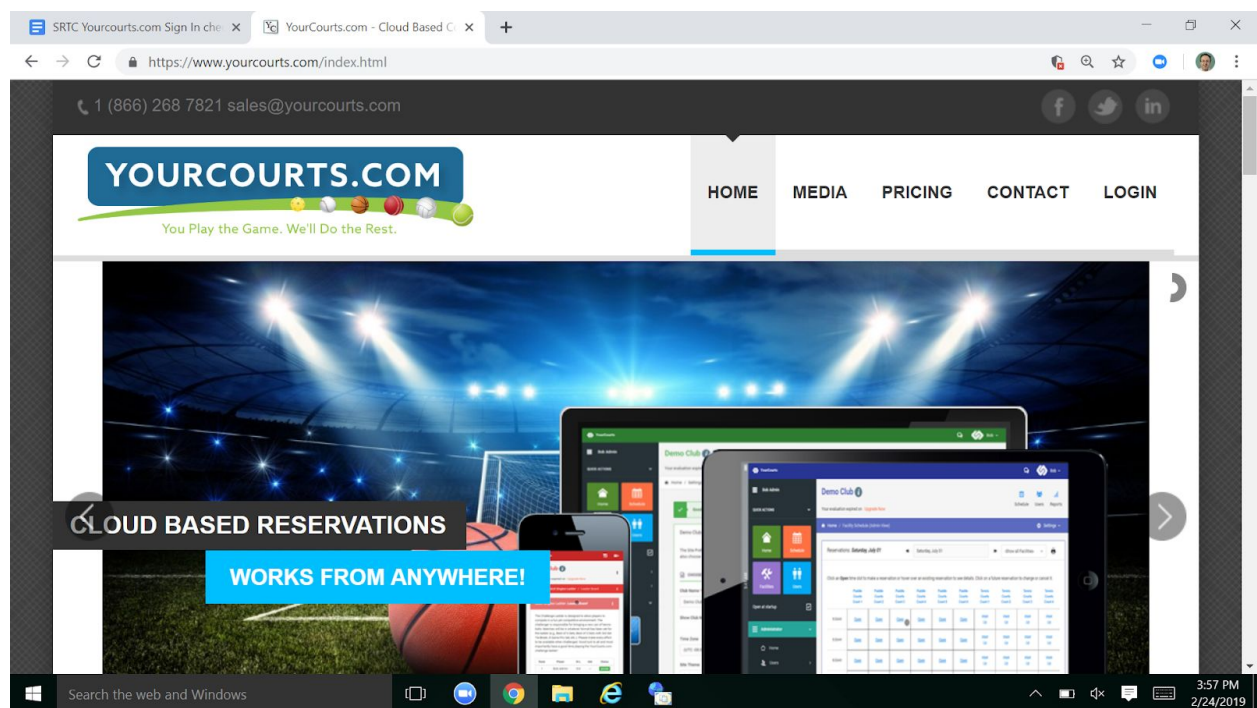


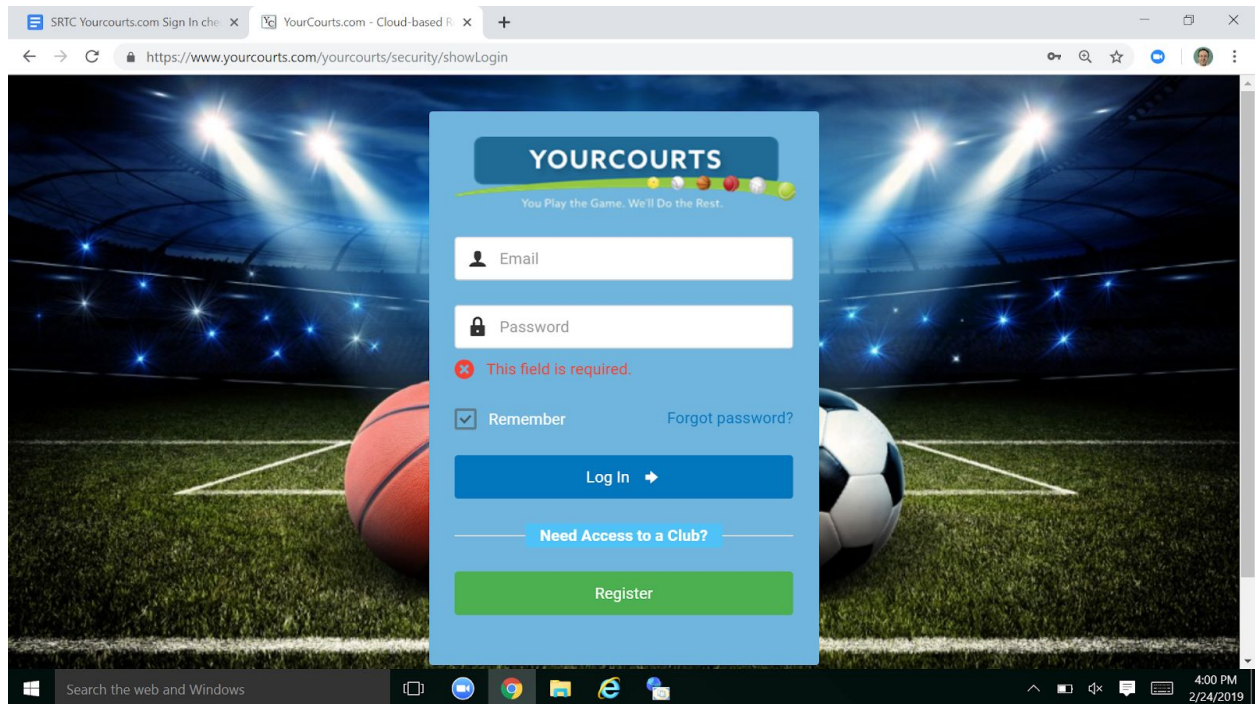
Welcome to the on-line court reservation system for Sudbury River Tennis Club. The club is proud to continue its association with YourCourts.

Here is a brief tutorial on how to book a court using the new YourCourts on-line reservation system.

