



Box League #1

Group A

Session complete

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

Family Membership User's Guide

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Welcome to SkyCourt

You have purchased a family membership at your club, now what?

This guide will walk you through managing your family membership for your local club online using SkyCourt. This guide will answer your questions about how to create and add your family members to your family membership.

Where to start

Your Profile Page

If you have been granted a family membership at your club, you can see the details about the membership by going to your Profile page and selecting the **Family Info** tab.

The direct URL is: <https://skycourt.ca/ui/UserProfile/Family>.

Or you can get there by selecting **Profile** from the member menu. On a desktop or laptop system, the member menu is accessed in the upper right corner by clicking on your name. **Profile** is the first menu item in the menu that drops down.

On a mobile device, you will need to access the application menu and then select **Profile**. The application menu can be accessed by selecting the three horizontal bars icon in the upper left corner.

John Doe

Profile Preferences Memberships Court Fees **Family Info** Payment History Profile History

Club: **Local Racquet Club**

Primary Member: **John Doe**

Family Type: **Squash Family**

Expires: **Monday, October 16th 2023**

Allowed number of Adults: **2**

Allowed number of Juniors: **6**

Member

John Doe

Add Family Member

This tab will give you information about your family membership. It will show you:

- *The name of the club where you have the membership*
- *The name of the Primary Member – the person who can add members to the family*
- *The name of the family membership, some clubs may have different types of family memberships. This tells you which family membership you have.*
- *When the membership expires*
- *The number of adults the family is allowed to contain*
- *The number of juniors the family is allowed to contain*
- *The list of existing members in the family and if they are juniors or not*

Adding Family Members

When you are given a family membership, the club has defined how many adults and how many juniors can be included in the membership. However, the club does not create accounts for your family members. Instead, that is left up to you as the **Primary Member** of the family. Being the Primary Member only means that you have control to add new members to your family.

You add new members to your family by going to the **Family Info** tab of your profile page. See section [Your Profile Page](#) for information on how to get to this tab.

On the Family Info tab, you will see a button that is labelled "Add Family Member". Press this button to add a new member to your family.

There are three choices for adding a member to your family. You will choose the appropriate choice given your family member's current situation relative to having a membership with the club or an account on SkyCourt.

Choosing a previous family member

Once a person has become a family member of one of your families, SkyCourt associates that family member with you, even if that family membership was at a different club. This is beneficial if you have moved from one club to another where both clubs use SkyCourt.

If you have family members from another club or who were previously part of the family, then you will see an option labelled **Add a family member already in the system**. And the drop down will list those family members. Select one of the family members from the drop down, select the type of family member to add and then click on the **Save** button to add them to your family.

Add a member to your family

Add a family member already in the system

Jane Doe ▼

Add the member as a:

Junior

Adult

Add a family member who is already a member of the club

Create a new family member

Cancel **Save**

Selecting an existing club member

If a club has just started to use family memberships within SkyCourt, or if you and your family had previously held single memberships at the club, you might find yourself in the situation where your family

members are already members of the club and now you want to add them to your family.

To accomplish this, select the option **Add a family member who is already a member of the club.**

Add a member to your family

Add a family member already in the system

Add a family member who is already a member of the club



Tip: Type partial name, press tab, then enter

Add the member as a:

Junior

Adult

Create a new family member

Cancel

In the field next to the person icon, start to type your family member's name. As you type the name, all the members of the club that match what you have typed will appear. Select your family member from the list, or if you don't see your family member, keep typing more of their name until they are displayed.

- Add a family member who is already a member of the club

Add to

- Daughter Doe
- Jane Doe
- John Doe
- Cre
- Son Doe

With your family member selected, choose the type of member they are: junior or adult, and then click the **Save** button to add them.

Creating a new account

If your family member does not have a SkyCourt account or has a SkyCourt account with another club but was never a family member at the other club, then you will want to select the option to **Create a new family member**.

You will enter the following information about your family member:

- *First Name*
- *Last Name*
- *Email Address*
- *Type of member: Junior or Adult*
- *Birth Date – mandatory if adding a junior*
- *Gender – optional*

If you are adding a family member who already has an email address, please use the email address that is registered with SkyCourt. By doing that, SkyCourt will associate their existing account – with all its history – to your family and add them to the new club. If you use another email address, then a brand-new account will be created for your family member, and they will have two SkyCourt accounts.

