

ONLINE COURT BOOKINGS: STEP BY STEP INSTRUCTIONS

Court Bookings (including Round Robins)

STEP 1:

Go to www.blackmoretennis.ca

STEP 2:

Scroll down the Home Page to the **Court Bookings** section. Click the link for [Online Court Bookings](#)

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:

Choose the Duration.

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.*