



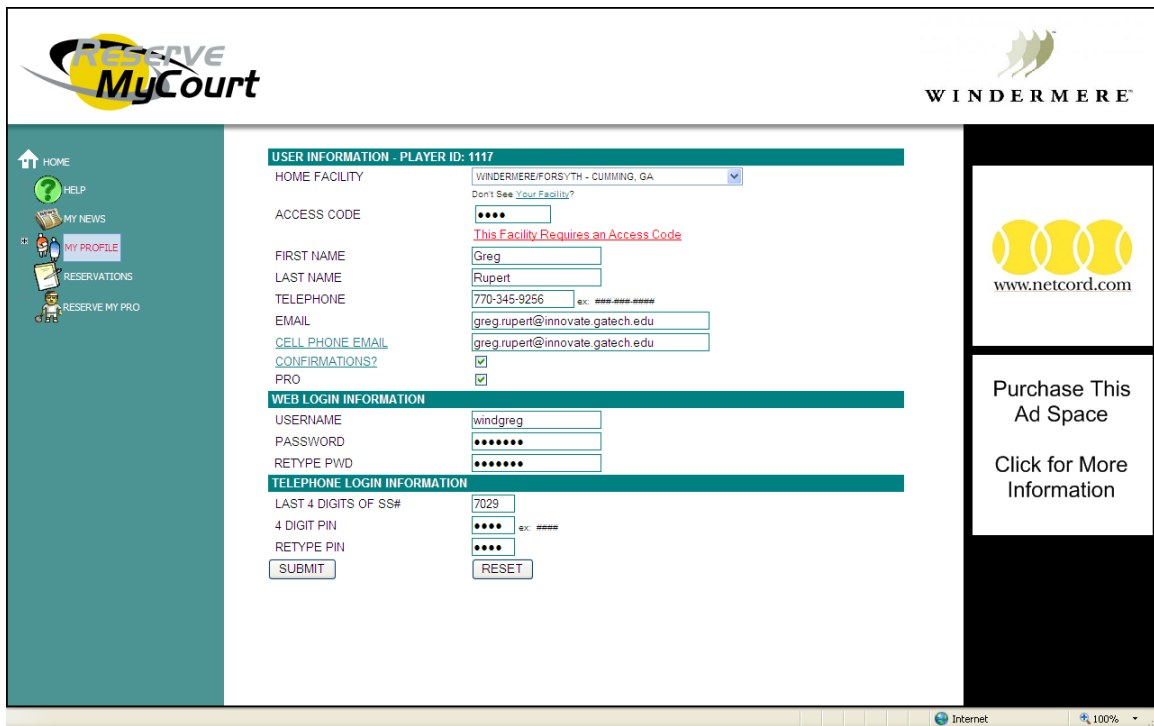
**ReserveMyCourt
PRO Module
User's Guide
March 3, 2008**

Introduction

The ReserveMyCourt PRO Module is specifically designed to assist teaching pros, working and managing at ReserveMyCourt facilities, manage and take private and group lessons via the ReserveMyCourt website. This feature will be an invaluable aid in growing your business and help you to spend more time on the court generating revenue. Like all of our services, the PRO Module is completely free. If you have questions about these instructions, about the PRO Module, or any other questions about reservemycourt.com please email Greg Rupert at greg@reservemycourt.com.

Setup Your Teaching Pros

Pros must first have setup a player account, selected their facility, and entered the appropriate Access Code. Once this is completed, the facility administrator must designate the player as a Pro. To do, this the site administrator should select PLAYERS, and click the last name of the player they would like to designate as a pro. This action will bring up the screen shown below.



