

# OUTC Court Booking System

The OUTC on-line court booking system has been in use since 2003 and is well-used and highly regarded by most of our members. In order to deliver some fundamental improvements, a new version of the system has been developed and tested over recent years. This enables it to do much more behind the scenes, while preserving as much as possible of the familiar user experience. It is planned to upgrade to the new version at (or soon after) the end of May, and the purpose of this email is to highlight the differences members should expect to notice and to signpost the improvements which will follow on later.

The core of the court booking system, in terms of being able to view booking sheets online, see free courts and either book a court or join an existing booking, will look just as they do already.

The main changes members should expect to notice are detailed later, but in summary these are:

1. how you login to the system
2. separate pages depending on whether you're booking singles or doubles
3. improved flexibility to modify a booking.

The major benefit will be that the changes will allow court bookings to be charged automatically (subject to careful scrutiny) to members' accounts in the club accounting system (Sage). Instead of having to manually transcribe each transaction from the booking system separately into Sage, the Pros will just need to periodically get the system to generate a transaction file, and vet it before passing it on into Sage.

The most significant changes are described below. Please contact the Pros if you have any questions.

## 1 New Login :

You just enter the first 2 or 3 letters of your surname and then hit Enter or click Next.



**Oxford University  
Real Tennis Club**

**Court Booking System**



This booking system is for members of the Real Tennis Club, both University and Seniors (Unicorns).

Please enter your last name:

You need only enter the first significant characters of your surname,  
then either press the enter key or click on the Next button below.

You will then be presented with a list of the names of members beginning with the characters you enter.

[Next](#)

If this is your first visit to the booking system,  
you must first register with the club professionals before you can login.  
If you have not yet registered, please call the club on 01865-244212.

This is simpler and quicker than selecting your name from a long list of all the club members, and it brings up the next page as below:



## Oxford University Real Tennis Club

### Court Booking System



#### Member Login

Please select your last name: Cooke R. ▾

and enter your password: ●●●●

Back

Next

If this is your first visit to this booking system, please use the password that was provided for you by the club professionals.

If you do not have a password, please call the club on 01865-244212. When you log in for the first time, you will then be asked to specify a new password that is known only to yourself.

Oxford University Tennis Club Booking System Version T2.4

Here you select your own name from a short drop-down list of those members whose name begins with the characters that you entered. In this case, there is only one member. Then you enter your password and either click the Next button or hit Enter.

This then takes you to the familiar Home page from which you can select the booking sheet for the week you are interested in, as now.

Cooke R. [43](Unicorn) [logout](#)



## Oxford University Real Tennis Club

### Court Booking System

#### Pros Noticeboard

The revised booking system is now in operation. If you experience any problems, or have any comments or questions, please [email](#) the Pros using this [email](#) link.

#### How to use this service

This internet-based booking system allows you to see what courts are available (or "Free") and to book a court online. The Pros also use this service to book courts on behalf of anyone who calls or sends email to them. The panel on the right shows you how many weeks are available to book and allows you to select and view a weekly sheet. Once you are looking at a weekly sheet, you can:

- book a free court
- join a court where a player or players are looking for another player
- cancel your own booking (at least 48 hours notice is required)
- modify a booking that you are named on

[see more about the new booking system](#)

If you have any questions, please send email to the booking system administrator or call the club on 01865-244212

#### To view booking sheets

There are currently 2 weeks to view with the first 3 weeks available for members to book. Each week begins on a Monday and the dates are shown in the following list.

Please select a date: 11-May-2009 ▾

and click on the button below to view the chosen sheet

View Booking Sheet

If you wish to book further ahead than 3 weeks, then please call the club on 01865-244212.

#### The Oxford Real Tennis Court



This page also allows the Pros a little more space than before for any messages. Note that your name and handicap are now displayed in the top right hand corner. (The handicap is the latest one fetched from Real Tennis Online, and is also shown on the booking sheet when you make or join a court booking.)

## 2 Singles and Doubles Bookings

When you select a free court, the system will default to offering you the, more frequently used, Singles booking page. If this is not what you need, then just click on the “Doubles” button.

