

Work Instructions: Book a Court for Members



1. Register to Book a Court

If you are an existing member, the membership officer will have sent you an email with a link to register:



Simply click the link at the bottom of the email to begin the process of registering. Enter your preferred password combination and complete any personal details that have not already pre-populated.

Please note: This registration is different to the tennis account created at tennis.com.au for club memberships or league matches and is required to book courts online. It is important that members use the invitation to register to Book a Court to ensure discounted member rates are applied to court hire. If you have not received an invitation, please contact the membership officer, do not create an account without an invitation.

2. Book a Court online

Go to <https://bookacourt.tennis.com.au/DonvaleTennisClub>, or <https://www.donvaletennisclub.org.au>

Members can use the widget on their clubs website to quickly search for an available court or they can view the booking sheet to select a preferred court, day and time. Users will be prompted to log in (if they aren't already) to continue with the booking process.

When do you want to play?

Today at 11:00 for 30 minutes Any surface [CHECK AVAILABILITY >](#)

[> View Booking sheet](#)

BOOK A COURT

Great news! We've found a court for you

Here are the details of the booking...

05 Aug 2018	12:00 until 12:30	Clay
Court 3	\$5.00	With lighting (additional cost)

[BOOK NOW >](#)

Alternatively, select 'View Booking Sheet' to display the booking sheet which offers more selections and ability to book in advance

BOOK YOUR COURT

[View By Date >](#)

Tuesday 14th August

[Court 1 - Court 7 >](#) [<](#) [TODAY](#) [>](#)

	Court 1 Outdoor, Clay	Court 2 Outdoor, Clay	Court 3 Outdoor, Clay	Court 4 Outdoor, Clay	Court 5 Outdoor, Clay	Court 6 Outdoor, Clay	Court 7 Outdoor, Synthetic Clay	
	from \$6.00							
08:00	from \$6.00	08:00						
	from \$6.00							
09:00	from \$6.00	09:00						
	from \$6.00							
10:00	from \$6.00	10:00						
	from \$6.00							
11:00	from \$6.00	11:00						
	from \$6.00							
12:00	from \$6.00	12:00						
	from \$6.00							
13:00	from \$6.00	13:00						

3. Confirm and pay

Confirm booking details (ensure member pricing has been applied) or pay online via Credit Card (if required).

BOOK A COURT

Please check your booking details...

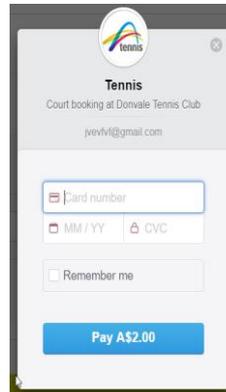
[Change Booking](#)

5 August 2018	12:00 until 12:30
Court 3	Clay
Players (1)	
<input checked="" type="checkbox"/> Jeff Dun	

Court Booking
Total Booking Cost

FREE
FREE

[CONFIRM >](#)



4. Add Players

If you are playing with Non-members, you can pay for them along with the booking:

You will need to book from the booking sheet. If you do, you will get the “Add Player” button on the confirm booking details screen:

BOOK A COURT

Please check your booking details...

[Change Booking](#)

8 August 2018	15:30 until 16:30
Court 4	Clay
Players (1)	
<input checked="" type="checkbox"/> Jeff Dun	
+ ADD PLAYER	

Court Booking
Total Booking Cost

FREE
FREE

[CONFIRM >](#)

Press the “Add Player” button, and then choose “New Player”

Enter their details – note the \$5/hour fee is added on

Players (1)

Jeff Dun

Choose Player ▾

Choose Player

New Player

BOOK A COURT

Please check your booking details...

[Change Booking](#)

12 August 2018	16:00 until 17:00
Court 5	Clay
Players (2)	
<input checked="" type="checkbox"/> Jeff Dun	
<input type="text" value="Catherine"/>	<input type="text" value="Dun"/>
Change	<input type="radio"/> Member
	<input checked="" type="radio"/> Guest
<input type="text" value="X"/>	
+ ADD PLAYER	

Court Booking	\$5.00
Total Booking Cost	\$5.00

[CONFIRM AND PAY](#) >

Confirm and Pay

5. Play!

Once the booking is complete, you will receive an email confirmation of the booking and an SMS (if mobile number has been provided upon registration) which will contain the booking PIN.

The booking PIN will be valid 15 minutes before the booking time, throughout the duration of the booking and then expires 15 minutes after the booking end time.

Enter the 4 digit PIN followed by the enter key  and push the gate open.

Enjoy your game of Tennis!

BOOK A COURT

Thanks! Your booking has been confirmed!

Here are the details of your booking...

Payment:	FREE
Booking date:	8 August 2018
Booking time:	15:30 until 16:30
Court:	Court 4
Surface:	Clay
Player:	Jeff
PN code:	What's this?
Calendar:	Click here to add this booking to your calendar

