



## **GUIDE TO COURT BOOKINGS**

We're aware that whilst messages are put into the Club WhatsApp groups with club information, they can be missed and/or be difficult to find again. Following a number of requests, we're sending this message by email to ensure that all members are clear on our court booking policy, how to book courts with/without guests and hopefully to maximise the available court time for all members.

- When booking a court please try (where possible) not to leave 30-minute gaps between bookings.
- Courts can be booked in 30-minute slots with the minimum booking being 30 minutes and the maximum being 1.5 hours on Court 1 or a maximum of 2 hours on Courts 2, 3 or 4.
- AceBook will automatically default all bookings to 1.5 hours, so for bookings on Courts 2, 3 or 4 and you will simply need to amend the end time when completing your booking.
- Given the demand for our covered court, there is a restriction of a maximum of 2 hours per day, per player on court 1 e.g. an individual can be booked to play for two separate hours with different players. However, this must not be used to get around the 1.5hrs restriction.
- Court bookings are available 7am – 10pm
- Court bookings can be made up to 14 days in advance.
- Where multiple groups of players are vying to get the same time each week, we ask that you work together to ensure there is an equitable spread of access to court 1 booking slots.
- The club has the discretion to cancel any bookings that do not adhere to our Club Facilities Terms & Conditions.

## AceBook

Our Court Booking system is AceBook and you can access this either through the website ([www.myacebook.net](http://www.myacebook.net)) or you can download the AceBook App to your mobile device.

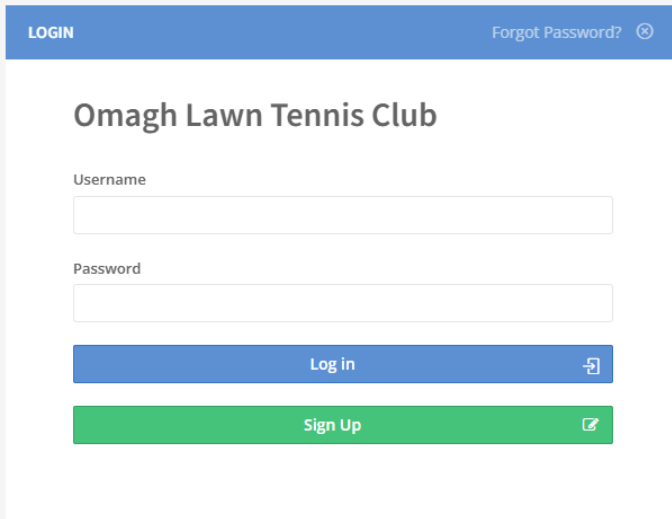
Depending on your mobile device, the App details are as follows:

iPhone: <https://apps.apple.com/gb/app/acebook/id1582830722>

Android: <https://play.google.com/store/apps/details?id=com.acebook>

If at any time you forget your username, please send an email to [contact@omaghtc.com](mailto:contact@omaghtc.com) and we can forward this to you.

If you forget your password, you can reset this yourself (so long as you can remember your username) by selecting 'Forgot Password' at the top right of the login screen.





LOGIN Forgot Password? ⓘ

**Omagh Lawn Tennis Club**

Username

Password

[Log in](#) 

[Sign Up](#) 

If you forget your username and password, please send an email to [contact@omaghtc.com](mailto:contact@omaghtc.com) and we will reset your account and the system will send you an email with your username name and request you create a new password.

Please note that the mailbox is not constantly monitored so please be patient with us 😊

### **Booking a court with a guest(s).**

Members can bring guests along to play and the court hire for members with guests is half the price of the pay & play rate i.e. Court 1 is £10 p/h and Courts 2, 3 & 4 are £5 p/h.

Courts can again be booked for a minimum of 30 minutes or a maximum of 1.5 or 2 hours depending on the court being booked.

The court fees with guests are the same price whether there is one guest or three guests and irrespective of age (same pricing structure as Pay & Play).