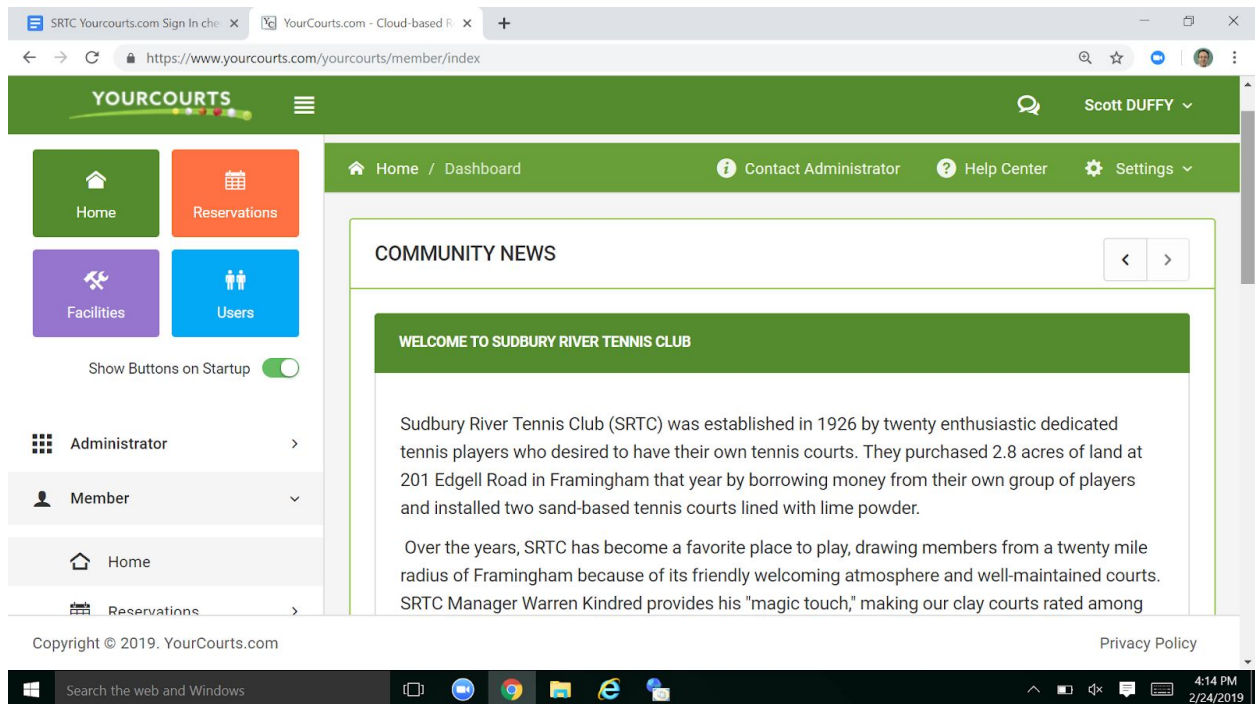
In any internet browser enter the following address: [www.yourcourts.com](http://www.yourcourts.com)  
You will be presented with the following screen. In the upper right hand corner please click on LOGIN.



