

Picket Post Paddle Court Reservation System

General Information

- ⇒ Only current members can make a court reservation and you must first obtain a password. If you do not have a password, please send an e-mail to picketpostsc@aol.com and put "Password Request" in the subject line. In the body of the e-mail, please include the name your membership is under and a phone number where you can be reached.
- ⇒ All passwords will be changed and reissued every April 1st.
- ⇒ There is a computer in the paddle hut so, if necessary, you can verify your reservation upon arrival at your reserved time.
- ⇒ The system only allows you to book for the current day and 3 days in advance.
- ⇒ Remember that reservations for Monday – Friday nights can only be made for one of the following times: 5:30 – 7:00, 7:00 – 8:30 or 8:30 – 10:00.
- ⇒ Courts cannot be double booked. So, if by chance, you and another member are both trying to make a reservation for the same day and time one of you will receive an immediate notification from the system that the court has already been reserved. Another time will have to be chosen.
- ⇒ The club reserves the right to edit and/or cancel your reservations due to misuse or loss of member or guest privileges.
- ? If you have questions, issues, or problems with the court reservation system, please send an e-mail to picketpostsc@aol.com . Expected reply time is within 24 hours.
- 👉 **Important Note:** All members with the password will have access to all reservations so please be very careful not to cancel or edit other reservations by mistake!

Instructions for Making or Changing a Court Reservation

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Picket Post Paddle Court Reservation System

Accessing the System

Access the court reservation system by going to:

http://www.my-bookings.net/cgi-bin/scheduling/picketpostsc_paddle/schedule.cgi

The message below will appear. Enter your password then click **Submit**.

System Message

Session expired or incorrect general password

Please try again :

Submit

It is possible, the next time you access the system from your own computer, you will go directly to the main scheduling page without having to enter the password.

Making a New Reservation

From the main scheduling page, use the pull down menu to select the date you would like to reserve then click **Go**. The system will only allow you to book a court up to 3 days in advance.

Paddle Court Scheduling

Paddle Reservations for Tue - 21 - Sep			
Time		Court 2	Court 3
8:00 AM	Click here	Click here	Click here

---Show Another Day--- Go

---Show Another Day---

- Tue - 21 - Sep - 2010
- Wed - 22 - Sep - 2010
- Thu - 23 - Sep - 2010
- Fri - 24 - Sep - 2010

Find an available court then click on your **start** time. For example, if you would like Court 2 starting at 8:00 then you would click here:

Time	Court 1	Court 2	Court 3
8:00 AM	Click here	Click here	Click here
8:30 AM	Click here	Click here	Click here

Picket Post Paddle Court Reservation System

Reminder: According to club rules, if you are reserving a court for a Monday – Friday night your reservation can only start at **5:30, 7:00 or 8:30** even though the system will allow otherwise.

Picket Post Paddle Court Reservation System

This is the next screen you will see.

You are making a reservation for **8:00 AM** for *Court 1* on Tue - 21 - Sep - 2010

Reservations on Monday - Friday can only be made for 5:30, 7:00, or 8:30 starting times

90 minutes

Name:	<input type="text"/>	Notes: <input type="text"/>
Phone:	<input type="text"/>	
Email:	<input type="text"/>	

[Return to Scheduler](#)

Using the pull down menu, enter the length of time you would like to play. Choices are 30, 60 or 90 minutes. The system default is 90 minutes.

A proper reservation **must** include your name, phone number and e-mail address.

In the NOTES section you must also list the other 3 players joining you on the court. If a player is a guest please put (GUEST) next to his/her name. For example, John Doe (GUEST). This will allow the club to monitor guest usage and fees.

After entering all required information, click .

[Paddle Court Scheduling](#)

Paddle Reservations for Tue - 21 - Sep			
--Show Another Day-- <input type="button" value="Go"/>			
Time	Court 1	Court 2	Court 3
8:00 AM	8:00 AM - 9:30 AM Paddle Member 610-555-5555 Weluvpaddle@yahoo.com ***	Click here	Click here
8:30 AM		Click here	Click here
9:00 AM		Click here	Click here

On the main scheduling page, check to see that your reservation is correct. If it is, you are finished. To exit the system, just close your browser window. There is no need to logout. To make changes or to cancel your reservation, see instructions below.

Picket Post Paddle Court Reservation System

Canceling a Reservation

From the main scheduling page, click any part your reservation information.

[Paddle Court Scheduling](#)

Paddle Reservations for Tue - 21 - Sep			
--Show Another Day-- <input type="button" value="Go"/>			
Time	Court 1	Court 2	Court 3
8:00 AM	8:00 AM - 9:30 AM Paddle Member 610-555-5555 Weluvpaddle@yahoo.com ***	Click here	Click here
8:30 AM		Click here	Click here
9:00 AM		Click here	Click here

Your reservation information will come up on a page like this:

Name : Paddle Member
Phone : 610-555-5555
Email : Weluvpaddle@yahoo.com

Notes : Player 1
 Player 2
 Player 3

Time: 8:00 AM for Court 1
 Tuesday 21st 2010 of September 2010

Cancel reservation

Edit reservation

Reschedule reservation

Edit and reschedule reservation

[Back](#)

To cancel your reservation, click

IMPORTANT NOTE: You must re-enter your password to successfully cancel the reservation.

Cancel Reservation Module

Enter your password:

[Return to Scheduler](#)

After entering the password, click

On the main scheduling page, please check to see that your reservation was cancelled.

Picket Post Paddle Court Reservation System

Editing a Reservation

From the main scheduling page, click any part your reservation information.

[Paddle Court Scheduling](#)

Paddle Reservations for Tue - 21 - Sep

--Show Another Day-- Go

Time	Court 1	Court 2	Court 3
8:00 AM	8:00 AM - 9:30 AM Paddle Member 610-555-5555 Weluvpaddle@yahoo.com ***	Click here	Click here
8:30 AM		Click here	Click here
9:00 AM		Click here	Click here

Your reservation information will come up on a page like this:

Name : Paddle Member
Phone : 610-555-5555
Email : Weluvpaddle@yahoo.com

Notes : Player 1
 Player 2
 Player 3

Time: 8:00 AM for Court 1
 Tuesday 21st 2010 of September 2010

Cancel reservation

To edit your reservation, click

You are editing a reservation for **8:00 AM** for Court 1 on Tue - 21 - Sep - 2010 .

Simply type in any field and the appointment will be updated with this new information.

Reservations on Monday - Friday can only be made for 5:30, 7:00, or 8:30 starting times

Name:	<input type="text" value="Paddle Member"/>	Notes: <input type="text" value="Player 1__Player 2__Player 3"/>
Phone:	<input type="text" value="610-555-5555"/>	
Email:	<input type="text" value="Weluvpaddle@yahoo.com"/>	

Edit reservation

Reschedule reservation

Edit and reschedule reservation

[Back](#)

Confirm Reservation

[Return to Scheduler](#)

Make necessary changes then click

Picket Post Paddle Court Reservation System

Rescheduling a Reservation



IMPORTANT NOTE: In order to minimize the risk of accidentally overwriting another existing reservation, the club strongly recommends that you do not use the "Reschedule" or the "Edit and Reschedule" functions.

Once a reservation is overwritten you cannot get it back without contacting a court reservation system administrator. [Should this accident occur, please email picketpostsc@aol.com with your information] Most likely, if you are changing the day and/or time of your reservation the overwritten reservation will not have been your own.

If you need to change the day and/or time of your reservation please cancel the existing reservation and create a new reservation for the correct day and time.

Thank you for your cooperation.