                    |                                    |                          |                          |                                    |                                    | 12:00 |

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## Step 3:

To book a court or view bookings that you have made, please select **Sign-In**

South Hawthorn Tennis Club

Select "Sign-In"

HOME BOOKING

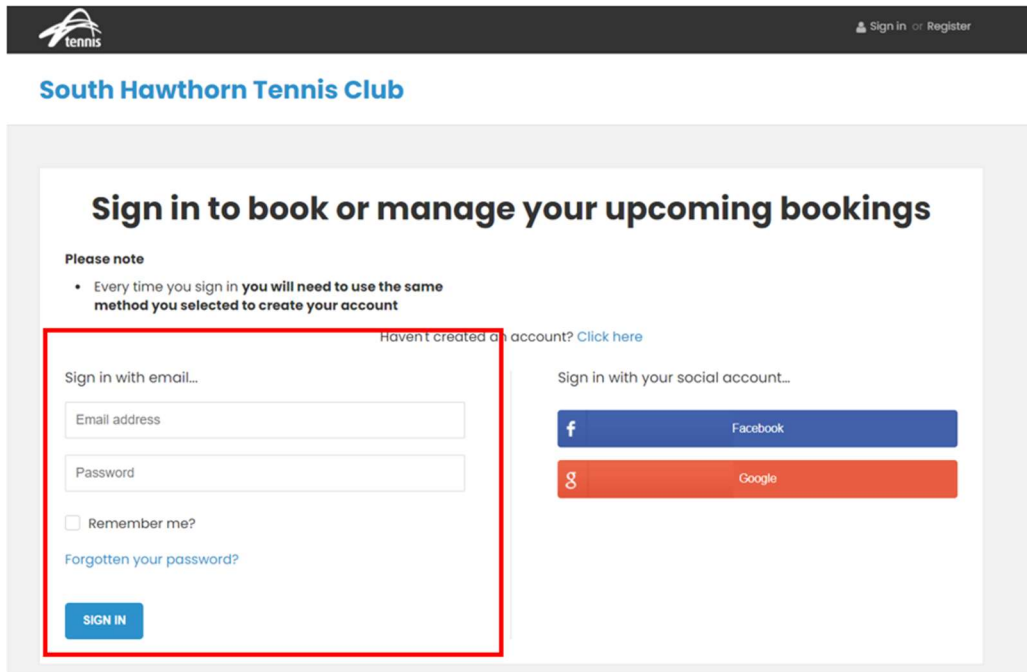
Book your court View By Date

Tuesday 31st January VIEW MY BOOKINGS

|       | Court 1<br>Outdoor, Synthetic Clay | Court 2<br>Outdoor, Synthetic Clay | Court 3<br>Outdoor, Clay | Court 4<br>Outdoor, Clay | Court 5<br>Outdoor, Synthetic Clay | Court 6<br>Outdoor, Synthetic Clay |       |
|-------|------------------------------------|------------------------------------|--------------------------|--------------------------|------------------------------------|------------------------------------|-------|
| 09:00 | COACHING - TUESDAYS - MORNINGS     |                                    |                          |                          |                                    |                                    | 09:00 |
| 10:00 |                                    |                                    |                          |                          |                                    |                                    | 10:00 |
| 11:00 |                                    |                                    |                          |                          |                                    |                                    | 11:00 |
| 12:00 |                                    |                                    |                          |                          |                                    |                                    | 12:00 |