Once you have clicked on LOGIN, you will be presented with this screen: You will be prompted for your email and your password. The club has entered every member's email into the YourCourts database. Every member **MUST** have a unique email and be on file with the club to be able to access the system. The password for all members will be SRTC1926. You will be presented with an option to update your password. Please do **NOT** select that option. Each member's password has been pre-assigned and does not need to be updated.



Once you have entered your email and password and clicked on Log in, you will be presented with this Home screen.



This will be the member home screen for YourCourts. The member will be presented with items such as Community News, Your Upcoming Reservations and View Schedule.

In the upper left hand corner there will be a large red Reservations icon. You should click on the Reservation icon to start the on line reservation. Once you have done that you will be presented with the following screen:

The screenshot shows a web browser window with the URL `yourcourts.com/yourcourts/facility/viewscheduleAdmin?reservationDate=05%2F12%2F2020&facility_id=`. The page has a green header with the "YOURCOURTS" logo and a user profile for "Scott DUFFY". A left sidebar contains navigation links: Home, Users, Teams, Club Pros, Reservations (selected), View Schedule, Search Reservations, View Calendar, and Club Events. The main content area displays a scheduling grid for "Sudbury River Tennis Club" courts 1 through 6. The grid shows time slots from 6:30AM to 11:30AM. All slots are currently marked as "Open".

	Sudbury River Tennis Club Court 1	Sudbury River Tennis Club Court 2	Sudbury River Tennis Club Court 3	Sudbury River Tennis Club Court 4	Sudbury River Tennis Club Court 5	Sudbury River Tennis Club Court 6
6:30AM	Open	Open	Open	Open	Open	Open
7:00AM	Open	Open	Open	Open	Open	Open
7:30AM	Open	Open	Open	Open	Open	Open
8:00AM	Open	Open	Open	Open	Open	Open
8:30AM	Open	Open	Open	Open	Open	Open
9:00AM	Open	Open	Open	Open	Open	Open
9:30AM	Open	Open	Open	Open	Open	Open
10:00AM	Open	Open	Open	Open	Open	Open
10:30AM	Open	Open	Open	Open	Open	Open
11:00AM	Open	Open	Open	Open	Open	Open
11:30AM						

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The screen will default to the current open reservations day. It will display a schedule for all six courts. Courts 1-6 will be available for on-line reservations, SINGLES ONLY.

