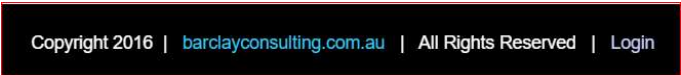

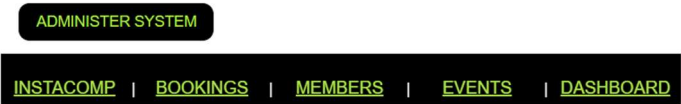

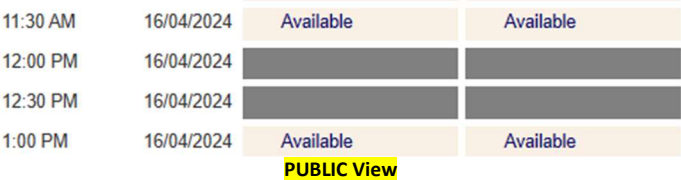



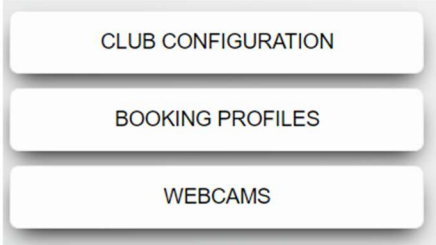
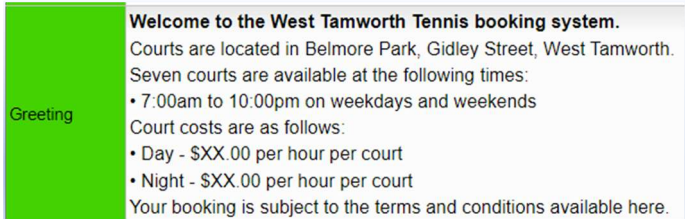

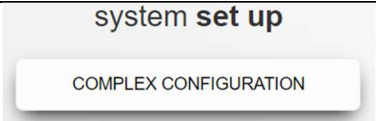


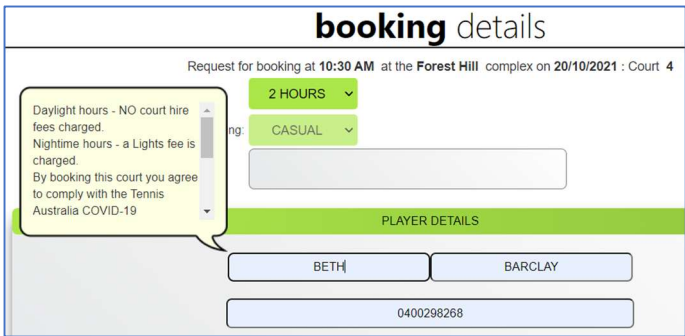


Getting Started with your Booking system

IN Go to your Booking system webpage	https://wttc.tennisbcs2.com.au/
In the bottom RHS of the screen - Click Login	
Login screen appears - Enter your Administrator credentials - Click Log in	
From the screen footer click either - ADMINISTER SYSTEM or - BOOKINGS	
Logged in Administrators see ALL Booking information. Casual players see timeslots Available for Booking. Names of Bookers DO NOT appear on the Public page Availability is based on Centre restrictions such as: - Open / Close times for venue - No. of courts available for booking - No. of days bookings can be made in advance - Other restrictions such as Maintenance & Centre-defined Profiles	 
Administrators see the following: - 'On-line' bookings displayed on a green background when made by the public - 'Member' on blue background when made by members (requires valid Member check #)	
Administrators manage - all Bookings and Booking Types - create, delete, move, copy, reschedule - Permanent, School, Competition, Casual etc. Each Booking Type has its own unique colour setting. Coaches (if supported) can make/delete their own bookings via the public Booking page within configurable parameters.	

