

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.



The screenshot shows the GameTime registration interface. On the left is the GameTime logo with the tagline "Reservations that Click". At the top, there are two tabs: "Sign In" and "First Time User?". An orange arrow points to the "First Time User?" tab. Below the tabs is a light blue registration box containing the text "Welcome to GameTime! Please fill all the fields below." followed by two input fields: "First Name:" and "Email:". Below these fields is a "Next Step" button. At the bottom of the registration box, it says "If you require assistance , please contact us at".

[Forgot your password?](#) [Forgot your username?](#)

[Mobile Site](#) [Legal](#) [Privacy Policy](#)

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'. The main heading is 'TENNIS', and there are links for 'Available Players' and 'Waitlist'. A calendar navigation bar shows the days from Wednesday 18 to Wednesday 25. The main reservation 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. An orange arrow points to the 8:00 am slot in Court 2, which is highlighted in yellow and contains the text 'Click your court'.

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 'Welcome, ROGER', 'Exit', 'My Account', 'Help', and 'Sign Out'. Below this is a 'DASHBOARD | TENNIS' section. The main area shows a calendar for 'Saturday 21' with a grid of courts (Court 1 to Court 4) and time slots (7:00 am to 12:00 pm). A reservation for '8:00 am J. Pamunuwa B.B.' is shown in pink on Court 1. Another reservation for '11:00 am ROGER FEDERER' is shown in blue on Court 3. An orange arrow points from a text box 'There are 2 ways to Edit or Cancel your court' to the 'Edit' button on the Roger Federer reservation and to the 'My Account' link in the top right corner.

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