To proceed with booking the on-line reservation you can view courts 1-6, on the scheduling grid. You will either see "Open", which means the court is available for that date and time, or you will see a reservation that has already been booked. To proceed click on "Open" for your desired court

and time. This will initiate the booking process and present you with this screen:

The screenshot shows a web browser window with the URL <https://www.yourcourts.com/yourcourts/reservation/newreservationAdmin?reservableResourceId=1135&facilityId=374&reservationDate=02%2F25%2019>. The page has a green header with the 'YOURCOURTS' logo and a user profile for 'Scott DUFFY'. On the left is a sidebar with navigation links: 'Facilities', 'Users', 'Administrator' (expanded), 'Home', 'Users', 'Teams', 'Club Pros', and 'Reservations'. The main content area is titled 'Create Reservation' and contains a green 'Reserve' button and a red 'Cancel' button. Below these buttons is a message: 'Please complete the required fields below and click the Reserve button to book the reservation. Mandatory fields are marked with an asterisk \*.' The form includes a dropdown menu for 'OWNER' with 'Member' selected, a text input field containing 'Scott DUFFY', and a green checkmark with the text 'Success.' at the bottom. The footer shows 'Copyright © 2019. YourCourts.com' and a 'Privacy Policy' link. The Windows taskbar at the bottom indicates the time is 4:34 PM on 2/24/2019.

The following are the required prompts which must be entered to successfully book the reservation:

Member: It will auto default as it will recognize the member from their email.

Date: Will auto default in from the "Open" cell selected.

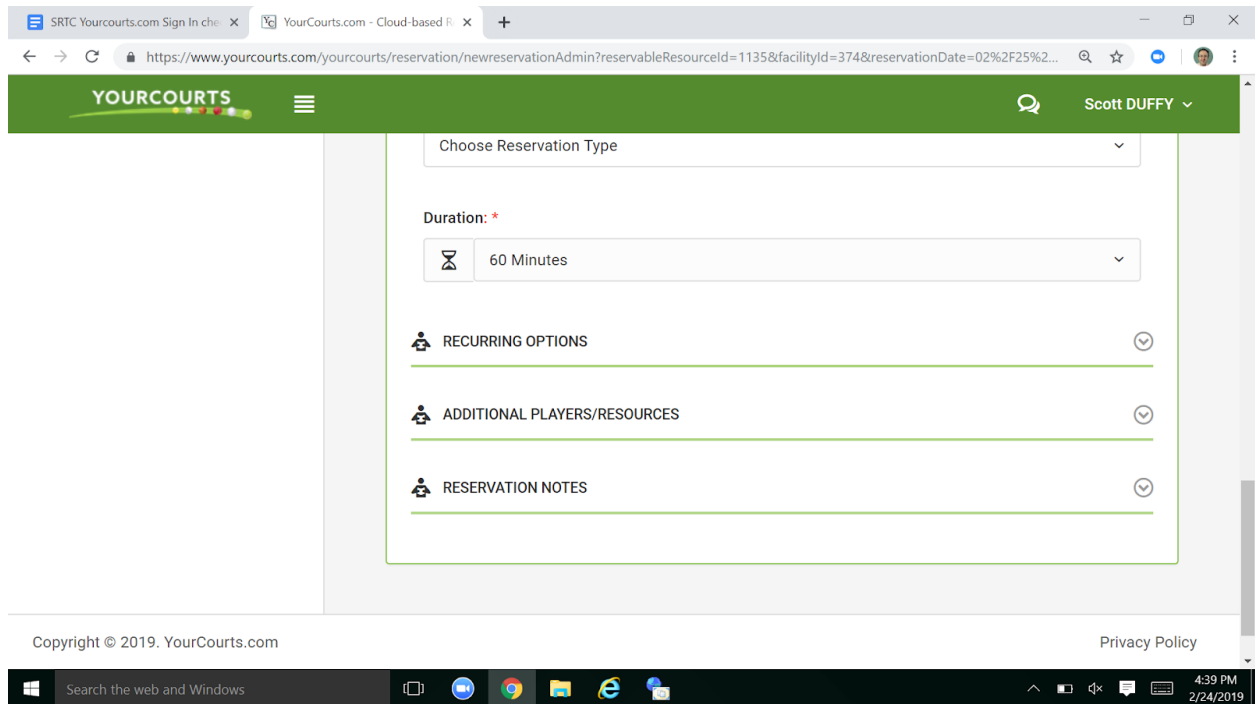
Facility: Will auto default in.

