## How To Book a Court with Guest Players

1. Login and select book a court.

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	Welcome Victoria Lee	,					
Select "Book A C	ourt″		WEBCAM PURCHASE BALL MACHINE				
Tennis Court Booking	Register for Programs, Lessons,	Online Store	My Payments				
<ul> <li>Book A Court (Time: 09:33 AM)</li> <li>View/Cancel My Booked Courts</li> <li>View My Court Booking History</li> <li>View Court Booking Rules</li> <li>Search Other Players</li> </ul>	Register for Adult Programs     Register for Junior Programs     Register for Junior Camps     Register for Calendar Sign-Ups     Book A Private Lesson     View My Registrations	<ul> <li>Order Product</li> <li>My Order History</li> <li>View Shopping Cart</li> </ul>	<ul> <li>Membership Fees (\$0 pending)</li> <li>Other Fees (\$0 pending)</li> <li>View My Club Credit (\$0)</li> <li>View My Package Credit (0.0)</li> <li>View Payments &amp; Print Receipts</li> </ul>				

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Select the time and court you want to play.		02:00 PM	02:00 PM	02:00 PM	
		<b>Junior Camp</b>	Junior Camp	<b>Junior Camp</b>	
	03:00 PM	03:00 PM	03:00 PM	03:00 PM	03:00 PM
	Junior Camp	Junior Camp	Junior Camp	Junior Camp	Junior Camp
	04:00 PM	04:00 PM	04:00 PM	04:00 PM	04:00 PM
	Junior Camp	Junior Camp	Junior Camp	Junior Camp	Junior Camp
	05:00 PM	05:00 PM	05:00 PM	05:00 PM	05:00 PM
	<mark>Book</mark>	Book	Book	Book	Book

## 2. Select the time you wish to play.

- 3. Input the members in the "player" box.
  - a. For guests, you MUST put "Adult/Junior Guest Player" in the box.

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Player Boxes	Booking Court Outdoor Hard Court 2 Booking Title Player 1* Victoria Lee Player 2* Adult Guest Player Neyor 9 Player 4	Type "Adult Guest Player" in the player box. If there are other members that you and the guest are playing with, you can simply search for their names.				
	Player 2 Guest Name Player 3 Guest Name					
	Player 4 Guest Name					

4. Input the guest player's name in the corresponding "Guest Name" box.

- 5. Player 1, the person who's booking the court, will be charged a guest fee on their account automatically.
  - a. You must pay all fees before proceeding on the court.



6. Check in with the club coordinator to make sure all fees are paid before playing.