

Ballantrae Tennis Club Booking Portal

Updated 03-Jun-2022

Accessing the Booking Portal:

You can access the Ballantrae Tennis Club (BTC) Booking portal through the club's website at www.ballantraetennis.ca.

Signing Up

If this is your first time accessing the Booking Portal, you'll be required to **Create an Account**.

1. Click the **First Time User?** tab on the main home screen.
If you're accessing the booking system from a mobile device, click **Desktop Site** in the bottom right corner of the screen to view the tabs on the desktop.

A screenshot of the GameTime booking portal's sign-up page. The page has a light blue background. At the top, there are three tabs: 'Sign In', 'First Time User?' (which is selected and highlighted), and 'Public Classes and Events'. On the left side, the 'GAMETIME' logo is displayed in blue, with the tagline 'Reservations that Click' underneath. The main content area contains a green heading: 'Welcome to GameTime! Please fill all the fields below.' Below this heading are two input fields: 'First Name:' followed by a text box, and 'Email:' followed by another text box. A 'Next Step' button is centered below the email field. At the bottom of the form area, there is a line of text: 'If you require assistance , please contact us at'. Below the form area, there are two links: 'Forgot your password?' and 'Forgot your username?'. On the far right, there are three links: 'Mobile Site', 'Legal', and 'Privacy Policy'. At the very bottom of the page, there is a footer with 'Build 2.0.0.95ce560' on the left and '© 2022 GameTime' on the right.

2. In the **First Name** field, enter your **first name only**. In the **Email** field, enter the email address you used when you registered for your Ballantrae Tennis Club membership. Click **Next Step**.

3. After your membership has been verified, enter a Username and Password combination. Click **Create**.

A screenshot of the GAMETIME website's user creation interface. The page has a light blue background. At the top left, the 'GAMETIME' logo is displayed in blue, with the tagline 'Reservations that Click' underneath. A navigation bar at the top contains three tabs: 'Sign In', 'First Time User?' (which is active), and 'Public Classes and Events'. The main content area is a light blue box with a white border. It features a green heading: 'Your membership is verified, please create a new account.' Below this, there are three input fields: 'Username:' with the value 'kevinjia', 'Password:' with masked characters, and 'Confirm Password:' also with masked characters. A 'Password Meter' shows a green bar and the text 'Strong (Password OK)'. A 'Create' button is positioned below the password fields. Underneath the button, there are 'Tips for creating a secure password:' listed as: '- Minimum 6 characters', '- Mix capital and lowercase letters', '- Include punctuation marks and/or numbers', and '- Avoid passwords like (tennis) and (1234)'. At the bottom of the form box, it says 'If you require assistance, please contact the club at'. Below the form box, there are links for 'Forgot your password?', 'Forgot your username?', 'Mobile Site', 'Legal', and 'Privacy Policy'. At the very bottom of the page, the text 'Build 2.0.0.95ce560' is on the left and '© 2022 GameTime' is on the right.

If you have any difficulty logging in, please contact either Kevin Jia (kjia3@uwo.ca) or Glenn Dunford (dunfordglenn@rogers.com).

Creating a Booking

1. On the home screen after logging into your BTC Court Booking account, click the **Tennis** tab.

The screenshot shows the user profile page for Kevin Jia. The navigation bar at the top includes 'DASHBOARD', 'CLASSES & EVENTS', and 'TENNIS', with 'TENNIS' highlighted and circled in red. Below the navigation bar, the user's name 'Kevin Jia' is displayed, along with a profile picture placeholder and a 'My Account' section. The profile information includes: First Name: Kevin, Last Name: Jia, Display Name: (empty field), Club Number: 1000117, User Name: kevinjia, and Password: (Reset Password). The 'Club Membership' section shows 'No membership type.' The page also displays the last login time as 'May 29, 2022 11:05:31 PM'.

2. Select a date for your booking in the Date Heading tab. Please note, members can only book **7 days** in advance and a **maximum of 3** concurrent bookings.


