

Court Reserve Sub Admin Responsibilities and General Guidelines

The Admin Panel with Sub Admin privileges provides Group Leaders and HPA Hosts with access to unique system functions and confidential data. Please treat these functions and the corresponding data with the appropriate degree of discretion and respect. This system and the associated data is owned by the Highlands HOA and should never be accessed by any member for any personal reason or use.

Event Management

DO

- Set up your private, approved group events after each seasonal lottery.
- Monitor your events for sufficient member sign ups, and encourage additional group members to play.
- Ensure that the players who actually play, match those who registered for your event or are on your reservation.
- Register members for your event if they attend your event without registering.
- Release your courts in the case of inclement weather.
- Release the appropriate number of courts in the event of insufficient group member sign ups in accordance with HPA guidelines. (4 players for 1 court, 8 players for 2 courts and 12 players for 3 courts). If your group has plans to drill or use the ball machine, fewer than 4 players are allowed per court.

DON'T

- Set up events for any group other than the group under your own name.
- Create a group event or HPA event in Court Reserve that has not been approved by the HPA board or Scheduling committee.
- Register any player for any event that is not under your own name or under an HPA event for which you are the named host.
- Register members for any event in advance. (Members are required to register themselves for events they wish to attend.)

Group Management

DO

- Set up and manage your private group by adding and/or deleting members as appropriate.
- Use the email functionality of CR to periodically communicate with your group (groups < ~20). Our contract is limited with respect to number of monthly emails, so use this function carefully.

DON'T

- Add yourself or any other person to any other group except the group under your own name.
- Use the email functionality of CR to communicate with any members other than those in the group under their own name.

Reservations/ Other

DO

- Follow HPA guidelines regarding setting up reservations before, after or adjacent to your group times
- Set up reservations for you and your friends. If you need more than one court, start with a reservation for one and then click on "courts" to select the second court.

DON'T

- Set up reservations on which your own name does not appear, or for which other players are unaware.
- Utilize any other member's or sub admin's login.