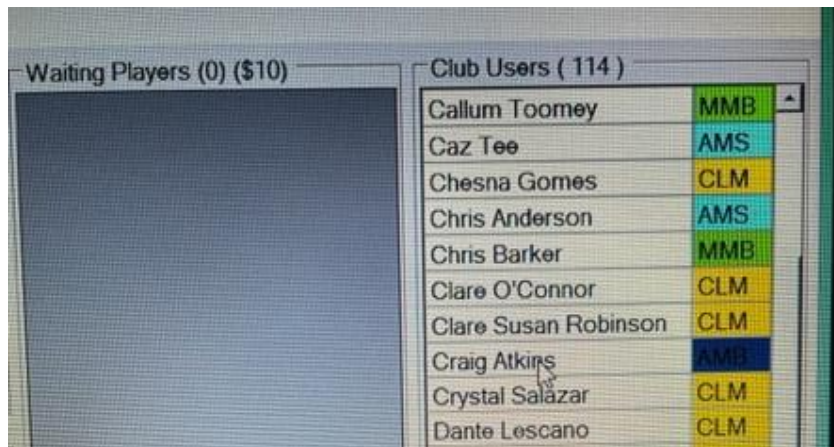


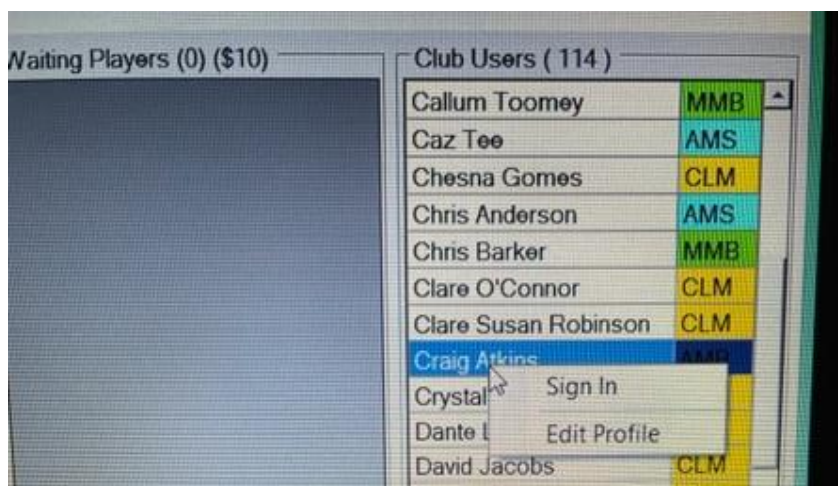
Quick Reference Guide for the new Court Management System

How to sign in/out

Use the cursor to find your name in the right-hand 'Club Users' column;



Double click on your name (or right-click and choose 'sign in') ...



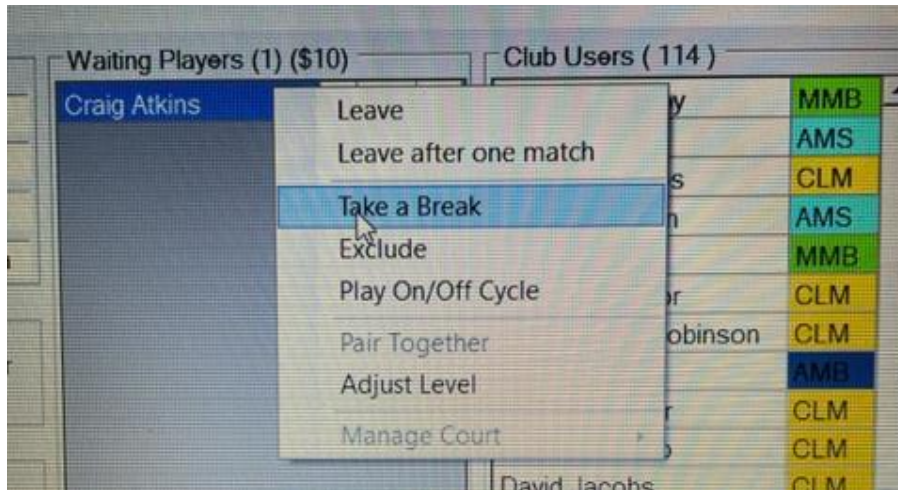
... and your name will move to the 'Waiting Players' column on the left:



NB. Signing Out - When your name is in the 'Waiting Players' section (or allocated on a waiting court) you can double click on it to sign out (or right-click and choose 'sign out').

How to 'Take a Break'

To not to be included in the next round of play you need to right-click on your name and choose 'Take a Break' from list). You can do this when your name is in the 'Waiting Players' list (your name will turn **green**):



You can also do this when you have been allocated to play (but that session hasn't started yet – so the names are all in **GREEN**):



And, you can also do this for the first 2 minutes once the next session has started:



Play On/Off Cycle

You can also choose to play one session and then rest the next in succession (Play/Rest/Play/Rest etc.) by right-clicking on your name when it is in the 'Waiting Players' column (or when it is allocated on a court), and choosing 'Play On/Off Cycle' from the drop-down menu:

