

COURT RESERVE for Group Leaders

APRIL 25, 2023

A solid green horizontal bar at the bottom of the slide.

Group Leaders

Group Leaders will access one of two panels, also known as “portals” in the COURT RESERVE system

1. Member portal

- Register to attend events
- Withdraw from events you won't be able to attend

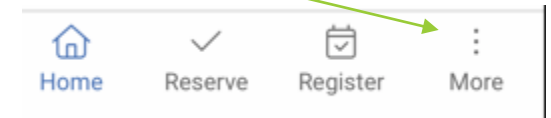
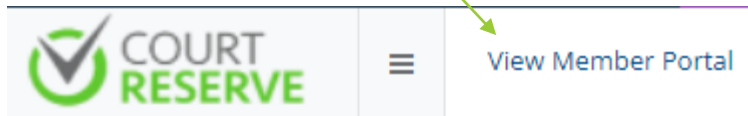
2. Admin Panel

- Add members to and subsequently manage your **group**
- Create and subsequently manage your **events**
- Manage your event **courts**

The Admin Panel provides Group Leaders with access to functions and data that few HPA members can access. Please treat these functions and the corresponding data with the appropriate degree of discretion.

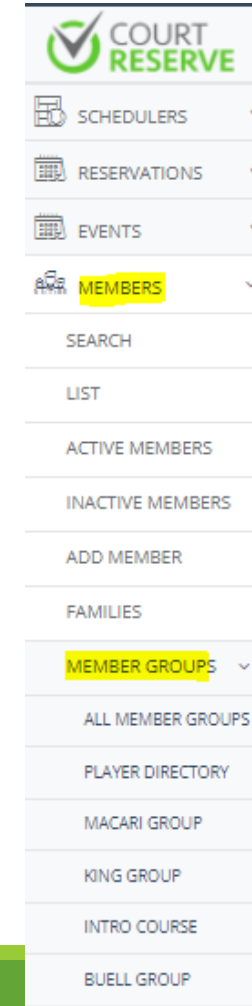
Group Leaders

- Group leaders have **Sub Admin** rights in the COURT RESERVE system
- Sub Admin functions are performed via the Admin Panel
- On a Computer or using a browser on a tablet or phone
 - Click on your name in upper right hand corner
 - Use pull down menu to access **Admin Panel**
 - All Group leader functions will be performed from the **Admin Panel**
 - Click here in the upper left corner to return to the member portal
- On a Phone using the CR App
 - **Most group leader functions are most easily performed on a computer**, but some can be done from a mobile device
 - Toggle between “Member Portal” for member view and “Admin Panel” for Group Leader view by clicking the 3 dots on the bottom where it says “More”



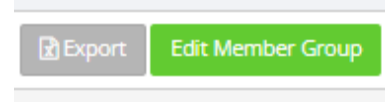
Adding Group Members

- *The following group leader functions are best performed using a computer, and NOT the app on the phone.*
- Groups have been created by the system admin using the group leader's last name (and in some cases the first initial or name). Please don't deviate from this protocol. You can add your group's nickname in the notes.
- Group leaders must add their group members to their group.
- Add members to your assigned group by accessing:
 - Admin dashboard
 - Members
 - Member Groups
 - Select your Group (they are **not** in alphabetical order)
 - Alternately, select all member groups, click on group name to sort, then click the pencil on the right to edit your group.



Adding Your Group Members

- Click Green Edit Member Group button in upper right hand corner
- Use the “Search for” typing in a few letters, or scroll through members using the scroll bar



Select Members You Want To Add To King:

First Name	Last Name	Email	Gender	Membership	Sign Up
			Female	HPA Membership - Active	Add To Group

