

TEAMUP CALENDAR GUIDE

If you've experienced our reservation calendar in the past, you will note a few changes to our new calendar, mainly to the input fields.

Reservation Calendar Input fields:

- **First and Last Name:** The first and last name of the person who is making the reservation. Please do not include any other information on this line.
- **Date and Time:** If “all day” is checked off, uncheck it and choose your date and time.
- **Choose Your Court(s):** Select which court(s) you would like to reserve. Include “Open Play- Registered Visitors Are Welcome” if you would like visitors to see and have the ability to sign up for your event. (This is only for use if the reservation is “Open Play”)
- **Open or Closed Play:** Please indicate whether this is a private group (closed) or if others are welcome to join (open). “Not Applicable” is for administrator use only.
- **Members Playing:** This is where you or other registered members can add their name.
- **Visitors Playing:** This is where you can add registered visitors who will be playing.
- **Signed Up:** This shows the individuals who signed up using the Signup button. Please add this number to the number of members and visitors playing to determine the total number of players signed up.
- **Comments:** Use this field to communicate. (Ie. “I can only play for 1 hour” or “I will be late. See you at 9:30am”)
- **Details:** This field is for any additional information you would like to include in your reservation.

To create a court reservation:

- Open the calendar by clicking on the provided calendar link.
- Reserve a court by clicking on the day or time slot and entering only your first and last name at the top.
- If "All Day" is selected, uncheck it.
- Select a date and time.
- Choose your court(s).
- Select "open play" or "closed play"
- If you know who will be playing, insert the names of registered members under "members playing". If there will be registered visitors who are playing, insert their names under "visitors playing".
- Click Save or the checkmark in the top right corner.

To allow registered visitors to sign up for your event.

(Only for use with “Open Play” reservations)

- When selecting your court(s), include the Event called “Open Play – Visitors Are Welcome”. This will allow registered visitors to see and sign up for your event using the visitors' calendar link.
- Please remember that it is your responsibility to ensure that all your visitors pay the required fee and follow the rules.

To sign up to Open Community Play or any Open Play reservation:

There are now two ways to sign up to Open Community Play or an existing open play reservation.

Method #1 – (for use by members only)

- Click on the event you would like to sign up for. This will open it.
- If using the mobile app, you will need to click on the pencil symbol on the bottom right.
- Add your name under "members playing" and if you have invited registered visitors that will be playing, add their name under "visitors playing".
- Save it by clicking on "save", or the checkmark in the top right corner of the mobile app.
- If the "Recurring" screen comes up, choose "This Event Only".

Method #2

- Click on the event you would like to sign up for. This will open it.
- Click on "Signup" near the top right of the reservation screen, if on a computer, or in the middle of the screen if you're on the mobile app.
- Input your full name and email on the Signup screen and click on "Signup". (Note: If you are signed into an account, your name and email will already be filled in. Also, only you will be able to see your email address on the event screen.)
- On a computer, click "save" on the event screen; the signup screen will close. On the mobile app click on the X in the top right corner of the screen to close the event screen.

** Note that visitors who are signing up from the visitor calendar link will be required to use this method, as they have "read-only" access rights and will not be able to use method #1.

Important: When determining the number of players signed up, you will need to add up "members playing", "visitors playing" and "signed up" to determine the total number of players.

Adding the calendar to a Teamup account:

Consider adding the calendar to your own free Teamup account for a seamless scheduling experience. This will allow two-click simple signups and other useful features.

- Click on the round icon to the right of your name near the top of the screen.
- If you already have a Teamup account, click "login". This will allow you to log in and the calendar will be added to your dashboard.
- If you don't have a Teamup account, click "register" and then complete the registration screen and submit it. You will then need to check your email and click on the confirmation link. This will take you to a screen confirming your registration. Click on "Get Started" to go to your dashboard. Click on the calendar to open it.