The screenshot shows the ReserveMyCourt website interface. The top left features the ReserveMyCourt logo and a navigation menu with links for HOME, HELP, MY NEWS, MY PROFILE, RESERVATIONS, and RESERVE MY PRO. The top right displays the WINDERMERE logo. The main content area is titled 'USER INFORMATION - PLAYER ID: 1117' and contains the following form fields:

- HOME FACILITY: WINDERMERE/FORSYTH - CUMMING, GA
- ACCESS CODE: [Redacted] (Note: This Facility Requires an Access Code)
- FIRST NAME: Greg
- LAST NAME: Rupert
- TELEPHONE: 770-345-9256
- EMAIL: greg.rupert@innovate.gatech.edu
- CELL PHONE EMAIL: greg.rupert@innovate.gatech.edu
- CONFIRMATIONS?:
- PRO:

Below the user information are two additional sections:

- WEB LOGIN INFORMATION:** USERNAME: windgreg, PASSWORD: [Redacted], RETYPE PWD: [Redacted]
- TELEPHONE LOGIN INFORMATION:** LAST 4 DIGITS OF SS#: 7029, 4 DIGIT PIN: [Redacted], RETYPE PIN: [Redacted]

Buttons for SUBMIT and RESET are located at the bottom of the form. On the right side of the page, there is an advertisement for www.netcord.com with the text 'Purchase This Ad Space' and 'Click for More Information'.

From this screen, check the box next to the PRO: label and click the submit button. This will designate the selected player as a pro and immediately make them available for private lesson reservations and allow them to setup group lessons.

Manage Your Pro Rules

Players setup as pros can be reserved by other players for private lessons. So, pros should immediately setup their schedule to be sure they are taking reservations only for those times that they are available. To begin, the pro should login. Pros can now see additional options along the left navigation bar by clicking the + sign next to MY PROFILE. By clicking PRO RULES, the pro can now see the screen shown below.

The screenshot displays the 'TEACHING PRO RULES' configuration page on the Reserve MyCourt website. The page is titled 'TEACHING PRO RULES' and contains the following form elements:

- RESERVATIONS CAN BE MADE:** A text input field containing '30' followed by 'Days in Advance'.
- CHARGE RATE:** A text input field containing '\$0' followed by '/ Hour'.
- MINIMUM ADVANCE NOTICE:** A text input field containing '1' followed by 'hrs'.
- REQUIRE AN EMPTY COURT FOR RESERVATIONS:** A checkbox that is currently unchecked.
- Buttons:** 'SUBMIT' and 'RESET' buttons.

The left navigation menu includes: HOME, HELP, MY NEWS, MY PROFILE, PRO RULES (highlighted), PRO SCHEDULE, RESERVATIONS, and RESERVE MY PRO. The right sidebar contains the WINDERMERE logo and an advertisement for HARP PERFORMANCE TENNIS INC. with the text 'Purchase This Ad Space' and 'Click for More Information'. The browser address bar shows 'http://www.reservemycourt.com/prorules.asp?userid=1117'.

Here the pro should enter their preferences. Pros can designate how far in advance they want to allow players to setup private lessons. They can designate their charge rate, although this is not currently used anywhere in the site. The pro can also indicate how much advance notice they want for reservations. For example, if a pro has entered 4 hours, then a player trying to setup a lesson at 8:00 am will be restricted to times that start at noon. If the facility has a designated teaching court, then the Require an Empty Court checkbox should be left blank. If the box is checked, the private lesson reservation will also reserve an open court and will not be completed unless a court is available.

Manage Your Pro Schedule

By clicking PRO SCHEDULE, the pro will arrive at the screen shown below.

On this screen the pro should set their general schedule. The pro should indicate their start and end for weekdays and the same for Sunday. If there are specific dates that the pro is unavailable, the date can be blocked off by simply clicking the date on the calendar. The pro can scroll to different months by click on the single arrow to the left and right of the word TODAY at the top of the calendar. These off dates roll over year to year, so be sure to keep your schedule up to date. Off dates, are highlighted on the calendar and they can be removed by simply clicking them.

Reserving a Pro for a Private Lesson

Once a pro has setup their account, players can begin reserving private lessons. Players will now be able to view the availability of a pro and setup a private lesson by clicking the RESERVE MY PRO on the left navigation pane. By doing so, the screen below will appear.

