## **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-bydate

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 <u>courts@shtc.org.au</u>

------

Step 1:

After clicking the URL:

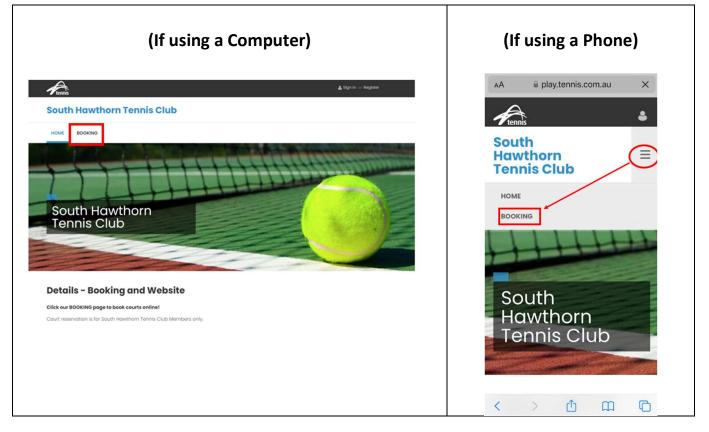
https://play.tennis.com.au/southhawthorntennisclub/court-hire/book-by-

date this screen will appear.

	(If using a Computer (If using a Phone				(If using a Computer					
atil 중 ■) ≜ play.tennis.com.au	8:40 🔊		🛔 Sign in or Registe						tenni	
th	Sout					ıb	rn Tennis Clu	h Hawthor	out	
								BOOKING	HOME	
vthorn	Haw							DUDNING	NUME	
nis Club ≡	Tenr							your cour		
k your court	Bool									
k your court VIEW MY BOOKINGS day 22nd January			VIEW MY BOOKIN	Court 5 Outdoor, Synthetic Clay CLOSED	Court 4 Outdoor, Clay CLOSED	Court 3 Outdoor, Clay CLOSED	Court 2 Outdoor, Synthesis Cloy CLOSED	y 22nd Januar Court 1 Outdoor, Synthetic Clay CLOSED	inda <	
- VIEW MY BOOKINGS			Court 6 Outdoor, Synthetic Clay	Outdoor, Synthetic Clay	Outdoor, Clay	Outdoor, Clay	Court 2 Outdoor, Synthetic Clay	Court 1 Outdoor, Synthetic Clay		
VIEW MY BOOKINGS			Court 6 outdoor, Synthetic Clay cLOSED 07:0	Outdoor, Synthetic Clay CLOSED CLOSED CLOSED	Outdoor, Clay CLOSED CLOSED CLOSED	Outdoor, Clay	Court 2 Outdoor, Synthetic Clay CLOSED	Court 1 Outdoor, Synthetic Clay CLOSED	00	
VIEW MY BOOKINGS			Court 6 Outdoor, Synthetic Cloy CLOSED 07:0 CLOSED	Outdoor, Synthetic Clay CLOSED CLOSED CLOSED	Outdoor, Clay CLOSED CLOSED	Outdoor, Clay CLOSED CLOSED	Court 2 Outdoor, Synthetic Clay CLOSED CLOSED CLOSED	Court 1 Outdoor, Synthetic Clay CLOSED CLOSED	00	
VIEW MY BOOKINGS day 22nd January E Court 1	Sund		Court 6 Outdoor, Synthetic Cloy CLOSED 07:0 CLOSED 08:0	Outdoor, Synthetic Clay CLOSED CLOSED CLOSED	Outdoor, Clay CLOSED CLOSED CLOSED	Outdoor, Clay CLOSED CLOSED CLOSED	Court 2 Outdoor, Synthetic Cloy CLOSED CLOSED CLOSED	Court 1 Outdoor, Synthetic Cloy CLOSED CLOSED CLOSED	00	
VIEW MY BOOKINGS day 22nd January Court 1 Cuiddor, Synthetic Clay CuoseD 07.00	Sund		Court 6 Outdoor, symmetic Cloy CLOSED	Outdoor, Synthetic Clay CLOSED CLOSED CLOSED	Outdoor, Clay CLOSED CLOSED CLOSED	Outdoor, Clay CLOSED CLOSED CLOSED Â	Court 2 Outdoor, synthetic City closeD closeD BOOKING	Court 1 Outdoor, Synthetic Cloy CLOSED CLOSED G G G G	<	
VIEW MY BOOKINGS day 22nd January E Court 1	Sund		Could 6 Could	Outdoor, Synthetic Clay CLOSED CLOSED CLOSED	Outdoor, Clay CLOSED CLOSED CLOSED	Outdoor, Clay CLOSED CLOSED CLOSED Â Â	Court 2 Outdoor, synthetic City closeD closeD BOOKING	Court 1 Outdoor, Synthetic Clay CLOSED CLOSED CLOSED 6 6 6 6	0	
VIEW MY BOOKINGS	<b>Sund</b>		Could 6 Could	Outdoor, Synthetic Clay CLOSED CLOSED CLOSED	Outdoor, Clay CLOSED CLOSED CLOSED	Outdoor, Clay CLOSED CLOSED CLOSED Â Â	Court 2 Outdoor, synthetic City closeD closeD BOOKING	Court 1 Outdoor, Synthetic Clay CLOSED CLOSED CLOSED 6 6 6 6	00	
VIEW MY BOOKINGS	<b>Sund</b>		Could 6 Could	Outdoor, Synthetic Clay CLOSED CLOSED CLOSED	Outdoor, Clay CLOSED CLOSED CLOSED	Outdoor, Clay CLOSED CLOSED CLOSED Â Â	Court 2 Outdoor, synthetic City closeD closeD BOOKING	Court 1 Outdoor, Synthetic Clay CLOSED CLOSED CLOSED 6 6 6 6	) )	
VIEW MY BOOKINGS Say 22nd January Market Covert 1 Outdoor: Synthetic Cloy CLOSED 07:00 CLOSED 08:00 CLOSED 08:00	Sund 07:00 08:00		Could 6 Could	Outdoor, Synthetic Clay CLOSED CLOSED CLOSED	Outdoor, Clay CLOSED CLOSED CLOSED	Outdoor, Clay CLOSED CLOSED CLOSED Â Â	Court 2 Outdoor, synthetic City closeD closeD BOOKING	Court 1 Outdoor, Synthetic Clay CLOSED CLOSED CLOSED 6 6 6 6	00	

