



Box League #1

Group A

Session complete

League Player	Brock vs Opponent	Points	Session Record
Brock Lee	---	6	1-1
Mario Speedwagon	2-3	3	1-0
Paul Molive	3-1	1	0-1
Terry Aki	1-1	0	0-0
Anna Mull	??	0	0-0
Cliff Hanger	1-1	0	0-0

Seasonal Club Off Season Schedule Setup

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Welcome to SkyCourt

This guide is aimed at club administrators for seasonal clubs where the courts are shut down for a portion of the year.

This guide will use the example of an outdoor tennis club in a cold climate that shuts down their courts from December through April.

Before we begin, let's examine some terminology within SkyCourt and this document.

COURT GROUP

A court group is a set of courts that share a common schedule and a common set of rules. For instance, your club might have squash courts, indoor tennis courts, outdoor tennis courts and a doubles squash court.

COURTS

A court must belong to a court group. It represents a single physical court at your club.

SCHEDULES

A schedule defines when the courts are available for booking. This includes the start and end times per day, a date the schedule is effective and when it stops being effective.

Each court group can have one or more schedules defined. They are ordered by you. Each time the system needs to know the schedule for a date, it searches through the schedules in the order you specify, looking for the first schedule that includes the date.

COURT BOOKING PERIOD

This is the number of days ahead that a member can book a court. For instance, you may decide that members can book 7 days in advance. In this case, the court booking period would include today and the next 7 days.

The Approach

The goal of this configuration is to allow your members to book courts while they are open and to prevent booking of courts when they are shut down.

To do this, this guide will illustrate how to create a base schedule and a Winter Break schedule. The Winter Break schedule will override the base schedule for the date range that the Winter Break schedule is active.

The benefit of this approach is that it is very easy to enable and disable the Winter Break schedule at each transition point.

Also, using the defined court booking period, when the courts open in the spring, your members can book courts for the open days even when the courts are currently closed. For instance, if your court booking period was 7 days, then one week before your courts open, your members will be able to book a court on that opening date.

The rest of the guide is a detailed set of instructions on how to create each of the schedules to achieve this result.

The Steps – A Base Schedule

If court booking is already configured for your club, you will already have a base schedule. If that is the case, you can skip ahead to the next section to create the Winter Break schedule.

If you are setting up court booking at your club for the first time, please view the [Court Setup Guide](#) found on the documentation portal. Generally, SkyCourt Fitness Support will help you get your club setup for the first time and will have setup your court groups for you.

You can view the court groups that are configured at your club by going to the [Club Admin page](#) and then in the Courts tile, click on the “Court Definitions”. This takes you to the [Court Definitions page](#).

On this page you will see the summary of the court groups defined for your club. This page will look like the following picture. The list of court groups will likely be different for your club.

[+ Add a Court Group](#)

Summary

Tennis Courts

Use Court Groups to create sets of courts that share the same booking rules and are displayed to the users as one logical set of courts. For instance, if the club has both squash courts and tennis courts, create two Court Groups, one for the squash courts and one for the tennis courts. If the club has a set of courts that are different or have different booking rules than another set (say a glass court), create two Court Groups, one for the glass court and one for the regular courts.

[Defining court groups can be simple or very complex, depending on your needs.](#)

Existing Court Groups

	Number of Courts	Usage Type
Tennis Courts	4	Mixed Use

Click on the name of your court group, in this case, "Tennis Courts" to take you to the definition of the court group. This is where the schedules are located.

The court definition page has many tabs and looks like this:

[+ Add a Court Group](#)

Summary

Tennis Courts

Courts | Schedule | Rules | Booking Types | Display | Waivers

Name
Tennis Courts

Description
Outdoor Tennis Courts

Court Type

Sport
Tennis

Singles courts (used for singles matches only)

Click on the "Schedule" tab to view the schedule definition for your courts. When the courts only have a single schedule, the page will look like this:

[+ Add a Court Group](#)

Summary

Tennis Courts

Courts **Schedule** Rules Booking Types Display Waivers

Schedule

Specify the parameters that control the court times throughout a day. [Learn more.](#)

[Change schedule in the future](#)

Schedule Details

Length of individual court booking entries (mins)
40

Daily starting times

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<input checked="" type="checkbox"/>						
Start Time	6:00	6:00	6:00	6:00	6:00	8:00	12:00
End Time	11:00	11:00	11:00	11:00	11:00	8:00	6:00

Prime Time Schedule

By enabling the prime time schedule you have the ability to enforce different rules during high demand portions of the day. For example, you can allow Solo Practice bookings except during lunch times.

Enable Prime Time

Enable Morning Prime Time

Ensure that this schedule represents your base schedule. If your courts are only available for certain days, you can uncheck each day that the courts are not available. For the days that the courts are available, ensure that the start and end times match your schedule.

