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# ADMINISTRATOR GUIDE

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## YELLOW BALL / OPEN RESA

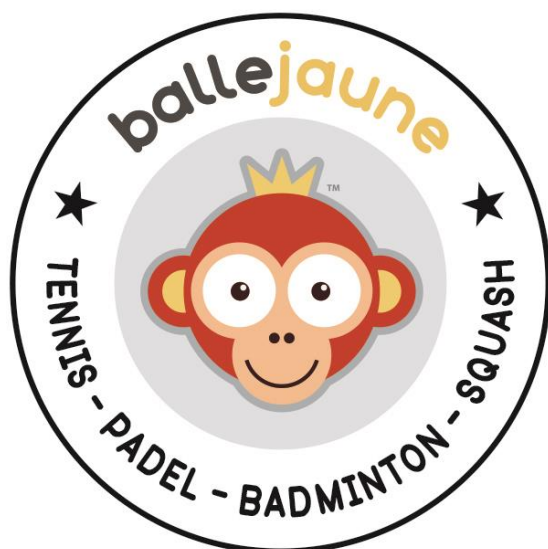
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LUPINSKI Anne

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Welcome to the **Administrator guide of Yellow Ball / Open Resa**.

It will allow you to quickly take over the configuration of your reservation system according to the specificities and operating rules of your club.



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## CONTENTS

SOFTWARE LAUNCH.....	1
Search for your club .....	1
Login on the homepage .....	2
Forgot your password ? .....	3
Logout.....	4
« stay connected » option.....	5
UPPER BANNER .....	6
ADMINISTRATOR MENU .....	8
OVERVIEW OF THE SECTIONS.....	10
DASHBOARD SECTION.....	11
USERS SECTION .....	12
WEBSITE & COMMUNICATION SECTION.....	12
SETTINGS SECTION.....	13
CONVENTIONS .....	14
TO START .....	15
SETTINGS>Account parameters .....	17
SETTINGS> Club name & web adress .....	21
WEBSITE & COMMUNICATION>Homepage .....	22
Homepage Composition .....	22
Customization of your homepage.....	23
WEBSITE & COMMUNICATION>Web pages .....	50
WEBSITE & COMMUNICATION>Photos albums.....	53
WEBSITE & COMMUNICATION>Customize.....	55
SETTINGS>Calendar configuration .....	56
SETTINGS>Display préférences.....	63
SETTINGS>Groups of calendars .....	65
SETTINGS>Automatic cancellation of incomplete bookings .....	68
SETTINGS>Advanced planning.....	69
SETTINGS>System time closures .....	74

USERS>PERMISSIONS> Subscriptions .....	77
USERS>PERMISSIONS> Profiles & roles.....	112
USERS>IMPORT/EXPORT> Express creation .....	115
USERS>IMPORT/EXPORT>Import a file .....	117
USERS>IMPORT/EXPORT>Export a file .....	121
USERS>Online registration .....	123
ONLINE REGISTRATION PROCEDURE (user level) .....	129
USERS>User management .....	132
USERS>Groups .....	137
USERS>Monitoring subscriptions .....	139
USERS>Filters .....	141
USERS>Grouped actions.....	143
SETTINGS>Member directory .....	157
SETTINGS>Print proof of reservation .....	158
SETTINGS>Predefined labels.....	159
CALENDARS.....	161
Calendars display .....	161
Book.....	165
Book for users.....	168
Book with labels.....	171
Book with stickers .....	172
Cancel bookings .....	174
USERS>Grouped messages.....	175
WEBSITE & COMMUNICATION>Message after login .....	180
WEBSITE & COMMUNICATION>Message in notifications .....	184
WEBSITE & COMMUNICATION> Automatic happy birthday .....	185
ADVANCED DEFAULT SETTINGS .....	187
WEBSITE & COMMUNICATION>Redirects .....	190
WEBSITE & COMMUNICATION>Login form.....	191
WEBSITE & COMMUNICATION>Public calendars .....	193

PARTNERS/SPONSORS.....	197
WEBSITE & COMMUNICATION>Google & Bing SEO.....	198
SETTINGS >Activity reports.....	200
WEBSITE & COMMUNICATION>Google Analytics .....	202
SETTINGS >KIOSK MODE>Configure the kiosk mode .....	204
SETTINGS >KIOSK MODE>Kiosk presence-checking .....	207
SETTINGS >ONLINE PAYMENT.....	210
SETTINGS>ONLINE PAYMENT>PayPal .....	210
SETTINGS>ONLINE PAYMENT>Verifone (ex PayBox) .....	211
SETTINGS >ANYBUDDY .....	212
SETTINGS>ACCESS CONTROL & ENERGY MANAGEMENT .....	215





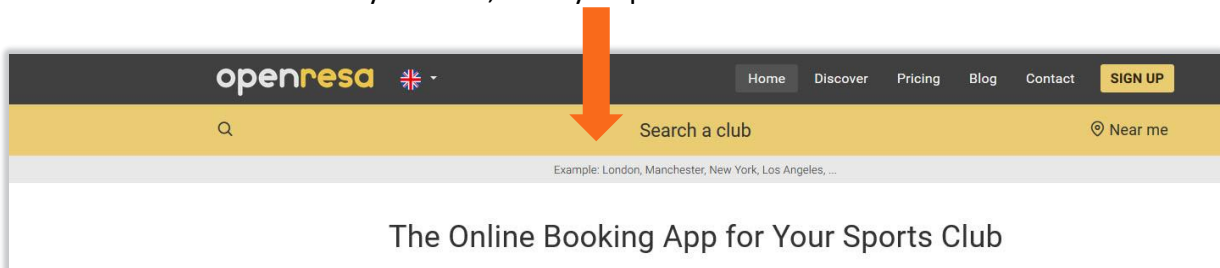
## SOFTWARE LAUNCH

Open your browser and connect to your club's personalized address:

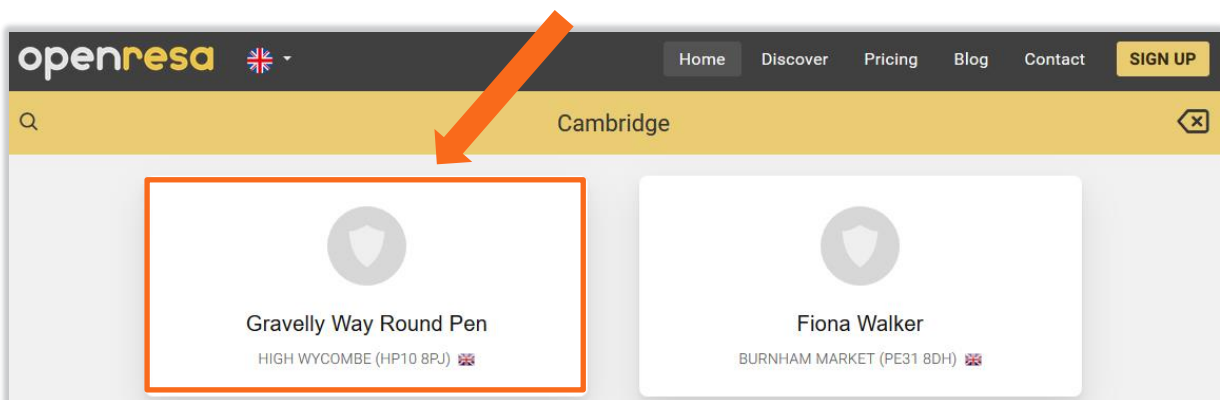
<https://openresa.com/club/clubname>

## SEARCH FOR YOUR CLUB

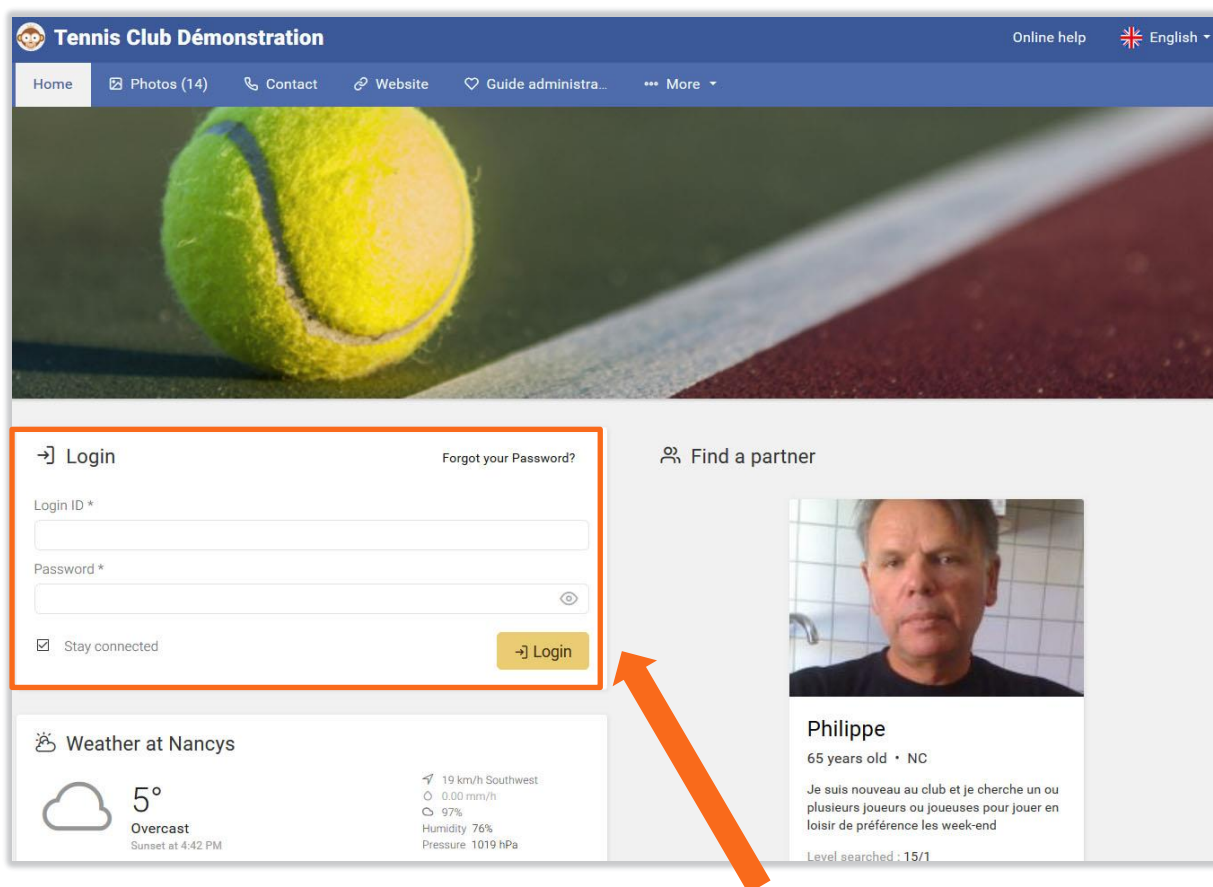
If you don't know the login address of your club, go to <https://openresa.com/en> and type in the search field the name of your club, its city or postal code.



The list of clubs around you is displayed, click on your club to be redirected to the login page.

