



## HOW TO BOOK A TENNIS COURT FOR REGISTERED TENNIS CLUB MEMBERS

**Note** - iSquash is the name of the booking and access system used across the Beach Haven Sports Centre, including courts used by the Beach Haven Tennis Club and Shepherds Park Squash Club. Users must be registered on iSquash to book courts online and to access both the courts and clubroom that are controlled by access tags.

### Instructions

- Go to [www.isquash.co.nz](http://www.isquash.co.nz)
- Log on with your iSquash username & password (see your club administrator if you do not have this information)
- Select 'Beach Haven Sports Centre' from 'My Clubs' link on the left hand column. See orange highlighted area below

The screenshot shows the iSquash website dashboard. The left sidebar contains a 'My Clubs' section where 'Beach Haven (Shepherds Park)' is highlighted in orange. The main content area displays a 'Welcome to iSquash' message, a 'Player Watch' section, and various messages and tips. On the right, there is a list of upcoming tournaments, including 'Takaka Club Champs', 'Panmure Club Champs', 'Papakura Womens Only', 'Pirates Summer Tournament', 'Thorndon Doubles', 'Oamaru Xmas Open', 'Glenn's Fundraising Doubles Tournament', 'Racket Academy Grand Prix Series', 'Te Rapa Xmas Doubles', 'Fundraiser End of Year Bash', 'Te Puke Xmas Ham Fun Tournament', and 'Tawa Ham and Turkey'.

- The club booking calendar will be displayed
- Select the 'Tennis Club Members' tab (orange tab highlighted below)

The screenshot shows the iSquash booking calendar for Beach Haven (Shepherds Park) on Wednesday, 15-Nov-2017. The calendar displays four tennis courts (Tennis 1, 2, 3, 4) with a grid of time slots from 8am to 2pm. The 'Tennis Club Members' tab is highlighted in orange. The calendar shows that all courts are booked for 'Midweek social tennis' from 9am to 11am. A key on the left indicates the booking status: My Booking (orange), Booking (yellow), Visitor Booking (red), Reserved (green), In use by another sport (blue), Not Available (grey), Pay to Play Available (light grey), and Free (white).

- Select the date, time and court you require (refer to the 'COLOURED KEY' shown in the above image on the bottom right hand side for availability)
- Hover the mouse over the time slot you want and click to open up the booking confirmation page (shown below). A dialogue box may ask if you want to book a court – click “OK”

Booking

Membership restriction, player 2

Booking expires in 4 minutes

Make Booking at Beach Haven (Shepherds Park)  
Tennis 1, Wed 15-Nov-2017 - 12:00 pm to 1:00 pm

Booking for Player: Bruce Cocking  
Send Email to: ☒  
bmcocking@clear.net.nz  
Attach Calendar Appointment: ☒

You can only receive email confirmation if you have given permission to receive emails from Squash NZ. To change this option and/or to edit your email address, select Edit My Profile from the menu on the left.

Secondary Player:

Visitor: ☐

Notes:

These notes will be visible to all members.

**Make Booking** **Show All Bookings** **Cancel Booking**

- The booking page is displayed – you have 5 minutes to complete the booking
- Choose a secondary player from the “SELECT PLAYER” drop down list of tennis and squash club members or, tick the “VISITOR” box if playing with a visitor.
- Please note you only need to select one player, even if playing doubles
- You do not need to add any notes in the large text box, but if you do these will be displayed on the booking calendar
- To receive a confirmation email of the booking, tick “SEND EMAIL”
- Confirm the booking by clicking “MAKE BOOKING”
- The booking calendar will display your name as shown by the orange booking on court one below. The green courts (below) are administrator reservations – typically interclub games, social nights, coaching and/or tournaments.

Beach Haven (Shepherds Park) - Wed 15-Nov-2017 11:57 pm

	Tennis 1	Tennis 2	Tennis 3	Tennis 4
9am	Midweek social tennis	Midweek social tennis	Midweek social tennis	Midweek social tennis
10am	Midweek social tennis	Midweek social tennis	Midweek social tennis	Midweek social tennis
11am	Midweek social tennis	Midweek social tennis	Midweek social tennis	Midweek social tennis
12pm	Bruce Cocking, Neil Coventry			
1pm				
2pm				
3pm				

**Key**

- My Booking
- Booking
- Visitor Booking
- Reserved
- In use by another sport
- Not Available
- Pay to Play Available
- Free

- Club administrators can reserve courts and override bookings. You will be advised if this occurs.
- Club members can book courts two weeks ahead of time, giving them first option on court bookings before members of the public (who can book seven days ahead of time).
- To cancel a booking simply click on the same booking you have made and click 'cancel booking'.
- Members are encouraged to cancel any courts they do not require as early as possible. This will allow courts to be re-booked by other members.
- All other tabs on the iSquash booking system (e.g. interclub, tournaments, grading reports, and membership) are related to squash club administration, not tennis. For Beach Haven Tennis Club iSquash is simply a mechanism to manage facility access for club members.

**For further information or questions please contact:**

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BHTC iSquash Administrator: Walter Dijkgraaf / [walter@dijkgraaf.org](mailto:walter@dijkgraaf.org) / 022 010 8926

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Squash NZ (iSquash administrators) Phone: 09 815 6770 (Mon to Fri 8.30am to 5.00pm)

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