

SKY COURT FITNESS

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			
Anna Mull	??	0	0-0
Cliff Hanger			

Managing Mass Court Bookings

[Record Score](#) | [View Standings](#) | [Step Out](#) | [MANAGE](#)

OVERVIEW 3

BOOKING MULTIPLE COURTS AT ONCE..... 4

VIEWING AND MANAGING MASS BOOKINGS..... 9

Viewing the Courts booked 11

Deleting Bookings..... 13

Deleting individualBookings 14

Overview

SkyCourt is an online club management system. Part of SkyCourt's functionality is court management, including online court booking. This guide will explain how to book multiple courts in one easy step.

Mass court bookings makes it simple to:

- *Book a single court over multiple time slots on a single day.*
- *Book a single court over multiple time slots repeating daily.*
- *Book a single court over multiple time slots repeating weekly.*
- *Book multiple courts over multiple time slots on a single day.*
- *Book multiple courts over multiple time slots repeating daily.*
- *Book multiple courts over multiple time slots repeating weekly.*

Once these courts have been booked, they can be deleted individually, or as a group by specifying the starting date of the courts to remove.

Booking multiple courts at once

Booking multiple courts at once starts on the court schedule page just like booking a single court. Ensure you are signed in with a club administration authorized account.

SKY COURT FITNESS Home Courts ▾ Leagues Rankings Clubs Club Admin SkyCourt Support ▾

Squash Courts Schedule

Oct 12, 2023

Tue 19 Wed 20 Thu 21 Fri 22 Sat 23 Sun 24 Mon 25 Tue 26 10/12/2023 📅

	Court 1	Court 2	Court 3	Court 4
6:00 AM	Book 6:00	Book 6:00	Book 6:00	Book 6:00
7:00	Book 6:40	Book 6:40	Book 6:40	Book 6:40
	Book 7:20	Book 7:20	Book 7:20	Book 7:20
8:00	Book 8:00	Book 8:00	Book 8:00	Book 8:00
9:00	Book 8:40	Book 8:40	Book 8:40	Book 8:40
	Book 9:20	Book 9:20	Book 9:20	Book 9:20
10:00				

- *Navigate to the date of the first court time you would like to book.*

- *Click on the first court slot you would like to book on that date.*

The standard administration court booking dialog will appear. It will look like this:

Booking for Court 1

Single Booking Multiple Bookings

Thursday, October 12th - 6:00 AM
Court 1

Regular Match Solo Practice Guest Match Lesson League Maintenance

Custom

Player SkyCourt Support

Playing against

Close Book Court

Click on the button “Multiple Bookings” to bring up the options for booking multiple time slots. The dialog will look like this:

Booking for Court 1 ✕

Thursday, October 12th - To

Repeat for weeks

Court 1 Court 2 Court 3 Court 4

Player

Playing against

[Close](#)

Let's examine each of the different controls:

The Time Selector

Thursday, October 12th - To

The time selector allows you to change the initial time of the booking. By default, it is the time of the court slot you clicked on. You can change it to any other time during the day. The second part of the selector allows you to select the end of the time range you are

booking. This drop down conveniently shows you both the ending time and the number of court times you are booking.

The Repeat Selector

Repeat for weeks

The repeat selector allows you to control how many days you are booking. If you leave it set to the default, you will only be booking one day – the day the schedule is showing.

You can change the repeat from weekly to daily. And you can select the number of weeks or the number of days to repeat over.

Here is an example. If you select September 18th, 2023 (a Monday) and you have the selector to weekly for 3 weeks, then you will be booking the courts on:

- *Monday September 18th,*
- *Monday September 25th*
- *Monday October 2nd*

If you select September 18th, 2023 and have the selector set to daily for 3 days, then you will be booking the courts on:

- *Monday September 18th*
- *Tuesday September 19th*
- *Wednesday September 20th*

The Court Selector

Court 1 Court 2 Court 3 Court 4

The court selector allows you to indicate which courts you would like to book. Each court that is checked will be booked.

Please note that if you have courts that have offset times, only the courts that share the same offset as the clicked-on court will show in this list. Please do two mass bookings if you need to select two courts that have different offsets.

Booking the courts

Once you have the multiple booking selectors set the way that you want, you can set the type of booking as you would for a single booking. Click on the "Book Court" button when everything is set up the way that you would like it.

When you click on "Book Court" all the court slots that are covered by the booking selector settings will be booked at once using the type of booking that was selected.