Having multiple SkyCourt accounts gets confusing and is generally not recommended.

Add a member to your family

Add a family member already in the system

Add a family member who is already a member of the club

Create a new family member

First Name

Last Name

Email

User does not have a unique email address

Add the member as a:

Junior

Adult

Sex

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

If you are adding a junior who does not have their own email address yet, you can click on the option **User does not have a unique email address**. This brings up a field where you will create a unique username for the junior. The username will then be used to sign in the junior member rather than an email address.

When adding a junior without an email address, you will fill in one of the adult's email addresses in the **Email** field and then all email for that junior will be sent to the adult email address.

Add a member to your family

Add a family member already in the system

Add a family member who is already a member of the club

Create a new family member

First Name

Last Name

 Email

User does not have a unique email address

 **Important**

Please enter the shared email address in the Email field and then give the new member a unique User Name below. The new member will use this User Name when login in rather than their email address.

User Name

Add the member as a:

If your junior does have an email address and you would like the adults to be sent a copy of all communication that is sent to the junior, then create the junior with their own email address and then setup additional email addresses for the junior member.

Additional email addresses can be added on the Junior's profile page under **Communication** on the **Preferences** tab. Click on the **Add Address** button to enter the adult email address.

John Doe

Profile **Preferences** Memberships Court Fees Family Info Payment History Profile History

Communication

- Home page
- Sports
- Find an opponent

You can control who can see your email address and any phone numbers you have configured. You can also turn off email notifications if you choose to, however, recommend that you leave email notifications turned on so you don't miss any important announcements.

Who can see my email address?

Who can see my phone number?

Additional Email Addresses

You can add additional email addresses to your account. Every time an email is sent to your account, a copy of that email will be sent to each additional email address configured below.

[Add Address](#)

Disable Email

SkyCourt sends out many types of informative emails. Most of these emails inform you of actions in leagues or court bookings that affect you. Some of the emails are controlled by the club management to promote certain events or keep you informed about events happening at clubs you belong to. Although we recommend you keep all of these types of emails enabled, below you can disable certain types of email notifications.

[Show Options](#)

[SkyCourt's Data Use Policy](#)

Cancel [Save](#)

To purchase a membership, click on "Add to Cart" for the membership that you want to purchase.

Note that the prices are pre-tax. If sales tax is applicable in your area, this will be applied once the membership has been added to your cart.

If the membership package has an age restriction and you have not entered your birth date in your SkyCourt profile, you will see a message like this when you try to add it to the cart:

Modifying Family Members

Changing the member type

If you accidentally added one of your children as an adult, you can change them to a junior membership by clicking on the edit icon at the end of their row in the family members table.

This will bring up a dialog that allows you to change between junior and adult for the family member. Of course, your family membership will have to have the room at the new membership type to facilitate the switch. If you already have 2 adults defined for a membership that only allows for 2 adults, you will not be able to change a junior to an adult.

John Doe

Profile Preferences Memberships Court Fees **Family Info** Payment History Profile History

Club: **Local Racquet Club**

Primary Member: **John Doe**

Family Type: **Squash Family**

Expires: **Monday, October 16th 2023**

Allowed number of Adults: **2**

Allowed number of Juniors: **6**

Member

John Doe

Daughter Doe (Junior)



Son Doe



Add Family Member

Removing a member from your family

Currently, you do not have the ability to remove family members from your family. If you have added a family member by mistake, then contact the administrative staff at the club. They will be able to remove the family member from your family for you.

Family Memberships at multiple clubs

If you belong to multiple clubs that are using SkyCourt's family memberships and you have a family membership at both clubs, your profile page will show you both memberships.

When modifying your family, be sure to modify the correct family for the club you want to modify.

John Doe

Profile Preferences Memberships Court Fees **Family Info** Payment History Profile History

Club: **Local Racquet Club**

Primary Member: **John Doe**

Family Type: **Squash Family**

Expires: **Monday, October 16th 2023**

Allowed number of Adults: **2**

Allowed number of Juniors: **6**

Member

John Doe

Add Family Member

Club: **Local YMCA**

Primary Member: **John Doe**

Family Type: **Tennis Family**

Expires: **Saturday, November 18th 2023**

Allowed number of Adults: **2**

Allowed number of Juniors: **4**

Member

John Doe

Add Family Member