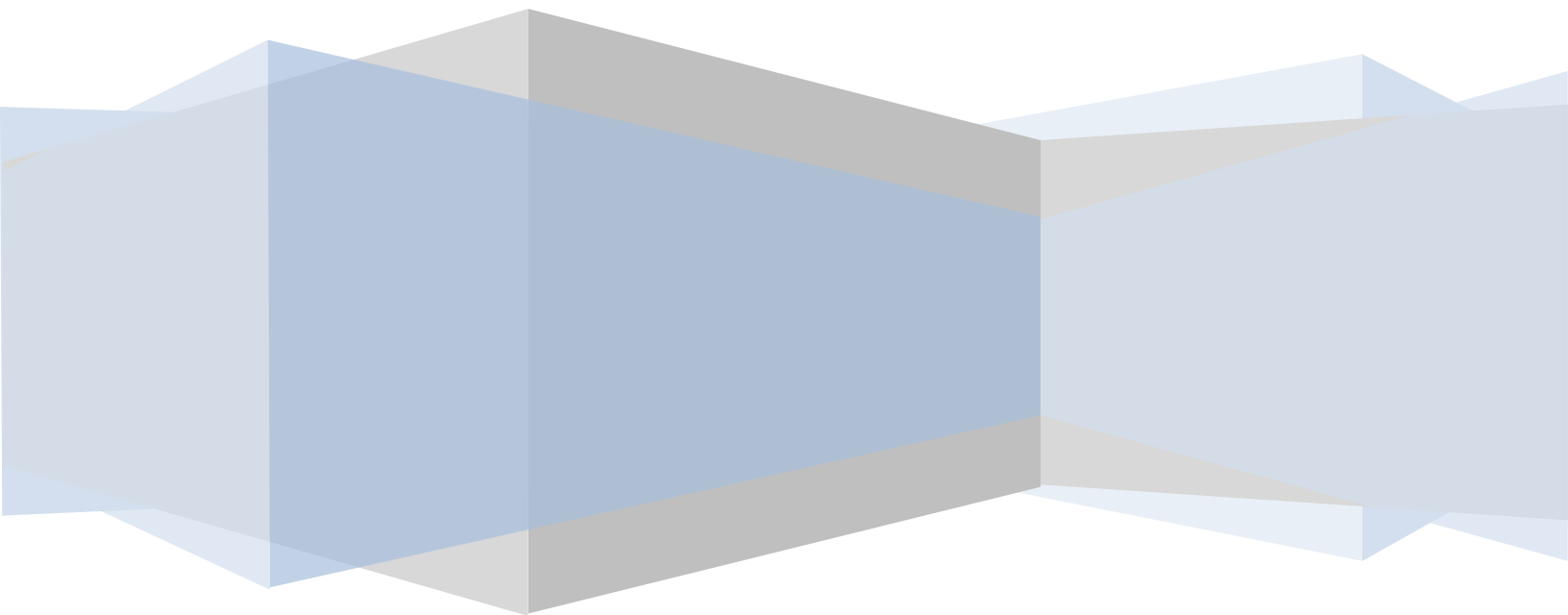


COMWebinc

# COMWeb User: Tennis Reservations Module

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## Getting Started

The Tennis Reservation system will help you quickly and easily set up your tennis reservation at your facility. The Tennis reservation system has two parts; the Tennis Reservation calendar and an upcoming reservations tracker. There is also a box of helpful hints and tips to make creating and tracking your tennis reservations a success.

## The Tennis Reservation Calendar

The tennis reservation calendar is simple to use. It has the courts available, and if necessary more tabs for more courts; an upcoming reservation tracker; and reservation instructions included on the page.

**Tennis Reservations**

Use the calendar below to schedule your tennis reservations online. Please adhere to the [rules](#). Maximum appointment time is 90 minutes. Please restrict your reservations to 4 per week. Most of all, ENJOY!

Courts 1-4 | Courts 5-8

today | Wednesday, June 24, 2009

	Court 1	Court 2	Court 3	Court 4
9am				
10am				
11am				
12pm				
1pm				
2pm				

**My Upcoming Reservations:**

Start	Event
6/24/2009 11:00:00 AM	Meck v. Roe T2 match

**Reservation Instructions:**

- The maximum reservation duration is 90 minutes.
- You may only have 1 reservation (s) active per day.
- You may make a reservation up to 7 days in advance.
- Double click on an open slot to insert a new reservation or double click on an existing reservation to edit.
- To Cancel a reservation, click on the X in the right hand corner of your time slot or when editing the reservation by clicking on the "Cancel" button.