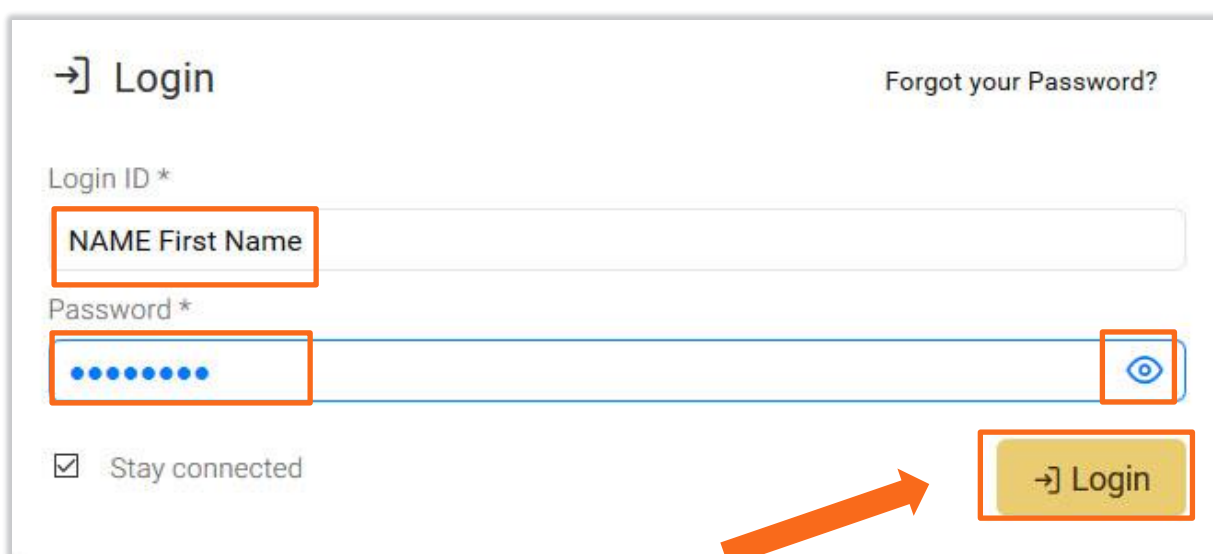


## LOGIN ON THE HOMEPAGE



The screenshot shows the homepage of 'Tennis Club Démonstration'. The navigation bar includes links for Home, Photos (14), Contact, Website, Guide administra..., and More. The main content area features a large image of a tennis ball. Below this, there is a 'Login' section on the left, a 'Find a partner' section on the right, and a weather widget at the bottom left. The 'Login' section is highlighted with an orange border and contains fields for 'Login ID \*' and 'Password \*', a 'Stay connected' checkbox, and a 'Login' button. An orange arrow points from the 'Login' button to the 'Find a partner' section, which displays a profile for 'Philippe', 65 years old, with a bio in French and a 'Level searched : 15/1'.

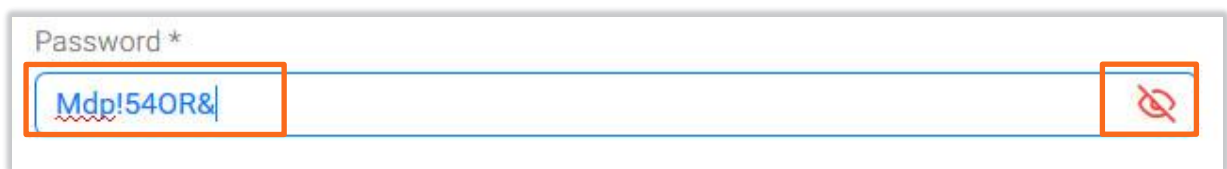
On your club's homepage, in the **"Login"** block, enter the username and password provided when you registered your club and then validate by clicking on the **"Login"** button.



This is a close-up of the login form. The 'Login ID \*' field contains the text 'NAME First Name'. The 'Password \*' field is filled with blue dots. A 'Stay connected' checkbox is checked. The 'Login' button is highlighted with an orange border. An orange arrow points from the bottom right towards the 'Login' button.



To avoid an error, you can view your password by clicking on the **"eye"** button.



A screenshot of a password input field. The label "Password \*" is at the top left. The input field contains the text "Mdp!540R&". To the right of the input field is a small square button with a red "X" icon, which is the "eye" button used to toggle password visibility. Both the input field and the button are highlighted with orange rectangles.

You will then be redirected to the calendars or the page defined by default, except at the first login where you will first have to change your password.

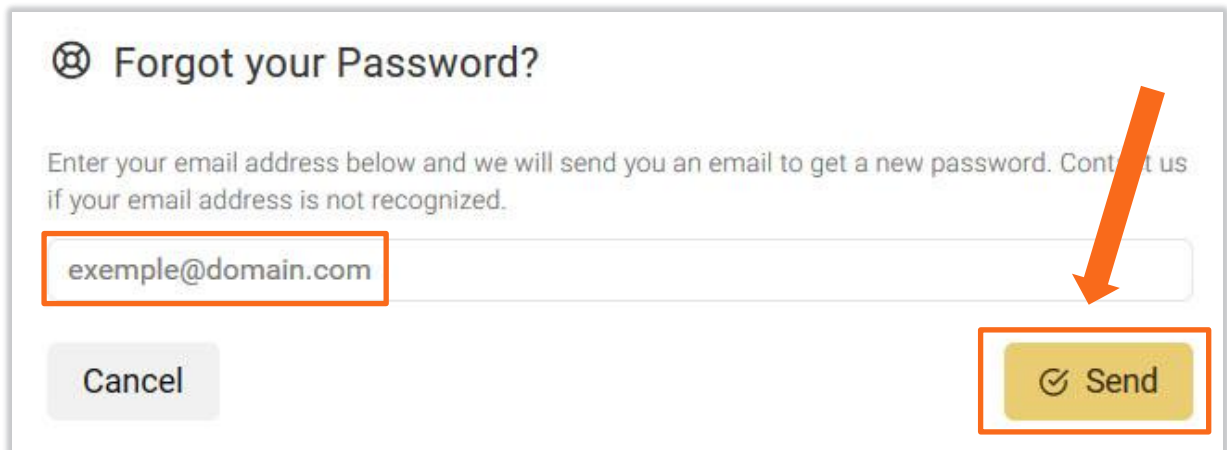
## **FORGOT YOUR PASSWORD ?**

If you forget your password, click on the **"Forgot your password?"** button.



A screenshot of a login page. On the left is a button labeled "Login" with a right-pointing arrow icon. On the right is a button labeled "Forgot your Password?". An orange arrow points from the text above to the "Forgot your Password?" button. Both buttons are highlighted with orange rectangles.

A new dialog box opens to allow you to enter your e-mail address, then validate by clicking on the **"Send"** button.



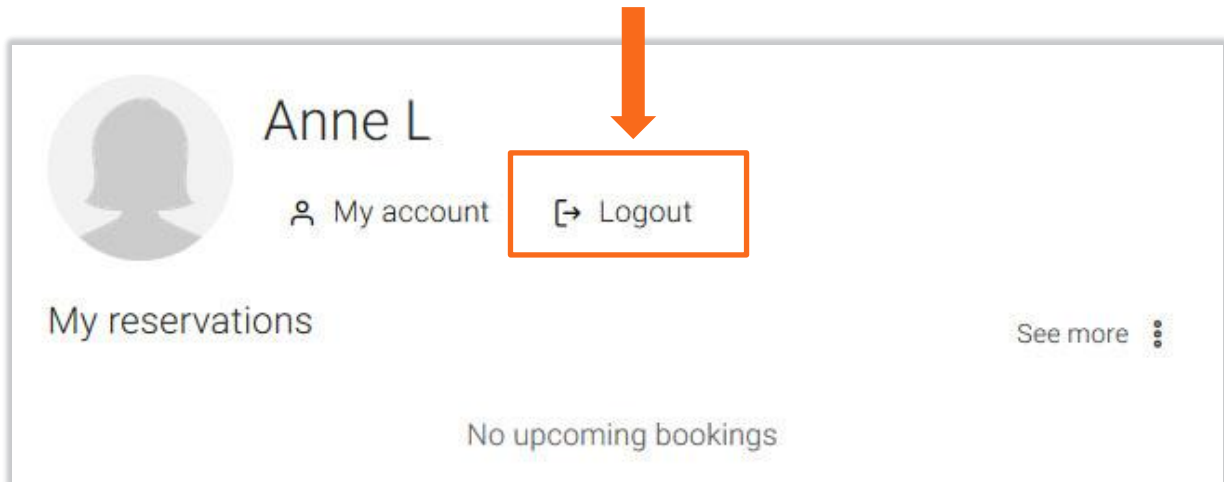
A screenshot of a dialog box titled "Forgot your Password?". Below the title is a text input field containing "exemple@domain.com". Below the input field are two buttons: "Cancel" on the left and "Send" on the right. The "Send" button is highlighted with an orange rectangle. An orange arrow points from the text above to the "Send" button.

Then follow the instructions in the email you will receive.

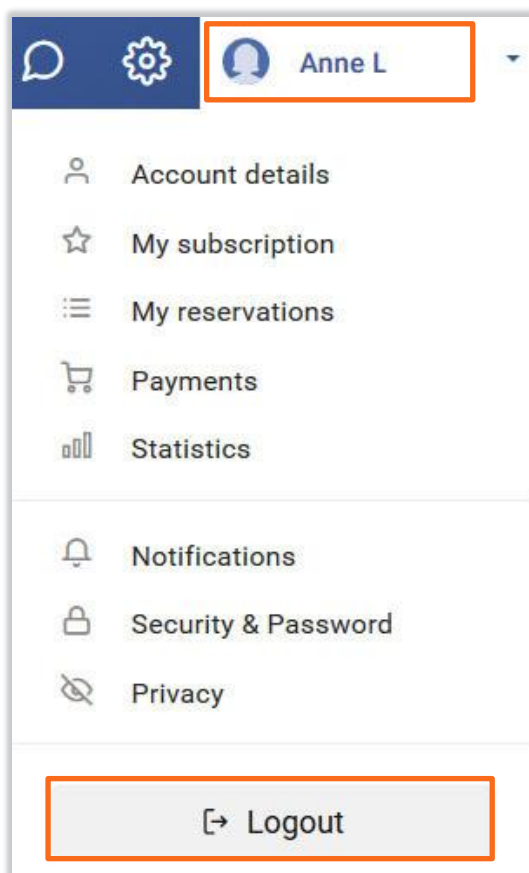


## LOGOUT

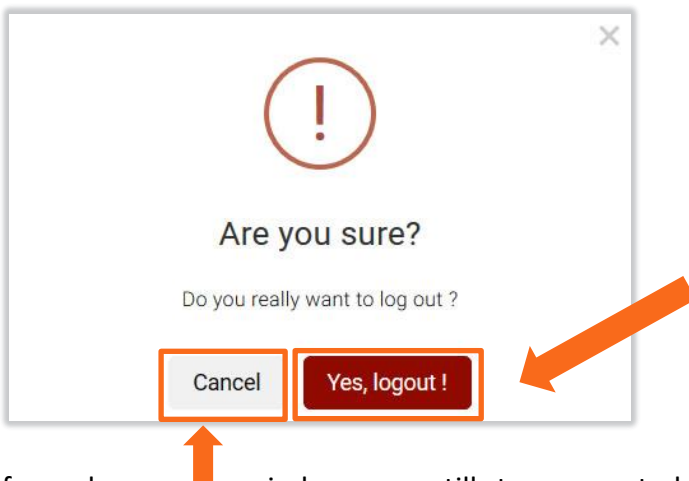
Log out either on the homepage by clicking on the **"Logout"** button,



Either on each page by clicking on your name at the top right, which will open a menu associated with your **Account**, then click on the **"Logout"** button.



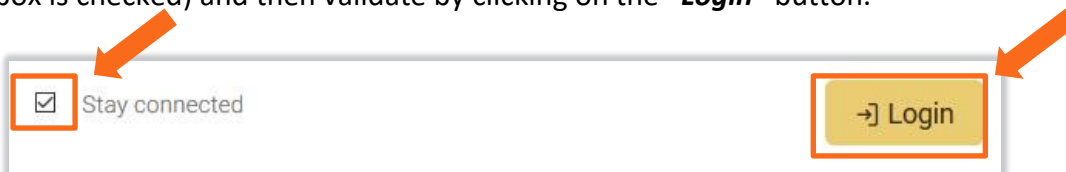
In any case, a message will ask you for confirmation, then click on the **"Yes, Logout!"** button.



If you change your mind, you can still stay connected by clicking on the **"Cancel"** button.

#### « STAY CONNECTED » OPTION

Keep your session active at all times by ticking the **"Stay connected"** option (by default, the box is checked) and then validate by clicking on the **"Login"** button.



You will not need to enter your username and password on each visit until you have logged out manually.

