

*Welcome to GameTime!*

*While this guide does not show your club's customized labels and set up, the basic navigation and task instructions are applicable.*

*We hope you'll find the system easy to use and makes booking as fun as playing!*

### Book a Court

- 1 In GameTime, use the Green Dashboard Menu at the top to pick the sport you want to book.



- 2 Navigate the booking grid (see images on Page 2) to find an available timeslot you would like to book, and click directly on the timeslot.

- 3 Confirm booking details and fill out the required fields required for this type of booking (may vary by club).

Click "Book".

- 4 You'll receive a confirmation message and can then navigate away from it or sign out.

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### Sign in for the First Time

- 1 Go to the GameTime link for your club to get to the "Sign in" screen.
- 2 Click on the "First Time User?" tab at the top.
- 3 Fill in the fields and follow the instructions on each screen.

A screenshot of the 'Sign in' screen. At the top, there are two tabs: 'Sign In' and 'First Time User?'. The 'First Time User?' tab is highlighted with a red box, and a red arrow points to it from a red circle containing the number '1'. Below the tabs, the text reads 'Welcome to GameTime! Please fill all the fields below.' There are two input fields: 'Last Name:' and 'Club Number:'. Below these fields is a 'Next Step' button. At the bottom, there is a link for 'Forgot your password?' and another for 'Forgot your username?'. A 'Mobile Site' link is also visible.A screenshot of the booking details form. The form is divided into sections. The top section, titled 'Booking Details', contains the following information: 'For: Tennis', 'Court: Court 1', 'On: Thursday, May 28, 2020', 'Time: 9:00 am', and 'Duration: 50 min'. The middle section, titled 'Player(s)', shows 'Type: Regular' and a list of players: 'Player 1: Peralta, Jake', 'Player 2: Holt, Captain', 'Player 3: Last Name, First Name', and 'Player 4: Last Name, First Name'. Each player has a 'Guest' checkbox. The 'Book' button is at the bottom. Red boxes highlight the 'Booking Details' section, the 'Player(s)' section, and the 'Book' button.

### Booking Grid

The Booking Grid allows you to view multiple courts to check availability every day, week to week.

The screenshot shows a weekly booking grid for tennis courts. At the top, there are navigation options for 'May', 'Today', and '10:04 am'. The word 'TENNIS' is centered at the top. On the right, there are links for 'Available Players', 'MonthView', and 'Waitlist'. Below this is a row of days from 'Thursday 28' to 'Thursday 4'. A yellow box labeled 'Day of the Week' points to the 'Thursday 28' tab. A red box labeled 'Arrow to show next week' points to a right-pointing arrow on the far right of the day tabs. The grid itself has columns for 'Court 1', 'Court 2', and 'Court 3', and rows for time slots from '7:00 am' to '10:00 am'. A yellow box labeled 'Court 1 Column' points to the first column. A blue box in the 8:00 am slot of Court 2 is labeled 'Reserved Timeslot' in a yellow box. A red box labeled 'Reserved Timeslot' also points to this blue box.

### Legend

The legend at the bottom of the booking grid indicates the meanings of the custom shades used on the grid.

The legend is a horizontal bar with six color-coded boxes and their corresponding labels: a blue box for 'Regular', a green box for 'Lessons', a pink box for 'Match/Tournament', a grey box for 'Maintenance', a yellow box for 'Available', and a light grey box for 'Unavailable'.

### Other Menu Items

Be sure to explore other menu items available to you!

- **My Account:** View and manage your personal information and preferences, be sure to turn on booking reminders!
- **People:** View members
- **Available Players:** View available players and their notes/availability.
- **Waitlist:** Add yourself the waitlist for courts if they become available (i.e. cancellations).

The screenshot shows a user account menu. At the top, it says 'Welcome, Jake' followed by links for 'My Account | Support | Sign Out'. Below this is a search bar containing 'People | Mobile Site'. At the bottom, there are icons and links for 'Available Players', 'MonthView', and 'Waitlist'.