



ONLINE BOOKING INSTRUCTIONS

Court Bookings (including Round Robins)

STEP 1:

Go to www.thornhillparktennisclub.ca

STEP 2:

From the top menu bar, click on **Memberships & Court Bookings** and from the drop down menu, click on **Court Bookings**. From the menu on the left, click **Book Courts Online**.

STEP 3:

Enter your **Username** and **Password**.
Click **Submit**

STEP 4 – Court Booking:

To book a court, click on the day you would like to play.
Click on the field for the court/time you would like to play.

STEP 4 – Joining a Round Robin:

To join a Round Robin, click on the day you would like to play.
Click **Join** for the Round Robin of interest.

STEP 5 – Court Booking:

Change the **End Time** if you would like a two hour booking.

DO **NOT** CHANGE THE BOOKING TYPE.

Fill in the **Players** by typing the names in the boxes. You may search by first or last name. A drop down menu will appear. Click on the name. You may also search by clicking on the blue **Members** tab.
If the player is a guest, type in his or her name. Beside the guest's name, indicate in the **Guest** field if the player is a guest of Player 1, 2 or 3.

Click **Submit**

STEP 5 – Joining a Round Robin:

Click **Submit**.

STEP 6 (Payment Option):

You may now pay for the court or Round Robin by clicking **Pay**.
Fill out the information and click **Submit**.

Entering the WAIT LIST if the Courts are Full

STEP 1:

Click directly on the blue box for the time that you are interested in.

STEP 2:

Fill in the appropriate **Players** by typing the name in the box. You may search by first or last name. A drop down menu will appear. Click on the name. You may also search by clicking on the blue **Members** tab.

If the player is a guest, type in his or her name. Beside the guest's name, indicate in the **Guest** field if the player is a guest of Player 1, 2 or 3.

Click **Submit**

Entering the WAIT LIST if the Round Robin is Full

STEP 1:

Click **Join Waitlist** for the Round Robin of interest.

Step 2:

Click **Submit**

Cancelling a Court

STEP 1:

Click directly on the court you booked.

STEP 2:

Under **Related Bookings**, click the checked box so that the checkmark disappears and then click **Submit**.

Cancelling a Round Robin

STEP 1:

At the top of the page, click **Bookings**.

STEP 2:

Click on the Date for the Round Robin you would like to cancel.

STEP 3:

Under the **Players** section, check the box and then click **Update**.

Note: *You cannot cancel a court or a Round Robin within 48 hours of the start time.*

You cannot cancel a court or a Round Robin if it was booked by the club. You must contact the club at 905 886 4030 to cancel in this situation.

Invitational Bookings: Book court immediately and ask other members to join

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STEP 3:

Enter your **Username** and **Password**.

Click **Submit**

STEP 4:

To book a court, click on the day you would like to play.

Click on the field for the court/time you would like to play.

STEP 5:

Change the **End Time** if you would like a two hour booking.

For **Booking Type**, click on the drop down arrow and select **Invitational**.

In the **Maximum Players** field, if you would like to limit the number of players who can join, fill in the maximum # of players permitted to play. The number entered includes yourself. For example, if you would like to play doubles (four total players), enter 4 in the **Maximum Players** field.

Fill in the **Players** you would like to invite by typing the names in the boxes. You may search by first or last name. A drop down menu will appear. Click on the name. You may also search by clicking on the blue **Members** tab. You may invite an infinite # of players.

DO **NOT** SELECT GUESTS AS THEY WILL NOT RECEIVE CONFIRMATION EMAILS. YOU MAY ONLY INVITE ACTIVE MEMBERS.

Click **Submit**

All invited players will receive a “Match “Invitation” by email. In the email, there will be a link to accept the invitation. Once the maximum # of players permitted have accepted, any subsequent acceptances will be placed on the wait list.

STEP 6 (Payment Option):

You may now pay for the court by clicking **Pay**.

Fill out the information and click **Submit**.

Invitational Bookings: : Court is only booked when a minimum # of players accept your invitation

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STEP 2:

From the top menu bar, click on **Memberships & Court Bookings** and from the drop down menu, click on **Court Bookings**. From the menu on the left, click **Book Courts Online**.

STEP 3:

Enter your **Username** and **Password**.

Click **Submit**

STEP 4:

To book a time, click on the day and time you would like to play. For example, if you would like to play at 12:00 pm, click directly on **12:00 PM**. Do **NOT** click on an actual court.

STEP 5:

Change the **End Time** if you would like a two hour booking.

For **Booking Type**, click on the drop down arrow and select **Invitational**.

In the **Minimum Players** field, type the minimum # of players who must accept the invitation before the court becomes booked. The number entered includes yourself. For example, if you only want to play doubles, type 4 and the court will not be booked until at least three other players accept your invitation. If you're willing to play singles or doubles, type 2 and the court will not be booked until at least one other player accepts your invitation.

In the **Maximum Players** field, if you would like to limit the number of players who can join, fill in the maximum # of players permitted to play. The number entered includes yourself. For example, if you would like to play doubles (four total players), enter 4 in the **Maximum Players** field.

Fill in the **Players** you would like to invite by typing the names in the boxes. You may search by first or last name. A drop down menu will appear. Click on the name. You may also search by clicking on the blue **Members** tab. You may invite an infinite # of players.

DO **NOT** SELECT GUESTS AS THEY WILL NOT RECEIVE CONFIRMATION EMAILS. YOU MAY ONLY INVITE ACTIVE MEMBERS.

Click **Submit**

All invited players will receive a "Match Invitation" by email. In the email, there will be a link to accept the invitation.

Once the minimum # of players required to activate the booking have accepted the invitation, each "accepted" player will receive a booking confirmation. Please note that if the courts are full at the time that the booking is activated, the booking will be placed on the wait list.

Once the maximum # of players permitted have accepted, any subsequent acceptances will be placed on the wait list.

STEP 6 (Payment Option):

You may now pay for the court by clicking **Pay**.

Fill out the information and click **Submit**.