Getting Started with your Booking system

MAINTAIN BOOKING MESSAGES	
<p>on-line bookings screen appears</p> <p>Scroll down</p> <ul style="list-style-type: none"> Select ADMINISTER SYSTEM 	
<p>administration options screen appears</p> <p>To change your Greeting Message on main Booking system page</p> <p>Select CLUB CONFIGURATION</p>	
<p>Greeting text appears to the public on the main (front) page of your Booking system</p> <p>Scroll down to base of list</p> <ul style="list-style-type: none"> Select Edit <p>Scroll up to maintain your Greeting text</p> <ul style="list-style-type: none"> Click into the text box next to Greeting 	
<p>When changes are complete, scroll to bottom of list</p> <ul style="list-style-type: none"> Select Update (to accept changes) <p>Scroll down again to bottom of page</p> <ul style="list-style-type: none"> Select RETURN 	
<p>Change Popup and eMail confirmation messages:</p> <p>From administration options screen</p> <ul style="list-style-type: none"> Select COMPLEX CONFIGURATION 	
<p>complex/centre configuration screen appears</p> <ul style="list-style-type: none"> Click Select 	
<p>Scroll to bottom of screen</p> <ul style="list-style-type: none"> Select Edit 	
<p>Booking Popup Message - BMsg</p> <p>Scroll up to maintain the size and content of the Booking popup message, which appears when a player enters their first name details at Booking time.</p> <p>BMsg – a change to the following values, controls the size of the popup message window:</p> <ul style="list-style-type: none"> 1 = Small popup sized box 2 = Medium popup sized box 3 = Large popup sized box 	 <p>PUBLIC View</p>

Getting Started with your Booking system

<p>BookMsg contains the content of the popup message box and can be edited to suit your centre's needs.</p>	<div> <div>BMsg</div> <div>2</div> <div>By booking this court you agree to comply with the Tennis Australia COVID-19 Community Play Guidelines and the relevant social distancing, hygiene and other COVID-19 advice from QLD Health and the Australian Government.</div> </div>
<p>ConfMsg text appears in the confirmation email sent to the player's email address.</p> <p>PIN access codes (gate/lights) are auto-generated. They appear at the end of the email ConfMsg.</p> <p>Where light control is integrated with the Booking module, an 8 digit access code is appended.</p>	<div> <div>ConfMsg</div> <div>Please print this message and bring with you to the court as confirmation of your payment. Thank you for your booking. If PIN codes are used to access courts, the code will appear here</div> </div>
<p>Your centre can be setup with both lock & light integration. Associated PIN codes will appear in the screen message, upon successful completion (payment) of a booking.</p> <p>A confirmation email is sent to the email address:</p> <ul style="list-style-type: none"> - associated with the PayPal account or - entered on the booking page when paying via Stripe <p>The booking system confirmation text shown is system-generated and cannot be changed.</p>	<div> <div>booking system confirmation</div> <div>Your online court booking has been successfully processed. A booking confirmation receipt has been sent to your email address. Please bring it with you and follow its instructions. The gate lock code is 123456789# - Enter on keypad at Main Gate.</div> </div>
<p>Example email confirmation message</p> <p>NB: The Lights code will appear if your centre has also implemented Light control automation</p>	<p>Court Booking - Payment Confirmation - for 27/07/2023 3:30 PM Ashley Barty</p> <p>Complex = XYZ Tennis Centre Court = 2 Duration = 60 Receipt number = OKA20117AS445410F</p> <p>Thank you for booking with XYZ Tennis</p> <p>Two access codes appear below: For main gate - enter the first 9 digit code in the gate padlock. For lights - enter the second 8 digit code plus # in the keypad mounted against the clubhouse. You will only need to enter this code if the lights do not activate automatically.</p> <p>Your access codes are main gate - 197743235# lights - 10332320#</p> <p>Do not reply to this email. For enquiries related to this booking contact: tennis@xyztennis.com.au</p>
<p>MChkNo entry is configurable -> located below the Confirmation email message. Members use 4 digit code to validate their online Member Booking. Adjust & communicate a new code regularly.</p>	<div> <div>MChkNo</div> <div>4014</div> </div>
<p>When changes are complete - scroll to bottom of page</p> <ul style="list-style-type: none"> - Select Update (to accept changes) <p>Scroll down again to bottom of page</p> <ul style="list-style-type: none"> - Select RETURN 	<div> <div>Update Cancel</div> <div>CANCEL AND/OR RETURN</div> </div>
<p>administration options page appears</p> <ul style="list-style-type: none"> - Select RETURN <p>main online bookings page appears</p>	<div> <div>CANCEL OR RETURN</div> </div>

