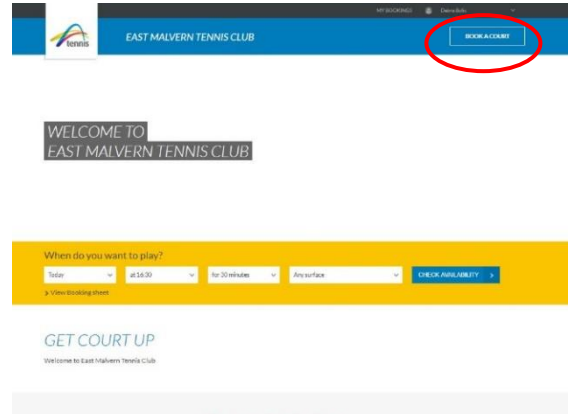


## **BOOK A COURT INSTRUCTIONS:**

**YOU MUST HAVE REGISTERED FOR CLUB SPARK USING THE MEMBERSHIP LINK SENT BY EMTC BEFORE YOU CAN PROCEED BELOW.**

You MUST then use this URL – please bookmark it in your web browser:

<https://play.tennis.com.au/eastmalverntennisclub/>

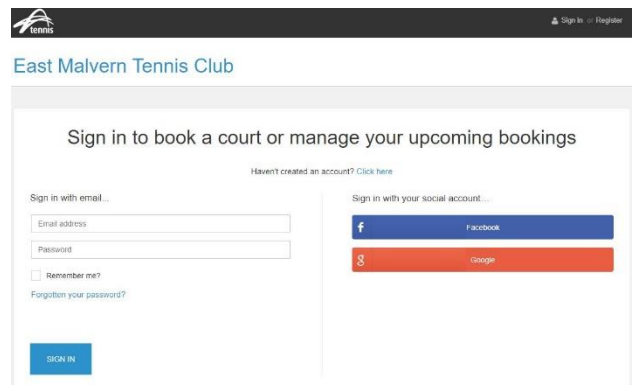


### **Step 1:**

After clicking the URL this screen will appear. Select the “BOOK A COURT” button, as highlighted in the red circle.

### **Step 2:**

Use the Log In details you created from our ClubSpark email link, when you paid your Annual Subs. You will not have access to booking a court if you did not use the link supplied.



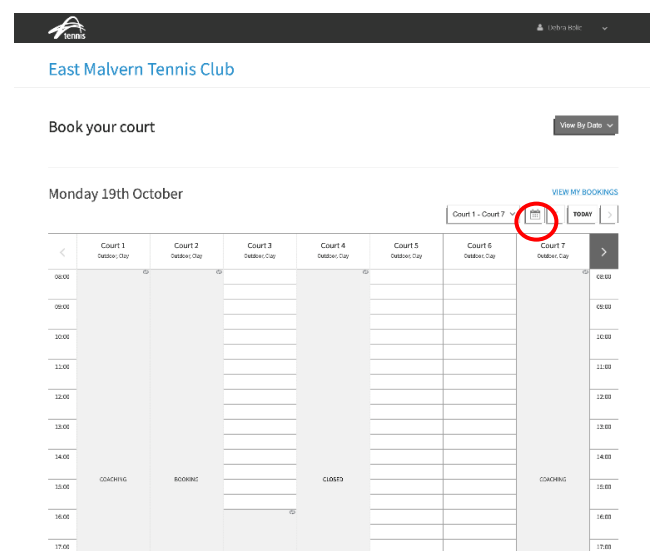
### **Step 3:**

The Court Bookings roster should appear. You can select your date using the little calendar icon (red circle) or just scroll using the arrows next to the ‘today’ box.

*Please note: this program shows ‘Courts 1-7’ and then ‘Courts 8-10’ via the drop down arrow choice.*

Find the date, court, and time you want, and as you move your mouse over the courts the word ‘book’ appears.

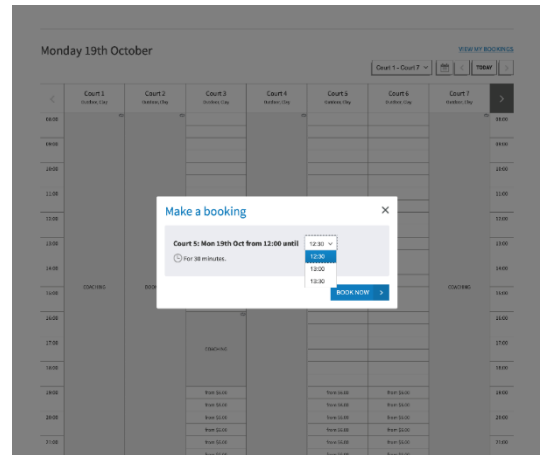
All bookings are in 30 minute slots and you can book a maximum of 90 minutes. Click the word ‘book’ on your start time and move to Step 4. *Please do not leave a 30 minute gap between an existing booking.*



### Step 4:

A drop down box allows you to select the Finish time for your booking (your Court and start time shows in bold).

Select the desired Finish time and Click BOOK NOW.

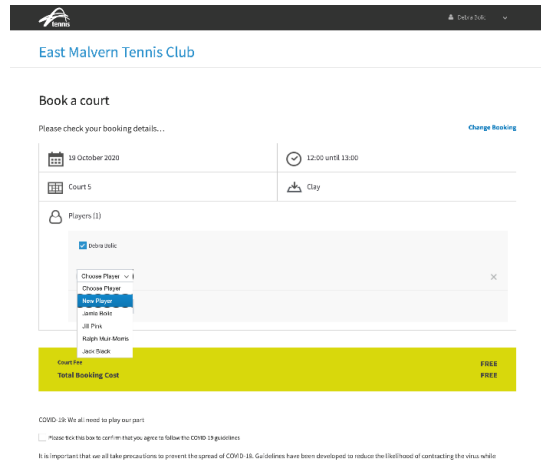


### Step 5:

This page shows your chosen date/time/court and yourself as Player(1).

