



## HOW TO BOOK A COURT:

Go to [wam.tennisbookings.com](http://wam.tennisbookings.com)

Log-in using your credentials (these will be sent to you on Monday morning)

On the left side of the screen, you will see a list where you can select the types of courts you want to view. You may select more than one box.

Next select the date on the calendar you would like to view

Click once on the court you want to reserve then hit the green “book” button

*If you make a mistake, just click on the court again and it will release it.*

The system will automatically list your name as player #1 on the court. We recommend that you immediately hit the green “book” button at the bottom of the page. This is the point that the court becomes yours.

*The first time you book a court, before you hit “book”, take a minute to select your preferences from the 4 options at the bottom of the page. The system will default to your preferences for future bookings so you won’t need to do this again*

*If the court you have selected is no longer available, the system will automatically assign you to the next available court at your selected time. If none of the courts at your selected court time are available, you will automatically be added to a wait list.*

*Hit close to complete the booking*

## ADDING PLAYER NAMES:

Go back into your booked court which you will find listed under the “my Booking” tab.

Click on “Change Players” button.

Begin typing either their first or last name in the #2 spot. As you type, a list will come up. Select the player you wish to add to your court. Continue to add other players to your court.

***The system will allow you to book a court with 1 name; however, you will need to have 2 names listed 48 hours prior to the court time or the court will automatically be cancelled.***

When you have listed all of the players, hit “Close”

## HOW TO CANCEL A COURT:

### Method #1

Go to the “My Bookings” Tab

You will see a list showing all of your court reservations. Hit “cancel” for the court you want to delete

*If you are trying to cancel a court with less than 4 hours advance notice, you will have to call the Service Desk*

### Method #2

If you know the date and time of the court you wish to cancel, go to that date on the calendar, click on your court reservation and hit “cancel”

## RULES & POLICIES TO UNDERSTAND

Check-in: All members and guests are required to check in at the Service Desk when entering the club.

2 Names required to hold a court: Tennis Bookings will allow you to book and hold a court with only one name up to 48 hours prior to the court time. If a second name is not added to the court by that time, the system will automatically delete your court.

Court Cancellation Policy: Courts must be cancelled at least 4 hours in advance. Courts cancelled with less than 4 hours’ notice must be made through the Service Desk and the Host will be charged a late cancel fee of \$15. Courts that are not canceled are considered “no show” and the Host will be billed \$25.

Double Bookings: Members are not allowed to play twice in one day on courts that have been booked 7 days in advance.

## HOST RESPONSIBILITIES

The player who actually books the court is the “Host”.

Only the Host can cancel a court.

Only the Host can add or delete players from their court online.

The Service Desk can assist players with adding and deleting their names from a court reservation, but will only cancel a court at the direction of the court Host.