Duration: Will auto default in as 60.

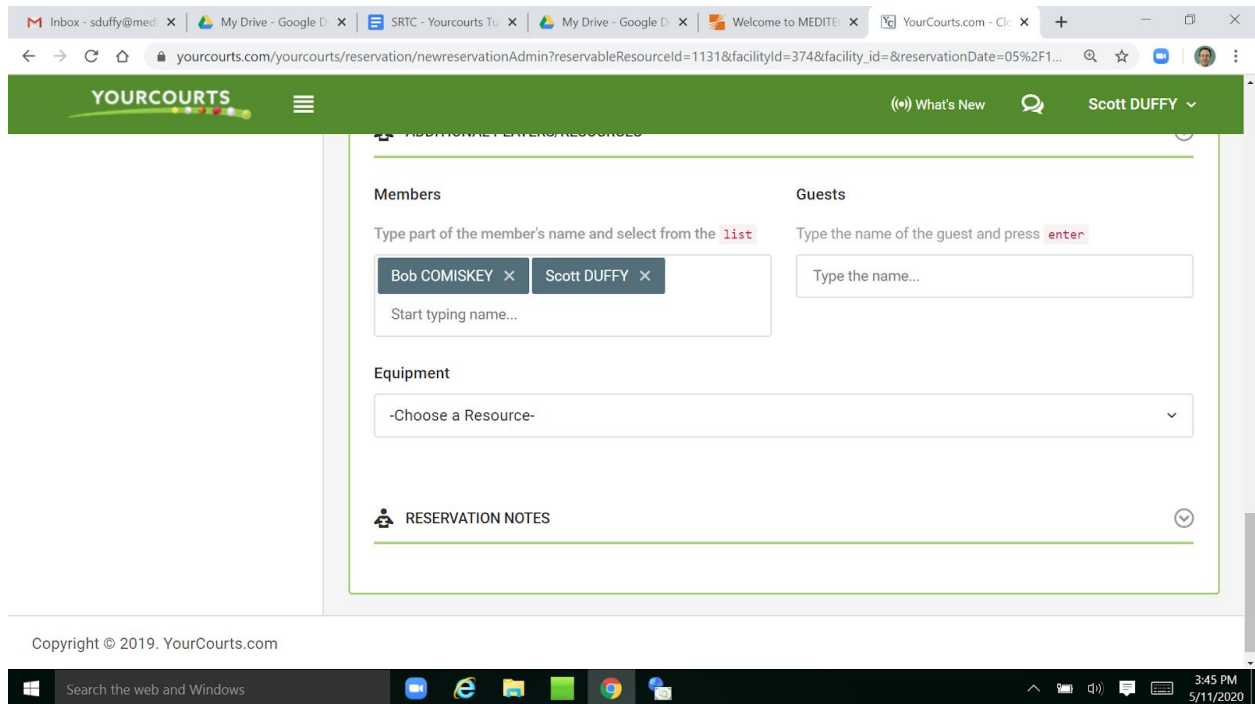
Resources: Courts 1- 6 will auto default in from cell selected.

Type: Choose Reservation Type - Singles will default in.

