

How to use Melba Tennis Club's Online Booking System

NB. To book the Hot Shots Courts, please contact Carol on 6258 6454

Click on the "Book a Court" link from the MTC website homepage (<http://www.melbatennisclub.org.au/>)

This will take you to the Booking System home page: <https://play.tennis.com.au/MelbatennisClub/>

If you have not used the Booking system before please **REGISTER** to book (click **REGISTER** at the top RHS of the Booking System home page). Once you have registered and want to book a court you just need to **SIGN IN** (at the top of the web page)

Once **REGISTERED** –

- Check details of your profile are correct by clicking on the arrow next to your name at the top of the web page – if not, edit this information (**by including your email address and mobile phone number – you can receive confirmation of your booking to either or both**)

Ready to book a court –

3 options available on front page –

- 1. When do you want to play? quick access (allows access for current day and the next)**
- 2. Check availability tab (takes you to courts currently available)**
- 3. View booking sheet (advanced booking sheet allowing view of all courts and more date preferences)**

1. Check availability

- View the online booking sheet (3. above) to find your preferred time and court.
- Choose an available time slot, and book. (The bookings are allocated in multiples of ½ hour slots.)

2. Choose a session

- Select your preferred available time and book.
- Costs are indicated in court slots.
- You can pay online using most major credit cards.
- During the daytime there are no costs to members however if there is a need for lights a cost will be incurred and must be paid for at time of booking.

3. Confirmation

- You will receive confirmation of your booking by **SMS or email or both** (depending on your choice when setting up your booking).
- These confirmation details of the booking will include your **PIN** to enter into the keypad on the gate and clubhouse.
- Your **PIN becomes active** from 10 mins before the booking start time until 15 minutes after the booking finish time.

4. On arrival at the courts

- Enter your **PIN** into the keypad on gate and press the arrow key near the bottom RHS of the keypad (the light at the top of the keypad should turn green). The same PIN allows access to the clubhouse.
- If the **gate is already open** for coaching/event, it is important that you still enter your PIN **particularly if the booking will need to trigger the court lights**.
- The player who made the booking is responsible for **collecting fees from non-members** playing in the group and leaving money in the slot above the sink in the clubhouse.
- For guest fees, see <https://www.melbatennisclub.org.au/bookingfees>

What to Remember -

- You must initially **REGISTER** if this is your first time booking a court.
- Your PIN will be the same each time you book.
- If the booking is in your name, you are responsible for collecting the money from non-members in the group and depositing it in the slot above the sink inside the clubhouse.
- You must enter the PIN regardless of whether the gate is open (the gate might be open if coaching or an event is being held at the time of your booking)
- Your PIN will also open the clubhouse.
- Your PIN will not open the gate/clubhouse unless there is a booking already in place.
- Your PIN is valid from 10 minutes before the start of your booking until 15 minutes after the end of your booking.