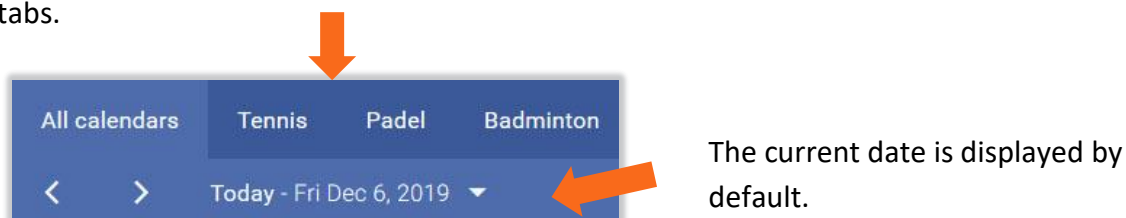
**NOTE:** *this option should be avoided on a public computer or network for security reasons!*



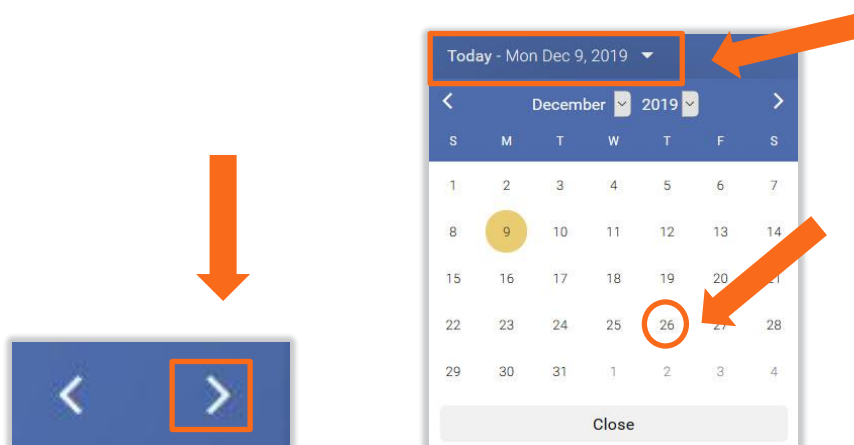
## UPPER BANNER

Once the connection is established, the calendar page is displayed (default page to be defined in [WEBSITE & COMMUNICATION>Redirects](#)). Always present at the top of the site's pages, a colored banner allows you to navigate between all the features.

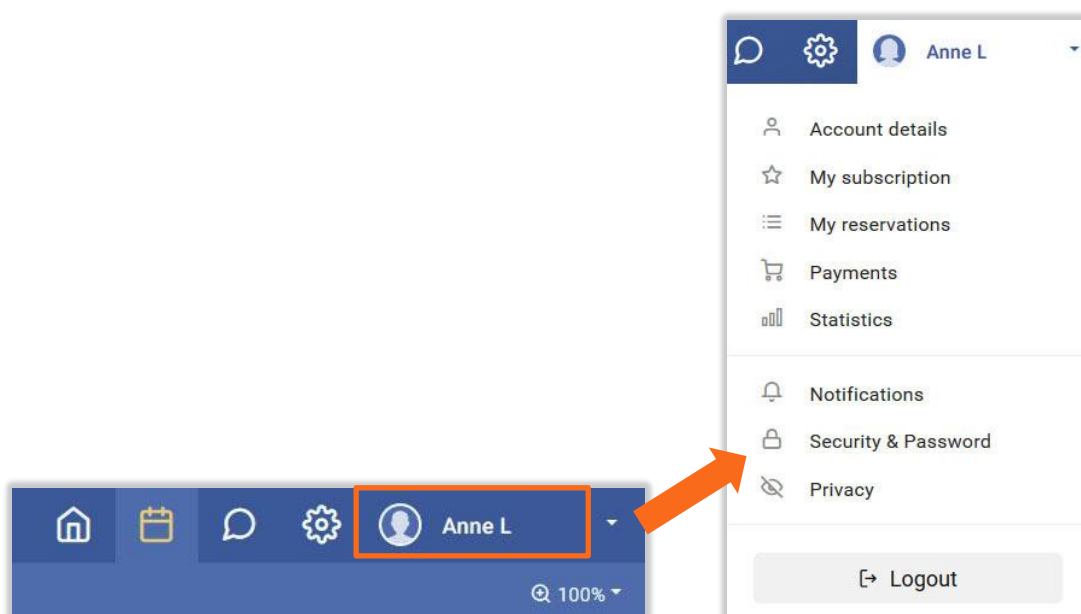
The names of the different calendars are displayed at the top left of the banner in different tabs.



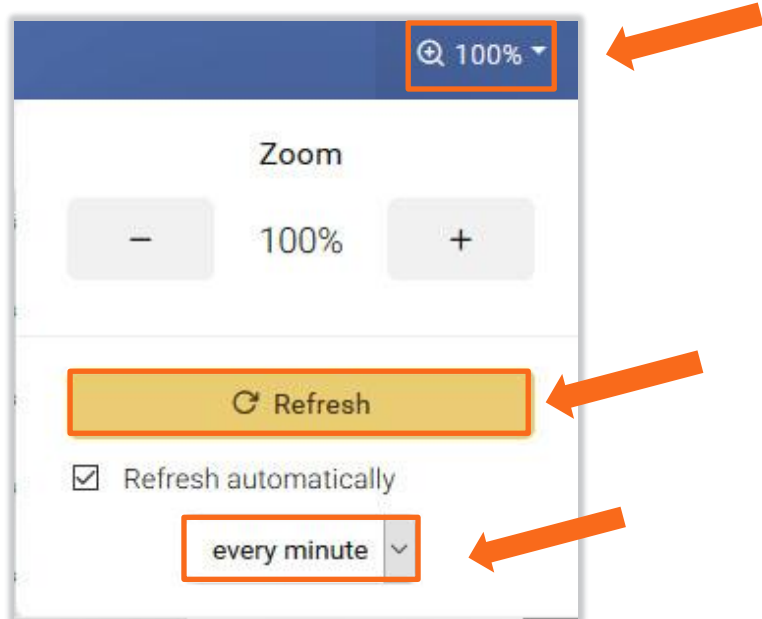
Navigate in the days by the arrows on the left (next day or previous day) or by directly choosing a date in the calendar that opens by clicking on the date selector.



Your photo and name are displayed at the top right of the banner and by clicking on your name, you open the menu of your personal account.







Zoom, choose the refresh period of your screen, display or hide the finished slots.



**NOTE** : if the zoom value is less than 50%, the names will no longer appear on the reserved slots!

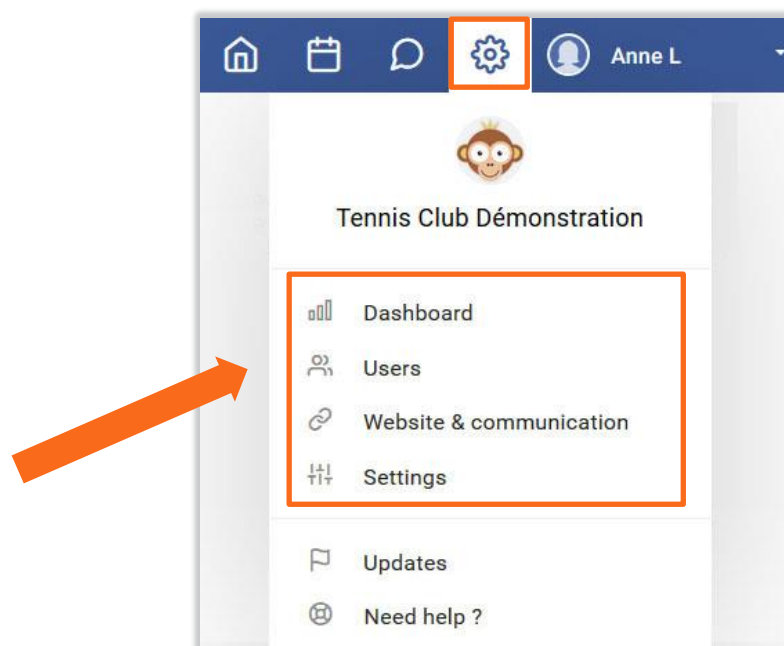
Access the different options by clicking on the pictograms in the upper banner.

	: back to the <b>Homepage</b>
	: access to the <b>Calendars</b>
	: access to <b>internal Messaging</b>
	: access to the <b>Administrator Menu</b> , <i>pictogram only available for administrators and animators</i>



## ADMINISTRATOR MENU

Set up your reservation system to adapt it to your club's operating rules.



The ADMINISTRATOR menu is divided into 4 main sections:

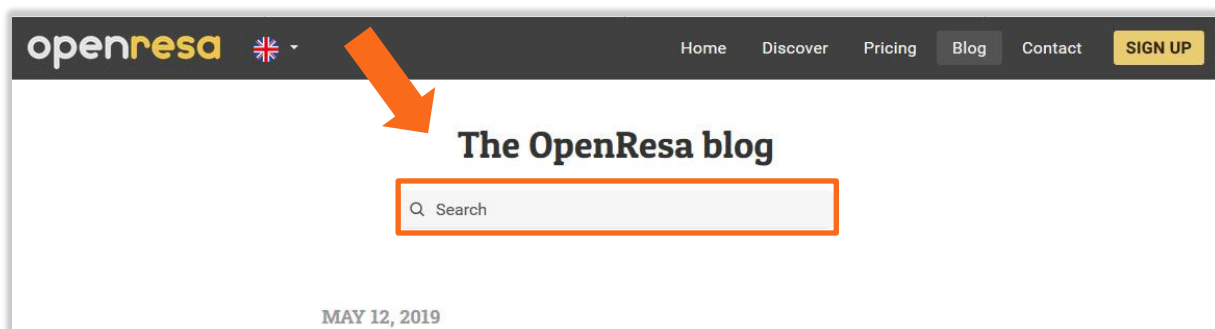
- **Dashboard:** view, analyze, obtain statistics on your club's activity, by predefined period or customized dates, in real time or delayed. Refine your analysis with filters and sorting. Upload your lists and statistics in different formats (Excel, PNG, JPEG,...).
- **Users :** create your members, perform group actions on a selection of them, define roles for different club managers and create subscriptions with specific booking rights.
- **Website & Communication :** configure and customize your homepage, easily integrate forms or calendars into your website, if your club has one.
- **Settings :** set up your account, configure your calendars, activate the public terminal mode, give access to online payment, control access to your equipment and control its lighting and heating.





## In addition :

- **Updates :** access the OpenResa Blog, which regularly presents new features. You have a search bar to access the information you are interested in by typing a keyword.



- **Need help :** contact us via a pre-filled form with your contact details or by telephone at the numbers indicated.

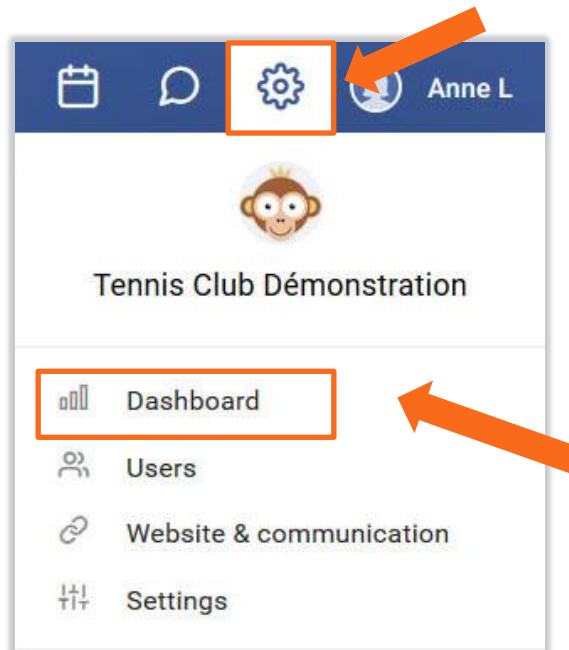
A screenshot of the OpenResa contact form. The form is titled 'Questions? Problems? Suggestions?' and includes the instruction 'Send us a small message or call us!'. The form fields are: 'Club name \*', 'Surname/first name and position at club \*', 'E-mail address \*', 'Phone number (optional)', and 'Your message \*'. To the right of the form is a 'Contact Us' section with the following information: 'Netatoo S.A.S.', 'BP 43606', '54016 NANCY CEDEX FRANCE', 'RCS Nancy 487 820 458', 'S.A.S. au capital de 16.000EUR'. Below this, there are two phone numbers: '+33 (0)6 08 94 85 42' and '+33 (0)6 49 01 32 80', and an email address: 'support@openresa.com'. At the bottom of the form is a 'Send' button. An orange arrow points from the 'Send' button to the 'Spam Protection' section. The 'Spam Protection' section includes a checkbox labeled 'Je ne suis pas un robot' and a reCAPTCHA logo. To the right of the form is a separate box showing the 'Spam Protection' section with the checkbox checked and the text 'I'm not a robot'.

To use the form, write your message in the box provided, tick the anti-spam box and perform the proposed test and then when it's validated, click on the **"Send"** button. The support will then contact you as soon as possible.