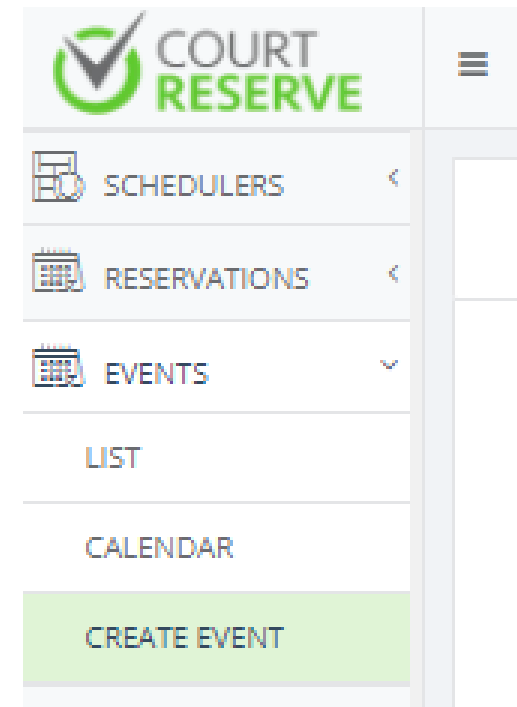
Member Group Members:

First Name	Last Name	Membership	Member #	Remove
		HPA Membership - Active	878722	Remove

- Select add to Group
- Click [Save](#) in the bottom right hand corner of the screen
- Members can be removed from the group by clicking Remove

Creating Group Events

- Groups are assigned days and times for private group play via the recurring seasonal lottery.
- Group leaders can create their private group play events once notified of their days and times. *(Events should also be created using a computer, and not the phone app)*
- Create your private group events by accessing:
 - Admin Dashboard on the left side of the screen
 - Events
 - Create event
- If you have an event currently, skip to page 12 to shortcut the initial set up.



Creating Group Events

- Name: Last name of the group leader followed by the word Group. For instance Johnson Group; ***For consistency in calendaring all events, please use the group leaders last name for your group play and not the group nickname.***
- Category: Use the pull down to select Private Group.
- Max registrants: The maximum number of registrants before new registrants are sent to a waitlist. For two courts, you may want to use 12.
- Event Date: Enter the date of the first day that your group play occurs in the upcoming season.
- Start time: As assigned per scheduler.
- End time: As assigned per scheduler.
- Recurrence: Select “1” to represent weekly from the drop down menu.

Create an Event

Name

Category

Max Registrants

Date Times

Override Hours of Operation

Event Date



Start Time



End Time



Recurrence

Creating Group Events

- Court type: Select pickleball from the pull down menu.
- Courts: Select court numbers per scheduler instructions for season (i.e. courts 1 and 2....or 3 and 4)**
- Prevent from withdraw: Leave blank.
- Note: Put in a description you'd like to be seen on the calendar. You might use your group's nickname, like "Lovely Lobbers".

** If your group has court times more than one time per week, you will want to create 2 different events.....one for each day

Court Types

All

Courts (0)

Choose courts

Ball Machines (0)

Choose ball machines

Prevent Member from Withdrawing from event within X Hours

Note

Event note

Creating Group Events-Sign Up Windows

- Towards the bottom of the screen you will find a section with multiple tabs
- Use the event set up parameters below for the **Event Setup** tab on your event.
- The time slots noted will enable participants to sign up starting at noon seven days before the start of the event.
- Leave the **Description, Waivers, Additional Setup and Embed Code** tabs blank.

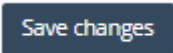
Event Setup	Description	Registration Restrictions	Waivers	Guest Setup	Additional Setup	Embed Code				
MEMBERSHIP	Drop-In Price	Is Public	Allow Online Registrations	Hide Pricing	Require Up-Front Payment Online Payments Not Set	Require Payment Profile Online Payments Not Set	Requires Approval	Drop-In Registration Starts <input checked="" type="radio"/> Based on Event Start <input type="radio"/> Specific Date/Time	Registration Ends Before Event	Show Registrants
Highlands Membership		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7 Day(s) 12:00 PM		<input checked="" type="checkbox"/>
Temporary Membership		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7 Day(s) 12:00 PM		<input checked="" type="checkbox"/>
Public Embed Codes/Widgets		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7 Day(s) 12:00 PM		<input checked="" type="checkbox"/>

