

## Booking Courts and the Clubroom

The club uses the SportyHQ booking programme for online booking of our squash and tennis courts, and for booking the clubroom.

### Limits

- You can book court time up to 7 days in advance (to the hour).
- Total booking time by members is restricted during peak times (= prime time):
  - Tennis - no more than 90 minutes per booking at weekends up to 5.30pm, and after 3pm on weekdays, except for team practices during the inter-club match season, which can be for up to 2 hours. The system is configured such that each member can only make one prime time booking per day.
  - Squash - consecutive bookings of squash courts are not allowed after 5pm, Monday to Thursday.
  - Bookings for inter-club tennis matches may take up 3 courts for most of some weekday evenings during the match season (normally late April to mid-June)
  - Bookings for inter-club squash matches may take up both courts for occasional weekday evenings during the match season (October to early March)
- **Tennis bookings are available during the following times:**
  - April-September:
    - 8am – 10pm, Mon-Sat
    - 8am – 10pm on Sundays (no coaching between 8 and 10am)
  - October-March:
    - 8am – 9pm, Mon-Sat
    - 8am – 9pm on Sundays (no coaching between 8 and 10am)
- **Club room bookings can be made many weeks in advance to ensure a specific date is available.**

**If you will be unable to use a court booking, please cancel it as soon as possible to enable it to be available for others. All members rely on this co-operation.**

**The committee reserves the right to cancel or amend bookings not made in compliance with these limits, for the good of the membership as a whole.**

## **SportyHQ**

In order to reserve court time at the club, members need to use the booking platform SportyHQ: <https://www.sportyhq.com/>

When you join the club, an invitation will be sent from SportyHQ, to the email address provided when you joined, to create and activate an account on the SportyHQ booking platform (or link it to the Dean club if you already have an account).

- **Note:** If you don't create a SportyHQ account, you will not be able to book court time.
- **Note:** You MUST use the same email address for your SportyHQ account as you have provided for our membership database, membermojo, otherwise you will not be able to link to our booking system.

Open the activation email and confirm your contact information, including a password, which you will use when logging in to SportyHQ.

You are then directed to the SportyHQ dashboard, where you can edit your profile, including checking that you are associated with the Dean club (listed at the bottom right of the screen).

If, when you have activated your account, you can't then see the option to book a court, try logging out then back a short while later as the system sometimes appears not to refresh immediately.

If as a new club member you already hold a SportyHQ account, then you may need to confirm enrolment onto the relevant sport(s) at the Dean club. You will receive a message from SportyHQ if this is required. To do this, go here: <https://www.sportyhq.com/profile/discipline> - you can select the relevant sport(s) to add to your account from here.

If you have a "couple" membership, only the primary member provides an email to the club in the membermojo software. Those who are linked to this member should advise the club of an email address so that a SportyHQ activation email can be sent to that address – please send to [david.robb1825@gmail.com](mailto:david.robb1825@gmail.com). Alternatively, it is possible to use the same email address for each couple member, but with separate usernames and passwords – see below on linking accounts.

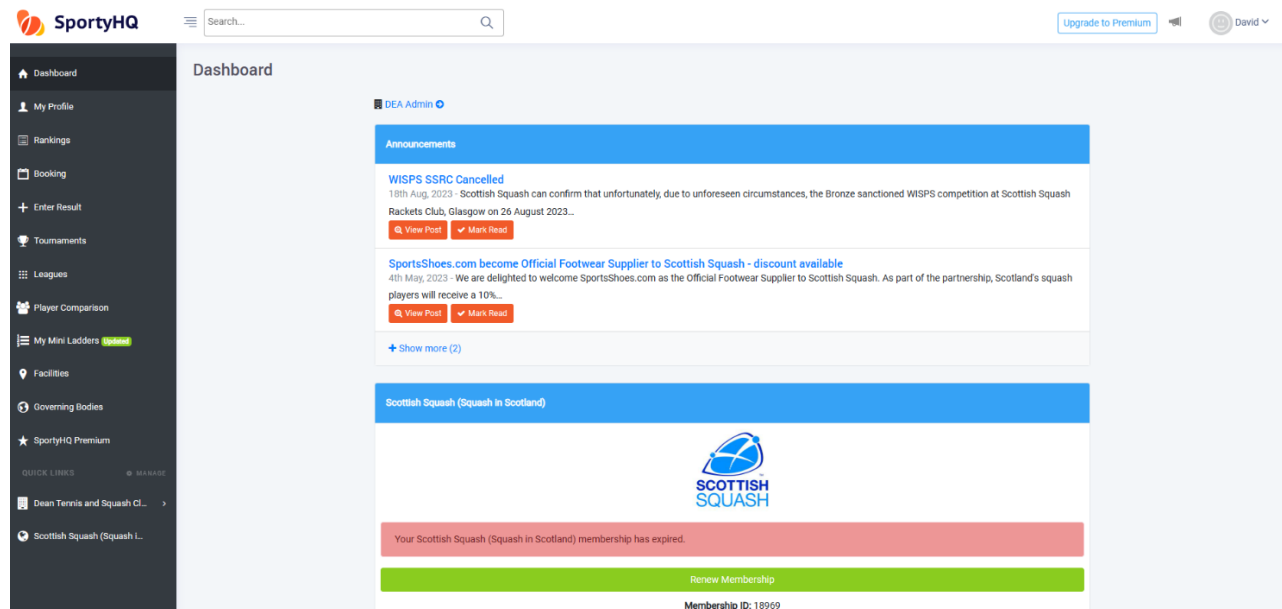
## **Linking SportyHQ Accounts (eg for juniors)**

SportyHQ has a feature which enables users to add linked accounts for others, such as family members, who do not themselves have an online presence and email address, to enable parental control. Linking to the email address of a parent/carer is the club's preferred approach for junior and intermediate members. (Child members do not have the option to book courts).

