



WVCC FastCourts Guide 2021 (taking COVID-19 restrictions into account)

The system is reasonably intuitive and easy to use, but here are a few bits of advice and guidance. There are also some helpful guides on the FastCourts site via the 'FAQS' tab.

Booking restrictions during COVID

Members are currently limited to one session per day, for a maximum of 2 hours (4 hours if playing a Club Competition), and 4 sessions per week. Members should book accordingly. Bookings are limited to a 3-week period from the current date. We may be able to lift these restrictions once we have seen how much the lawns are being used.

To log in

If you haven't received an email from FastCourts with your 'username' (your email address) and password, please contact Jonathan Powe (contact details below). When the email arrives, use the link and your details to log in, which will take you to WVCC's 'Club' page.

Once logged in, **please change your password**. Click '*PROFILE*' (on the top row) to 'View and edit your profile information'. Replace the current password with your new password. Please also consider adding your telephone number as it will help members contact each other, but there is no need to add any other personal details. Once completed, scroll to the bottom of the page and select '*UPDATE PROFILE*'. You should receive an email confirming your new password. Make sure you make a note of it and you may want to save it to your device. Add the site to your favourites or bookmark it as soon as possible.

Some of you share email addresses and will therefore have the same 'username', but all of you will have your own individual passwords. Be aware of this if you share a computer and decide to save your login details.

To book a lawn

From the WVCC 'Club' page, click on the lawn you wish to book (e.g. 'Lawn 2 (West)') and scroll forward to the date you want to book, using the blue button above the calendar. The lawns are available from 10am to 8pm daily. Bookings are limited to a 3-week period beyond the current date.

Once you have found a suitable free slot:

- Click on the first time slot you need (so if booking 2-4pm, click on the 2pm slot).
- Add the names of your partner/opponent using the drop-down menu to access their name(s). It does not matter if you list them in Team 1 or Team 2. Importantly, all players must be listed on the booking.
- Then use the '*book from ... to...*' button to confirm the period of your booking (a maximum of 2 hours, or 4 hours if playing a Club Competition).
- Finally, select '*ADD BOOKING*'. Your booking should appear in the correct slot on the lawn's diary. You and any named partner/opponent will receive an email confirming the booking. In addition, all your personal bookings will be shown on your version of the 'Club' page and on the 'Bookings' page.

To cancel a booking

Only the person who made the booking (or an administrator) can cancel a booking. If you need to cancel your booking:

- Go to '*Bookings*', select the relevant active booking and delete it; you have to delete each hour slot separately.
- Or delete your booked slots from the lawn diary (click the **X** in bottom righthand corner).
- Either way, you and any named partner/opponent will receive an email confirming the cancellation(s).

If you have any questions, please do not hesitate to give me a call or send me an email.

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