# Work Instructions: Book a Court for Guests/Non-Members

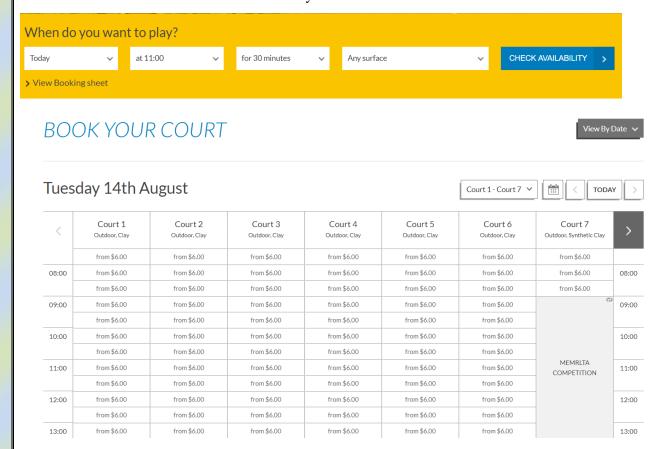


### 1. Visit the Book a Court website, or the Donvale Tennis club website

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

### 2. Checking availability

Using the Book a Court widget, you can quickly find the next available court, by entering a time and date and then selecting 'Check Availability'. Alternatively, select 'View Booking Sheet' to display the booking sheet which offers more selections and ability to book in advance.



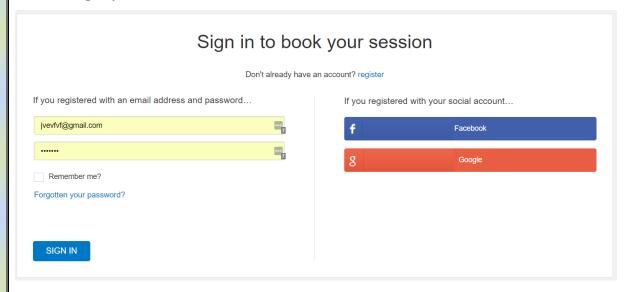
### 3. Register

Once you have selected the preferred day and time to book a court, it will prompt you to sign in to book. If you do not have an account, simply click 'register' to register with an email address or if preferred you can register via Facebook or Google+.

Please note: If you decide to register using Facebook or Google+, you will need to use these options to sign in each time you make a booking.

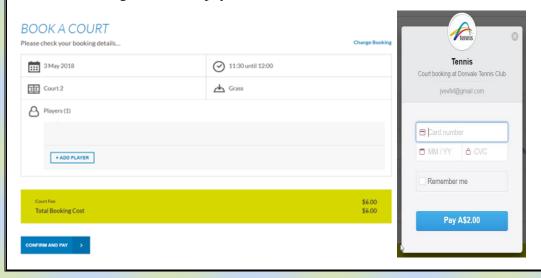
This registration is <u>different</u> to the tennis account created at tennis.com.au for club memberships or league matches and is required to book courts online.

However, its preferable to use the SAME email address as for tennis.com.au, as then the club can tie in membership if you decide to become a member.



## 4. Confirm booking and Pay.

Confirm booking details and pay online via Credit Card.



# 5. Play!

Once payment has been made, 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!