If you have started at the Home Page URL:

https://play.tennis.com.au/southhawthorntennisclub this screen will appear. Select the "BOOKING" button



#### 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)

ten	at ins					Lå Sign in or l	Register
ou	ith Hawthor	n Tennis Clu	b	What is see	en when no	t signed in	
HOME	E BOOKING						
Book your court							
ues	day 31st Januar	У		C	Calendar		
les	day 31st Januar Court 1 Outdoor, Synthetic Clay	Court 2 Outdoor, Synthetic Clay	Court 3 Outdoor, Clay	Court 4 Outdoor, Clay	Calendar Court 5 Outdoor: Synthwitic Cloy	VIEW MY BC	
.es	Court 1	Court 2		Court 4	Court 5	Court 6	<b>v</b>  >
<	Court 1 Outdoor, Synthetic Clay	Court 2 Outdoor, Synthetic Clay	Outdoor, Clay	Court 4 Outdoor, Clay	Court 5 Outdoor, Synthetic Clay	Court 6 Outdoor, Synthesic Clay	>
29L	Court 1 Outdoor, Synthetic Clay	Court 2 Outdoor, Synthetic Clay	Outdoor, Clay	Court 4 Outdoor, Clay	Court 5 Outdoor, Synthetic Cloy	Court 6 Oundoor, Synthetic Clay	>
<	Court 1 Outdoor, Synthetic Clay COACHING - TU(SDAYS -	Court 2 Cutdoor, Synthetic Clay A A	Outdoor, Clay B	Court 4 Outdoor, Clay B	Court 5 Outdoor, Synthetic Cloy ŵ	Court 6 Outdoor, Synthetic Clay	>
<	Court 1 Outdoor, Synthetic Clay COACHING - TU(SDAYS -	Court 2 Cutdoor, Synthetic Clay B B B	Outdoor, Clay B B B	Court 4 Outdoor, Clay â â â	Court 5 Outdoor, Synthetic Cloy â â â	Court 6 Courd 6	× > > 09:00 10:00
<	Court 1 Outdoo: Synthetic Clay O COACHING - TUESDAYS - MORNINGS	Court 2 Outdoor, Synthetic Citry B B B B B B B	Outdoor, Clay â â â â	Court 4 outdoor, Clay B B B B B B	Court 5 Outdoor, Synthetic Cloy â â â ô ô ô	Court 6 Oussion, synthetic Clay	× >
<	Court 1 Outdoor, Synthesic Clay O COACHENO - TUESDATS - MORIENOS 0	Court 2 Outdoor, Synthetic Clay B B B B B B B B B B B B B B B B B B B	Outdoor, Clay â â â â â â â â	Court 4 Oxedoor, Croy 6 6 6 6 6 6	Court 5 Outdoor, Symtratic Clay â â â â â â â â â	Court 6 Outstoor, Synthetic Clay	V > 09:00 10:00 10:00