If you want prime time, then enable up to three prime time schedules for your courts. When you are satisfied with your schedule scroll to the bottom of the page and click on the "Save" button to save your court definition.

The Steps – A Winter Break Schedule

Once your base schedule is configured to match the schedule you want for your courts, the next step is to create the Winter Break schedule overlay. This winter break schedule will disable the courts for the time range that the Winter Break schedule is active.

To create the winter break schedule, you must first be on the court definition page for your court group. You can get there by following these steps:

- Go to the [Court Definitions page](#)
- Click on the name of your court group in the table
- Click on the "Schedule" tab on the list of court definition tabs

Now that you are on the schedule tab for your court group, we will create the "Winter Break" schedule. Do this by clicking on the "Change schedule in the future" button. This brings up the new schedule dialog.

Add a new schedule to the Court Group

Based on the effective start date and the effective end date, you can either replace your existing schedule or you can add a seasonal adjustment to the schedule. The dates will control which schedule is used on any given date.

Use an effective start date for the new schedule i

Use an effective end date i

Date
Fri, Apr 22, 2022

[Cancel](#) [Save](#)

Select the date that your courts will shut down. If you do not know the exact date yet, choose a date that is close to when you expect to shut down the courts.

At this point leave the "Use an effective end date" unchecked, or if you want, you can estimate the date that you will start up your courts in the spring.

Click "Save" to create the schedule.

You will now see a screen that looks like this:

+ Add a Court Group

Summary | Courts | **Schedule** | Rules | Booking Types | Display | Waivers

Tennis Courts

Schedule

Specify the parameters that control the court times throughout a day. [Learn more.](#)

[Change schedule in the future](#)

STARTS NOV 1, 2022 📅 🗑️

BASE SCHEDULE ↑ 📅 🗑️
ENDS OCT 31, 2022

Schedule Information

Schedule Name (optional)

The schedule has a start date ⓘ The schedule has an end date ⓘ

Date
Tue, Nov 1, 2022

Override court information for this schedule ⓘ

Schedule Details

Length of individual court booking entries (mins)
40

Daily starting times

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<input checked="" type="checkbox"/>						
Start Time	6:00	6:00	6:00	6:00	6:00	8:00	12:0

The next step is to name the new schedule "Winter Break". Make sure you have the top schedule selected and in the name field enter "Winter Break".

With the schedule named, we need to use the schedule to disable court booking. Do this by unchecking each of the check boxes underneath each day in the Daily Starting times section. By unchecking each day, you are removing the available times for that day. With all days disabled, there will be no available times for the courts to be booked. The courts will be effectively disabled when this schedule is active.

Scroll to the bottom of page and click "Save".

There is one last thing that must be changed. Notice the second schedule in the list is called Base Schedule and it Ends one day before the Winter Break begins. We must remove the end date on this base schedule. The system setup the end date because it assumed that you were making a permanent schedule change that would take effect

when the new schedule started. Since we aren't making a permanent schedule change, we need to remove the end date.

Click on the "Base Schedule" in the list of schedules. You are now editing the base schedule. If you want, you can rename this schedule to something else. SkyCourt Fitness generally recommends calling it "Regular Schedule" in this situation.

Be sure to uncheck the "The schedule has an end date" option.

Again, scroll to the bottom of the screen and click "Save".

At this point you have a regular schedule that is always in effect with your desired court booking times. This schedule is overridden during the period of the Winter Break schedule.

Shutting down for the winter

As soon as you know the exact date that you will shut down the courts, you will want to adjust the starting date for the Winter Schedule.

To do this:

- Go to the [Court Definitions page](#)
- Click on your court group name in the table to go to the definition page for that group
- Click on the Schedule tab to view the schedules
- Click on the "Winter Break" schedule
- Click on the date under the "The schedule has a start date" option
- Select the first day that the courts will not be available.
- Scroll to the bottom of the page and click "Save"

Once this is done, the courts will become unavailable on the selected date.

Opening in the spring

As soon as you know the exact date that you will open the courts in the spring, you will want to adjust the ending date for the Winter Schedule.

To do this:

- Go to the [Court Definitions page](#)
- Click on your court group name in the table to go to the definition page for that group
- Click on the Schedule tab to view the schedules
- Click on the "Winter Break" schedule
- Ensure that "The schedule has an end date" is checked
- Click on the date under the "The schedule has an end date" option
- Select the day before the first day that the courts will be available.
- Scroll to the bottom of the page and click "Save"

Once this is done, the courts will become available on the day after the date you selected above.

Note that the Winter Break schedule's start date is the first day that the schedule is in effect. This means that you set the start date to the first day you want the courts shut down.

The Winter Break schedule's end date is the last day that the winter break schedule is in effect. This means that you set the end date to the day **before** the courts are available again.