Getting Started with your Booking system

MAINTAIN PRICE TABLES																																														
<p>Select ADMINISTER SYSTEM</p> <p>administration options screen appears</p> <ul style="list-style-type: none">- Select PRICING TABLES	<div><div>COMPLEX CONFIGURATION</div><div>PRICING TABLES</div></div>																																													
<p>pricing configuration appears</p> <p>Pricing will trigger automatically as type</p> <ul style="list-style-type: none">- On-line – for bookings made by the public- Member – for bookings made by members with a valid member check # or ID. <p>Recommendation: Administrators to use the Casual Booking type to differentiate bookings they make on behalf of the Public. Any amount including zero (0) can be entered as payment (Paypal/Stripe is not triggered).</p> <p>On-line pricing will charge via Paypal/Stripe when bookings are made via public booking page.</p> <ul style="list-style-type: none">- Click Select for Booking Type to maintain	<div><div>Add New Price Record</div><table><tr><th>Comp</th><th>Booking Type</th><th></th></tr><tr><td>VSS</td><td>Casual</td><td>Select</td></tr><tr><td>VSS</td><td>Member</td><td>Select</td></tr><tr><td>VSS</td><td>On-line</td><td>Select</td></tr><tr><td>VSS</td><td>Schools</td><td>Select</td></tr><tr><td>VSS</td><td>Unavailable</td><td>Select</td></tr></table></div>		Comp	Booking Type		VSS	Casual	Select	VSS	Member	Select	VSS	On-line	Select	VSS	Schools	Select	VSS	Unavailable	Select																										
Comp	Booking Type																																													
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<p>pricing configuration appears for your selected Booking Type</p>	<table><tr><td>Btype</td><td>On-line</td></tr><tr><td>Base Day</td><td>0.0000</td></tr><tr><td>D30</td><td>0.0000</td></tr><tr><td>D60</td><td>0.0000</td></tr><tr><td>D90</td><td>0.0000</td></tr><tr><td>D120</td><td>0.0000</td></tr><tr><td>D150</td><td>0.0000</td></tr><tr><td>D180</td><td>0.0000</td></tr><tr><td>D210</td><td>0.0000</td></tr><tr><td>D240</td><td>0.0000</td></tr><tr><td>D270</td><td>0.0000</td></tr></table>	Btype	On-line	Base Day	0.0000	D30	0.0000	D60	0.0000	D90	0.0000	D120	0.0000	D150	0.0000	D180	0.0000	D210	0.0000	D240	0.0000	D270	0.0000	<table><tr><td>Base Night</td><td>6</td></tr><tr><td>N30</td><td>3</td></tr><tr><td>N60</td><td>6</td></tr><tr><td>N90</td><td>9</td></tr><tr><td>N120</td><td>12</td></tr><tr><td>N150</td><td>15</td></tr><tr><td>N180</td><td>18</td></tr><tr><td>N210</td><td>21</td></tr><tr><td>N240</td><td>24</td></tr><tr><td>N270</td><td>27</td></tr><tr><td>Hide?</td><td>n</td></tr></table>	Base Night	6	N30	3	N60	6	N90	9	N120	12	N150	15	N180	18	N210	21	N240	24	N270	27	Hide?	n
Btype	On-line																																													
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Hide?	n																																													
<p>Scroll to bottom of screen</p> <ul style="list-style-type: none">- Select Edit <p>Make price changes as required – both Day & Night</p>	<div>Edit</div>																																													
<p>When changes are complete, scroll to bottom of page</p> <ul style="list-style-type: none">- Select Update (to complete changes)- Select RETURN <p>The pricing changes take effect immediately.</p>	<div>Update Cancel</div> <div>CANCEL AND/OR RETURN</div>																																													
<p>Where Lights are in use, night prices will trigger for bookings that span or are past the time set in the Default Night setting (COMPLEX CONFIGURATION). eg., a 6-8pm booking charges 1 hour at Day rates and 1 hour at Night rates.</p>	<div>DefaultNight7:00 PM</div>																																													