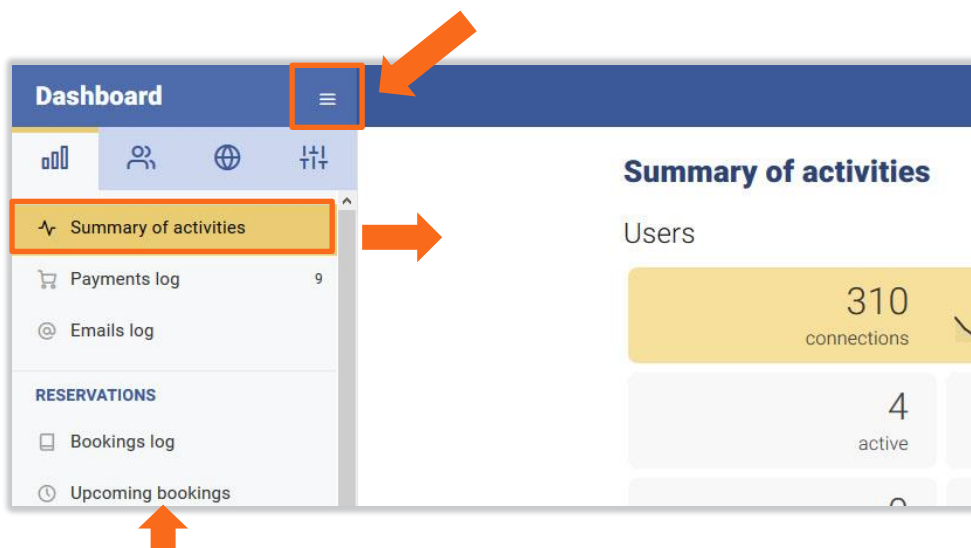
## OVERVIEW OF THE SECTIONS

Open the Administrator Menu by clicking on the **"Star wheel"** icon.



By clicking on one of the 4 items, a new menu opens in a sidebar on the left of the screen and the page corresponding to the first module is displayed. All these modules remain accessible in one click.

**NOTE :** you can hide/show the module column by clicking on the "3 lines" pictogram.



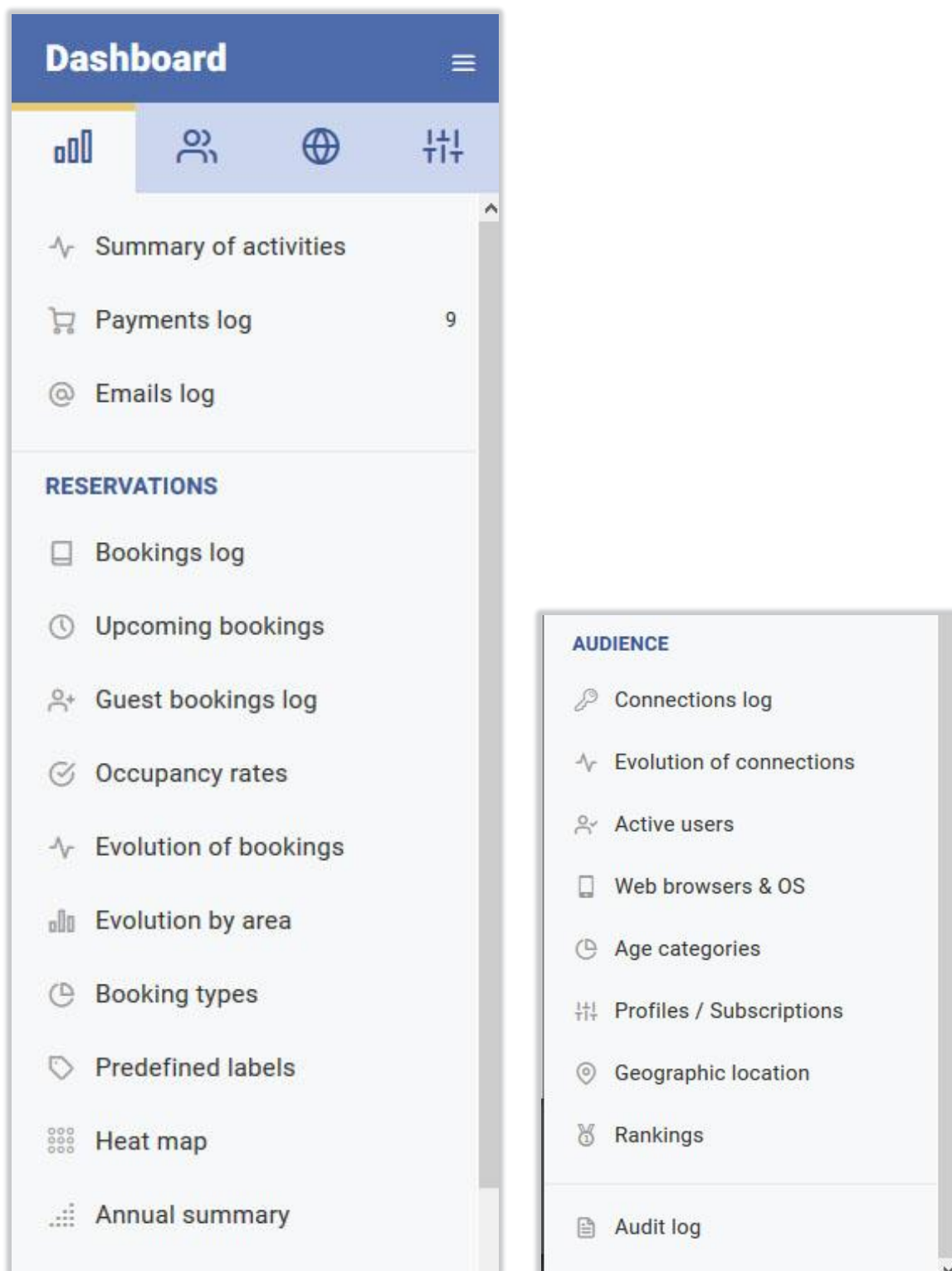
Click on one of the modules on the sidebar to access the corresponding page.



## DASHBOARD SECTION





**NOTE :** *this menu is not developed in this guide.*






This section contains all the modules of logs and various statistics.






## USERS SECTION

### Users







 User management	17
 Grouped messages	196
 Online registration	0
 Notes and reminders	21
 Groups	114





#### PERMISSIONS





 Subscriptions	5
 Monitoring subscriptions	
 Profiles & roles	3

#### IMPORT / EXPORT


-  Express creation
-  Import a file
-  Export a file
-  ADOC synchronization (FFT)


### Website




-  Homepage
-  Web pages 14
-  Photo albums 14
-  Google & Bing SEO





#### CUSTOMIZE

 Message after login 2

 Message in notifications

 Automatic happy birthday

#### WEB INTEGRATION





-  Login form
-  Public calendars 3
-  Google Analytics
-  Redirects

## WEBSITE & COMMUNICATION SECTION



## SETTINGS SECTION

### Settings



☆ Account settings

✓ Club name & web address

✉ Activity reports

📦 Anybuddy

#### CALENDARS

📅 Calendar configuration12

🔗 Display preferences

🏷️ Predefined labels28

🔒 Close time slots

📅 Advanced planning2

🔗 Public calendars3

📁 Groups of calendars (tabs)3

🔔 Club notifications

🗑️ Automatic cancellation of inc...

🖨️ Print proof of reservation

📁 Member Directory

🔒 System time closures

#### KIOSK MODE

Configure the kiosk mode

Kiosk presence-checking

#### ONLINE PAYMENT

PayPal.com

Verifone (Paybox)

Anybuddy

#### ACCESS CONTROL

BalleJaune PassPerso

Spartime FacilitAcces

Bodet Software - Booky

Adveez - Advanced & Easy

Logidom

#### ENERGY MANAGEMENT

WIT

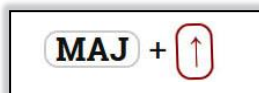


## CONVENTIONS

**NOTE** : don't forget to save all your changes by clicking on the "Save" button.

### KEYBOARD SHORTCUTS

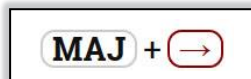
Next sheet



Previous sheet



Next tab

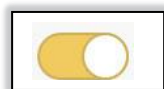


Previous tab

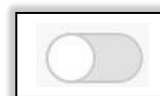


### SWITCH BUTTON

Active button

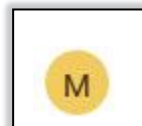


Inactive button



### TABLETS

Selected tablet



Unselected tablet

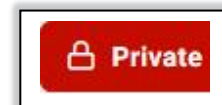


### PADLOCK

Open = public



Closed = private



## TO START

The main steps to follow to set up the online booking are as follows:

**NOTE :** perform a "**CTRL + click**" on a blue text to directly access the section to which it refers ( CTRL: CTRL key on the keyboard).

- Set up your account in [SETTINGS>Account parameters](#) and in [SETTINGS> Club name & web address](#).
- Customize your home page in [WEBSITE & COMMUNICATION>Homepage](#), in [WEBSITE & COMMUNICATION>Web pages](#), in [WEBSITE & COMMUNICATION>Photos albums](#) and in [WEBSITE & COMMUNICATION>Customize](#).
- Create calendars associated with your courts open for booking in [SETTINGS>Calendar configuration](#), [SETTINGS>Display préférences](#), [SETTINGS>Groups of calendars](#), [SETTINGS>Automatic cancellation of incomplete bookings](#) and refine the booking permissions in [SETTINGS>Advanced planning](#) and in [SETTINGS>System time closures](#).
- Create subscriptions in [USERS>PERMISSIONS> Subscriptions](#) and define different profiles for managers in [USERS>PERMISSIONS> Profiles & roles](#) .
- Create users in [USERS>IMPORT/EXPORT> Express](#) creation or in [USERS>IMPORT/EXPORT>Import a file](#), allow online registration in [USERS>Online registration](#) then manage your users in [USERS>User management](#), in [USERS>IMPORT/EXPORT>Export a file](#) , in [USERS>Groups](#) and in [USERS>](#) possibly using filters in [USERS>Filters](#) and by performing grouped actions in [USERS>Grouped actions](#).
- Create a library of labels for your recurrent bookings (example: Adult lessons, Tournament, ...) or for users (example: Internal Tournament Match) in [SETTINGS>Predefined labels](#).
- View, reserve or cancel slots (recurring or non-recurring) directly on the calendars in [Erreur ! Source du renvoi introuvable.](#) .
- Send messages in [USERS>Group](#) or in [WEBSITE & COMMUNICATION>Message after login](#) and customize the notifications sent by email to users in [WEBSITE & COMMUNICATION>Message in notifications](#) .



- Set your defaults in [Erreur ! Source du renvoi introuvable.](#) and customize redirections when users log on or log off in [WEBSITE & COMMUNICATION>Redirect.](#)
- Intégrez sur le site Web de votre club un formulaire de connexion dans [WEBSITE & COMMUNICATION>](#) et vos plannings dans [WEBSITE & COMMUNICATION>Public .](#)
- Give visibility to your partners in [PARTNERS/SPONSORS.](#)
- Enable SEO in Google [WEBSITE & COMMUNICATION>Google & Bing SEO.](#)
- Regularly monitor the activities in your club in [SETTINGS >Activit](#) and get detailed statistics in [WEBSITE & COMMUNICATION>Google Analytics.](#)
- If your club has a computer or a kiosk accessible to the users, allow them to book directly in [SETTINGS >KIOSK MODE>Configure.](#) Make sure that reservations are honoured by requiring them to validate their presence in [SETTINGS >KIOSK MODE>Kiosk presence-checking.](#)
- Activate an online payment solution (PayPal, PayBox) to sell reservation and/or invitation tickets to your users in [SETTINGS >ONLINE PAYMENT,](#) open your tennis courts to outdoor rentals for the public at large in [SETTINGS >ANYBUDDY.](#)
- Control access to your facilities and control your equipment in [SETTINGS >ANYBUDDY](#)

Open your courts for outdoor rental to licensed and unlicensed players in less frequented slots: users geolocate on the Anybuddy application and find a club that offers a court for rental on a certain day and at a certain time.

They pay on the Anybuddy platform which transfers the money to your club within 24/48 hours, deducted from a 20% commission.

The players and your club are insured.


If you don't have a permanent office, Anybuddy provides you with a secure box for badge or key that users will be able to open thanks to a code that they will have received.








**Anybuddy**Save

**Anybuddy**


Instant booking for any public, leisure or competitors, unlicensed and licensed!

[Discover Anybuddy](#)



Enable the Anybuddy module




Status

  
**Information sent**  
The Anybuddy team has received your information and will contact you shortly.

Activate the Anybuddy module by clicking on the corresponding button, Anybuddy will contact you.

Fill in your club's contact information: Name, address, manager's contact information and bank details.



