

# Tennis Bookings Basics

Tennis Bookings is Stafford's system for booking tennis courts. This is your cheat sheet guide on how to navigate the website!

The website can be accessed by going to [staffordhills.com](http://staffordhills.com) → **Tennis** → **Court Reservations** → **Make a Reservation**. We recommend bookmarking this page to your internet bookmark bar or your phone's home screen for easy access.

Below is an example of what your screen will look like when you log in to your account:

## TENNIS BOOKING SCREEN

	Indoor - Court 1	Indoor - Court 2	Indoor - Court 3	Indoor - Court 4	Indoor - Court 5	Indoor - Court 6	Indoor - Court 7	
6:45	Reserved	Jon Griesser +1	Reserved	Reserved	Gene Schwartz Duy Nguyen	Rich Adams	Sarah Sklar +1	
8:00	Reserved	No Longer Available		Smash	Jason Hyde Brad Neuhoff +2	Reserved	Reserved	8:00
9:15	Adult Boot Camp 3.0/3.5	Adult Boot Camp 3.0/3.5	Adult Boot Camp 3.0/3.5	Alan Lofurno +1	Reserved	Susan Branam Bonny Carlson +2	Diane Macdonald +1	9:15
10:30	Reserved	Adult Boot Camp 3.5/4.0	Adult Boot Camp 3.5/4.0	Satoko Katayama-Corey +1	Michelle Jordan +3	Smash	Reserved	10:30
11:45		Reserved	Reserved	Reserved	Reserved	Reserved		11:45
1:00	Reserved	Reserved	Smash	Matt Brown Steve Andrews	Ace		Maggie Creps +1	1:00
2:15			Robert Harvey Smash	Noel Matthews +1	Reserved	Adrian Pollack +3	Dianne DenOtter +1	2:15
3:30			Robin Michalasko +1	Smash		Reserved	Russ DeMoss +3	3:30
4:45	Reserved	Reserved	Reserved	Reserved	Karin Butts +2	Judy Ma Smash	Reserved	
6:00	Reserved			Smash	Reserved	Reserved	Brad Krohn Ace	6:00
7:15	Reserved	Reserved	Reserved	Reserved				7:15
8:30				Available	Available	Available	Available	8:30

1. Yellow means a scheduled private or group lesson.
2. Blue stands for a member reservation. To the left of #2 it shows the name of the player plus how many more people are on that court. You can choose to have your name shown to other players under your preferences on your account. To the right, the box just says "Reserved". This person has chosen not to have their name shown, but the court is still booked.
3. Red means a "Day of Reservation". You can have (1) advanced reservation per day, but can have as many day of reservations as you would like.
4. Teal stands for a JTT match and Orange is a USTA match.
5. The yellow arrow on each side of the screen shows the time that we are currently at in the court schedule.
6. Light blue that says "Available" are courts that are available to book.

## TO BOOK A COURT

To book a court, begin by selecting the day on the calendar to the left of the screen. As a tennis member, you can book courts up to a week in advance. For courts beginning at 5:30am (weekdays) and 6:45am (weekends) to 1:00pm you can begin booking at 7:00am a week in advance. Courts from 2:15pm-8:30pm you can begin booking at 7:30am a week in advance (*more rules and regulations can be found on our website under Tennis → Rules and Regulations*)

- Click on the date that you would like to book a court.
- Find an available court on the schedule then click **Book** on the left side of your screen below the calendar.

**Booking Details** ✕

**Please review the booking details shown:**

McKenna Clayton  
Indoor - Court 2  
Wednesday October 18, 6:45 AM-8:00 AM

**Please provide the following information:**

Players: ?

#1	<span>✕</span>	McKenna Clayton
#2	<span>✕</span>	<input type="text"/>
#3	<span>✕</span>	<input type="text"/>
#4	<span>✕</span>	<input type="text"/>

Display my name 'McKenna Clayton' on this booking when schedule viewed by other users

Send me an email confirmation of this booking

Send email confirmation to other players selected in list above ?

Send me an email reminder of this booking  hour(s) prior to play

**Book** **Cancel**

Please remember to add your players to your booking at least 24 hours prior to your reservation time. Courts with only one name 24 hours prior to reservation time will automatically be moved outside.

At the top of your screen under booking details it will show you your name, court you are booking and the day/time you are booking the court for. Each court is 75 minutes long.

The next box is going to be the information of who is playing on the court. Your name will automatically be the first name shown as you are the booker of the court. You can then add additional players to your court. Simply start by typing their first or last name and find their name in the results that come up. If they are a guest, type in their first and last name and click the box listed under guest. It is required that you add players to your court or cancel your court before 8pm the

day before your reservation to prevent from having your court moved outside (listed in our tennis rules and regulations).