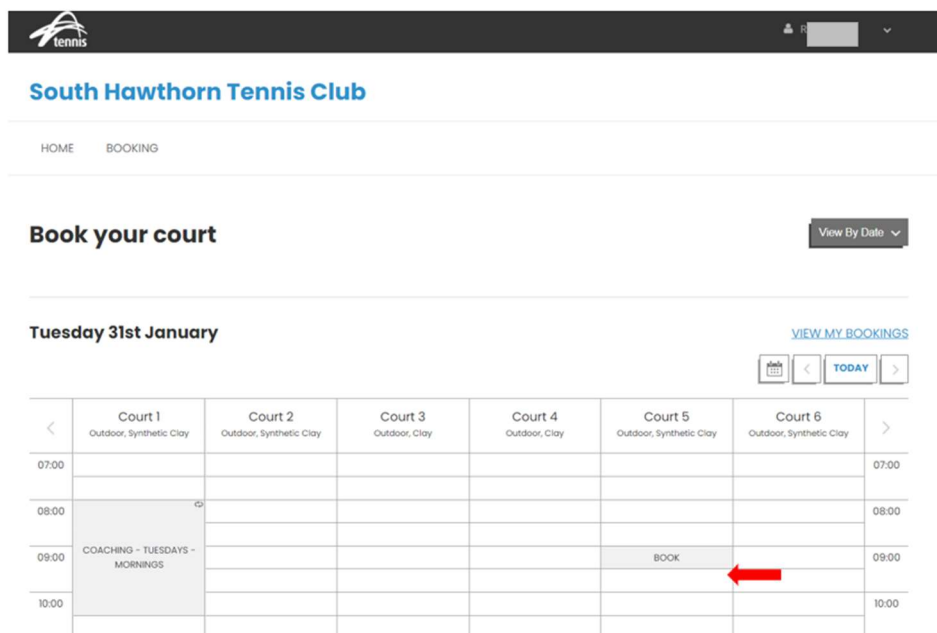
**Step 4:**

To Sign-In, please use your email address that you have provided when you became a member of SHTC and your password. If you do not know your “Password” select *Forgotten your password*



**Step 5:**

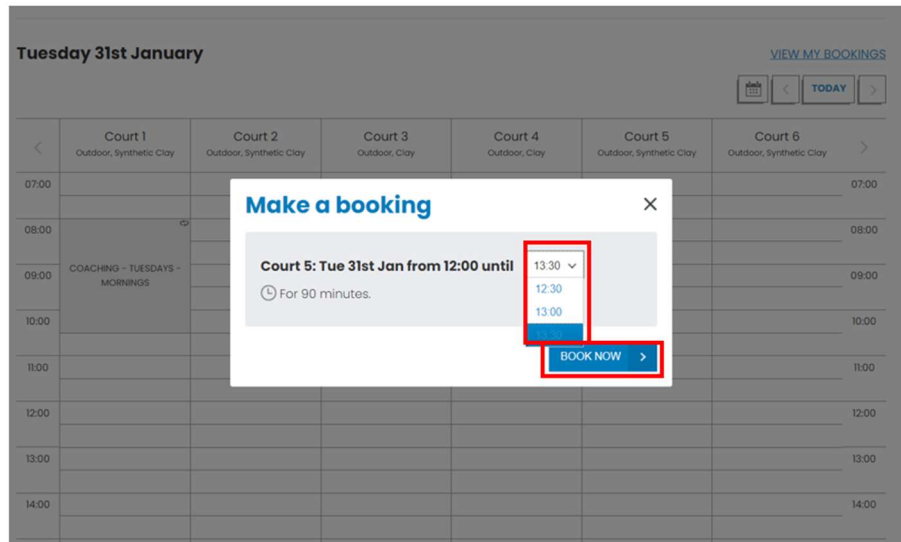
After signing in you will be to find the date, court, and time you want, and as you move your mouse over the courts the word ‘book’ appears.



## Step 6:

Click on the day and start time you would like to book and “Make a Booking” will display.

A drop down box allows you to select finish how many minutes you would like to book for: 30 minutes, 60 minutes or 90 minutes. Once selected click on **BOOK NOW**



