



Guidance for Captains - Checking Court Availability for Matches

If you want to check in MyCourts what courts are available to book for matches beyond the 22 day date range you can access directly from the Booking sheet, do the following.

Log into the MyCourts booking system and click on the Booking sheets tab. At the bottom of this you will see the Teams & Events Calendar, click on this.

INDOOR TENNIS 1

1600: booked
1730: Indoor Court Closed
1900: Indoor Court Closed
2030: Indoor Court Closed

INDOOR TENNIS 2

1600: booked
1730: Indoor Court Closed
1900: Indoor Court Closed
2030: Indoor Court Closed

[Cancelled Court Alerts](#)

[Teams & Events Calendar](#)

This will bring up the Team & Events Calendar. Click on the month you require. If you click on the rightmost month shown it will offer you the next month so you can access future months.

Team & Events Calendar

December-2020 **January-2021** February-2021

<u>Saturday 09 January 2021</u>		
Woking Mens B	10:00 - 13:30	Outdoor 6, Outdoor 7
Woking Mens C	10:00 - 13:30	Outdoor 4, Outdoor 5
<u>Sunday 10 January 2021</u>		
Surrey Mens 1	10:00 - 14:00	Outdoor 6, Outdoor 7
Woking Mixed A	10:00 - 13:30	Outdoor 4, Outdoor 5
<u>Saturday 16 January 2021</u>		
Woking Ladies C	10:00 - 13:30	Outdoor 6, Outdoor 7
<u>Sunday 17 January 2021</u>		
Surrey Ladies 3	10:00 - 14:00	Outdoor 6, Outdoor 7
<u>Saturday 23 January 2021</u>		
Woking Mens A	10:00 - 13:30	Outdoor 6, Outdoor 7
<u>Sunday 24 January 2021</u>		
Surrey Ladies 4	10:00 - 13:30	Outdoor 6, Outdoor 7
<u>Saturday 30 January 2021</u>		
Woking Ladies C	10:00 - 13:30	Outdoor 6, Outdoor 7
Woking Mixed A	10:00 - 13:30	Outdoor 4, Outdoor 5
<u>Sunday 31 January 2021</u>		
Surrey Ladies 4	10:00 - 14:00	Outdoor 6, Outdoor 7
Surrey Ladies 5	10:00 - 13:30	Outdoor 4, Outdoor 5



The calendar will show you what matches/events are booked on what courts and you can then determine what courts remain available to book for your match.

Be mindful though that if you are booking more than 28 days ahead of today that the weekly repeat bookings e.g. for the Club mix-ins, coach led sessions and group coaching sessions etc. will not yet be shown because they are only posted 28 days in advance. You must ensure therefore that you do not request to book courts overlapping these booking times. You can see such events by looking at the day of the week you are interested in booking e.g. Saturday or Sunday for a date within 28 days e.g.

<u>Saturday 12 December 2020</u>		
Indoor Court Closed	07:00 - 22:00	Indoor Tennis 1, Indoor Tennis 2
Outdoor Court Maintenance	07:00 - 09:00	Outdoor 1, Outdoor 2, Outdoor 3, Outdoor 6, Outdoor 7
Tennis Explosion (Ben Nicholson)	09:00 - 10:30	Outdoor 3
Woking Mens B	10:00 - 13:30	Outdoor 4, Outdoor 5
Woking Mens D	10:00 - 13:30	Outdoor 6, Outdoor 7
Adult Saturday Mix-in (indoors if wet)	13:30 - 16:00	Indoor Tennis 1, Indoor Tennis 2, Outdoor 1, Outdoor 2, Outdoor 4, Outdoor 5, Outdoor 6, Outdoor 7
<u>Sunday 13 December 2020</u>		
Indoor Court Closed	07:00 - 22:00	Indoor Tennis 1, Indoor Tennis 2
Tennis Explosion (Ben Nicholson)	09:00 - 11:30	Outdoor 3
Adult Sunday Mix-in (indoors if wet)	14:00 - 16:00	Indoor Tennis 1, Indoor Tennis 2, Outdoor 4, Outdoor 5

You must also ensure you keep to the overall court booking rules for Club matches which are:

Saturdays (between 09:30 - 13:30) – 4 courts maximum

Sundays (between 09:30 – 13:30) – 6 courts maximum

Sundays (between 13:30 - 16:00) – 4 courts maximum

Sundays (between 16:00 – 22:00) – 6 courts maximum

Monday to Friday (09:30-18:30) – 4 courts maximum

Monday to Friday (18:30 – 22:00) – 4 courts maximum (Summer only, subject to review prior to start of Summer season)

No matches on Saturdays between 13:30 to 16:00.

Once you decide on the courts you want to book, email Joan admin@byfleetltc.com in the office and ask her to make the booking and confirm it to you.

Please ensure you are clear about what team you are booking for using following formats i.e. Surrey Mens 1, Woking Ladies A, Woking Mixed B, LMT Level 2 etc.