- HOME
- HELP
- MY NEWS
- MY PROFILE
- PRO RULES
- PRO SCHEDULE
- RESERVATIONS
- RESERVE MY PRO

PRO RESERVATIONS
Refresh Page

Select the date for which you would like to reserve a pro for a lesson. Use the pro schedules to identify an available time and enter the appropriate reservation information. Complete your reservation by clicking "Reserve My Pro".

February, 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

Enter Reservation Here

Date: 2/5/2008

Facility: WINDERMERE/FORSYTH

Pro: Jim Harp

Start: 8:00 AM

Finish: 10:00 AM

Once Per: Week

For: 1 Weeks

Note:

Reserve My Pro!

Purchase This Ad Space

Click for More Information

Time	Jim Harp	Greg Rupert
8:00 AM	Unavailable	
8:30 AM	Unavailable	
9:00 AM	Unavailable	
9:30 AM	Unavailable	
10:00 AM		
10:30 AM		
11:00 AM		
11:30 AM		
12:00 PM		
12:30 PM		
1:00 PM		
1:30 PM		
2:00 PM		
2:30 PM		

All players designated as pros will appear in the schedule and will be selectable from the drop down list in the reservation information section. Players can select their pro from the drop down list and enter a reservation just like they reserve a court. If a pro has a specific time during a day that they are unavailable, they should reserve themselves to block the time off. When reservations are made, both the player and the pro receive an email confirmation providing the details of the lesson.

Setting up a Group Lesson

Pros can setup group lessons. Pros do this by clicking Reservations, so that they can view the screen below.

RESERVATIONS Refresh Page

Select the date for which you would like to make a reservation. Use the court schedules to identify an available time and enter the appropriate reservation information. Complete your reservation by clicking "Reserve My Court".

Enter Reservation Here

Date: 2/4/2008
 Facility: WINDERMERE/FORSYTH
 Court: 1
 Start: 8:00 AM
 Finish: 10:00 AM
 Once Per: Week
 For: 1 Weeks
 Note:
 Lesson:

Monday, February 04, 2008

Time	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6	Court 7	Court 8
8:00 AM								
8:30 AM								
9:00 AM								
9:30 AM								
10:00 AM								
10:30 AM								
11:00 AM								
11:30 AM								
12:00 PM								
12:30 PM								
1:00 PM								
1:30 PM								
2:00 PM								

The pro should enter the reservation like any other reservation, but click the check box next to Lesson. Click Reserve My Court and the group lesson will be set for the selected time and court. Doing so will bring the pro to the screen shown below.

Group Lesson Details

Saturday, February 16, 2008 [8:00:00 AM - 10:00:00 AM] On Court 8

Max # of Students: 0 [Submit] [Email Players] [Cancel Event]

