

GAMETIME

Online Booking Instructions

Logging In:

- 1) Online Booking is available through the club website.
- 2) Click the link that says "GameTime or Online Booking".

If this is your first time using GameTime, select the "First Time User" tab

- Enter your first name and email, the next screen will ask you to create a username that you can remember and a new password. You may keep the same information should you wish. Also, please update your email.

GAMETIME
Reservations that Click

Sign In **First Time User?**

User Name:

Password:

Remember my Username

Sign In

[Forgot your password?](#) [Forgot your username?](#) [Mobile Site](#) [Legal](#) [Privacy Policy](#)

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If you are returning to GameTime and have setup your username and password

- Type in your Username & Password (not case sensitive) to enter the member's section of the site

Personal Profile:

- 1) Under Personal Options, click on Edit My Profile
- 2) Make any changes to your name and update your email.

Reserving a Court:

- 1) Select the sport which you would like to book by clicking on one of the sport tabs i.e. Tennis
- 2) A new screen will appear showing today's reservations. To select another date just click on the day you would like and for the next week click on the arrow just to the right of the day tabs.
- 3) Click on your desired available court time (the mouse icon will highlight each court that is available as it is passed over, it will display the time). Please ensure that the mouse icon changes from the arrow to a finger.

The screenshot displays the GameTime Tennis reservation interface. At the top, there are navigation tabs for 'DASHBOARD' and 'TENNIS'. Below this, the current date is shown as 'July Today 4:57 pm' and the word 'TENNIS' is prominently displayed. There are also links for 'Available Players' and 'Waitlist'. A horizontal calendar bar shows the days from 'Wednesday 18' to 'Wed 25', with 'Wednesday 18' selected. Below the calendar is a grid of court reservations. The grid has columns for 'Court 1', 'Court 2', 'Court 3', and 'Court 4', and rows for time slots from '7:00 am' to '11:00 am'. The 8:00 am slot on Court 2 is highlighted in yellow and contains the text 'Click your court', with an orange arrow pointing to it. Other slots in the grid are empty.

Time	Court 1	Court 2	Court 3	Court 4
7:00 am	7:00 am	7:00 am	7:00 am	7:00 am
8:00 am	8:00 am	8:00 am Click your court	8:00 am	8:00 am
9:00 am	9:00 am	9:00 am	9:00 am	9:00 am
10:00 am	10:00 am	10:00 am	10:00 am	10:00 am
11:00 am	11:00 am	11:00 am	11:00 am	11:00 am

- 4) A new window opens which states the sport, day and time of your booking
- 5) As you are booking a court your name will always appear as Player #1. You must fill in the other player(s) by typing in their name (begin with the last name) or selecting their name from the roster.
- 6) Select the type of game; regular or tournament. Press Submit.
- 7) If a player is unable to play due to over-bookings you will be notified in a new window and will be asked to select a different member.
- 8) If the booking is accepted a confirmation window will open informing you of the sport, day, time and players involved. Emails will be sent to other people involved in the booking, assuming they have a valid email in the system.
- 9) Please note that only the Pro Shop is able to book lessons. This is to ensure that a Pro is available.

Editing or Cancelling a court

- 1) Click on View Matches in the upper right corner or "Edit" on the actual court.
- 2) Find the reservation you wish to cancel and click on the square under the delete column and then press delete.

The screenshot displays the GAMETIME interface for tennis court bookings. At the top, there is a navigation bar with the GAMETIME logo, a welcome message for 'ROGER', and links for 'Exit', 'My Account', 'Help', and 'Sign Out'. Below this is a dashboard with 'DASHBOARD' and 'TENNIS' tabs. The main area shows a calendar for 'Saturday 21' with a grid of courts (Court 1 to Court 4) and times (7:00 am to 12:00 pm). A reservation for '8:00 am J. Pamunuwa B.B.' is shown in a pink block on Court 1. Another reservation for '11:00 am ROGER FEDERER' is shown in a blue block on Court 3. An 'Edit' button is visible next to the Roger Federer reservation. A text box with an arrow points to the 'My Account' link in the top right corner, and another arrow points to the 'Edit' button.

Time	Court 1	Court 2	Court 3	Court 4
7:00 am	7:00 am PT	7:00 am PT	7:00 am PT	7:00 am PT
8:00 am	8:00 am J. Pamunuwa B.B.	8:00 am PT		
9:00 am		9:00 am PT	9:00 am PT	9:00 am PT
10:00 am		10:00 am PT	10:00 am PT	10:00 am PT
11:00 am		11:00 am PT	11:00 am ROGER FEDERER	11:00 am PT
12:00 pm	12:00 pm PT	12:00 pm PT	12:00 pm PT	12:00 pm PT

Logging Out:

- To exit the system press Logout in the upper right hand corner.
- Close the Game Time Window