Viewing and Managing Mass Bookings

Under the Club Admin section of SkyCourt, you will find a tile labeled "Courts". On this tile, you will find a button called "Manage Mass Bookings". Click this button to view the mass bookings for your club.

Club Admin / Mass Bookings

Mass Bookings











Below is the list of mass bookings with at least one booking that occurs in the future. You can remove all or some of the outstanding bookings for each of the mass bookings in the table by clicking on the remove bookings button

Starting	Ending	Booking Count	Created By	Created On	Notes
> Squash Courts	5				
> Tennis Courts	6				
> Pickleball Courts	6				

[Show expired mass bookings](#)

This page organizes the mass bookings by court group. For example, in the above figure, the court has defined three court groups: Squash Courts, Tennis Courts and Pickleball Courts. Each court group has their own set of mass bookings. The number in the circle after the court group name indicates how many mass booking events exist for that set of courts.

You can click on the name of the court group to view the list of mass booking events for that set of courts. In the following figure, the Squash Courts have been expanded to reveal the 5 mass booking events for the Squash Courts.

Starting	Ending	Booking Count	Created By	Created On	Notes	
▼ Squash Courts 5						
Sun, Aug 13, 2023 10:40 AM	Sun, Dec 10, 2023 11:20 AM	16	Brock Lee	Fri, Aug 4, 2023 1:11 PM	Regular Match	 
Tue, Sep 19, 2023 10:40 AM	Tue, Oct 24, 2023 12:40 PM	18	Brock Lee	Fri, Aug 18, 2023 2:25 PM	Family Music Fun Session	 
Wed, Sep 6, 2023 1:20 PM	Wed, Oct 11, 2023 2:00 PM	6	Brock Lee	Wed, Aug 30, 2023 12:16 PM	Movement for Mom's and Babies with Kristin	 
Wed, Sep 13, 2023 11:20 AM	Wed, Dec 6, 2023 12:40 PM	52	Brock Lee	Thu, Sep 7, 2023 3:48 PM	Wednesday Morning Round Robin	 
Wed, Sep 13, 2023 12:40 PM	Wed, Dec 6, 2023 1:20 PM	13	Brock Lee	Thu, Sep 7, 2023 3:49 PM	Wednesday Morning Round Robin	 
> Tennis Courts 6						

Each mass booking event has its own row in the table. You can quickly see the range of the booking (Starting through to Ending). You can see how many courts were booked and who created the booking. In this case Brock Lee, the club administrator, was responsible for each of the mass booking events.

The Created On column shows when the booking was created and the Notes field gives you an indication of why the booking was created. The Notes field is derived from the original booking. If a booking type is used that allows a notes field and that notes field was filled in, then the notes field in this table will contain whatever was entered in the notes field. As an example, if you have to close down a court for maintenance, you can create a mass booking event with the booking

type of Maintenance and enter the reason for the maintenance in the notes field of the booking. That note will be shown to the members when they view the court schedule, and it will be shown here as the reason for the mass booking event.

If the booking does not use a note, then the booking type will be used. In the example above, the second mass booking event was created using the custom booking type of "Family Music Fun Session". Since no custom note was entered during booking, this custom booking type is given as the reason.

Similarly, the first mass booking event in the list was booked as a Regular Match with no note in the notes field. As a result, it is displayed as a Regular Match for the mass booking reason.

VIEWING THE COURTS BOOKED

In the table, you can click on the eye icon to view the list of courts that are booked because of the mass booking event.

For instance, here is the dialog that is shown when the eye icon for the Family Music Fun Session booking is clicked on:

Bookings for Family Music Fun Session

[Tuesday, September 19 2023](#)

Court 2: 10:40 AM

Court 2: 11:20 AM

Court 2: 12:00 PM

[Tuesday, September 26 2023](#)

Court 2: 10:40 AM

Court 2: 11:20 AM

Court 2: 12:00 PM

[Tuesday, October 03 2023](#)

Court 2: 10:40 AM

Court 2: 11:20 AM

Court 2: 12:00 PM

[Tuesday, October 10 2023](#)

Court 2: 10:40 AM

Court 2: 11:20 AM

Court 2: 12:00 PM

[Tuesday, October 17 2023](#)

Court 2: 10:40 AM

Court 2: 11:20 AM

Court 2: 12:00 PM

[Tuesday, October 24 2023](#)