<p><b>Club name</b></p> <input type="text" value="Tennis Club Demonstration"/>	<p><b>Bank details (RIB / IBAN)</b></p> <input type="text" value="FRXXXXXXXX"/>
<p><b>Mailing address of the club</b></p> <input type="text" value="23 rue français"/> <input type="text" value="54000"/> <input type="text" value="NANCY"/>	<p><b>Short description of the club (optional)</b></p> <input type="text" value="Nancy's finest club"/>
<p><b>Contact details of the person in charge</b></p> <p> <input type="text" value="Simon MARTINS"/></p> <p> <input type="text" value="simon@ballejaune.net"/></p> <p> <input type="text" value="+33 6 49 01 32 80"/></p>	<p><b>Long description of the club (optional)</b></p> <input type="text" value="In a place &lt;u&gt;planted with trees, discover the coolest club in Nancy.&lt;/u&gt;"/>
	<p><b>Equipment (optional)</b></p> <div> <input checked="" type="checkbox"/> Bar         <input checked="" type="checkbox"/> Shop         <input checked="" type="checkbox"/> Bus line         <input checked="" type="checkbox"/> Club-House       </div> <div> <input checked="" type="checkbox"/> Beverage dispenser         <input checked="" type="checkbox"/> Showers         <input checked="" type="checkbox"/> Lighting       </div> <div> <input checked="" type="checkbox"/> Restoration         <input checked="" type="checkbox"/> Terrace         <input checked="" type="checkbox"/> Toilets         <input checked="" type="checkbox"/> Parking       </div> <div> <input checked="" type="checkbox"/> Changing rooms         <input checked="" type="checkbox"/> Wi-Fi       </div>

Describe your club and its equipments (optional).



Choose courts by activating the corresponding button, upload an image and describe your court.

● Padel 1 Occupancy rates 0.5%

● Philippe CHATRIER Occupancy rates 0.8%

Inside / indoors Moquette

From 8:00 AM to 12:00 PM

M T W T F S S

Price : 15 € per slot of 60 mn.

+ Add a price

Choose image

Choose slots by typing in the start and end times and activating or not activating the days open for booking.

From 8:00 AM to 12:00 PM

M T W T F S S

Price : 15 € per slot of 60 mn.

Set a rental price and a slot duration by typing the number directly or by clicking on the arrows.

If you wish to set different rates for a court according to days or hours, click on the **"Add a price"** button and repeat the procedure.

Finally, validate your choices by clicking on the button **"Save"**.



➤ SETTINGS>ACCESS CONTROL & ENERGY MANAGEMENT.



## SETTINGS>ACCOUNT PARAMETERS

Fill in your club account informations in 3 tabs.

### 1. Yellow Ball/OpenResa subscription tab

Renew or change your offer by clicking on the corresponding button.

**Account settings** Save

**BalleJaune Subscription** Contact info and details Geolocation of the club

**Tennis Club Démonstration**

Your current subscription

★ **PLATINUM - Up to 1500 users**  
from Aug 1, 2013 to Jun 30, 2020  
**In progress** expires 7 months from now

**Users**  
**17 out of 1600**  
You can add up to 1583 user(s)

**SMS credits**  
**9 SMS message(s) remaining** Buy SMS

**Renew or change plan**

**Invoices and orders**

Reference	Plan & duration	Amount	Status	
170913-3720-18	GOLD - 6 months Statistics from 9/1/17 to 3/2/18	74,50 € Cheque	<span>Canceled</span>	
150917-1906-18	SILVER - 3 months Statistics from 10/22/15 to 1/23/16	19,75 € PayPal	<span>Paid</span>	<span>Invoice</span>
508940-18-1442524157	<b>SMSPACK100/CLUB</b>	1,30 € PayPal	<span>Paid</span>	<span>Invoice</span>

Download your invoice by clicking on the **"Invoice"** button.

Choose your offer according to the number of your users by clicking on the corresponding line and then choose the duration by clicking on the corresponding line.

Select an offer :

- PLATINUM - Up to 1500 users
- FREE - Up to 30 users
- SILVER - Up to 150 users
- GOLD - Up to 500 users

**Renew or change plan**

Select an offer :  
PLATINUM - Up to 1500 users

3 months	Jun 30, 2020 • Oct 1, 2020	62,25 €	<span>Continue →</span>
6 months	Jun 30, 2020 • Dec 31, 2020	124,50 €	<span>Continue →</span>
<b>12 months</b>	<b>Jun 30, 2020 • Jul 1, 2021</b>	<b>249,00 €</b>	<b><span>Continue →</span></b>
24 months	Jun 30, 2020 • Jul 1, 2022	469,00 €	<span>Continue →</span>
36 months	Jun 30, 2020 • Jul 1, 2023	699,00 €	<span>Continue →</span>



In the new window, choose your payment method, PayPal, check or bank transfer by clicking on the corresponding button.

**PLATINUM - Up to 1500 users**  
Duration: **12 month(s)** from Jun 30, 2020 to Jul 1, 2021  
Amount: **249,00 €** including taxes

← Cancel Edit

**By PayPal**  
249,00 € by credit/check card or PayPal account. Your club account will be credited after confirmation of payment by the PayPal secure platform.  
The following cards are accepted :  
• Visa/MasterCard/Bank Card/American Express/Discover/Carte Aurore/Cofinoga  
Click the button below to access the secure payment site.  
Pay by PayPal

**By check**  
You can pay for your order by check. This will be taken into account when your cheque is received.  
• denominated in euros, payable to **NETATOO**.  
• our postal address is: **NETATOO SAS - BP 43606 - 54016 Nancy Cedex, France..**  
• to be cleared in a bank located in France.  
• along with the transaction number to be written on the back of the check.  
Transaction #**191209-5797-18**  
Amount: **249,00 €**  
Warning: You must click the button below if you want to make a payment by cheque.  
Pay by cheque

**By bank transfer/government-issued money order**  
You can pay for your order by bank transfer. This will be taken into account upon receipt of your payment, usually 2-7 days after your order.  
Wording of your transfer: **191209-5797-18**  
Amount: **249,00 €** (note, any fees will be payable by you)

Identifiant national de compte bancaire - RIB					
Banque	Guichet	N° compte	Clé	Devise	Démolition
30087	33603	00020217101	87	EUR	CIC NANCY DOMINICAINS

Identifiant international de compte bancaire					
IBAN (International Bank Account Number)				BIC (Bank Identifier Code)	
FR75	3008	7336	0300	0202	1710 187
				CMCIFRPP	

Note: You must click the button below if you want to make a payment by bank transfer.  
Pay by bank transfer

First change the billing address by clicking on the green **"Edit"** button.

**Billing information**

Association/Company \* Tennis Club Démonstration

Lastname & Firstname \* L Anne

E-mail address \* tennislubdemo@gmail.com

Address \* Tennis  
23 rue français  
54000 NANCY

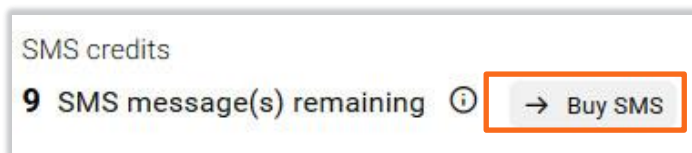
Country \* France

VAT # Optional

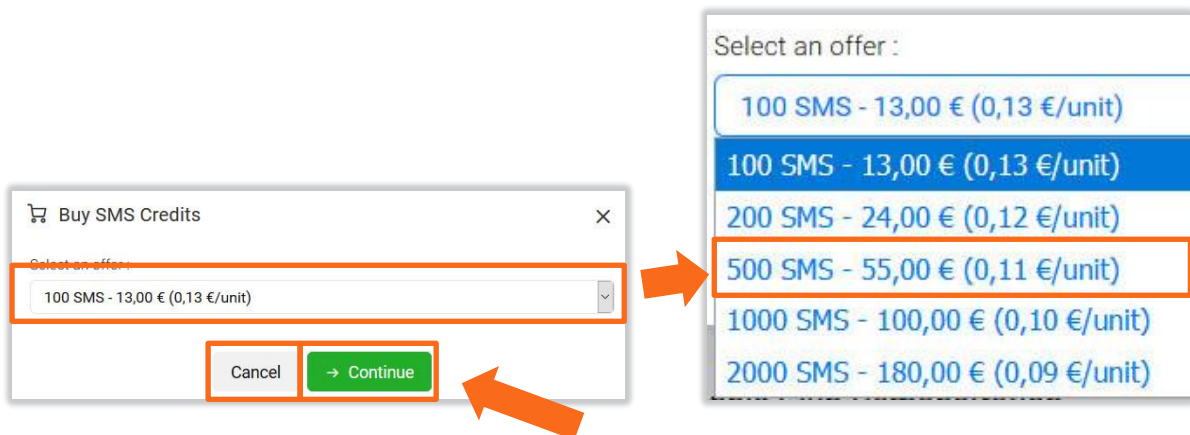
Save Cancel

Click on the **"Save"** button at the end of your changes or go back by clicking on the **"Cancel"** button.





When you register your club, you will receive a credit of 10 SMS messages. If you want to use more, click on the **"Buy SMS "** button.



In the new window, click on the displayed value and select a number of SMS messages to buy from the drop-down list.

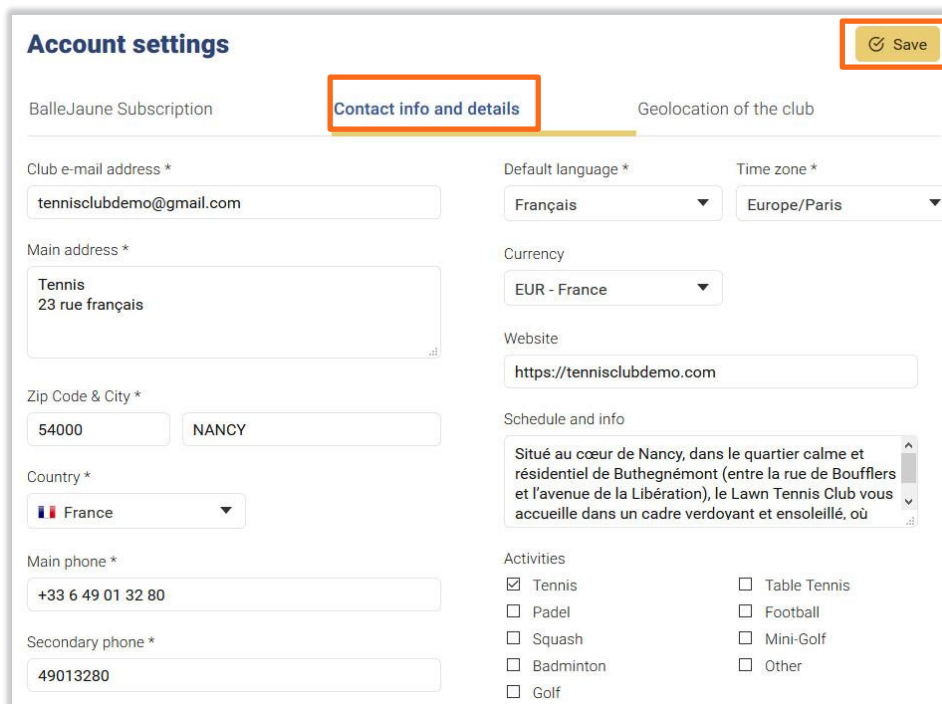
Confirm your choice by clicking on the **"Continue"** button and you will be redirected to a page to proceed to payment via PayPal, or go back by clicking on the **"Cancel"** button.

The number of remaining SMS messages will then be incremented according to the number of purchased SMS messages.



## 2. Contact information and details tab

Fill in all the details of your club before clicking on the **"Save"** button.