## Making a Tennis Reservation

To create a tennis reservation, decide on a time and a court and check to see if both are available.

Here's an example:

Mack wants a reservation at 11:00am. He finds that date on the Tennis Reservation calendar. As long as the date **is in the future and not the past**- Mack can create a reservation. If the event is not the day listed, simply use the arrow buttons to move to the date needed. The arrow buttons can be found at the top of the page. The date will be displayed across the reservations calendar.

## Tennis Reservations

Use the calendar below to schedule your tennis reservations online. Please adhere to the **rules**. Maximum appointments restrict your reservations to 4 per week. Most of all, ENJOY!

	Court 5	Court 6	Court 7	Court 8
9:00				

By double clicking on the time and court on the calendar, a reservation field will be displayed. Fill out the required fields and click on the Update Reservation button to process your reservation.

Reserved By: admin

Event Type: Court Reservation

Event Name: Court Reservation

Start Time: 6/24/2009 11:00 AM

Duration: 1 Hour

Court Required: Court 3

Send Reservation information to Email (support@comwebinc.net):

Send Reservation information to Phone :

Update Reservation Close

The newly created Tennis Reservation for will be displayed on the Tennis Reservation calendar. It will display who actually made the reservation as the system tracks the maximum allow reservations per day.

## Tennis Reservations

Use the calendar below to schedule your tennis reservations online. Please adhere to the [rules](#). Maximum appointments restrict your reservations to 4 per week. Most of all, ENJOY!

Courts 1-4
Courts 5-8

◀ ▶ today ▾
Wednesday, June 24, 2009

	Court 5	Court 6	Court 7	Court 8
9 <sup>am</sup>				
10 <sup>am</sup>				
11 <sup>am</sup>	<div style="border: 1px solid #ccc; padding: 2px; font-size: 0.8em;"> <b>Mack v. Roe T2 match</b>            11:00 AM to 12:30 PM            By: admin         </div>			
12 <sup>pm</sup>				
1 <sup>pm</sup>				

## Changing a Tennis Reservation

It's easy to change a tennis reservation within the Tennis Reservation calendar. The Tennis Reservation calendar has a drag and drop feature that's built into the calendar, As long as the reservation is in the **future- not the past-** then the reservation can be changed from court or by time and date.

Here's an example:

Let's use the Mack v. Roe match; Mack originally wanted to play a match at 11:00am but now needs to change his court time.

Mack wants to change his court time to 2:30pm- and as long as the reservation has not expired- he can do so. The drag and drop feature lets you click on the tennis reservation and literally drag and drop into another time slot.

It also works the same way with tennis courts. As long as the time is in the future and the court is available, you can simply drag and drop the existing tennis reservation into a new time and/ or court.

Here's an example:

Mack was planning on playing on Court 5- but remembers that Court 6 has more shade for his match. He can use the drag and drop feature of the Tennis Reservation system as long as the court is available

by simply dragging and dropping his existing reservation into the new court at the appropriate time.

## Tennis Reservations

Use the calendar below to schedule your tennis reservations online. Please adhere to the restrict your reservations to 4 per week. Most of all, ENJOY!

Courts 1-4   Courts 5-8

today   Wednesday, June 24, 2009



	Court 5	Court 6	Court 7
9 <sup>am</sup>			
10 <sup>am</sup>			
11 <sup>am</sup>			
12 <sup>pm</sup>			
1 <sup>pm</sup>			
2 <sup>pm</sup>			
3 <sup>pm</sup>		<b>Mack v. Roe T2 match</b> 2:30 PM to 4:00 PM By: admin	
4 <sup>pm</sup>			

You can also change your existing reservation by clicking on the reservation and editing the fields.