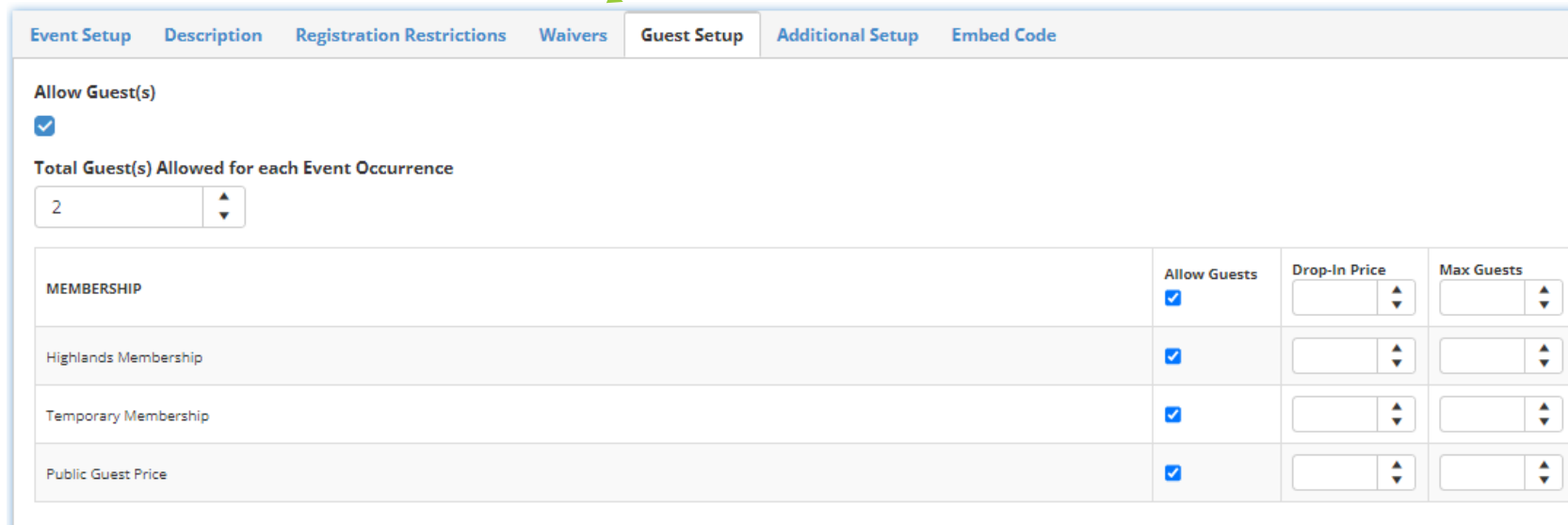
Creating Group Events-Restricting the Event to Your Group

- The third tab, **Registration Restrictions**, restricts the visibility and the ability to register for the event to a limited number of individuals.
- To ensure visibility of the entire calendar to all HPA members, please click **OFF** the box to “Hide Event if Member does not match Restrictions”, or make sure the box is blank
- Leave Gender Restriction blank. The only gender restricted events are women’s and men's Drop-In.
- **Most importantly**, use the drop down menu under Member Group on the bottom to select the name of your group.

The screenshot shows the 'Registration Restrictions' tab of an event setup interface. It features several sections: 'Hide Event if Member does not match Restrictions' with an unchecked checkbox; 'Gender Restriction' with a dropdown menu set to 'No Restriction'; 'Age Restrictions' with 'Min Age' and 'Max Age' spinners; 'Rating Restrictions' with a dropdown menu set to 'No Rating Restrictions'; and 'Member Groups' with an 'Allowed Member Groups' dropdown menu set to 'No Member Groups Restrictions'. Two green arrows originate from the text in the list: one points to the checkbox, and the other points to the 'Allowed Member Groups' dropdown.

Creating Group Events-Enabling Guests

- The fifth tab, **Guest Setup**, enables you to include periodic overnight or day use guests in your event.
- Click “on” to Allow guests, and then determine the number of guests you will allow per event.
- Once you’ve entered everything, click  on the bottom right hand of the screen.