Getting Started with your Booking system

MAINTAIN BOOKINGS																																																			
<div>Public view of booking page<ul style="list-style-type: none">Open slots display as AvailableBooked slots do not display Booker details</div> <div>Administrator view of booking page<ul style="list-style-type: none">Open slots display as AvailableBooked slots display Booker details</div>	<div><div><table><tr><td>11:00 AM</td><td>26/03/2021</td><td>Available</td></tr><tr><td>11:30 AM</td><td>26/03/2021</td><td>Available</td></tr><tr><td>12:00 PM</td><td>26/03/2021</td><td>Available</td></tr><tr><td>12:30 PM</td><td>26/03/2021</td><td></td></tr><tr><td>1:00 PM</td><td>26/03/2021</td><td></td></tr><tr><td>1:30 PM</td><td>26/03/2021</td><td>Available</td></tr><tr><td>2:00 PM</td><td>26/03/2021</td><td>Available</td></tr></table><p>Public view</p></div><div><table><tr><td>11:00 AM</td><td>26/03/2021</td><td>Available</td></tr><tr><td>11:30 AM</td><td>26/03/2021</td><td>Available</td></tr><tr><td>12:00 PM</td><td>26/03/2021</td><td>Available</td></tr><tr><td>12:30 PM</td><td>26/03/2021</td><td>BETH BARCLAY Casual</td></tr><tr><td>1:00 PM</td><td>26/03/2021</td><td>Casual</td></tr><tr><td>1:30 PM</td><td>26/03/2021</td><td>Available</td></tr><tr><td>2:00 PM</td><td>26/03/2021</td><td>Available</td></tr></table><p>Administrator view</p></div></div>		11:00 AM	26/03/2021	Available	11:30 AM	26/03/2021	Available	12:00 PM	26/03/2021	Available	12:30 PM	26/03/2021		1:00 PM	26/03/2021		1:30 PM	26/03/2021	Available	2:00 PM	26/03/2021	Available	11:00 AM	26/03/2021	Available	11:30 AM	26/03/2021	Available	12:00 PM	26/03/2021	Available	12:30 PM	26/03/2021	BETH BARCLAY Casual	1:00 PM	26/03/2021	Casual	1:30 PM	26/03/2021	Available	2:00 PM	26/03/2021	Available							
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<div>Administrator to enter and maintain<ul style="list-style-type: none">Regular Member Bookings = PermanentMaintenance time = UnavailableBookings with special pricing = OtherAd hoc Bookings = Casual<ul style="list-style-type: none">used for online booking eg rained outcan enter any \$\$ amount in payment step<p>Paypal/Stripe does not trigger</p></div> <div>Members to enter their own bookings online</div>	<div><div>Request for booking at 12:30 PM at the Failford Avenue complex on 26/03/2021 : Court 1</div><div>Duration: 1 HOUR</div><div>Type of booking: CASUAL</div><div>Comments:</div><div>PLAYER DETAILS</div><div><div>Beth</div><div>Barclay</div></div><div>0400298264</div><div>beth@barclayconsulting.com.au</div></div>																																																		
<div>Manage single bookings</div> <div>On-line bookings page</div> <div>Scroll down below the Bookings grids<ul style="list-style-type: none">Click <i>Open Admin Panel</i></div> <div>ADMINISTRATORS PANEL opens</div> <div>Delete a Booking<ul style="list-style-type: none">Click Admin Panel functionClick Booking to be deleted</div>	<div><div>Administrator view</div><div><div>ADMINISTRATORS PANEL</div><div><div>COPY BOOKING</div><div>MOVE BOOKING</div><div>DELETE BOOKING</div><div>CANCEL OPN.</div><div>RETURN TODAY</div><div>ALIGN</div></div><div><div><ul style="list-style-type: none">Click the Copy Booking buttonClick the booking you wish to copyClick the target "Available" slot</div><div><ul style="list-style-type: none">Click the Move Booking buttonClick the booking you wish to moveClick the target "Available" slot</div><div><ul style="list-style-type: none">Click the Delete Booking ButtonClick the booking you wish to delete</div><div><ul style="list-style-type: none">Click the button to cancel a Copy or Move operations that has not completed</div><div><ul style="list-style-type: none">Click the button to return the calendar to today's date</div><div><ul style="list-style-type: none">Click the button to centre the Booking grid within the display area</div></div><div><div>Print</div><div>Help</div></div><div>(Note: Panel functions only apply to single bookings, other bookings in a series are ignored)</div></div></div>																																																		
<div>Move or Copy Booking<ul style="list-style-type: none">Click Admin Panel FunctionClick Source booking in gridClick Target <i>Available</i> slot in gridBooking is moved or copied</div>	<div><div>Move initiated - Select Source</div><div><table><tr><th>Court 2</th><th>Court 3</th></tr><tr><td>Available</td><td>Available</td></tr><tr><td>Available</td><td>Beth Barclay Member</td></tr><tr><td>Available</td><td>Member</td></tr><tr><td>Available</td><td>Available</td></tr><tr><td>Available</td><td>Available</td></tr><tr><td>Available</td><td>Available</td></tr></table></div></div>	Court 2	Court 3	Available	Available	Available	Beth Barclay Member	Available	Member	Available	Available	Available	Available	Available	Available	<div><div>Move initiated - Select Target</div><div><table><tr><th>Court 2</th><th>Court 3</th></tr><tr><td>Available</td><td>Available</td></tr><tr><td>Available</td><td>Beth Barclay Member</td></tr><tr><td>Available</td><td>Member</td></tr><tr><td>Available</td><td>Available</td></tr><tr><td>Available</td><td>Available</td></tr><tr><td>Available</td><td>Available</td></tr></table></div></div>	Court 2	Court 3	Available	Available	Available	Beth Barclay Member	Available	Member	Available	Available	Available	Available	Available	Available																					
Court 2	Court 3																																																		
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<div>Add Repeating bookings</div> <div>From the on-line bookings page<ul style="list-style-type: none">Select commencing date from the calendarClick earliest <i>Available</i> start timeslot in grid</div>	<div><div>1 select the centre</div><div>FOREST HILL</div><div>Booking Types:<ul style="list-style-type: none">CasualCoachingPermanentCompetitionOn-lineSchool</div><div>2 select a date</div><div><div>NOVEMBER 2021</div><table><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table><div>VIEW COURT TYPES AND SURFACES</div></div><div>Selected Date: 2/11/2021 Complex: Forest Hill</div></div>		M	T	W	T	F	S	S	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5
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22	23	24	25	26	27	28																																													
29	30	1	2	3	4	5																																													