Players Already Signed Up Sorry, This Lesson is Full

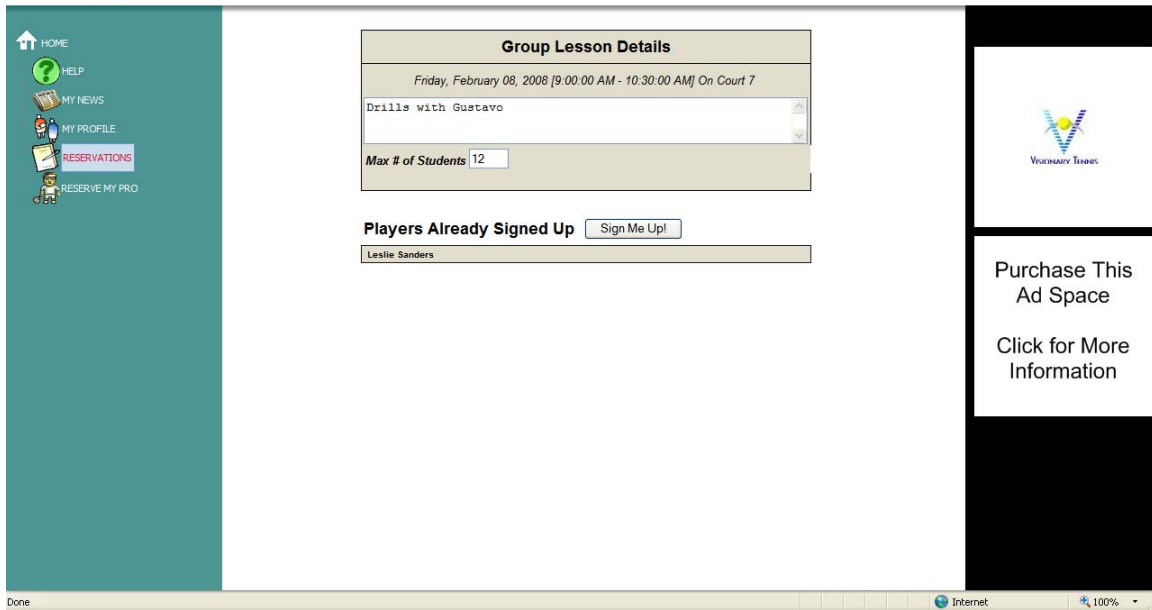
From this screen the pro should place additional details on the group less in the details section and set the maximum number of students for the lesson. Once this is done, record the changes by clicking the Submit button.

What Players will See

After a group lesson has been setup, they will show on the reservation calendar. These group lessons will appear in yellow blocks and the reservation notes will be preceded with "Group Lesson". An example is shown in the screen below.

The screenshot shows the Reserve My Court website interface. On the left is a navigation menu with links for HOME, HELP, MY NEWS, MY PROFILE, MY FACILITY, PLAYERS, DOCUMENTS, RESERVATIONS, and RESERVE MY PRO. The main content area is titled 'RESERVATIONS' and includes a 'Refresh Page' button. Below this is a calendar for February 2008. To the right is an 'Enter Reservation Here' form with fields for Date (2/6/2008), Facility (WINDERMERE/FORSYTH), Court (1), Start (8:00 AM), Finish (10:00 AM), Once Per (Week), For (1 Weeks), Note, and Lesson. Below the form is a reservation calendar for Wednesday, February 06, 2008, with columns for Court 1 through Court 8 and rows for times from 8:00 AM to 2:00 PM. A yellow block is visible in the 9:30 AM slot of Court 6, labeled 'GROUP LESSON - Drills with Gustavo'. Other green blocks are visible in the 11:00 AM slot of Courts 2, 3, and 4, labeled with player names like '(L. King)', 'Dri-Seniors (J. Harp)', and 'Dri-Seniors (J. Harp)'. On the right side of the screenshot is an advertisement for www.netcord.com with the text 'Purchase This Ad Space' and 'Click for More Information'.

Any player can click the group lesson link to see the details on the lesson and sign up if space is available. When a player clicks the lesson link they will see the screen below.



Here they can view the details of the lesson and the players already signed up. If the player is not signed up they can do so by clicking the Sign Me Up! Button. If they are already signed up, the button will say Cancel My Reservation and they can do so by clicking it.

What Pros Will See

Once a pro has setup a group lesson, the pro can modify the details, the maximum number of students, or cancel the lesson by clicking the reservation on the main reservation calendar. The pro will then view the screen shown below.

Group Lesson Details

Friday, February 08, 2008 [9:00:00 AM - 10:30:00 AM] On Court 7

Drills with Gustavo

Max # of Students 12

Players Already Signed Up

Leslie Sanders

HARP
PERFORMANCE TENNIS INC.

Purchase This Ad Space

Click for More Information

From here the pro can submit changes by clicking Submit, Email all the players signed up by clicking Email Players, or cancel the lesson by clicking Cancel Event. Pros should email any players already signed up before cancelling the lesson. Pros should also be careful not to reduce the maximum number of students allowed below the number of already registered.