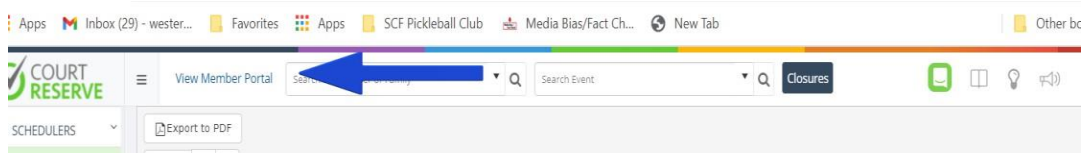


## Coordinator Instructions for using CourtReserve

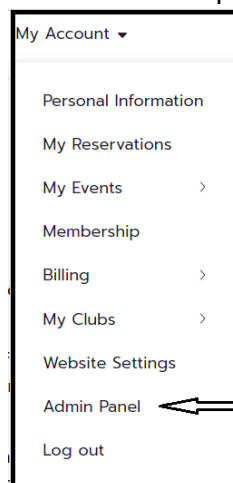
All the Board Members and all of us on the admin/tech team want to thank ALL OF YOU for all you do to make our Club ROCK. You are truly the foundation of the Club. THANK YOU for volunteering!!!

### Important basics:

- As a coordinator you are given sub-admin status in the CourtReserve system. You can toggle between the admin side of CourtReserve and the member portal. When you are working in the system as a coordinator, you need to work from the admin panel. When you are registering for your own events, reserving courts or completing tasks that all players complete, you need to work from the member panel. The system essentially lets you toggle back and forth between these 2 roles.
- The blue arrow points to the View member portal toggle switch. Click this and the system will take you to the Member Portal. When the toggle to member portal is displayed, it means admin functions are available to you.



To access Sub Admin functions from the Member portal, select My Accounts -> Admin Portal.



This brings you to the Admin portal.

- Your rotations are already set up in CourtReserve on an ongoing basis.
- When a rotation opens for registration, players simply go into CourtReserve (either on their computer or the mobile app on their smart phone) and register. When the player

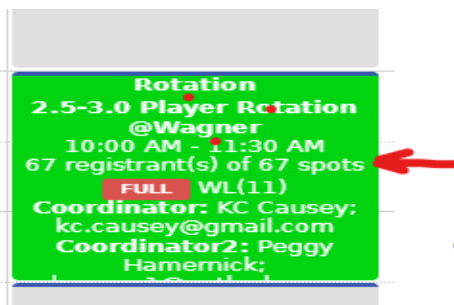
registers for an event, they receive a confirmation email. Twenty-four hours prior to the event, they receive a reminder.

- As the coordinator, you can run a report to get your roster for check-in. Go to your event, click on registrants and a list of players registered will display. Options for using this report are on the upper right hand side. Many coordinators export to excel or export to pdf and take the report to the courts for check-in. If you need a substitute coordinator for your event, any existing coordinator may run the report for your event.

Registrant	Email	Court	Cost	Due	Pmt. Status	Pay	Check-In
<input type="checkbox"/> Bill Allen	allenbc84@yahoo.com	- Not set -	(Drop-in) \$0.00	\$0.00			Check-In
<input type="checkbox"/> Colene Allen	coleneallen01@gmail.com	- Not set -	(Drop-in) \$0.00	\$0.00			Check-In
<input type="checkbox"/> Ed Barchenger	ekbarchenger@outlook.com	- Not set -	(Drop-in) \$0.00	\$0.00			Check-In
<input type="checkbox"/> Karin Coombe	kkcoombe@gmail.com	- Not set -	(Drop-in) \$0.00	\$0.00			Check-In
<input type="checkbox"/> Heidi DeGarmo	hjdegarmo@gmail.com	- Not set -	(Drop-in) \$0.00	\$0.00			Check-In
<input type="checkbox"/> Nick DiMola	nickydimola@gmail.com	- Not set -	(Drop-in) \$0.00	\$0.00			Check-In
<input type="checkbox"/> Ginny Fucinari	ginnyluvs2run@aol.com	- Not set -	(Drop-in) \$0.00	\$0.00			Check-In
<input type="checkbox"/> Al Gastellu	gastellu@aol.com	- Not set -	(Drop-in) \$0.00	\$0.00			Check-In
<input type="checkbox"/> William Gierman	namreig.b@gmail.com	- Not set -	(Drop-in) \$0.00	\$0.00			Check-In
<input type="checkbox"/> Pam Glew	glewpam@gmail.com	- Not set -	(Drop-in) \$0.00	\$0.00			Check-In

- There is also an option to check people in from the app your smart phone. No need to print the roster.

You can also access a list of your registered players from the Calendar view. Hover over the line that gives details of the number of registrants. The registrants line will be underlined. Click to open the list of registrants. Reports are available from this view also.



**Event Policies:** These event reservation policies are coded into the CourtReserve system.

Members may participate in multiple events per day if the events do not have the same event category

- Example #1: There is a rotation event and ladders event offered on Tuesday, September 9th.
  - A member may register for both events because they have different event categories.
- Example #2: There are two sessions offered for the 3.0/3.5 Team Rotation event on Saturday, March 6. Session A starts at 11:00 am and Session B starts at 1:00 pm. Both sessions have the same category which is “TEAM Rotation A/B”.
  - A member is prevented from registering for both the A and B sessions.
  - If the member joins the waitlist for the A (early) session, they cannot register for the B session, even if there are spaces available in the B session; they must choose one or the other
  
- Events open for registration at 7:15 pm every night for events occurring on the same day the next week. For example, Tuesday June 1 rotations will open on Tuesday May 25 at 7:15 pm., Wednesday June 2 rotations will open on Wednesday May 26 at 7:15 pm, and so on.
- Members will need to remember to register for events as email invitation are not sent out.
- Events close for registration **12 hours** prior to the start time of the event. For example, an event that starts on Tuesday at 7 am will close for registration the night before at 7 pm.
- Events close for cancellation or withdraw 2 hours prior to the start time of the event. For example, a player that has registered for an event that starts on Tuesday at 11 am can withdraw up until Tuesday at 9am.
- Player on the waiting list will automatically be registered when a previously confirmed player withdraws.
- Members can change their own skill rating in the system. There is no way to restrict the number of times someone changes their rating. Coordinators will need to be watchful of members who seem to change their rating frequently so they may register for register for events that are eligible to a higher or lower skill level.

Please don't hesitate to reach out to any of us on the Club's CourtReserve tech team if you have questions or concerns about the new software or processes. We are available at:

[admin@scfpickleballclub.com](mailto:admin@scfpickleballclub.com).