Getting Started with your Booking system

<p>booking details page appears</p> <p>Enter</p> <ul style="list-style-type: none">- Duration in hours- Repeat Booking recurrence details- Type of Booking (matches to Pricing if setup)- Comments- Player contact details- Click SUBMIT BOOKING	<div>Request for booking at 12:30 PM at the Forest Hill complex on 28/10/2021 : Court 3</div> <div>Duration<div>3 HOURS</div></div> <div>Repeat Booking?<div><div>Weekly</div><div>Daily</div></div></div> <div>Type of booking:<div>CASUAL</div></div> <div>4</div> <div>Comments:<div></div></div>																																				
<p>process payment page appears</p> <p>Check details and amend as necessary</p> <ul style="list-style-type: none">- Click ENTER- Click RETURN TO DISPLAY	<div>Booking at Forest Hill court 3 on 28/10/2021 at 12:30 PM for 180 mins Elizabeth Barclay</div> <div>Total Due: \$0.00</div> <div><div><div>Booking Details</div><div><div>Complex</div><div>ETC</div><div>Court no</div><div>3</div><div>Date</div><div>28/10/2021</div><div>Time</div><div>12:30 PM</div><div>Duration</div><div>180</div><div>Customer</div><div>Elizabeth Barclay</div><div>Booking type</div><div>Casual</div><div>Contact no.</div><div>0400298268</div><div>Customer2</div><div></div><div>Contact no.</div><div>bethbarc@gmail.com</div><div>Repeat</div><div>Yes</div><div>Comments</div><div></div><div>Receipt no.</div><div>0</div></div></div></div> <div><div>Process Payment</div><div>Cash:</div><div></div><div>Credit Card:</div><div></div><div>Total Received:</div><div></div><div>Total Owng:</div><div></div><div>ENTER</div><div>RETURN TO DISPLAY</div></div>																																				
<p>Copy Repeating bookings from 1 court to others</p> <p>From main online bookings page</p> <ul style="list-style-type: none">- Select the first in the series of bookings	<table><tr><td>12:30 PM</td><td>28/10/2021</td><td>Available</td><td>Available</td><td>Elizabeth Barcl</td><td>Casual</td></tr><tr><td>1:00 PM</td><td>28/10/2021</td><td>Available</td><td>Available</td><td></td><td>Casual</td></tr><tr><td>1:30 PM</td><td>28/10/2021</td><td>Available</td><td>Available</td><td></td><td>Casual</td></tr><tr><td>2:00 PM</td><td>28/10/2021</td><td>Available</td><td>Available</td><td></td><td>Casual</td></tr><tr><td>2:30 PM</td><td>28/10/2021</td><td>Available</td><td>Available</td><td></td><td>Casual</td></tr><tr><td>3:00 PM</td><td>28/10/2021</td><td>Available</td><td>Available</td><td></td><td>Casual</td></tr></table>	12:30 PM	28/10/2021	Available	Available	Elizabeth Barcl	Casual	1:00 PM	28/10/2021	Available	Available		Casual	1:30 PM	28/10/2021	Available	Available		Casual	2:00 PM	28/10/2021	Available	Available		Casual	2:30 PM	28/10/2021	Available	Available		Casual	3:00 PM	28/10/2021	Available	Available		Casual
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2:30 PM	28/10/2021	Available	Available		Casual																																
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<p>Details review change page appears</p> <p>Extend, Delete or Copy a Series of bookings</p> <p>Copy a Series</p> <ul style="list-style-type: none">- Select Target Complex- Select Target Courts- Click Copy Booking series- Copy Complete appears when done- Click RETURN TO DISPLAY	<div><div>Repeating Booking</div><div>Start Date<div>5/08/2023</div></div><div>Stop Date<div>26/08/2023</div></div><div>Num. Repeats<div>4</div></div></div> <div><div>Extend a Booking</div><div>New from date:<div></div></div><div>New end date:<div></div></div><div>Extend bookings</div></div> <div><div>Delete a Series</div><div>Delete Booking Series</div></div> <div><div>Copy a Series</div><div>Target Complex<div>Royal Rehab Ryde</div></div><div>Target Courts<div>2</div></div><div>Copy Booking series</div></div> <div>Copy Complete</div> <div>RETURN TO DISPLAY</div>																																				
<p>Delete a Series</p> <ul style="list-style-type: none">- Select the first in the series of bookings- Click Delete Booking Series- Click OK in the confirmation message- You will be returned to the Booking page & your series will no longer appear	<div>Are you sure you want to delete this booking series?</div> <div>OK</div> <div>Cancel</div>																																				