Court 2: 10:40 AM

Court 2: 11:20 AM

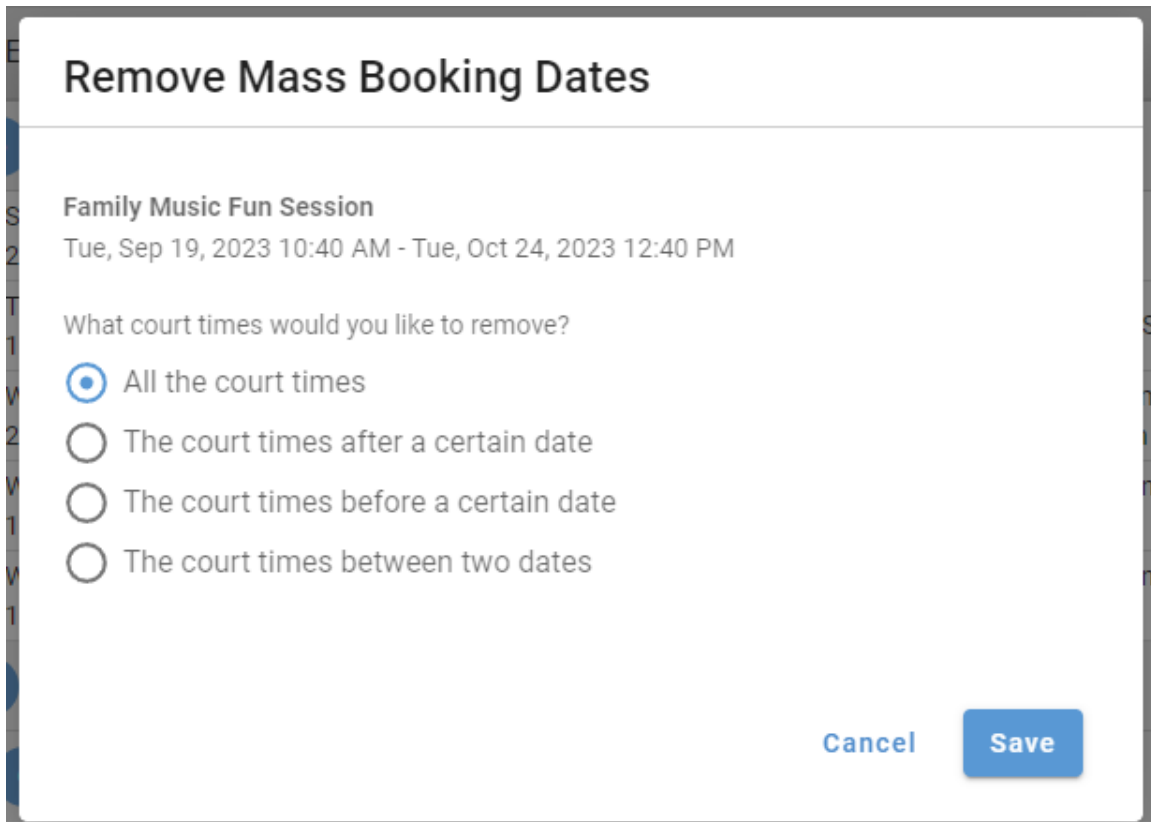
Court 2: 12:00 PM

OK

The courts are organized by day and sorted by time. Each date is a link to the court schedule page so that you can view or delete an individual court.

DELETING BOOKINGS

In the table, you can click on the trash can icon to bring up the delete bookings dialog for that mass booking event.



The screenshot shows a dialog box titled "Remove Mass Booking Dates". The event name is "Family Music Fun Session" and the date range is "Tue, Sep 19, 2023 10:40 AM - Tue, Oct 24, 2023 12:40 PM". Below this, the question "What court times would you like to remove?" is followed by four radio button options: "All the court times" (which is selected), "The court times after a certain date", "The court times before a certain date", and "The court times between two dates". At the bottom right, there are "Cancel" and "Save" buttons.

The dialog allows you to delete all:

- *of the court times*
- *court times after a specified date*
- *court times before a specified date*
- *or court times in a date range*

With these options you have a fair degree of control over which bookings you would like to cancel. For example, if you needed to end the event early and free up the courts, you would select "delete courts after a certain date" and then specify the last date that you would like to keep.

Or, if you decided that you needed to postpone the start of an event, you could delete all the court times before a certain date and specify the new starting date of the event as the date to use.

DELETING INDIVIDUALBOOKINGS

Each booking that is created as part of the mass booking is independent and can be deleted or changed without affecting the rest of the bookings.

If you book a set of courts for a league and then you find that you don't need one or two courts for the league on a particular day, you can go to the court schedule for that date, find the booking that is not needed and delete the booking by clicking on the booking and then clicking on the "Cancel Booking" button on the dialog.