

Requesting A Court

A Lottery Request can be made from 8 to 14 days before your desired play date. Remember this is only a Request.

A Lottery Request must include all names playing. If you make a request with only 2 names, it will be considered a singles court and can not be used for doubles. If you make a request with Guests and are successful in the lottery, you will immediately be charged the guest fees. These will be non-refundable.

Members are only allowed one Lottery Request per day. If you have a PCT court on the date of your request will be denied as you are already in the system with a court for that day.

You will be notified by e-mail One week prior to the play date if you are successful in the lottery.

From the Website go to:

1. Book a court or Place a request.
2. From the Dashboard Click on "Request"
3. From the dropdown box Select "Add A Request".
4. The "Make A Request" box will open.
5. Select a date to make a court time request from the dropdown list. Only dates available to make a request will be displayed.
6. You can select any one of 3 sites in your preferred order.
7. From the dropdown boxes you can select your 1st preference followed by your 2nd followed by your 3rd.
8. You may also select no 2nd or 3rd preference.
9. ***(Caution – Choosing 1 Facility with no preferences will limit your Request to courts available only at that Facility.)***

Choosing a time

Requested - is the time you would like to start playing at.

Earliest - is the earliest you are able to start playing at.

Latest - Is the latest time you are able to start playing your last hour.

For Example - if you are looking for 1 hour of court time between 9am and 11am, your earliest would be 9am and the latest time you can start is 10am. This way the lottery system will either give you a court at 9am or 10am or no court at all if all the courts are booked by the time your request is processed.

Our Facilities are all Hard Courts. No need to ever change this Box.

Use the drop own arrow to Select the number of Hours you wish to Request (**1 or 2 hours**)

You are now done with **Court Time Info**

Click on Tab **"Player Info"** located under "Make a Request"

Use the Boxes on this page to Enter player information for your **Court Time Request**.

Under **Member #** - Enter your membership # and press the **Tab** key on the keyboard.

Your name will show in the yellow area below your member # and the Cursor will move to the next box.

Enter the **member # of the another player** or **Click** on the magnifying glass to **Search** for a name and member #. After clicking on the magnifying glass the search box will be displayed. In the Search area enter the **first two letters** of the **last name** of the member you wish to add. A list of members whose last names begin with those two letters will appear. Click on the **"Select Box"** to the left of the **"Member #"** you wish to add. The Search box will close and the member will be listed as Player 2 under **"Member #"** Repeat for each additional Player

If the player you have added is already on a request or on a PCT court for your selected Date a notice will be shown under the selected Members name. Either enter a new member # in the box or click on the magnifying glass and search for another member.

If a player is a **“Guest”** – Click on the dropdown arrow and change **“No Guest”** to **“Guest”**.

Your member # and name will appear in the Box to the **left** of **“Guest”**. In the two boxes to the **right** of **“Guest”** enter the guest’s **First and Last name**. (Highlight guest, type in the first name of your guest, press tab to move over to last name and type name.) **Repeat for each additional Guest. If request is successful, you will be charged immediately for the guest (s) and this will be non-refundable.**

Click **“Submit”**

Your request information is Displayed and the System has issued a 5-digit request **Confirmation #**. **Each member listed with a valid e-mail address on file will receive a request confirmation e-mail.** Check the **“Repeat Request”** box to add the same request to a different date.



NYTA Winter Tennis Club

[Home](#) [Request](#) [Review](#) [Booking](#) [Profile](#) Hi: Nyla WTC

MAKE A REQUEST

Your Court Time request has been recorded.

Play Date: August 29, 2011 - Tuesday
Facility: South
Requested Time: 09:00 am

Team	Player	Court #
1	NYTA WTC - 1	104.00
	NYTA2 WTC - 2	
	NYTA3 WTC - 3	
	NYTA4 WTC - 4	

[Repeat Request](#) [Add Another Request](#)

Booking A Court

“BOOKING”

Is the Ability to book any leftover courts after the 7 day advance booking Lottery is complete. You will be able to book 1 hour time slots but can book more than 1 per day which will allow you to get a 2 hour time slot if available.

These courts will become available at 10am the day the Lottery takes place.