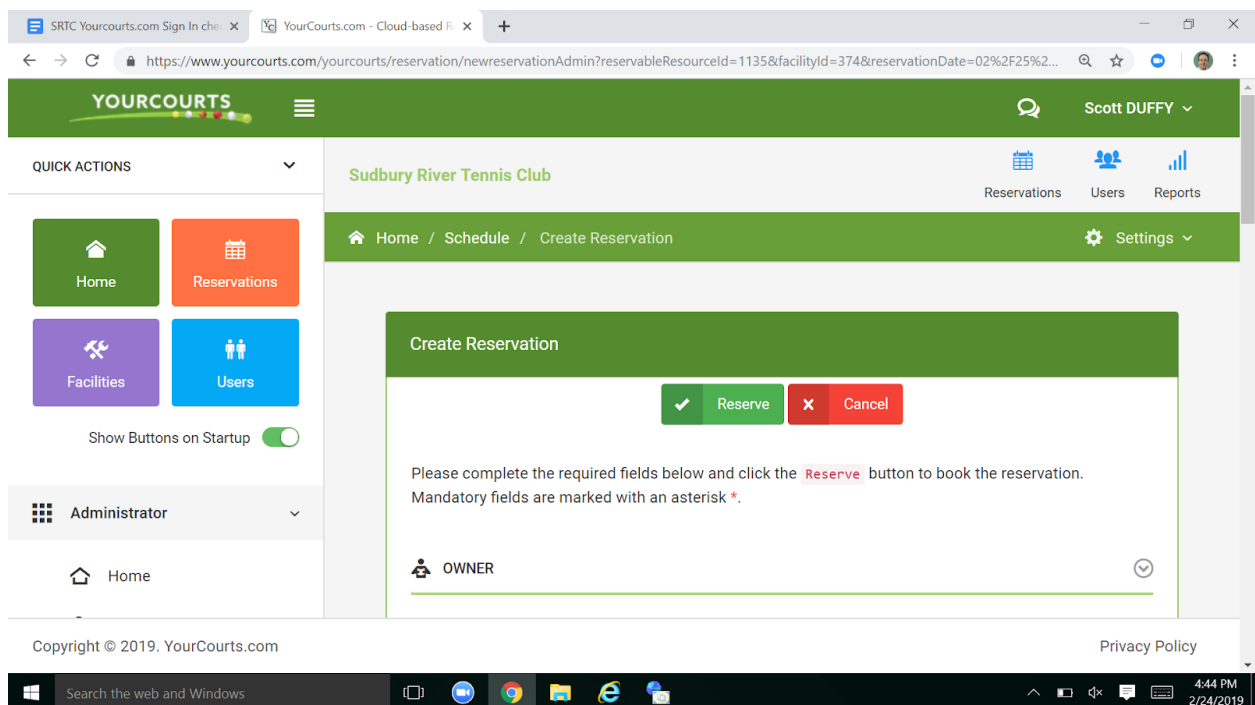
At the bottom of the screen, under the Additional Players/Resources, select the down arrow to expand the screen.



You will be presented with this expanded screen. Here under the Members prompt you will add the member you plan to play singles with for the reservation. To add the member, just start typing the first or last name and simply click on the member from the seeded list that appears. **Two (2) members must be on the reservation.**