Reserved By: admin on 6/23/2009 11:26:38 PM

Event Type: Court Reservation ▼

Event Name:

Start Time:   

Duration: 1 Hour 30 Min ▼

Court Required: Court 6 ▼

Send Reservation information to Email (support@comwebinc.net):

Send Reservation information to Phone :

Update Reservation Cancel Reservation Close

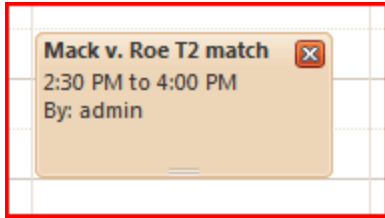
## Viewing Upcoming Tennis Reservations

You can view all your upcoming tennis reservations by using the tennis reservations tracker at the top of your reservations page. The Upcoming reservation tracker reminds you of the dates, time and if entered in the system- your opponent.

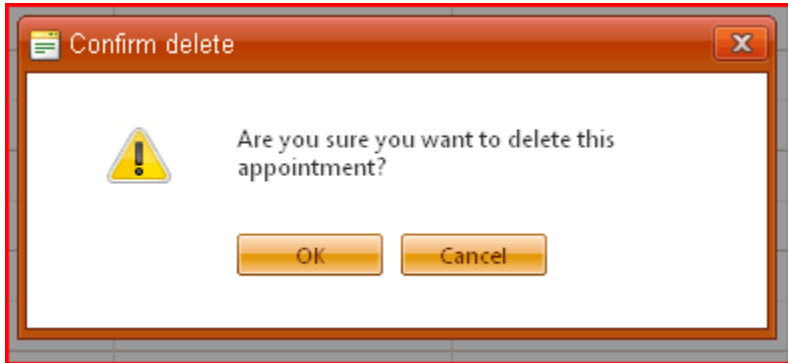
My Upcoming Reservations:	
Start	Event
6/24/2009 2:30:00 PM	Mack v. Roe T2 match
6/25/2009 9:00:00 AM	Mack v. Smith members

## Canceling a Reservation

You can cancel your existing reservation simply by clicking on the red 'x' located on the top of the reservation.

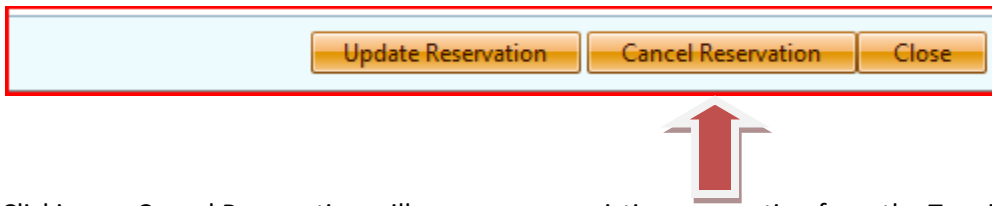


The Tennis Reservation calendar will ask you again if you are sure that you want to delete your existing reservation. You can only delete reservations that you made and that are still in the future.



Clicking on OK will delete the reservation from the Tennis Reservation calendar.

You can also delete your existing reservation by opening up the reservation and clicking on the Cancel Reservation button.



Clicking on Cancel Reservation will remove your existing reservation from the Tennis Reservation calendar.

## Email and Phone Tennis Reservation Confirmation

Creating a Tennis Reservation in the system can automatically send you an email conformation to your email address and your phone.

Not only is your tennis reservation created in the system like this:

2 pm			
3 pm			<b>Court Reservation</b> 3:00 PM to 4:00 PM By: Smith Wesson
4 pm			
5 pm			



When you create your tennis reservation, you will have the option to have an email conformation sent to your email address and/or your phone. Check the boxes next to the appropriate option to set the settings for your tennis reservation conformation.

Welcome Smith Wesson

Reserved By: Smith Wesson

Event Type:

Event Name:


Start Time:   

Duration:

Court Required:

Send Reservation information to Email

Send Reservation information to Phone :



A conformation will be sent to your email and to your phone. You can click on the link to make changes to the existing reservation.

Here's an example of what the email conformation would look like:

## Tennis Reservation for Sunnyside Estates Inbox | X

★  **Sunnyside Estates Tennis Reservatio** [show details](#) 1:25 PM (5 minutes ago) Reply

This is to confirm that you have made the following Tennis Reservation.

Event: Court Reservation

Start Time: 6/29/2009 3:00 PM

End Time: 6/29/2009 4:00 PM

Reserved for: Court 3

Reserved by: sharpshooter on 6/29/2009 1:25:06 PM

Make changes to this reservation here : <http://docs.comwebinc.net/admin/tennis/reservations.aspx>