#### Step 3:

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

ten	nis nis					🛓 Sign in 🛛 R	egister
ou	th Hawthor	n Tennis Clu	du	Select "Sigr	n-In″ 🦯		
HOME	BOOKING						
00	k your cour	t				View By (	)ato 🗸
ues	day 31st Januar	у					
ues <	day 31st Januar Court 1 Outdoor, Synthetic Clay	Court 2 Outdoor, Synthetic Clay	Court 3 Outdoor, Clay	Court 4 Outdoor, Clay	Court 5 Outdoor, Synthetic Clay	VIEW MY BO	
	Court 1	Court 2		Outdoor, Clay		Court 6	
<	Court 1 Outdoor, Synthietic Clay O COACHING - TUESDAYS -	Court 2 Outdoor, Synthesic Clay	Outdoor, Clay	Outdoor, Clay	Outdoor, Synthetic Clay	Court 6 Outdoor, Synthetic Clay	
<	Court 1 Outdoor, Synthetic Clay	Court 2 Outdoor, Synthetic Clay	Outdoor, Clay	Outdoor, Clay	Outdoor, Synthetic Cloy	Court 6 Outdoor, Synthetic Clay	>
< 19:00	Court 1 Outdoor, Synthietic Clay O COACHING - TUESDAYS -	Court 2 Outdoor, Synthetic Clay	Outdoor, Clay	Outdoor, Clay	Outdoor, Synthetic Clay	Court 6 Outdoor, Synthetic Clay	>
< 19:00	Court 1 Outdoor, Synthietic Clay O COACHING - TUESDAYS -	Court 2 Outdoor, Synthetic Clay	Outdoor, Clay	Outdoor, Clay a a a	Outdoor, Synthetic Cloy iii iii iii iii	Court 6 Coustor: Synthetic Clay	>
< 19:00	Court 1 Outdoor, Synthietic Clay O COACHING - TUESDAYS -	Court 2 Custor, Synthetic Cay 6 6 6 6 6 6	Outdoor, Clay	Outdoor, Cloy B B B B B B B B B B B B B B B B B B B	Outdoor, Synthetic Cloy a a b b b b	Court 6 Coustor: Synthetic Clay	>
	Court 1 Outdoor, Synthietic Clay O COACHING - TUESDAYS -	Court 2 outdoor, tyrithetic Ciay 0 0 0 0 0 0 0 0 0	Outdoor, Clay	Outdoor, Ciay 6 6 6 6 6 6 6	Outdoor, Synthetic Cloy	Court 6 Outsoor, Synthetic Clay	> 09:00 10:00

#### 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* 

Tennis		🋔 Sign in or Register
South Hawthorn Tennis Cl	lub	
Sian in to book or	manaae vour u	pcoming bookings
-		
Please note		
<ul> <li>Every time you sign in you will need to us method you selected to create your account</li> </ul>		
	Havent created an account? Click he	re
Sign in with email	Sign in wit	h your social account
Sign in with email Email address	Sign in wit	h your social account Facebook
Email address	f	Facebook
Email address Password	f	Facebook
Email address Password Remember me?	f	Facebook
Email address Password Remember me?	f	Facebook

#### 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.

ou	ith Hawthor	n Tennis Clu	ıb				
HOMI	E BOOKING						
00	ok your cour	t				View By	Date 🗸
ues	day 31st Januar	у					
	day 31st Januar	Y Court 2	Court 3	Court 4	Court 5	VIEW MY BC	
ues			Court 3 Ourdoor, Clay	Court 4 Outdoor, Clay	Court 5 Outdoor, Synthetic Clay		
<	Court 1	Court 2				Court 6	
<	Court 1	Court 2				Court 6	× >
	Court 1 Outdoor, Synthetic Clay	Court 2				Court 6	× >

#### 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** 

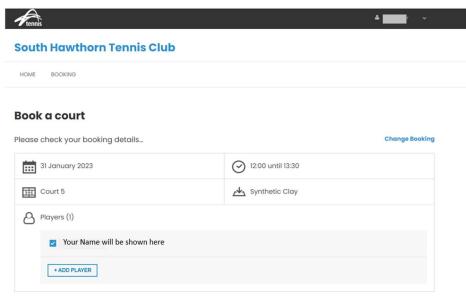
	day 31st Januar	у					16
	Court 1 Outdoor, Synthetic Clay	Court 2 Outdoor, Synthetic Clay	Court 3 Outdoor, Clay	Court 4 Outdoor, Clay	Court 5 Outdoor, Synthetic Clay	Court 6 Outdoor, Synthetic Clay	
7:00		Marke			~		07:00
8:00	¢	Make	a booking	_	×		08:00
9:00	COACHING - TUESDAYS - MORNINGS	Court 5:	Tue 31st Jan from 1 minutes.	12:30			09:00
00:00				13:00			10:00
				во	ок NOW >		11:00
							12:00
2:00							
							13:00