Please select **+ADD PLAYER** and choose “New Player” from the drop-down list.

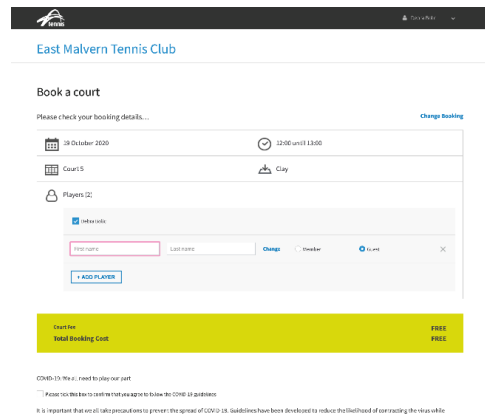
Please note: Once you put a player’s details in they will appear here next time you make a booking and you can select them.



### Step 6:

We require the names of all players playing with you so please complete this step for everyone.

You must select the “Member” or “Guest” button for each of your players.

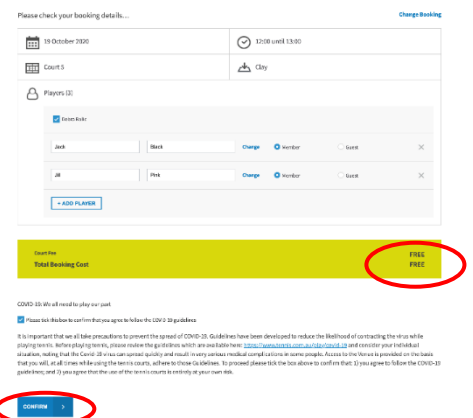


### Step 7:

Once you have added all players you will need to tick the bottom box to confirm you agree to follow COVID-19 Guidelines (available on our website).

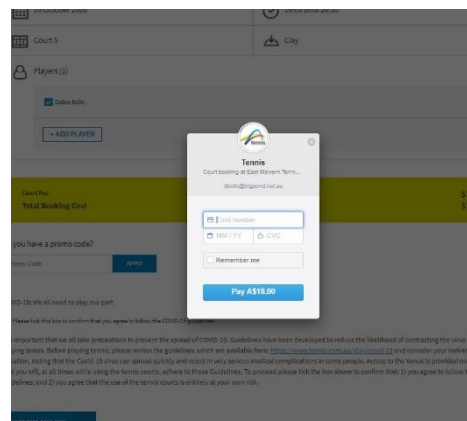
Please note: if you have selected to play after 6.00pm you will be charge \$6 per 30 minutes for lights. (red circle)

Click the CONFIRM (no fees) or CONFIRM AND PAY (light fees) blue box. (red circle)



### Step 7.1 (if payment required):

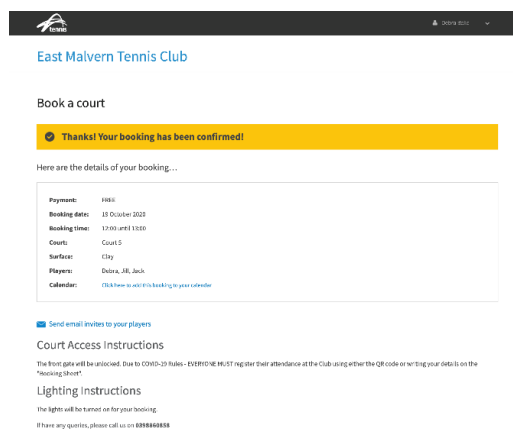
A box will appear asking for your credit card details. Complete this and select the blue PAY \$XX box.



### Step 8:

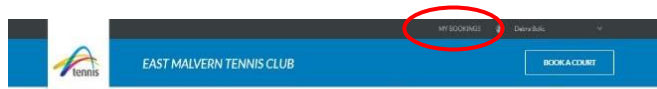
Your Book A Court confirmation will now appear, and you can add it to your calendar if you wish.

If you click the blue [East Malvern Tennis Club](#) it takes you back to the screen below.



## TO SEE YOUR BOOKINGS OR TO CANCEL A BOOKING

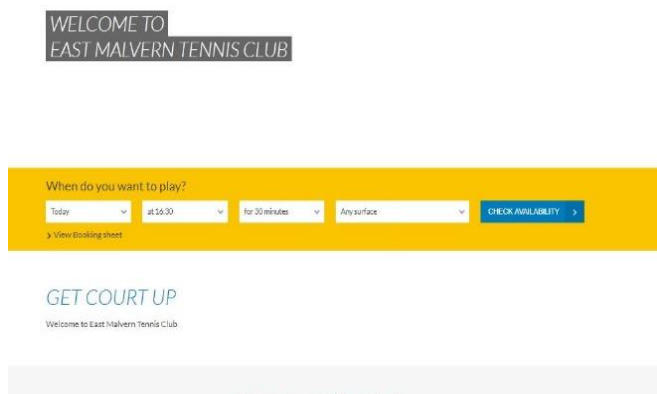
When you first log in you will see your name in grey in the top right-hand corner of the screen. Next to that is MY BOOKINGS (red circle)



Click on this and you can see all your bookings (past and future).

If you wish to cancel a future booking select the [cancel](#) button.

If there is no *cancel* choice you have left it too late (we have set a cancellation period of up to 1 hour before the booking).



Please email [admin@eastmalverntc.com.au](mailto:admin@eastmalverntc.com.au) to advise you were unable to cancel your booking.