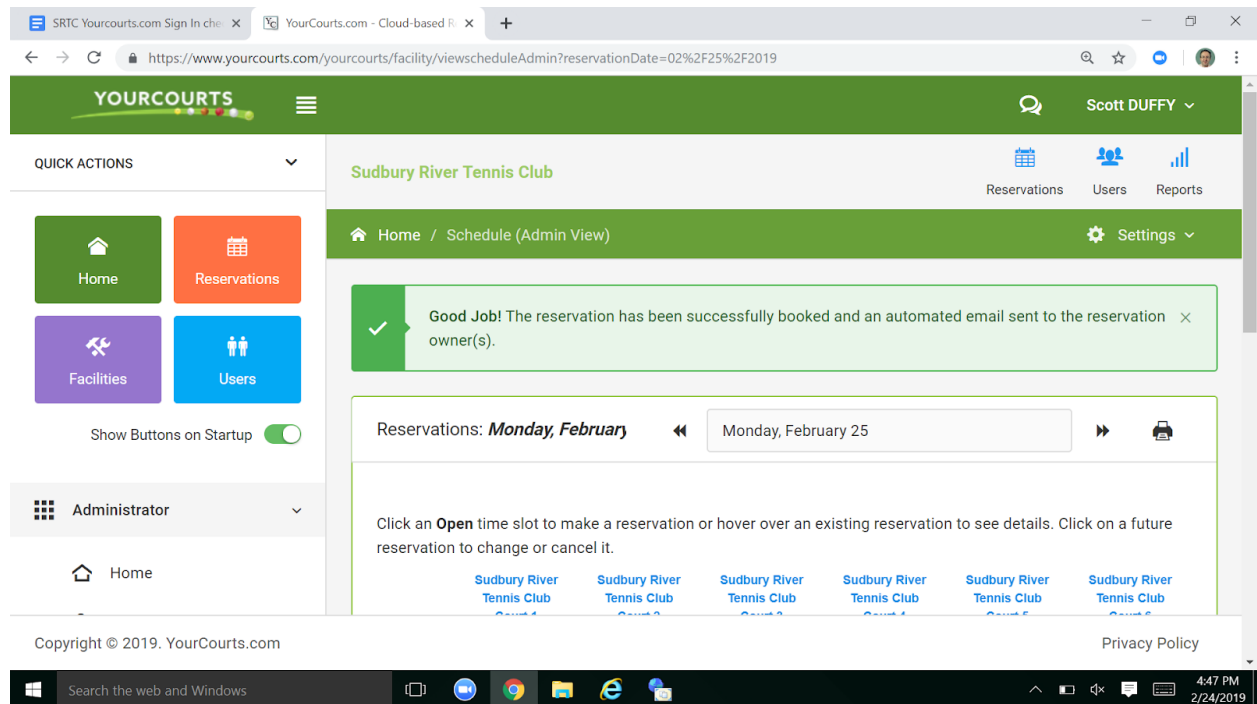


Scroll back to the top of the reservation screen and select Reserve.





Upon filing you will be presented with a message at the top of the screen confirming a successful reservation.



Finally, the system will send an automated confirmation email to all members listed on the reservation.

The email will be sent from YourCourts and have data such as the following:

This is an automated email reminder example from YourCourts.com. Do not respond to this email.

This email confirms a scheduled court reservation with the following details:

- Neighborhood: Sudbury River Tennis Club
- Facility: [Sudbury River Tennis Club](#)
- Court: [Court 5](#)

- Date: 02/25/2019 7:00AM to 8:00AM
- Type: Casual Play
- Creator: Scott DUFFY
- Owner: Scott DUFFY
- Confirmation #: 314190224164509-26605-1
- # Players: 2

An email is also sent to the system administrator and also archived for reporting.