Getting Started with your Booking system

RESCHEDULE BOOKINGS										
<p>Poor weather may mean that an Administrator needs to reschedule a booking.</p> <p>To reschedule a booking:</p> <ul style="list-style-type: none">- Go to Booking page- Locate the booking you wish to reschedule- At the bottom of the Booking page- Click the arrow adjacent to Open Admin Panel	<div><div></div><div>Open Admin Panel</div><div>ADMINISTER SYSTEM</div></div>									
<p>ADMINISTRATION PANEL opens</p> <ul style="list-style-type: none">- Click MOVE BOOKING	<div><div>Close Admin Panel</div><div>ADMINISTRATORS PANEL</div><div><div>COPY BOOKING</div><div>MOVE BOOKING</div><div>DELETE BOOKING</div><div>CANCEL OPN</div><div>RETURN TODAY</div></div><div>Print</div><div>(Note: Panel functions only apply to single bookings, other bookings in a series are ignored)</div></div>									
<p>In the Booking grid</p> <p>Message appears</p> <ul style="list-style-type: none">- Move initiated – Select Source- Locate and click Booking to be moved	<div><div>Move initiated - Select Source</div><table><thead><tr><th>Times</th><th>Date</th><th>Court 1</th></tr></thead><tbody><tr><td>6:00 AM</td><td>2/03/2022</td><td>BETH BARCLAY Member</td></tr><tr><td>6:30 AM</td><td>2/03/2022</td><td>Member</td></tr></tbody></table></div>	Times	Date	Court 1	6:00 AM	2/03/2022	BETH BARCLAY Member	6:30 AM	2/03/2022	Member
Times	Date	Court 1								
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<p>Message appears</p> <ul style="list-style-type: none">- Move initiated – Select Target	<div><div>Move initiated - Select Target</div><table><thead><tr><th>Times</th><th>Date</th><th>Court 1</th></tr></thead><tbody><tr><td>6:00 AM</td><td>2/03/2022</td><td>BETH BARCLAY Member</td></tr><tr><td>6:30 AM</td><td>2/03/2022</td><td>Member</td></tr></tbody></table></div>	Times	Date	Court 1	6:00 AM	2/03/2022	BETH BARCLAY Member	6:30 AM	2/03/2022	Member
Times	Date	Court 1								
6:00 AM	2/03/2022	BETH BARCLAY Member								
6:30 AM	2/03/2022	Member								
<p>Select date to be moved to in the Booking grid</p> <ul style="list-style-type: none">- Click on <i>Available</i> link for rescheduled slotBooking appears in the Target slot	<table><thead><tr><th>Times</th><th>Date</th><th>Court 1</th></tr></thead><tbody><tr><td>6:00 AM</td><td>5/03/2022</td><td>BETH BARCLAY Member</td></tr><tr><td>6:30 AM</td><td>5/03/2022</td><td>Member</td></tr></tbody></table>	Times	Date	Court 1	6:00 AM	5/03/2022	BETH BARCLAY Member	6:30 AM	5/03/2022	Member
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6:00 AM	5/03/2022	BETH BARCLAY Member								
6:30 AM	5/03/2022	Member								
<p>Details of the Rescheduled Booking are sent to the email address associated with the original booking.</p> <p>NB: This may not be the same as the player’s PayPal email address.</p> <p>Any new access codes (gate / lights) applying to the rescheduled booking are also included.</p>	<p>Rescheduled booking for Beth Barclay</p> <p>Complex: RRTC Court: 1</p> <p>Date: 05/09/2023</p> <p>Time: 7:00 AM</p> <p>Duration: 90</p> <p>Access codes: 421276189#</p> <p>For enquiries related to this booking contact:</p> <p>xyzcentre@xyz.com.au</p>									