**Oxford University Real Tennis Club**

Cooke R. [43](Unicorn)

**Requesting a court booking  
for week beginning 2009-05-11 on Wednesday at 8:15 - 9:00**

**Singles Booking**

<b>Requestor/Owner</b>		<b>Opponent</b>	
<input type="text" value="Cooke R."/>	.v.	<input type="text" value="will"/>	<-- enter the surname of your opponent
or select: <input type="radio"/> Pro <input type="radio"/> Guest <input type="radio"/> Looking for an opponent			
or leave the opponent blank to book the court for yourself			
Then click on the <b>Continue Court Booking</b> button below to confirm the choice of opponent			

Select this button

to make a doubles booking

As now, you are automatically the ‘owner’ of the court booking. To identify who else is involved, either:

- a. Enter the initial characters of their surname and click on the “Continue Court Booking” button, then select your opponent from the resulting list (as shown below) and click the ‘Confirm Court Booking’ button.

or:

- b. Select one of the radio buttons “Pro”, “Guest” or “Looking for an opponent” then click on the “Continue Court Booking” button, which books the court.

## Oxford University Real Tennis Club

Cooke R. [43](Unicorn)

### Requesting a court booking for week beginning 2009-05-11 on Wednesday at 8:15 - 9:00

Requestor/Owner	Opponent
Cooke R.	Willoughby de Broke, D
Select the name	Willoughby de Broke, D
and then click on the <b>Continue</b> button	Williams D.
or use the <b>Back</b> button to return to the booking sheet	Willis J
	Williams P.
	Williams S.
	Williams A. (Brookes)
	Willis J.J (Magdalen)

If you want to book a practice court then enter your own name again as your opponent.

The process for booking a doubles court is similar except that you can select up to four players.

## Oxford University Real Tennis Club

Cooke R. [43](Unicorn)

### Requesting a court booking for week beginning 2009-05-11 on Wednesday at 8:15 - 9:00

#### Doubles Booking

Requestor/Owner	Opponent (Doubles)
Cooke R.	clos <-- enter the surname of your opponent
&	.v. &
enter the surname of your partner --> will	pov <-- enter the surname of their partner
<i>(enter a question mark if you want to leave the choice of player open)</i>	
Then click on the <b>Continue Court Booking</b> button below to confirm the choice of players	

Select this button

to make a singles booking

After entering the initial characters of the players surnames, click on the "Continue Court Booking" button, then (as for a singles booking) select each of their names from the drop-down list presented in each position.

### 3 Modifying an Existing Booking

With the new version, any member who is named on a booking can modify that booking. They simply click on their name on the booking sheet then they are presented with the screen shown below:

**Oxford University Real Tennis Club**

Cooke R. [43](Unicorn)

**Modifying a court booking  
for week beginning 2009-05-11 on Wednesday at 8:15 - 9:00**

**Singles Booking**

<b>Requestor/Owner</b>	<b>Opponent</b>	
<input type="text" value="Cooke R."/>	.v. <input type="text" value="Williams D."/>	<-- enter the surname of your opponent
or select: <input type="radio"/> Pro <input type="radio"/> Guest <input type="radio"/> Looking for an opponent		
or leave the opponent blank to book the court for yourself		
Then click on the <b>Continue Court Booking</b> button below to confirm the choice of opponent		

**Please make sure you inform others who are affected by this change in booking.  
You can let the pros know of the change by [email](#) or phone: 01865 244 212**

Return to Booking Sheet

Cancel the booking completely

Continue Court Booking

Select this button

Doubles

to make a doubles booking

Only the "owner" of the court (usually the original booker), can cancel it completely so that it becomes Free again. Any named player can change the names of the players, subject to the restriction that if the "owner" is changed, then the new 'owner' must be a player already named in the booking (this allows the original owner to drop out and their opponent to keep the court)

Members are expected to act responsibly in terms of keeping those affected by changes informed. A future enhancement of the booking system will use email to notify relevant members, as well as the professionals, whenever a booking is cancelled or modified.