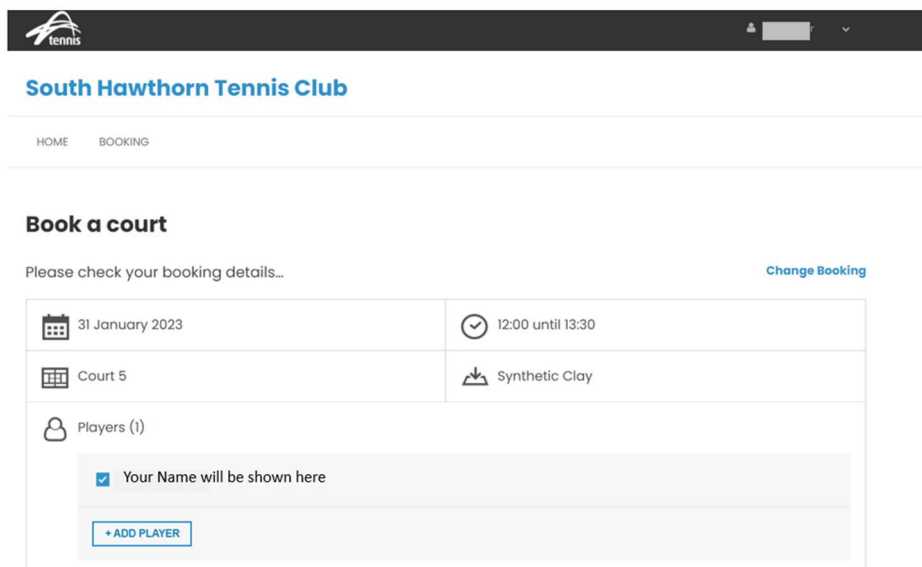
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## Step 7:

This page shows your chosen date/time/court and yourself as Player(1).

Please select **+ADD PLAYER** and choose “New Player” from the drop-down list.

Please note: Once you put a player’s details in they will appear here next time you make a booking and you can select them.



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### Step 8:

We require the names of all players playing with you so please complete this step for everyone.

You must select the “Member” or “Guest” button for each of your players.

Listing the names of the players will help all players are covered by Tennis Victoria Insurance Scheme

*Reminder: Only members or visitors with members can play – one visitor per member.*

**BOOK A COURT**

Please check your booking details... [Change Booking](#)

|   |  |
|---|--|
| 31 January 2023   | 12:00 until 13:30  |
| Court 5   | Synthetic Clay   |
| Players (2)   |  |
| <input checked="" type="checkbox"/> Your Name will be shown here              |  |
| <input type="text"/> First name   | <input type="text"/> Last name   |
| <a href="#">Change</a>  | <input type="radio"/> Member <input checked="" type="radio"/> Guest <input type="button" value="X"/> |
| <input type="button" value="Choose Player"/> <input type="button" value="X"/> |  |
| <input type="button" value="Choose Player"/>                                  | Select New Player to add and save names  |

**Would you like us to send an SMS booking confirmation for this booking?**

Yes  No

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## Step 9:

Once you have added all players you will need to tick the bottom box to confirm you agree to follow COVID-19 Guidelines.

Click the CONFIRM blue box.

**Would you like us to send an SMS booking confirmation for this booking?**

Yes  No

|                           |             |
|---------------------------|-------------|
| <b>Court Fee</b>          | <b>FREE</b> |
| <b>Total Booking Cost</b> | <b>FREE</b> |

COVID-19: We all need to play our part

Please tick this box to confirm that you agree to follow the COVID-19 guidelines

It is important that we all take precautions to prevent the spread of COVID-19. Guidelines have been developed to reduce the likelihood of contracting the virus while playing tennis. Before playing tennis, please review the guidelines which are available here: <https://www.tennis.com.au/play/covid-19> and consider your individual situation, noting that the Covid-19 virus can spread quickly and result in very serious medical complications in some people. Access to the Venue is provided on the basis that you will, at all times while using the tennis courts, adhere to those Guidelines. To proceed please tick the box above to confirm that: 1) you agree to follow the COVID-19 guidelines; and 2) you agree that the use of the tennis courts is entirely at your own risk.