When making a booking with a guest, please only add one guest to your booking, irrespective of number of guests you are bringing – unfortunately the system will incorrectly multiply the fee otherwise.

Another limitation of the system is that it always defaults the Booking Type to 'Leisure - Court 1', and when booking with guests, it is really important to ensure the correct booking type is selected. If you are not booking court 1, please amend this to 'Leisure - Courts 2, 3 & 4' otherwise the system will charge the court 1 fee rate, which is double the price!

The image shows a booking form with the following elements:

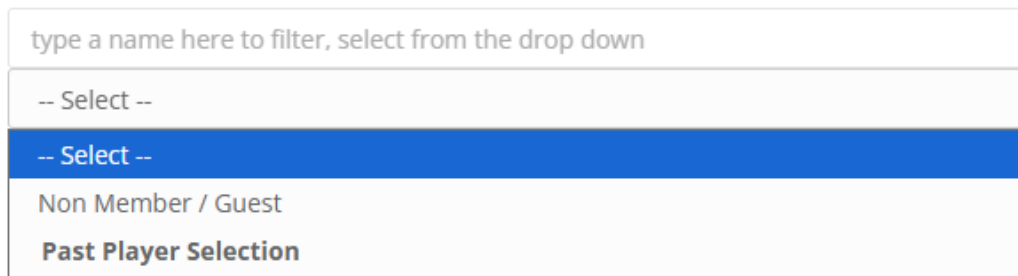
- Booking Type \***: A dropdown menu with 'Leisure - Court 1' selected.
- Starting Date/Time**: A text input field containing 'June'.
- Ending Date/Time**: A text input field containing 'June'.
- Court Selection**: Three checkboxes:  Court 1 (Covered),  Court 2, and  Court 3.
- Booking Type \***: A second dropdown menu with 'Leisure - Courts 2, 3 & 4' selected. The dropdown list is open, showing 'Leisure - Court 1' and 'Leisure - Courts 2, 3 & 4' as options.

Once you've clicked on Leisure - Courts 2, 3 or 4 it will change the booking type and will ensure the correct fee is charged, if you're adding a guest/non-member.

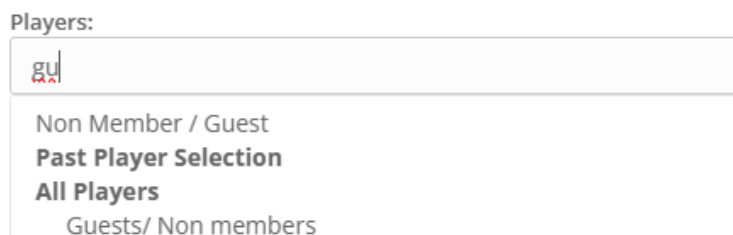
All fees for non-members/guests will be charged through the AceBook system at the time of booking, which permits payment by PayPal or Credit/Debit card.

Guest fees changed through AceBook don't include racquet hire, which is an extra £5 p/h for up to 4 racquets/balls. This fee can be paid in cash and left in the club post box.

Depending on how you're accessing AceBook, when selecting a guest you'll either see at the top of the player selection drop down list 'Non Member / Guest'



Or if that doesn't appear, please type 'gu' and 'Guests/Non members' should appear as an option to select



Please note that any member found to be using the name of other members when booking courts, in order to avoid paying for guests/non-members, will be subject to the Club's Complaints and Disciplinary Policy. This also applies to any member who allows their name to be used, knowing it is to avoid a fee being paid.

### **Post Box**

Just in case you're not aware, fixed to the back of the office door in the clubhouse is the Club Post Box, this is in addition to the external Post Box

Please use this for any suggestions you might have or for post for any Committee member.

If money is being placed into the box, please ensure it's placed in an envelope and please provide details of what the money is for/from. Either write this directly on the envelope or use the paper and pop it into the envelope with the money.

Envelopes & paper can be found in a tray on the desk 😊

Any questions, please don't hesitate to contact me or any member of the committee.

Thanks

Bridget