**Account settings**

BalleJaune Subscription **Contact info and details** Geolocation of the club

Club e-mail address \*  
tennisclubdemo@gmail.com

Main address \*  
Tennis  
23 rue français

Zip Code & City \*  
54000 NANCY

Country \*  
France

Main phone \*  
+33 6 49 01 32 80

Secondary phone \*  
49013280

Default language \*  
Français

Time zone \*  
Europe/Paris

Currency  
EUR - France

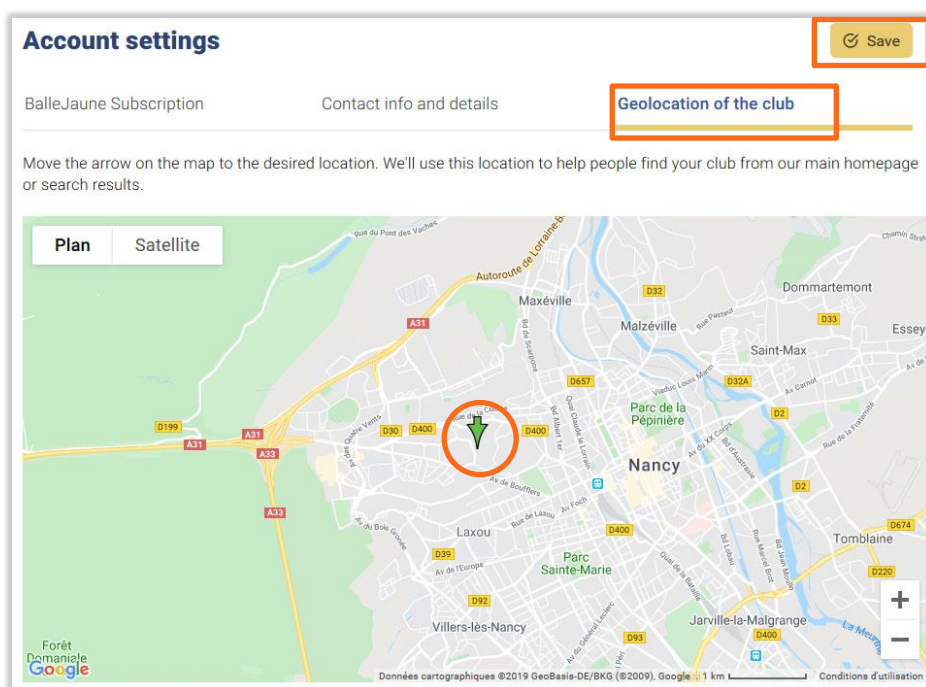
Website  
https://tennisclubdemo.com

Schedule and info  
Situé au cœur de Nancy, dans le quartier calme et résidentiel de Buthegnémont (entre la rue de Boufflers et l'avenue de la Libération), le Lawn Tennis Club vous accueille dans un cadre verdoyant et ensoleillé, où

Activities  
☒ Tennis ☐ Table Tennis  
☐ Padel ☐ Football  
☐ Squash ☐ Mini-Golf  
☐ Badminton ☐ Other  
☐ Golf

## 3. Geolocation of the club tab

Indicate the precise geographical position of your club by moving the arrow before clicking on the **"save"** button.



**Account settings**

BalleJaune Subscription Contact info and details **Geolocation of the club**

Move the arrow on the map to the desired location. We'll use this location to help people find your club from our main homepage or search results.

Plan Satellite

Map showing the location of the club in Nancy, France. The map includes labels for various districts like Maxéville, Malzéville, Saint-Max, Essey, Dommartemont, Laxou, Villers-les-Nancy, Jarville-la-Malgrange, and Tomblaine. A green arrow is positioned on the map, indicating the club's location. The map also shows major roads like A31, A33, and D400.






## SETTINGS> CLUB NAME & WEB ADRESS

Define the name of your club, its personalized web address and the name of your mobile application.

**Club name & web address**

Fill in the full name of the club and add as much as possible the abbreviations to improve your SEO on the search engines. The name and logo of the club will be visible on all pages and also in email notifications sent to users.



**Custom web address**

Prefer a concise, abbreviated name for easy access, for example: 'tcdemo' for Tennis Club Demo. In case of change of address, previous redirect to the new address.

**Mobile web-app**


Customize the name of your mobile web-app. This name will be displayed below the icon on your homescreen (Android / iOS).

Add your logo by clicking on the **"Change logo"** button and upload it in the format of the accepted images (JPEG, GIF, PNG, maximum weight 16 MB) by placing it directly in the corresponding area or click on the **"Choose file"** button among the images saved in your computer.

**Change the club logo**

Accepted formats: JPEG (.jpg, .jpeg), GIF (.gif), PNG (.png)  
Maximum file size: 16 MB

Drop your photo here or click on the button above.



Delete your logo by clicking on the red **"Remove"** button.

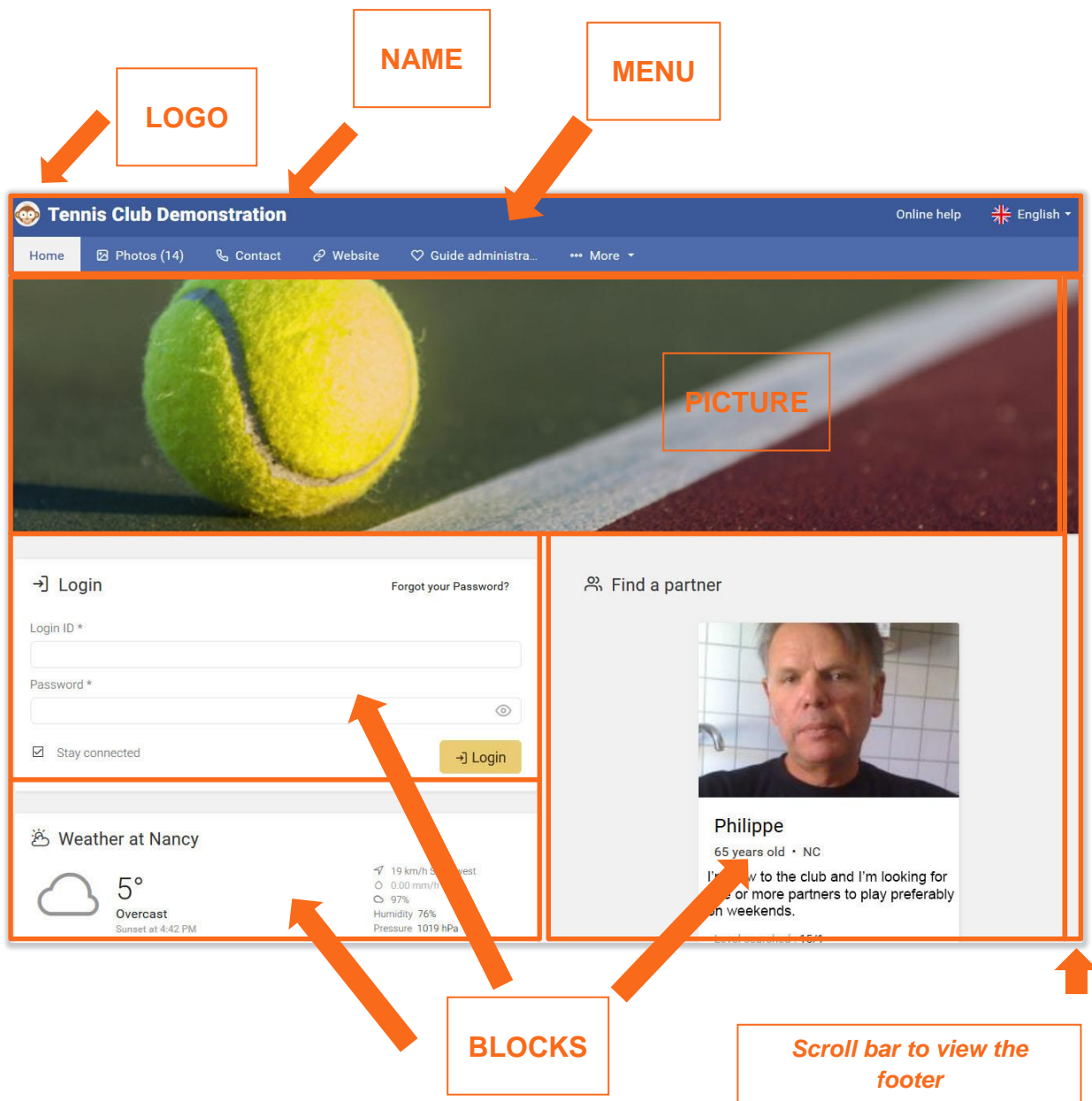
Finally, save your information by clicking on the **"Save"** button.



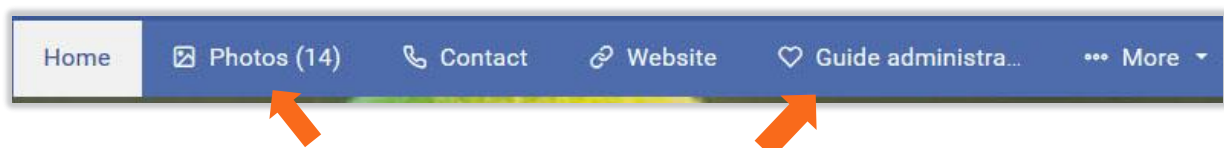
## WEBSITE & COMMUNICATION>HOMEPAGE

The homepage consists of an upper banner with menu, image, name and logo, and a number of blocks (widgets) to customize, organized in two columns and arranged as you wish. Only the **"Login"** block cannot be modified or deleted but only moved.

### HOMEPAGE COMPOSITION



Detail of the upper menu:

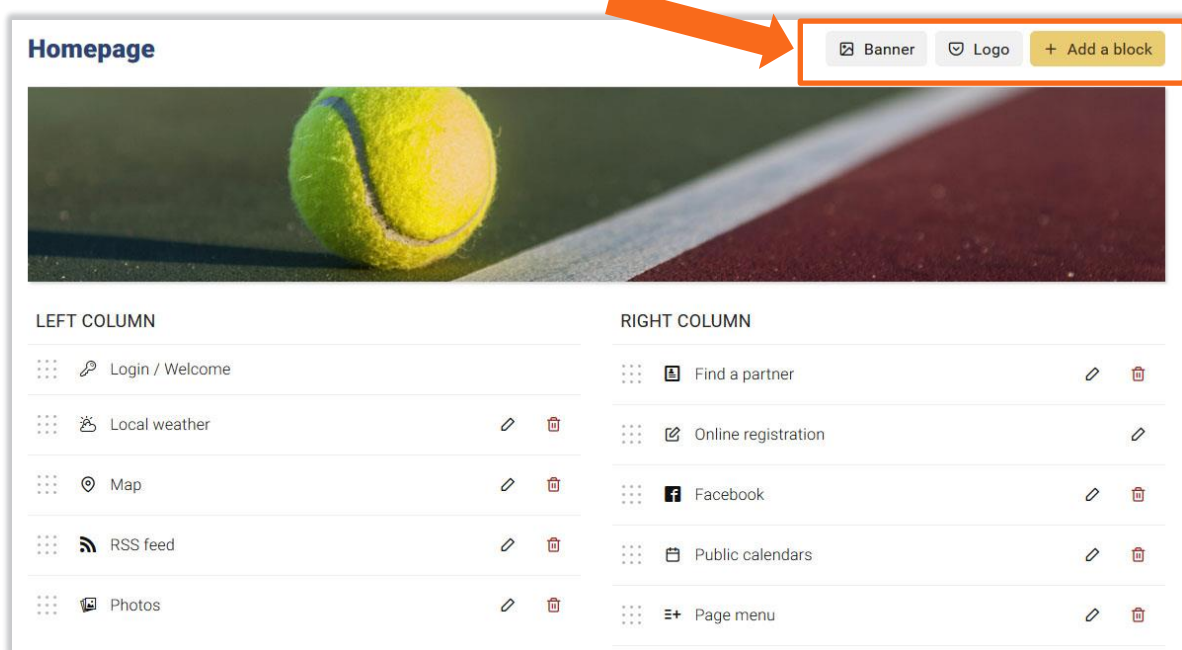


You can add photo albums and links to web pages.

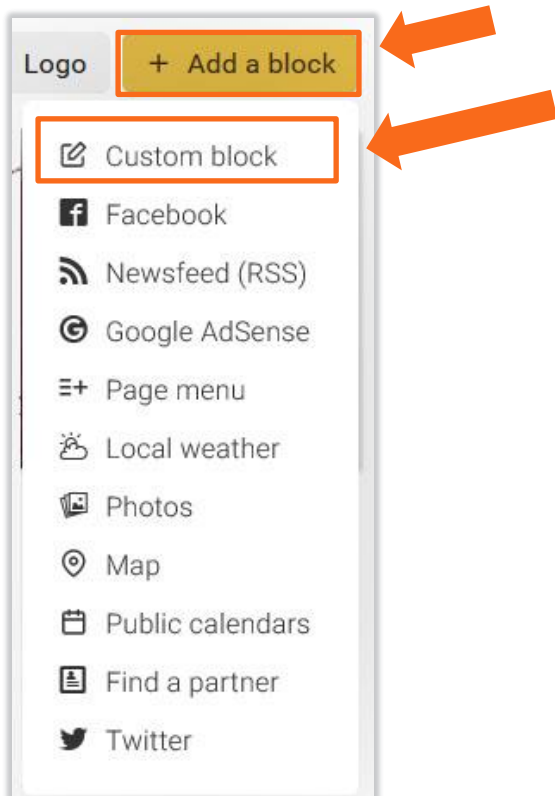


## CUSTOMIZATION OF YOUR HOMEPAGE

Define your blocs, add your Logo and picture.