The screenshot shows the tennis booking calendar for Kevin Jia. The navigation bar at the top includes 'DASHBOARD', 'CLASSES & EVENTS', and 'TENNIS'. The calendar is titled 'TENNIS' and shows the date 'Sunday 29' circled in red. The calendar is organized into four courts: Court 1, Court 2, Court 3, and Court 4. The time slots are 7:00 am, 8:00 am, and 10:00 am. The 8:00 am slot is currently booked for 'Men's intermed RR' on Courts 1, 2, and 3, and 'Club Pro' on Court 4. The 7:00 am and 10:00 am slots are currently empty.

| Court | 7:00 am | 8:00 am | 10:00 am |
|---------|---------|-------------------|----------|
| Court 1 | | Men's intermed RR | |
| Court 2 | | Men's intermed RR | |
| Court 3 | | Men's intermed RR | |
| Court 4 | | Club Pro | |

3. Select an empty court slot time on either Court 1, 2, 3 or 4.

| | | | |
|----------|-----------------------|-----------------------|---|
| 11:00 am | 11:00 am | 11:00 am |  |
| 12:00 pm | 12:00 pm Public Hours | 12:00 pm Public Hours | |
| 1:00 pm | 1:00 pm Public Hours | 1:00 pm Public Hours | |
| 2:00 pm | 2:00 pm Public Hours | 2:00 pm Public Hours | |
| 3:00 pm | 3:00 pm Public Hours | 3:00 pm Public Hours | |
| | | | |

4. Select a booking duration and type of play (**Singles** or **Doubles**). Please note, **Singles is a maximum of 1 Hour**, and **Doubles is a maximum of 2 hours**.

GAMETIMEWelcome, Kevin | My Account | Sign OutPeople | Mobile Site

DASHBOARD | CLASSES & EVENTS | TENNIS

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Your temporary booking will be held for 4:00 minutes. Please, do not navigate away from this page, doing so will erase this temporary booking.

For: Tennis

Court: Court 1


On: Wednesday, June 1, 2022

Time: 4:00 pm

Duration:

Type: Doubles Singles

5. Type the names of your court partner(s). The format required is **Lastname, Firstname**.
IMPORTANT! Please ensure your partner has already registered and created a BTC Court Booking account.



Player 1: Jia, Kevin
Player 2: Admin, Glen Guest

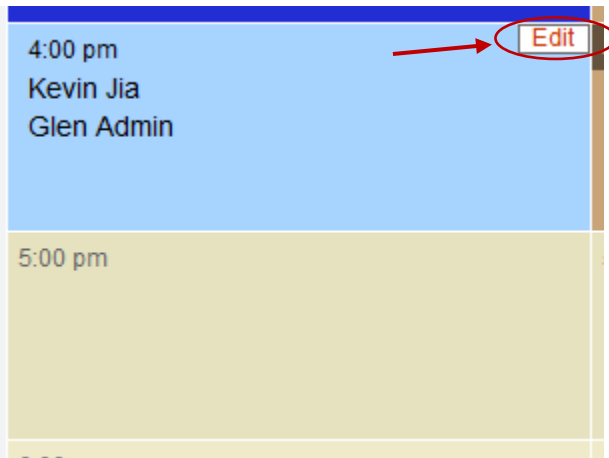
[Book](#)

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6. Click **Book**. You will receive an email confirmation of your completed booking.

Canceling a Booking

1. Find your current court booking and **hover over the scheduled time**. Click **Edit** in the top right corner of the booking.



2. Click **Cancel Booking**. Your booking is now cancelled.

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For: Tennis
Court: Court 1
On: Wednesday, June 1, 2022
Time: 4:00 pm
Duration: 1 hr

Booked (Last Modified) By :
Kevin Jia
Sunday, May 29, 2022 @ 11:21:48 PM

Type: Singles

Player 1: Jia, Kevin
Player 2: Guest

GameTime

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