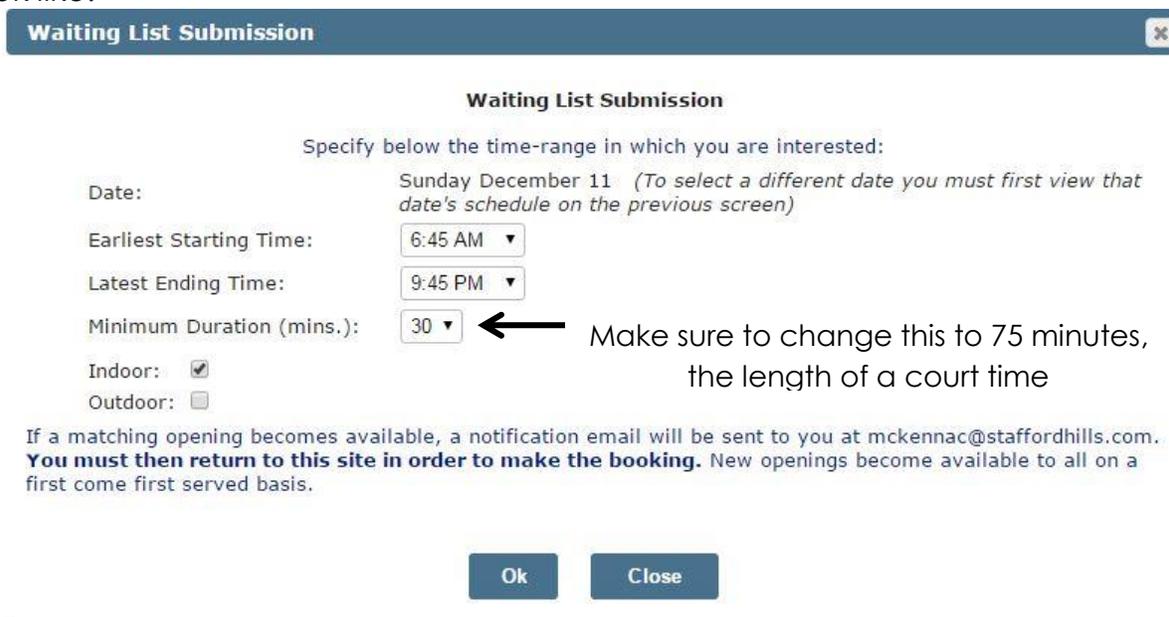
The last set of information you can select is if you would like your name displayed on reservations for other players to see when they are booking, if you would like an email confirmation of your booking, if you would like to send an email confirmation to the players listed on your court as well as if you would like an email reminder of the booking and when.

Click **Book** to finish the booking process.

## WAITLIST

Occasionally there is not a court available at the time you are looking for. This is where the waitlist comes in and can help you find a court when a cancelation occurs.

To get added to the waitlist, start by selecting a date you are wishing to book a court for by using the calendar on the far left of your screen. Next, click the Waitlist button above the court schedule. Below is what the waitlist pop-up will look like:



**Waiting List Submission** [X]

**Waiting List Submission**

Specify below the time-range in which you are interested:

Date: Sunday December 11 (To select a different date you must first view that date's schedule on the previous screen)

Earliest Starting Time: 6:45 AM ▼

Latest Ending Time: 9:45 PM ▼

Minimum Duration (mins.): 30 ▼ ← Make sure to change this to 75 minutes, the length of a court time

Indoor:

Outdoor:

If a matching opening becomes available, a notification email will be sent to you at mckennac@staffordhills.com. **You must then return to this site in order to make the booking.** New openings become available to all on a first come first served basis.

Ok Close

This pop-up will show the date you are wishing to add yourself to the waitlist for.

- Start by selecting the earliest start time that you would like to have a court and the latest ending time of a court.
- Change the duration to 75 minutes, which is the length of each court.
- Select Indoor or Outdoor (or both) for the type of court you are looking to book.
- Click **OK** to add yourself to the waitlist.

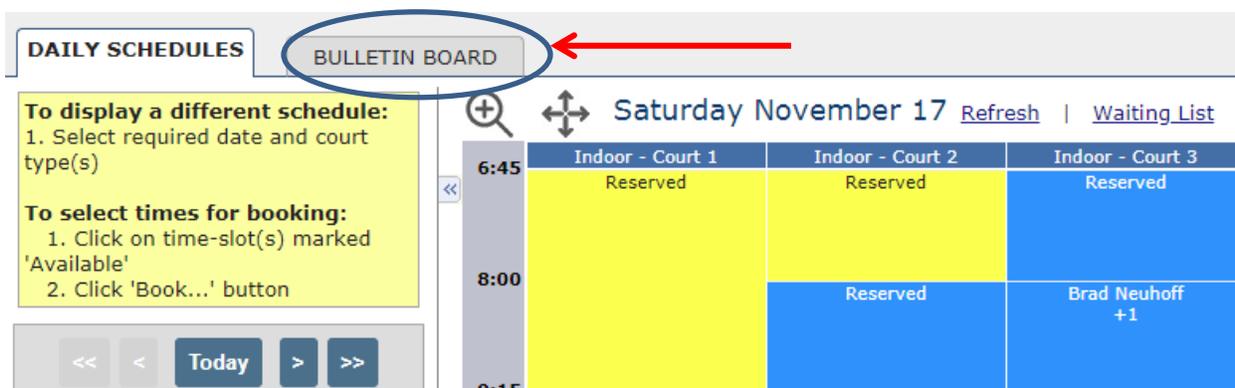
When a court becomes available, an email notification will be sent to the email you have on file. It is a first come first served basis to book the court once it becomes available. You can book this by logging in to your account or contacting the front desk at 503-612-2400.

You can change the information under your account anytime by clicking on **My Profile** at the top of your screen.

## MATCH FINDER

Looking for someone to play with? We created this player match finder for SHC Tennis Members to use as a resource to contact and connect with other players. Whether you need a sub, looking for a new hitting partner or just joined and trying to find a group to play with, match finder is for you!

To use Match Finder, locate the “Bulletin Board” Tab at the top left side of your tennis bookings page.



- Scroll down and click on the Match Finder Icon



- Fill out the form to be added to the list
- Find players at your level on the match finder contact log
- Connect by phone or email & PLAY!

If you have further questions regarding the Tennis Bookings system or assistance in booking a court, feel free to contact our front desk by phone at 503-612-2400 or by email at [frondesk@staffordhills.com](mailto:frondesk@staffordhills.com) .

Happy Booking!