Add a block by clicking on the "**Add a block**" button and then choosing the type of block from the drop-down menu that opens.

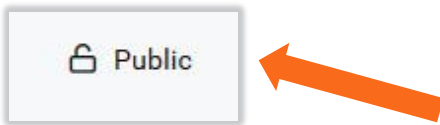


You have at your disposal 12 different types of blocks to integrate on your homepage, in addition to the "**Login**" block which is always present.

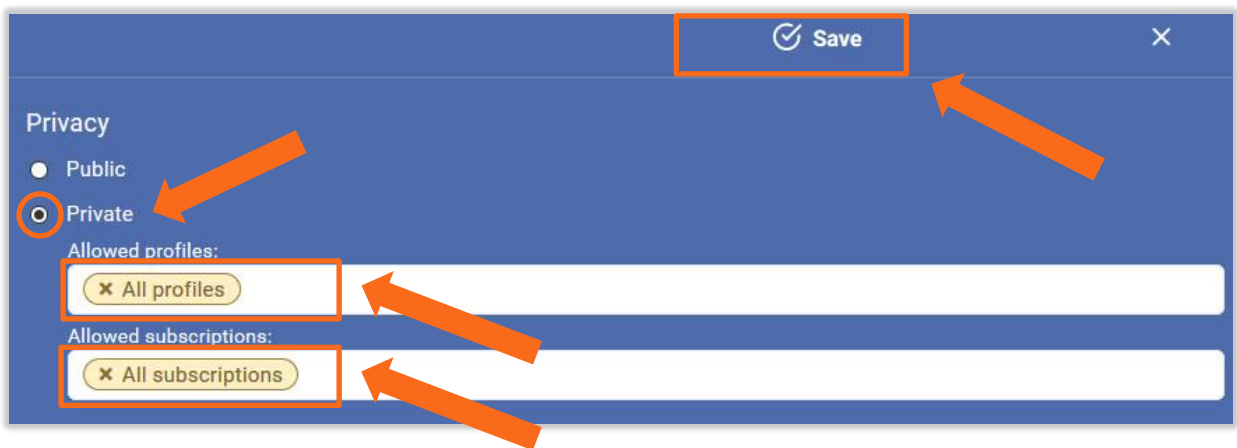


## Level of confidentiality :

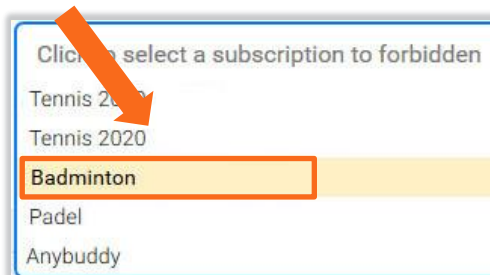
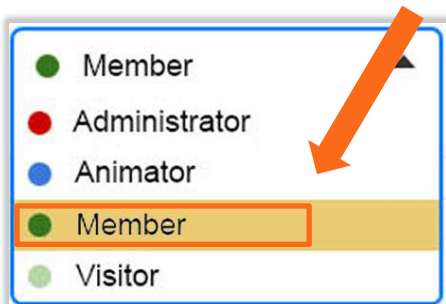
In each block, choose the level of confidentiality of its content (default public) .



Click on the **"Padlock"** pictogram at the top of each block to access the confidentiality menu and tick the corresponding box, Public or Private.



By choosing to make your block private, you can also restrict access to certain profiles and subscriptions by clicking on the corresponding lines and selecting them from the drop-down lists.



Don't forget to click on the **"Save"** button to validate your choices.



## 1. Custom Block

Give a title (optional), compose your message using traditional text formatting tools, insert an image, file, table, hyperlink, emoticon, etc... Choose an icon from the drop-down list.

The screenshot shows the 'Block of content' editor. The title field contains 'Ex: Internal tournament'. The rich text editor has various formatting tools. The icon dropdown menu is open, showing a list of icons. The 'Medal' icon is highlighted. The 'Save' button is highlighted at the bottom right.

Finally click on the **"Save"** button or go back by clicking on the **"Cancel"** button.

### Examples of visuals of blocks of custom content on the homepage:



## 2. Facebook block

Integrate your Facebook page on your homepage.

**NOTE :** *you can only integrate one page and not a group or a user account.*

Give a title (optional) and indicate the address of your page.

Facebook Public

Integrate your Facebook page of BalleJaune. This widget only works with Facebook "pages" (with a "Like" button). Groups and standard accounts users are not supported.

Title of the block (optional)  
Example: Find us on Facebook

Full address of your Facebook page:  
Example: https://facebook.com/ballejaune.openresa

Tabs (optional)  
☒ Newsletter ☐ Events ☐ Messages

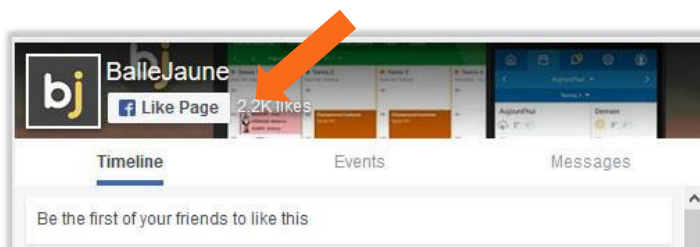
☒ Display photos of fans  
☐ Hide the cover photo in the header  
☒ Reduce the height of the header

Cancel Save

Choose the tabs and options to display by ticking the corresponding boxes.

### Tabs :

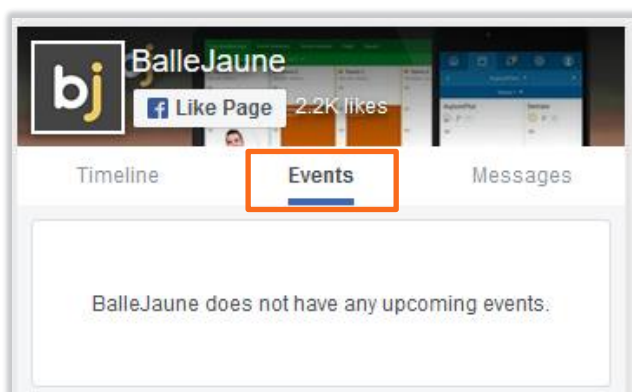
By disabling the 3 tabs, only the **"Like"** button will be displayed.



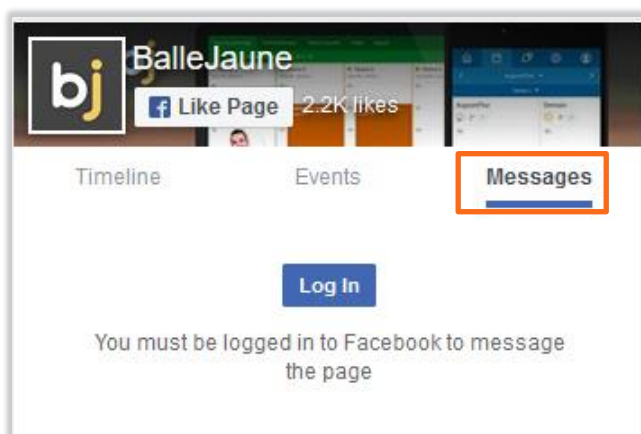
**Log tab** : displays the latest publications of your page



**Events tab** : displays upcoming events on your page



**Messages tab** : allows visitors to send you a message through your page (via Messenger)





### **Options :**

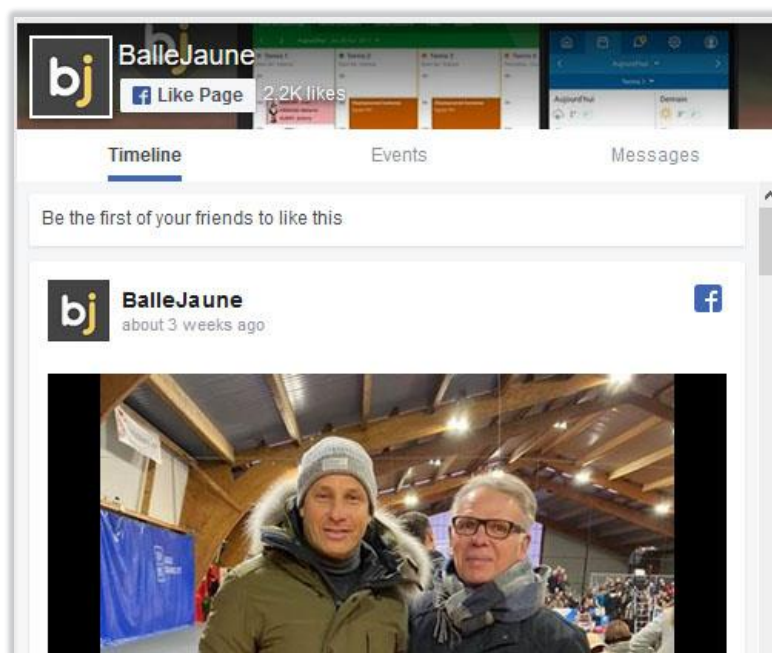
You have the choice to display or not the photos of your page's fans and users' friends, to hide or not the cover photo of your page and to reduce the height of the header.

**NOTE :** *users must be logged into their Facebook account to be able to interact with your page.*

**NOTE :** *you must allow tracking in your browser to display your Facebook block.*

Finally, click on the **"Save"** button.

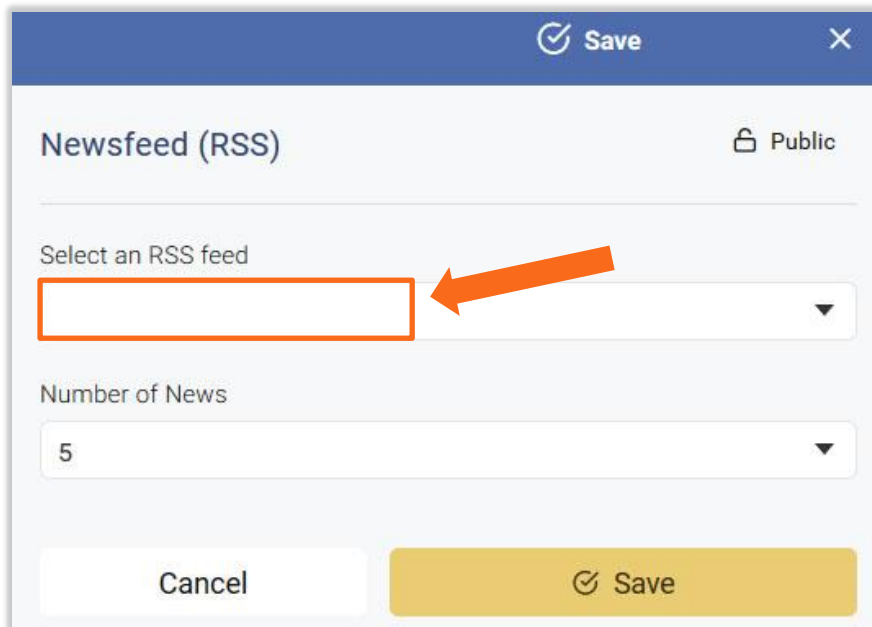
### **Example of a visual of an FB block on the homepage:**





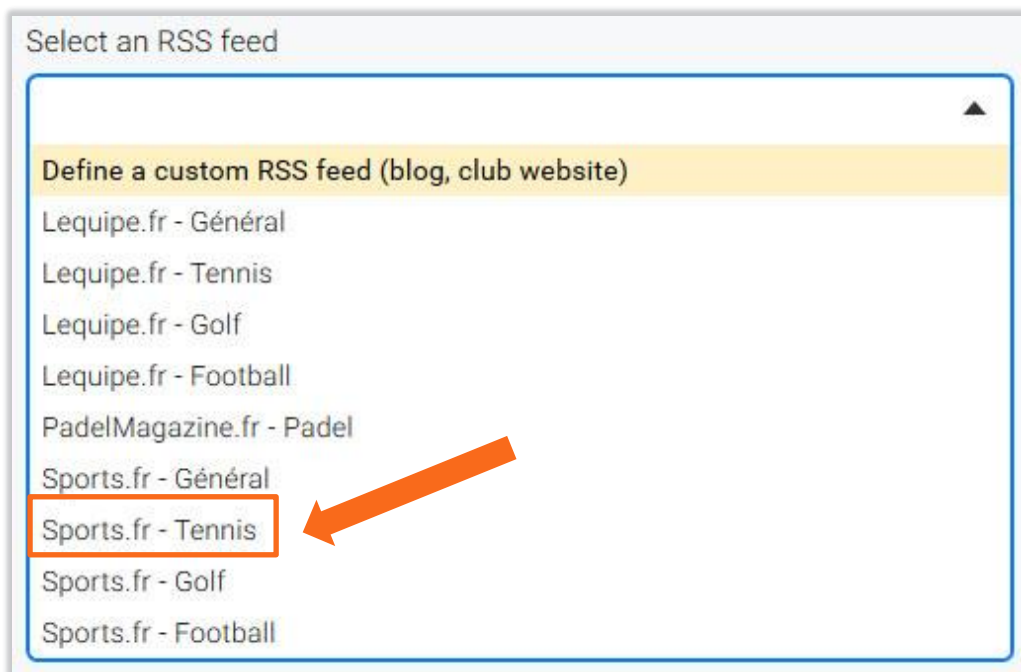
### 3. Newsfeed Block (RSS)

Follow the news in real time on your home page.