Getting Started with your Booking system

PIN CODE MANAGER																					
<p>In the bottom area of the screen</p> <ul style="list-style-type: none">- Click ADMINISTER BOOKINS	<div>ADMINISTER SYSTEM</div>																				
<p>administration options page appears</p> <ul style="list-style-type: none">- Click PIN CODE MANAGER	<p>system utilities</p> <div>PIN CODE MANAGER</div>																				
<p>Court access PIN codes page appears</p> <p>enter the following</p> <ul style="list-style-type: none">- Select your complex- Booking Date = Date of Player Booking- Time = Time of Player Booking- Duration = Duration of Player Booking- Court = Court of Player Booking- Click CALCULATE PIN <p>Pin Code(s) corresponding to the configuration of your complex will be displayed.</p>	<p>SmartLock Digit PIN Calculation</p> <p>Booking Date: <input type="text" value="20/11/2021"/></p> <p>Time: <input type="text" value="3:00PM"/> Duration: <input type="text" value="2 HOUR"/> Court: <input type="text" value="2"/></p> <table><thead><tr><th>Date</th><th>PINcode</th></tr></thead><tbody><tr><td>20/11/2021</td><td>792711108# - Smart padlock code on Main gate
32334259# - Court gate code (for use should your court gate not open automatically)</td></tr></tbody></table>	Date	PINcode	20/11/2021	792711108# - Smart padlock code on Main gate 32334259# - Court gate code (for use should your court gate not open automatically)																
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20/11/2021	792711108# - Smart padlock code on Main gate 32334259# - Court gate code (for use should your court gate not open automatically)																				
REPORTING																					
<p>administration options screen</p> <p>To run system Reports</p> <ul style="list-style-type: none">- Select REPORT MANAGER	<p>administration options</p> <p>system utilities</p> <div>PIN CODE MANAGER</div> <div>REPORT MANAGER</div>																				
<p>Bookings report screen appears</p> <p>A variety of reports are available from the (select report type) dropdown list</p>	<p>Report Type <input type="text" value="(select report type)"/></p> <p>Enter starting <input type="text" value="(select report type)"/></p> <p>From Date: <input type="text" value="Court Summary Report"/></p> <p><input checked="" type="radio"/> Paginate <input type="radio"/> Remove Pagination</p> <p>Bookings Report</p> <p>Xactn Report</p> <p>Weekly Utilisation Report</p>																				
<p>Summary and Utilisation Reports produce short lists, organised by either Court or Booking Type</p> <ul style="list-style-type: none">- Report Type = Court Summary Report- Complex = Name of your Complex- Enter a From Date and a To Date- Paginate is on by default – suits a short report- Click PRODUCE REPORT	<p>Report Type <input type="text" value="Court Summary Report"/> Complex <input type="text" value="Forest Hill"/> Booking Type: <input type="text" value="(select booking type)"/></p> <p>Enter starting and ending dates (inclusive): (enter dates in the format "dd/mm/yyyy")</p> <p>From Date: <input type="text" value="01/11/2021"/> To Date: <input type="text" value="30/11/2021"/></p> <div>PRODUCE REPORT</div> <p><input type="radio"/> Paginate <input checked="" type="radio"/> Remove Pagination (Note: Remove pagination to enable printing of large</p> <table><thead><tr><th>Court number</th><th>Income</th><th>Hire Hours</th><th>Utilisation</th></tr></thead><tbody><tr><td>1</td><td>\$0.00</td><td>150.50</td><td>15.36%</td></tr><tr><td>2</td><td>\$0.00</td><td>150.50</td><td>15.36%</td></tr><tr><td>3</td><td>\$0.00</td><td>150.50</td><td>15.36%</td></tr><tr><td>4</td><td>\$0.00</td><td>183.50</td><td>18.72%</td></tr></tbody></table>	Court number	Income	Hire Hours	Utilisation	1	\$0.00	150.50	15.36%	2	\$0.00	150.50	15.36%	3	\$0.00	150.50	15.36%	4	\$0.00	183.50	18.72%
Court number	Income	Hire Hours	Utilisation																		
1	\$0.00	150.50	15.36%																		
2	\$0.00	150.50	15.36%																		
3	\$0.00	150.50	15.36%																		
4	\$0.00	183.50	18.72%																		
<ul style="list-style-type: none">- Report Type = Booking Type Summary- Complex = Name of your Complex- Enter a From Date and a To Date- Click PRODUCE REPORT	<p>Report Type <input type="text" value="Booking Type Summary"/> Complex <input type="text" value="Forest Hill"/> Booking Type: <input type="text" value="(select booking type)"/></p> <p>Enter starting and ending dates (inclusive): (enter dates in the format "dd/mm/yyyy")</p> <p>From Date: <input type="text" value="27/10/2021"/> To Date: <input type="text" value="01/12/2021"/></p> <div>PRODUCE REPORT</div> <p><input type="radio"/> Paginate <input checked="" type="radio"/> Remove Pagination (Note: Remove pagination to enable printing of large reports)</p> <table><thead><tr><th>Booking Type</th><th>Booking Count</th><th>Income</th><th>Total Hire Minutes</th></tr></thead><tbody><tr><td>Casual</td><td>4</td><td>\$0.00</td><td>720</td></tr></tbody></table>	Booking Type	Booking Count	Income	Total Hire Minutes	Casual	4	\$0.00	720												
Booking Type	Booking Count	Income	Total Hire Minutes																		
Casual	4	\$0.00	720																		