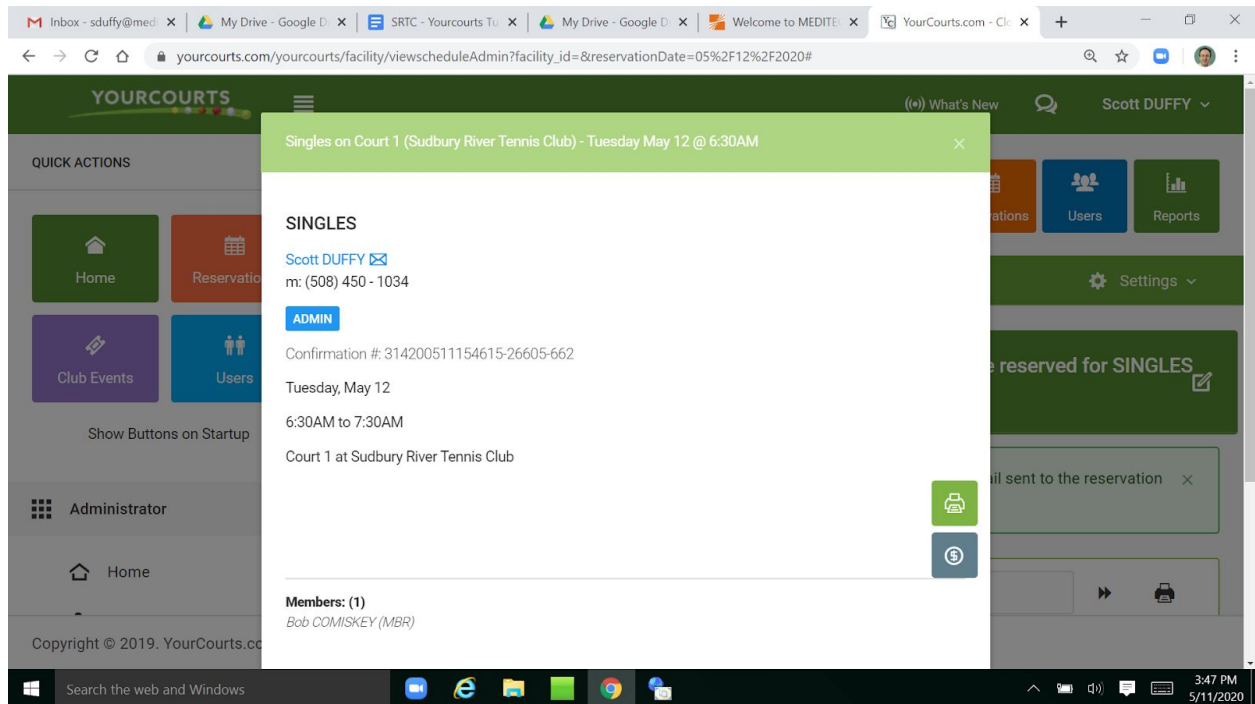
Back on the scheduling grid the court that has now been reserved will now be updated to show it has been reserved, You can click on the cell to show added detail about the reservation.

The screenshot shows the YourCourts.com web application. The left sidebar contains navigation links: Users, Teams, Club Pros, Reservations (selected), View Schedule, Search Reservations, View Calendar, Club Events, Email, and Communications. The main content area displays a scheduling grid for Sudbury River Tennis Club courts 1 through 6. The grid shows time slots from 6:30AM to 11:00AM. A reservation is shown for Court 1 from 6:30AM to 7:30AM, created by Scott DUFFY, for Singles. All other time slots are marked as 'Open'. The browser's address bar shows the URL: yourcourts.com/yourcourts/facility/viewscheduleAdmin?facility\_id=8&reservationDate=05%2F12%2F2020. The Windows taskbar at the bottom shows the date and time as 3:46 PM on 5/11/2020.

	Sudbury River Tennis Club Court 1	Sudbury River Tennis Club Court 2	Sudbury River Tennis Club Court 3	Sudbury River Tennis Club Court 4	Sudbury River Tennis Club Court 5	Sudbury River Tennis Club Court 6
6:30AM	6:30AM - 7:30AM Scott DUFFY	Open	Open	Open	Open	Open
7:00AM	Singles	Open	Open	Open	Open	Open
7:30AM	Open	Open	Open	Open	Open	Open
8:00AM	Open	Open	Open	Open	Open	Open
8:30AM	Open	Open	Open	Open	Open	Open
9:00AM	Open	Open	Open	Open	Open	Open
9:30AM	Open	Open	Open	Open	Open	Open
10:00AM	Open	Open	Open	Open	Open	Open
10:30AM	Open	Open	Open	Open	Open	Open
11:00AM	Open	Open	Open	Open	Open	Open

Also, by clicking on the cell it will present you with options to edit or cancel the reservation as well as emailing other members on the reservation alerting them to any changes.





Upon completion, in the upper right hand corner you will see your member name and a down arrow. Click on the down arrow and you will see an option to Log Out. Select that and your session will be terminated.

At this point all that is left to do is show up at the reserved time and enjoy your time on the court at SRTC.