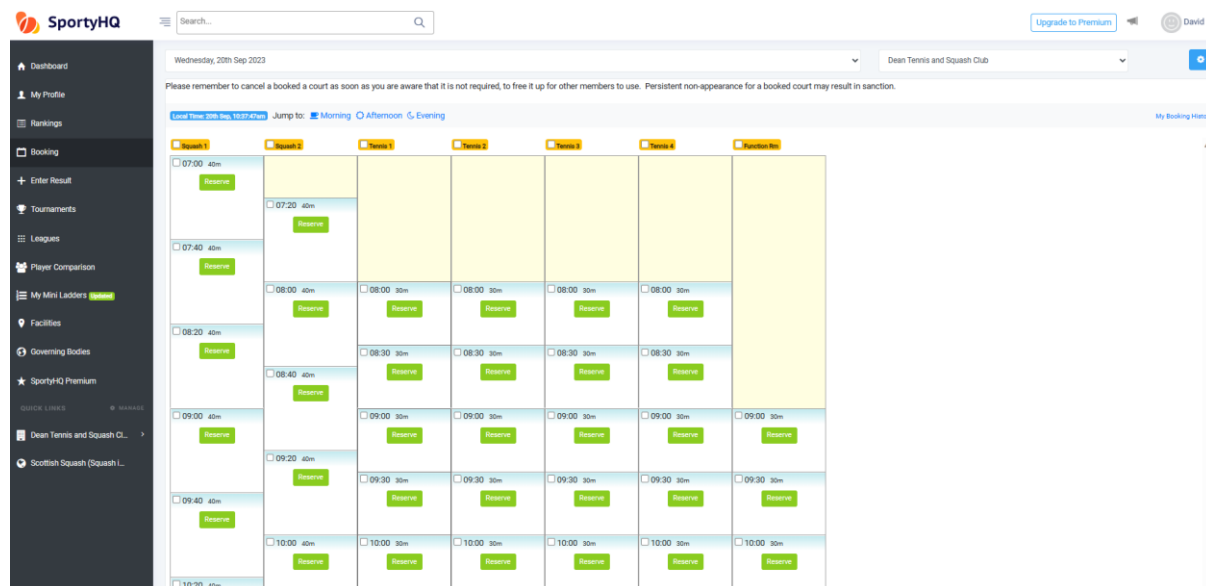
To do this, you can create an account for the junior at SportyHQ.com, and use your own email address, but with a separate username and password. You can then log into your own account, and use the drop down menu at the top right hand side of your dashboard, to switch accounts. There is a youtube video which demonstrates how to do this, here: [https://www.youtube.com/watch?v=euMluMud\\_68](https://www.youtube.com/watch?v=euMluMud_68)

## Accessing the booking system

Once you have created your SportyHQ account and logged in, you will see a screen like this:



From the list on the left hand side, click the Booking link, which takes to a screen showing the various courts, with the option to choose the date at the top.