Getting Started with your Booking system

Transaction Type Reports can be lengthy.
Enter **Booking Type** criteria to organise output and make it meaningful and manageable

- Report Type = **Xactn Report** (Transaction)
- **Complex** = Name of your Complex
- **Booking Type** = On-line
- Enter a **From Date** and a **To Date**
- Click **Remove Pagination** – suits long reports
- Click **PRODUCE REPORT**

Report Type: Complex: Booking Type:

Enter starting and ending dates (inclusive): (enter dates in the format "dd/mm/yyyy")

From Date: To Date:

☐ Paginate ☒ Remove Pagination (Note: Remove pagination to enable printing of large reports)

Complex	Court	Date	Dur	Time	Etype	Customer	Customer2	Comments	Repeat	Amount
ETC	3	28/10/2021	180	12:30 PM	Casual	Elizabeth Barclay			Yes	\$0.00
ETC	3	4/11/2021	180	12:30 PM	Casual	Elizabeth Barclay			Yes	\$0.00
ETC	3	11/11/2021	180	12:30 PM	Casual	Elizabeth Barclay			Yes	\$0.00
ETC	3	18/11/2021	180	12:30 PM	Casual	Elizabeth Barclay			Yes	\$0.00
Total	4									\$0.00

- Report Type = **Bookings Report**
- **Complex** = Name of your Complex
- Enter a **From Date** and a **To Date**
- Click **Remove Pagination** – suits long reports
- Click **PRODUCE REPORT**

Report Type: Complex: Booking Type:

Enter starting and ending dates (inclusive): (enter dates in the format "dd/mm/yyyy")

From Date: To Date:

☐ Paginate ☒ Remove Pagination (Note: Remove pagination to enable printing of large reports)

Complex	Court	Date	Dur	Time	Etype	Customer	Customer2	Contact1	Contact2	Comments	Repeat	Amount
ETC	3	28/10/2021	180	12:30 PM	Casual	Elizabeth Barclay		0400296268	bethbarc@gmail.com		Yes	\$0.00
ETC	3	4/11/2021	180	12:30 PM	Casual	Elizabeth Barclay		0400296268	bethbarc@gmail.com		Yes	\$0.00
ETC	3	11/11/2021	180	12:30 PM	Casual	Elizabeth Barclay		0400296268	bethbarc@gmail.com		Yes	\$0.00
ETC	3	18/11/2021	180	12:30 PM	Casual	Elizabeth Barclay		0400296268	bethbarc@gmail.com		Yes	\$0.00

Reports can be printed &/or have their grid selected and copied to a spreadsheet for further analysis

To copy/paste to a spreadsheet

- Drag your mouse through the grid
- Right click for options or Ctrl+C
- Click **Copy**
- Go to spreadsheet screen
- Click into a cell and click **Paste** or Ctrl+V

☒ Paginate ☐ Remove Pagination (Note: Remove pagination to enable printing of large reports)

Week Start	HireMinutes	Utilisation
1/06/2020	13230	65.63%
8/06/2020	13200	65.48%
15/06/2020	12630	62.65%
22/06/2020	12420	61.61%

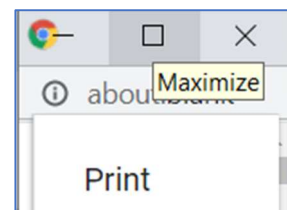
Copy
Search Go
Print...

To Print a report

- Scroll to the base of screen
- Click **Print**

Should your Print screen appear minimised:

Click the Maximise button as shown

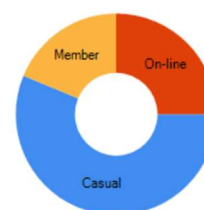


system dashboard reports

The Dashboard provides the following views for the current and previous month:

- Court Occupancy
- Booking Types (Member & On-line)
- Coach Bookings
- On-line Bookings by Date

Booking Types



Casual Member On-line

Complex: Period: