

## TCCC On-line Court Reservation System

**Introduction:** With one court and an active membership, the club wants to make sure that everyone who wants to find court time can do so. Many club members have standing reservations, playing at the same time every week. Not all members want this type of rigid schedule and new members may have difficulty establishing relationships that allow them to participate in these groups.

There are several options available to club members who want some or more time on the court. For some members, social events will meet their needs. For other players who want to join one of the established weekly groups, they can take the initiative to contact people in a group to seek out opportunities to join the group, if not as a regular member, then initially as a substitute for a regular member. Group members who are looking for a substitute are always grateful to find someone who is eager to accept the invitation. Waiting for an invitation without letting anyone know that you are available is not likely to be satisfactory.

The on-line reservation system is a very good resource for the member who wants occasional court time to play or to practice. It is also a starting point for members who wish to form their own groups.

**Some information about the on-line system:** The Croquet Club has adapted a part of the golf club tee time reservation system. The parameters are almost identical, and it is a stable system that the Croquet Club did not have to create, buy, or develop. The added benefit is that the golf club maintains it. Both the golf and the croquet systems schedule starting times for groups of up to 4 players. The croquet system refers to the reservation time as a “tee time”, a minor difference. The golf course can only accept one foursome starting at the same time, whereas the croquet court can accommodate two groups of four players sharing the court. Our adaptation of the golf course application is to schedule croquet “tee times” ten minutes apart even though all croquet times begin and end on the hour.

The rest of this article addresses using the reservation system.

**Getting Started:** It is possible to contact the Tega Cay Golf Course Pro Shop, in person or by phone (803 548-3500), to check availability and to make a court reservation. However, it really is more convenient to log into the system yourself and make a reservation because you can see what times are available at a glance.

The Tega Cay Croquet Club reservation system can be reached from a link on the Tega Cay Croquet Club website or from the Tega Cay Golf Club website. Click on the gold bar that says Croquet Court (Reserve Court Times Here) at either place. The opening display shows unreserved times on the current date. The available time boxes are visible without signing into a personal account, but you cannot make a reservation until you actually sign in.

Click on the blue square that says “Sign In” to either sign into your account, or to create a new account if you haven’t done that yet.

**Create Account:** Click on this link to create your personal account. When you do this a box will open and you are asked to enter your personal profile information. Your email address will be used as your log in ID. Later it will be used to send confirmation emails when you make or cancel reservations. Enter and re-enter your personal password. All text boxes with red dots are required fields. When all the information is entered, click on the Register box to complete the process. Unless an error message is displayed, your account is set up and you can Sign In with the email address and password you just

entered. The first page displayed after sign in looks just like the one that appeared when you first entered the website except your name appears where Sign In did before.

## **Making a Reservation**

**Go to the Croquet Court Reservation website:** You can get to the website from the Tega Cay Croquet Club website or from the Tega Cay Golf Club website. Click on the gold rectangle that says Croquet Court, (Reserve Court Times Here)

**Sign into your account:** You can see unreserved times without signing in, but you can't make or change any reservations until you do.

**Select the Day:** The system displays the current day's available times. Change the target date by clicking on the day and date box at the top of the page. You have seven days to choose from. To get to a day more than seven days in the future, click on the blue box at the very top of the page that looks like a calendar. Click on the date from the calendar that opens. Although you can see months into the future, you can only make a reservation on-line up to 10 days from the current date. If you want to make a reservation for an available time beyond 10 days, call the Golf Pro Shop (803 548-3500) and request a reservation for the date and time you want. Phone-in reservations will not be made beyond the current calendar year until December.

**Select the Time:** Every white box is a time slot that is available to be reserved. Each hour can have up to two time slot boxes. The first box designates a reservation for up to 4 players at the top of the hour. The second box says 10 minutes after the hour, even though the time slot it represents also starts at the top of the hour. This is a carry-over from golf course screens that assume a separation between foursomes. The 9 and 18 numbers in the box are left over from the golf course also and can be ignored. Click on the time you want. When you do another screen is opened. Your name is automatically entered as Player 1. There are spaces to enter the names of additional players, but this is optional and is part of using the Buddy feature that is described later.

**Reserve the Time:** Click on the Blue bar that says Reserve to make the reservation. Click Cancel to abort and return to the previous screen where you can select a different time. When you select Reserve, a confirmation screen opens to let you know that the reservation is made. A confirmation email is also generated and sent to the email address that you use to sign. If you entered other player names, they will also get the confirmation email. Click on Return to Tee Times to go back to the main screen.

To reserve for two groups in the same hour, you will have to repeat this process with the time at ten minutes after the hour. In a perfect world, players with groups of no more than 4 and who are willing to share the court, will select only one time box.

**Exit the Croquet Court Reservation website:** Click on your name in the blue box at the top of the screen and click on Sign Off to exit.

## **Notes on Using the Reservation System**

A croquet game typically has four players. The single court is large enough to support two games at the same time if they are both playing the same game type. This court sharing is called "double banking."

A single croquet court like ours does not support groups playing Golf Croquet and 6 Wicket Croquet at the same time. Unfortunately, the reservation system does not let us see who has reserved a court time

or what game they are planning to play. To eliminate, or at least minimize, conflicts, and to allow full use of the court, please use the following guidelines.

If you are reserving the court to play Golf Croquet for up to 4 players, only reserve one of the two time slots in the hour (on the hour or 10 minutes after the hour). Use the on the hour time if both are available. If only the 10 minutes after the hour spot is there, reserve it, but with caution. To make sure that the group that reserved the court followed these guidelines and that the court is shareable, you will need to call the golf course pro shop. Ask them who has the court reserved at the date and time in question, and then contact that person. As a reminder, no matter which of the two times you reserve, actual court usage always starts on the hour.

If you are planning to play 6 Wicket Croquet, reserve both the time on the hour and on 10 minutes after the hour. The only way to find out whether a 6 Wicket group has reserved the court and if they can share it is to call the golf pro shop to find out who reserved the time and call them.

**Checking on or Cancelling a Reservation:** Click on your name in the blue box at the top of the screen, then click on My Reservations. A list of the time(s) currently reserved in your name will appear. Click on the time that you wish to cancel or change. When you cancel the reservation, an email will be sent to all the players you listed when making it initially.

**Using Buddies:** When you make a reservation, your name is automatically listed as Player 1. There are also fields where you can enter Players 2, 3, or 4. The names that you can enter here are names that are on your Buddy list. You don't have to list additional players to make the reservation, but if you do, they will each get an email telling them that the reservation has been made at a specific time and day.

To set up or add someone to your Buddy List click on your name in the blue box at the top of the screen and then click on Buddy Management. A screen will open, and the top section will show who is on "Your Buddy List". If the list is longer than one page because you have dozens of buddies there is a place where you can search for the name you want to select from the list.

In the lower section there is a place where you can search for people to add to your list. Enter all or part of a name to see who is available to become one of your buddies. If no results are found, re-enter just part of the name in case your spelling is different than the name on file. Entering a common name like 'John' will give you a long list to scroll through with everyone named John or even Johnson. The list will also include users who make Golf Course reservations. Click on "Select" next to the name and the system will send an email to this person to get their permission to add their name to your Buddy List. When the person responds to agree to be added to your list, their name will appear on your Buddy List. If the system has a name but no email address recorded with it, you will be told they can't add this person and to try another name.

Click on your name again and select Tee Times to go back to the main page.