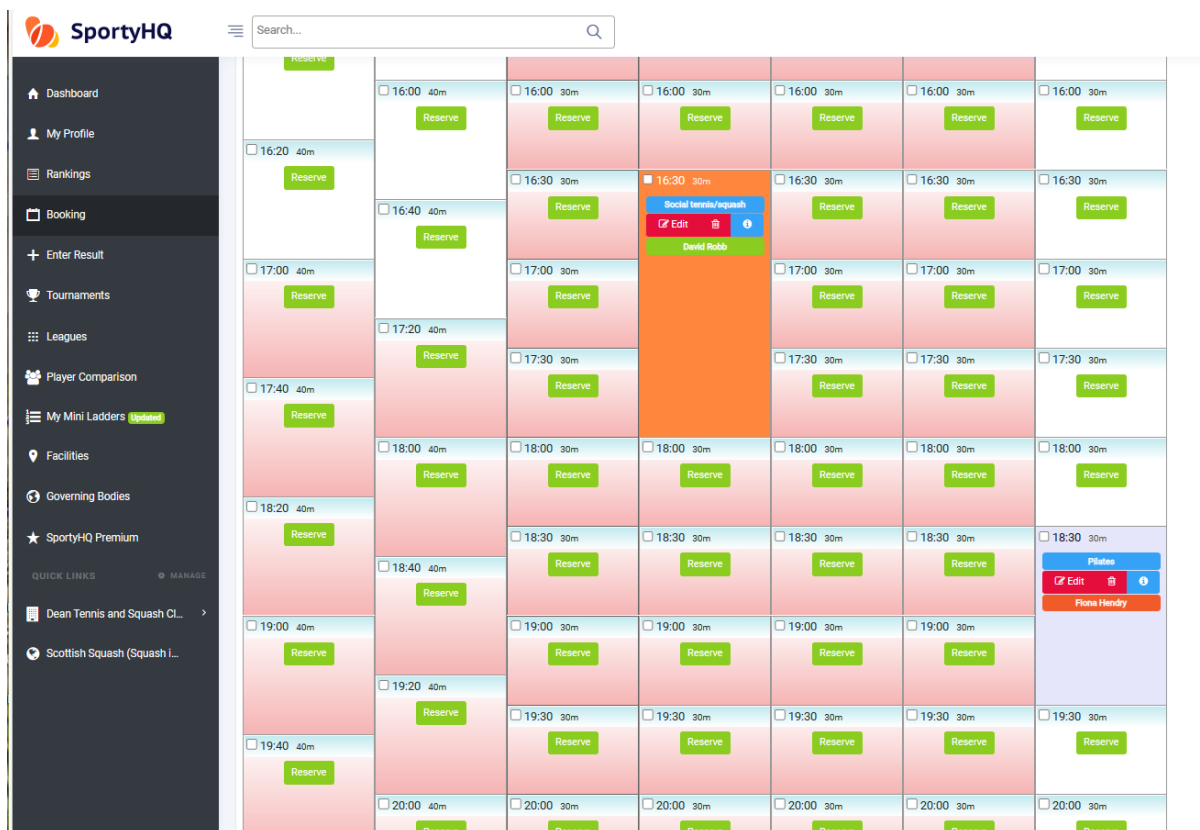


You can choose between various layouts of this screen by using the small blue square button at the top right of the screen, next to the club name.

When making a booking, first select the date from the top, then select the relevant court and time from the calendar provided. You will then be asked to confirm the relevant activity and booking length from drop down lists.

In the drop-down list of reservation types, if you select the default “playing a game with...”, you can then search for and add your opponent’s name. If you prefer not to do this, you can select “playing with another member(s)”. You will receive email confirmation of the date and time of the booking. If you have added your opponent’s name, he or she will also receive the confirmation email.

If you are playing with a guest, you should choose that option, and add the name of your guest(s). Payment for this will be sought at the end of the membership year.



## Canceling a booking

There is an obvious “dustbin” or “delete” button associated with the booking on the calendar, should you need to cancel. Please remember to do this as soon as you are aware that you will no longer use a booking. Note that when cancelling a booking during prime time, the software may impose a lag time before you are able to rebook (should be no more than 10 minutes).

## Smartphone Apps

An iPhone app for SportyHQ bookings was previously available. It has currently been withdrawn. There is no Android app currently. The website can be accessed by using the browser on your phone, PC or laptop.

## **Booking the Clubroom**

The clubroom is used for various purposes, including post-match teas with visiting club players, for playing table tennis, for Pilates classes, and for club-run functions.

The clubroom can be booked for personal events, parties and other occasions. This is subject to charge and so must be booked through the treasurer (see below).

To ensure that events do not clash, the following rules will apply.

1. The club room can be booked in 30 minute slots.
2. Team captains should book the club room for their post-match teas. These events take precedence over other events.
3. A committee member should book the club room for club-run social events and committee meetings.
4. In the event of a clash, the events described in points 2 and 3 above take precedence over any other bookings.
5. Any intermediate or senior member may book the club room for table tennis, subject to points 2 and 3 above.
6. In the interests of our neighbours, the Clubroom must be vacated by 11:00 pm, at the latest.
7. To book the clubroom for personal events, please contact Gerard Callis via the club's contact email: [thedeanclubedinburgh@gmail.com](mailto:thedeanclubedinburgh@gmail.com)
8. Primarily the clubroom is for the use of fully paid-up members of the club. However, at the discretion of the Committee use may be granted to non-members, this includes local non-profit organisations.
9. There is a charge of £22 per hour, for private social events, payable in advance and we may take a refundable deposit of £50 against any damage. The charge is based on an estimate of the number of hours that the event is expected to last.
10. The organiser of the booking is responsible for ensuring that their guests do not enter the squash or tennis courts
11. Where the booking has been made by a member of the club at least one member is required to be present during the duration of the event and this member will be wholly responsible for ensuring that the clubroom is looked well after and is left in a clean and tidy condition.
12. For non-members the person who requested the booking will be held responsible for ensuring the clubroom is returned to a clean and tidy condition.

When you have finished:

- Put all rubbish in black bags and place the black bags in the gull-proof bag at the top of the steps leading to the Lennox Street gate.
- Return the room to its original state with table and chairs tidied
- Clean the floor of any mess
- Wipe clean tables and kitchen surfaces
- Before the event, check that any required dishcloths and tea towels are available, if not bring your own. Wash up and put away any dishes and cutlery used.
- The person or member responsible must ensure that all attendees have left the building, and all the lights are switched off.
- Report any breakages to a committee member.