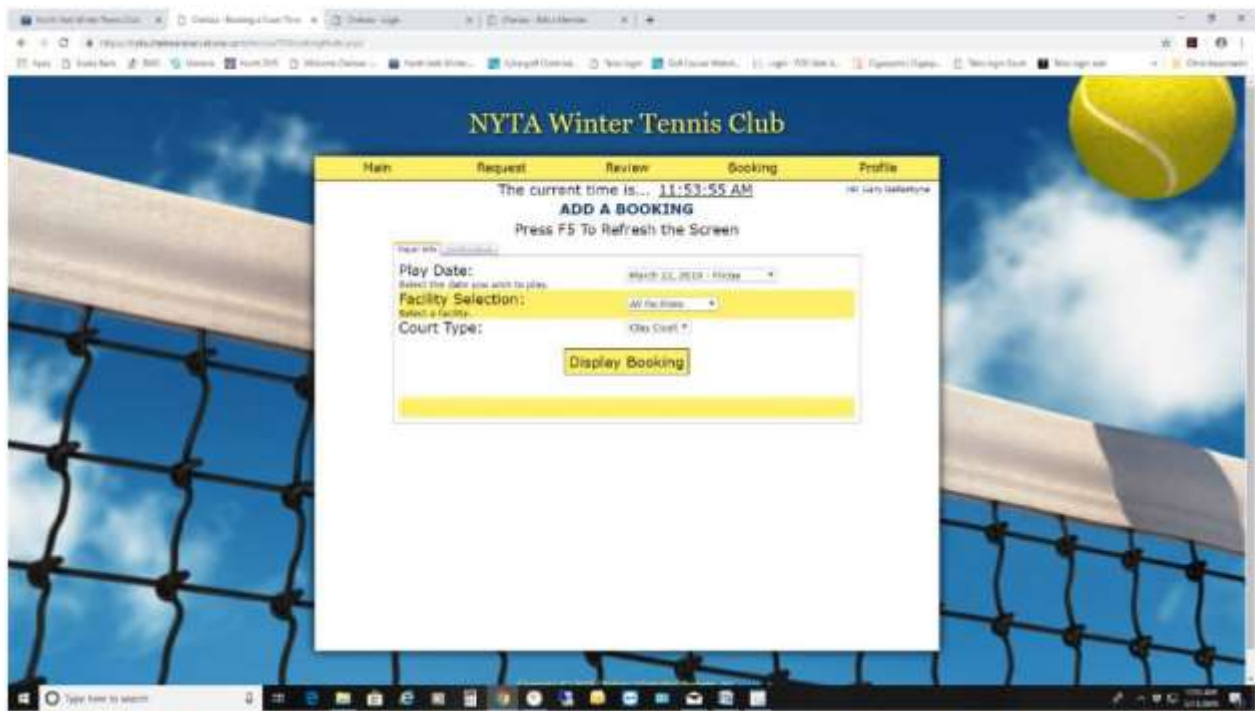
Example: The lottery for Saturday September 22nd takes place at 3am on September 15th.

At 10am on the 15th any courts not booked in the lottery for the 22nd are available to book in 1 hour increments by all members on a first come/first serve basis.

On the yellow Dashboard Click “Booking” then click on “Add Multiple Bookings”