Event Setup Description Registration Restrictions Waivers **Guest Setup** Additional Setup Embed Code

Allow Guest(s)

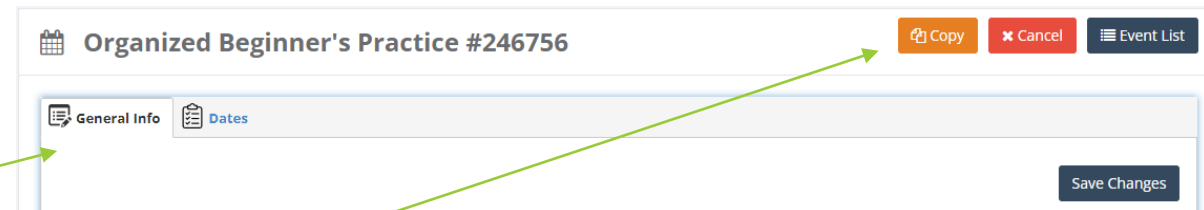
Total Guest(s) Allowed for each Event Occurrence
2

	Allow Guests	Drop-In Price	Max Guests
MEMBERSHIP	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Highlands Membership	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Temporary Membership	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Public Guest Price	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Updating Group Events for the New Season

If you have more than one day for group play or you have an event from the fall that still shows in the event list:

- Access the Admin panel from your computer
- On the left hand menu, select Events, then List
 - Click on the Name of the event to select it
 - Click on the General Info tab
 - Click on the orange Copy button in the upper right hand corner. The system will create a new event with the same information as your original event.
 - Return to page 7 and follow the directions to change the details so that your new event reflects the correct start and end dates, the correct day's recurrence and the correct courts. Be sure to enable Guests for your new event



- Once complete, Scroll to the bottom, and click

Save Changes

See Who Registered for a Group Event

From a computer


- Access Admin Dashboard
 - Hover your mouse over your log in name in the upper right hand corner
 - Scroll down to Admin Panel
 - Click on Events
 - Click on Calendar
 - Find day and group time
 - Hover over registrants
 - Click & view those who have registered

From a phone

- Access Admin Panel
 - Click on the 3 dots on the bottom right hand of the screen to toggle between member and admin dashboard.
 - Click on List to see all events, or click on Categories to filter to HPA or Private Groups
 - Scroll to find and then click on the event in question
 - Click on View Registrants

How to Register a Member for an Event or Add a Player to an Event

From a computer

- Access Admin Dashboard
 - Hover your mouse over your log in name in the upper right hand corner
 - Scroll down to Admin Panel
 - Click on Scheduler, then click Pickleball
 - Find day and group time and click to edit the event
 - Select registrants
 - Click Register  (Top right of screen)
 - Search for member name
 - Click register

From a phone

- Access Admin Panel
 - Click on the 3 dots on the bottom right of the screen to toggle between member and admin Panel.
 - Click on Events
 - Click on the event type
 - Scroll to find and then click on the event in question
 - Click on the green Register button
 - Use the search bar under “Click to Select Registrants” to find members to add. After you select your group member, click Done, then click Save

How to Release a Court

From a computer

- Access Admin Dashboard
 - Hover your mouse over your log in name in the upper right hand corner
 - Scroll down to Admin Panel
 - Click on Calendar
 - Find and select the event
 - Scroll down to the COURTS bar
 - Remove the court you will not be using

From a phone

- Access Admin Dashboard
 - Click on the 3 dots on the bottom right of the screen to toggle between member and admin dashboard.
 - Click on Events
 - Click on the event type
 - Scroll to find and then click on the event in question
 - Click on EDIT DATE (where date is the actual date...towards the bottom)
 - Scroll down and click on COURTS
 - Click on the court to release
 - Click the back arrow
 - Click SAVE

How to Use Group Email

- Group Leaders can email their group from within COURT RESERVE system
 - Please use the email for ONLY individual group pickleball related topics as we are limited to the number of emails that can be sent from the HIGHLANDS COURT RESERVE account
 - No “All HPA” or “All Member” emails are allowed without approval from the board of the HPA or HTa
 - Be aware that ALL SUB ADMINS can view all emails sent from all other sub admins on this page
 - Click on your name in upper right hand corner
 - Use pull down menu to access **Admin Panel**
 - Scroll down to Members
 - Scroll down and select Email players
 - Fill in the Reply to with your email
 - Fill in the subject
 - Select your Private Group
 - Select email recipients (or select all)
 - Scroll to the bottom to draft your message
 - Send your email with this button on the bottom right

From Name

Highlands Pickleball Club

Reply To *

Subject *

Filter Players By Member Groups

All

Send Emails

PICKLE ON!

Visit us on the HPA website:

Highlandspickleball.com