CONFIRM >

## Step 9.1 (if payment is required – e.g. Guest Fees):

A box will appear asking for your credit card details. Complete this and select the blue PAY \$XX box.

|                           |               |
|---------------------------|---------------|
| <b>Court Fee</b>          | <b>\$6.66</b> |
| <b>Total Booking Cost</b> | <b>\$6.66</b> |

Do you have a promo code

Promo Code

COVID-19: We all need to play our part

Please tick this box to confirm that you agree to follow the COVID-19 guidelines

It is important that we all take precautions to prevent the spread of COVID-19. Guidelines have been developed to reduce the likelihood of contracting the virus while playing tennis. Before playing tennis, please review the guidelines which are available here: <https://www.tennis.com.au/play/covid-19> and consider your individual situation, noting that the Covid-19 virus can spread quickly and result in very serious medical complications in some people. Access to the Venue is provided on the basis that you will, at all times while using the tennis courts, adhere to those Guidelines. To proceed please tick the box above to confirm that: 1) you agree to follow the COVID-19 guidelines; and 2) you agree that the use of the tennis courts is entirely at your own risk.

South Hawthorn Tennis Club

1234 1234 1234 1234

MM / YY CVC

**PAY \$6.66**

CONFIRM >

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## Step 10:

Your Book A Court confirmation will now appear, and you can add it to your calendar if you wish.

If you click the blue South Hawthorn Tennis Club it takes you back to the Home page of <https://play.tennis.com.au/southhawthorntennisclub>

**South Hawthorn Tennis Club**

HOME BOOKING

### Book a court

✔ Thanks! Your booking has been confirmed!

Here are the details of your booking...

|                      |   |
|----------------------|---|
| <b>Payment:</b>      | FREE  |
| <b>Booking date:</b> | 30 January 2023   |
| <b>Booking time:</b> | 21:30 until 22:30   |
| <b>Court:</b>        | Court 6   |
| <b>Surface:</b>      | Synthetic Clay  |
| <b>Players:</b>      | R   |
| <b>Calendar:</b>     | <a href="#">Click here to add this booking to your calendar</a> |

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## TO SEE YOUR BOOKINGS OR TO CANCEL A BOOKING

You will need to sign-in to your account and go to the Bookings Page.

Click on “**VIEW MY BOOKINGS**” and you can see all your bookings (past and future). If you wish to cancel a future booking select the [cancel](#) button.

**South Hawthorn Tennis Club**

HOME BOOKING

### Book your court

View By Date ▾

Wednesday 1st February

[VIEW MY BOOKINGS](#)

📅 < TODAY >

|       | Court 1<br>Outdoor, Synthetic Clay | Court 2<br>Outdoor, Synthetic Clay | Court 3<br>Outdoor, Clay | Court 4<br>Outdoor, Clay | Court 5<br>Outdoor, Synthetic Clay | Court 6<br>Outdoor, Synthetic Clay |       |
|-------|------------------------------------|------------------------------------|--------------------------|--------------------------|------------------------------------|------------------------------------|-------|
| 07:00 |                                    |                                    |                          |                          |                                    |                                    | 07:00 |
| 08:00 |                                    |                                    |                          |                          |                                    |                                    | 08:00 |
| 09:00 | COACHING - WEDNESDAYS<br>- MORNING | COACHING - WEDNESDAYS<br>- MORNING |                          |                          |                                    |                                    | 09:00 |
| 10:00 |                                    |                                    |                          |                          |                                    |                                    | 10:00 |

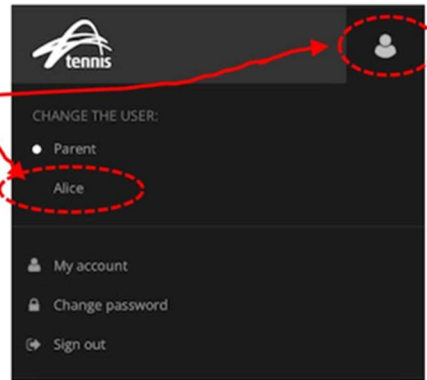


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## **BOOK-A-COURT FOR JUNIOR/LINKED FAMILY MEMBERS FOR FAMILY MAIN CONTACTS**

### Parent booking for a junior member

1. Click name or head icon in top-right corner
2. Choose junior member



A parent (or guardian or "Main contact") can book a court for a junior member.

Just make sure you are acting on their behalf by clicking your name in the top-right corner and selecting the junior member's name.

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If you have any questions about the Book-A-Court system, please email us at [courts@shtc.org.au](mailto:courts@shtc.org.au)