There are 2 Tabs on this page

Player Info and Confirmation

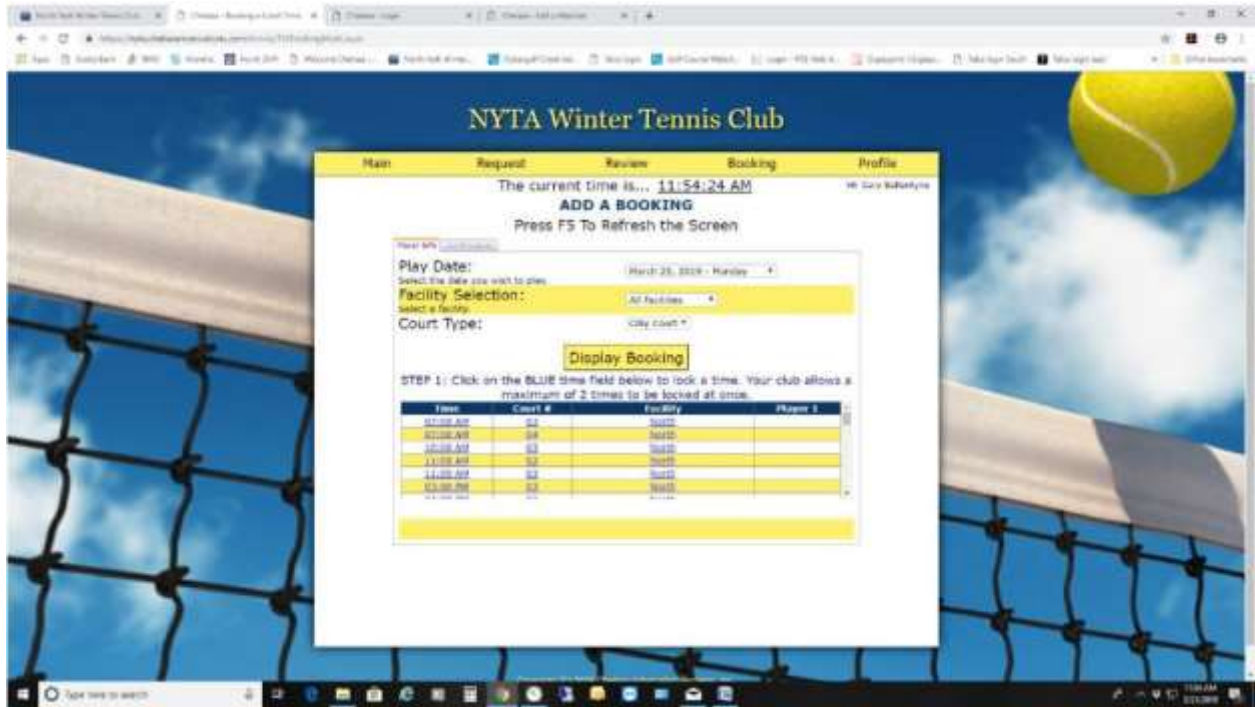


Select the Date to make a booking from the Drop Down List. Only Dates available to book will be displayed.

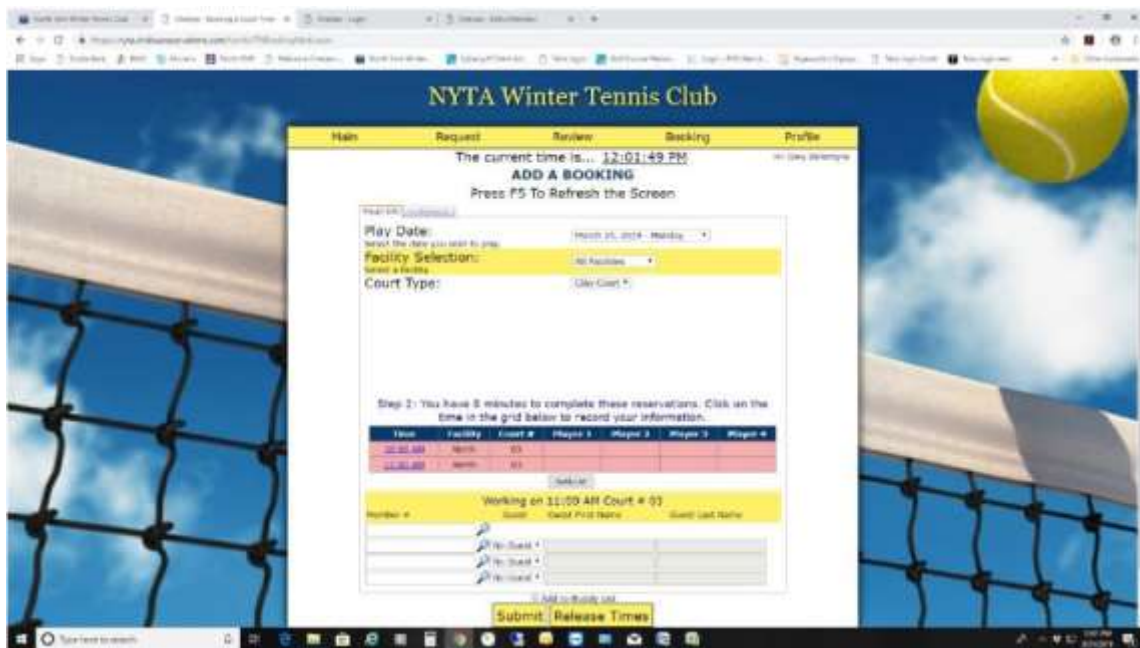
Selecting all Facilities will show all times available at all 3 sites or You can select one site to narrow down the search.

Once you have chose the Date and Location you would like to play click on "**Display Booking**".

This will show you all the court times that are available for booking. You can scroll through the times available in the box shown below.



Once you have found a time you would like to put click on the time slot and it will appear in a separate box at the bottom of the screen. You can book up 2 one hour slots at a time for each day. If these are the times you want to go ahead and book you need to click on the time slots in the box at the bottom of the screen and the time slots will go red as you can see from the below screenshot.



Under **Member #** - Enter your membership number and press the **Tab** key on the keyboard. Your name will show in the yellow area below your member # and the Cursor will move to the next box. Please enter any guests under the name of the member to be charged the guest fee. Enter the **member # of another player** or **Click** on the magnifying glass to **Search** for a name and member #.

Repeat for each additional player.

Member #

If a player is a **“Guest”** – Click on the drop down arrow and change **“No Guest”** to **“Guest”**.

Your member # and name will appear in the Box to the **left** of **“Guest”**.

In the two boxes to the **right** of **“Guest”** enter the guest’s **First and Last name**.

Please enter any guests under the name of the member to be charged the guest fee. (Highlight guest, type in the first name of your guest, press tab to move over to last name and type name.)

Repeat for each additional Guest.

Confirmation

The confirmation page issues your **5 Digit Confirmation #**

Displays your Play Date, Facility, Time and Court #
as well as all the listed players

Each member listed with a valid e-mail address on file will receive a **Court Booking confirmation e-mail**.