#### 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.



#### 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.* 

ease check your bookir	ig details		Change Booking
31 January 2023		() 12:00 until 13:30	
Court 5		Synthetic Clay	
Players (2)			
Vour Name wi	l be shown here		
First name	Last name	Change Member Guest	×
Choose Player ~ Choose Player			×
New Player	Select New Player to ad	d and save names	

🔿 Yes 🛛 💿 No

#### 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	
Court Fee Total Booking Cost	FREE FREE
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 likelil contracting the virus while playing tennis. Before playing tennis, please review the guidelines which are available here: <a href="https://www.tennis.com.au/play/covid-19">https://www.tennis.com.au/play/covid-19</a> and consider your individual situation, noting that the Covid-19 virus can spread quickly very serious medical complications in some people. Access to the Venue is provided on the basis that you will, at all times while us tennis courts, adhere to those Guidelines. To proceed please tick the box above to confirm that: 1) you agree to follow the COVID-19 and 2) you agree that the use of the tennis courts is entirely at your own risk.	and result in sing the
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.

	South	Hawthorn Tennis Club	×	
oo you have a promo code				
Promo Code	1234 1234 1234 1234			
	MM / YY			
OVID-19: We all need to play c				
Please tick this box to confirm th		PAY \$6.66		
is important that we all take p				ne likelihood of
ontracting the virus while play ttps://www.tennis.com.au/plc			here: an spread	quickly and result in
ery serious medical complication		to the Venue is provided on the basis	that you will, at all times v	while using the
ery serious medical complication	lelines. To proceed please	e tick the box above to confirm that: 1)	that you will, at all times v	while using the

#### 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 <a href="https://play.tennis.com.au/southhawthorntennisclub">https://play.tennis.com.au/southhawthorntennisclub</a>

IOME BOOKING	3 	
ook a cou	ırt	
Thanks!	Your booking has been confirmed!	
J Indiks.	Todi booking has been commed.	
ere are the de	etails of your booking	
ere are the de	etails of your booking	
Payment:	FREE	
Payment: Booking date:	FREE 30 January 2023	
Payment: Booking date: Booking time:	FREE 30 January 2023 21:30 until 22:30	
Payment: Booking date: Booking time: Court:	FREE 30 January 2023 21:30 until 22:30 Court 6	

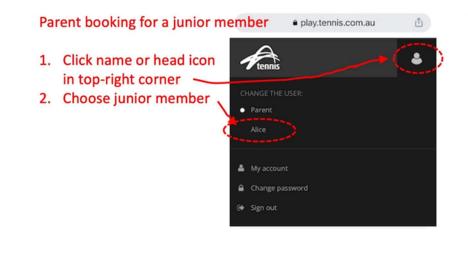
## **TO SEE YOUR BOOKINGS OR TO CANCEL A BOOKING**

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 <u>cancel</u> button.

						ž
th Hawthor	n Tennis Clu	b				
BOOKING						
k your cour	t				View By	Date 🗸
nesday 1st Febru	uary				VIEW MY BO	
Court 1 Outdoor, Synthetic Clay	Court 2 Outdoor, Synthetic Clay	Court 3 Outdoor, Clay	Court 4 Outdoor, Clay	Court 5 Outdoor, Synthetic Clay	Court 6 Outdoor, Synthetic Clay	>
						07:00
¢	¢					08:00
COACHING - WEDNESDAYS - MORNING	COACHING - WEDNESDAYS - MORNING					09:00
	BOOKING k your cour nesday 1st Febru Court 1 Outdoor, Synthetic Clay COACHING - WIDNESDAYS	E BOOKING  K your court  Court 1  Court 1  Court 2  Court 0  Court 2  Court 0  Court 1  Court 0  Court 0  Court 1  Court	k your court nesday 1st February  Court 1 Outdoor, Synthetic Cay  Court 2 Outdoor, Synthetic Cay  Court 3 Outdoor, Cay  Court 3 Outd	E BOOKING K your court nesday 1st February Court 1 Outdoor, Synthetic Clay Court 2 Outdoor, Synthetic Clay Court 3 Outdoor, Synthetic Clay Court 3 Court 4 Outdoor, Synthetic Clay Court 3 Court 4 Outdoor, Synthetic Clay Court 3 Court 4 Outdoor, Synthetic Clay Court 4 Court 4	It BOOKING It Sources It Sources	Image: Societies of the section of

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



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 topright corner and selecting the junior member's name.

# If you have any questions about the Book-A-Court

# system, please email us at courts@shtc.org.au