The screenshot shows a configuration dialog box titled "Newsfeed (RSS)" with a "Public" status icon. It features a "Select an RSS feed" dropdown menu, which is highlighted with an orange rectangle and an orange arrow pointing to it. Below this is a "Number of News" dropdown menu set to "5". At the bottom, there are "Cancel" and "Save" buttons.

Choose among those proposed the RSS feed to integrate by clicking in the corresponding box and then selecting it from the drop-down list.



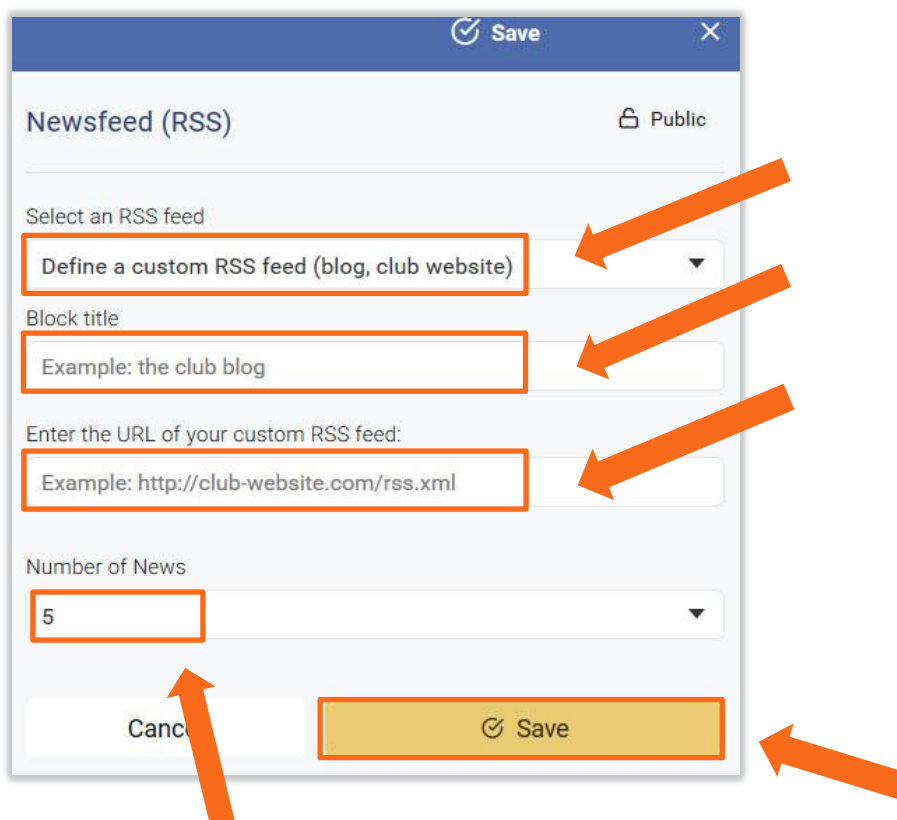
The screenshot shows the expanded "Select an RSS feed" dropdown menu. It lists several options, with "Sports.fr - Tennis" highlighted by an orange rectangle and an orange arrow pointing to it. The options include "Define a custom RSS feed (blog, club website)", "Lequipe.fr - Général", "Lequipe.fr - Tennis", "Lequipe.fr - Golf", "Lequipe.fr - Football", "PadelMagazine.fr - Padel", "Sports.fr - Général", "Sports.fr - Tennis", "Sports.fr - Golf", and "Sports.fr - Football".



Select your number of news items to display in the drop-down list that opens by clicking on the corresponding box.



You can also define a custom feed by specifying the URL address of your RSS feed and giving it a title (optional).



Also set the number of news items to be displayed.

Finally, click on the **"Save"** button.



### Example of a visual of an RSS block on the homepage:



By clicking on a line in the news, the user will be redirected to the full article. Similarly, by clicking on the **"See more"** button, it will be redirected to the full page from which the RSS feed is extracted.

#### 4. Google AdSense block

AdSense is Google's advertising agency, which allows you to earn money simply and free of charge by placing advertising on your site.

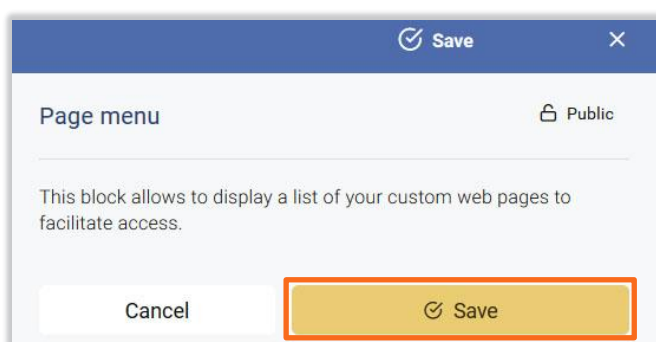
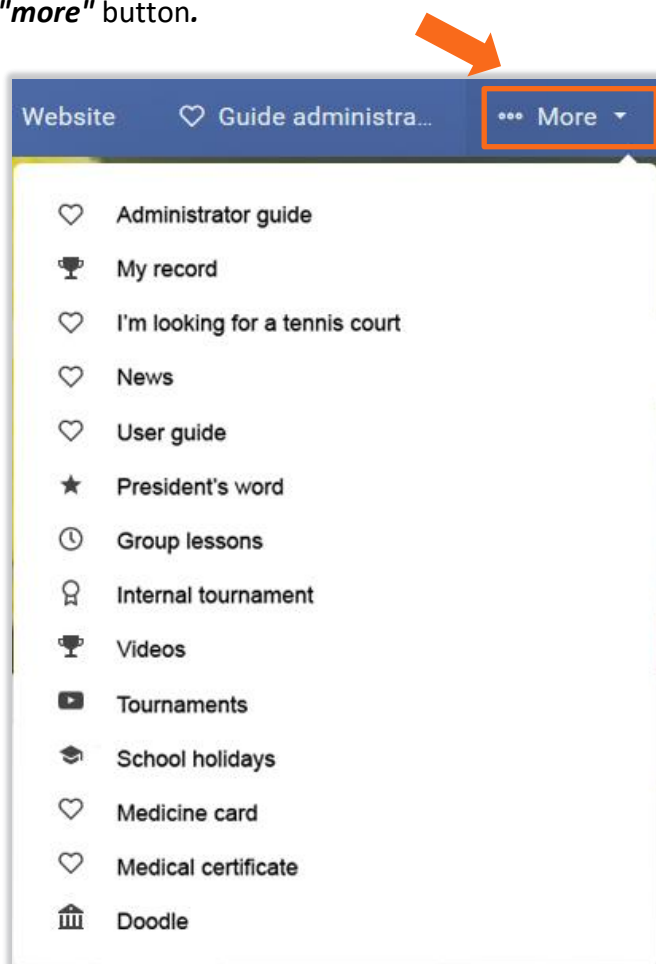


## 5. Page Menu block

Display the list of your personalized web pages to make them more visible and therefore more accessible.

You must have previously created pages in [WEBSITE & COMMUNICATION>Web pages](#).

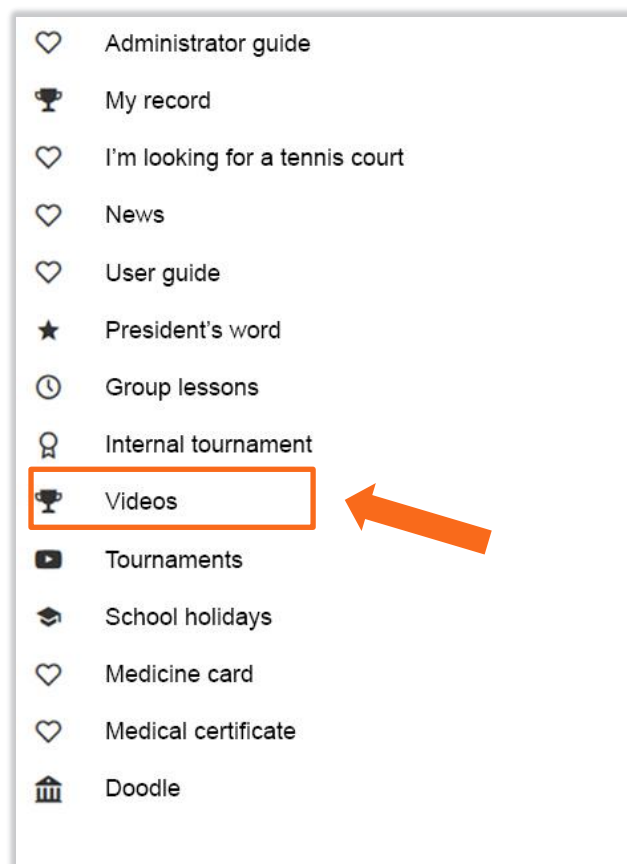
The list is also accessible through the top banner of your homepage by clicking on the **"more"** button.



Simply click on the **"Save"** button.



**Example of a visual of a menu of pages block on the homepage:**



By clicking on the name of one of the pages, the user will be redirected to the page in question.



## 6. Local weather block

Indicate the precise weather forecast for your city over 7 days, by entering its name in the corresponding box.

Local weather Public

The weather is based on the geographical position of the club.

Club geolocation

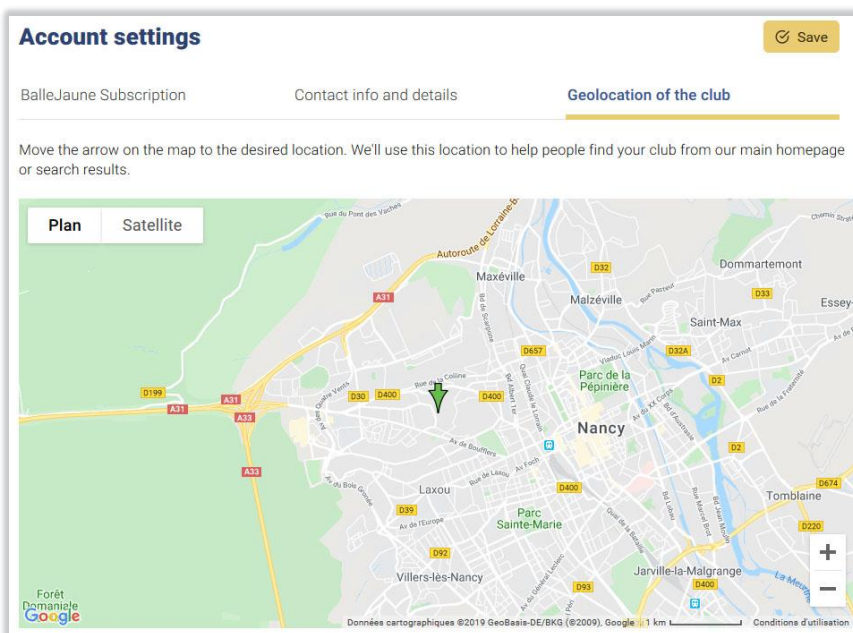
City name

☐ Hide the 7 day weather forecast

Cancel Save

You can choose to hide the 7-day forecasts by ticking the corresponding box.

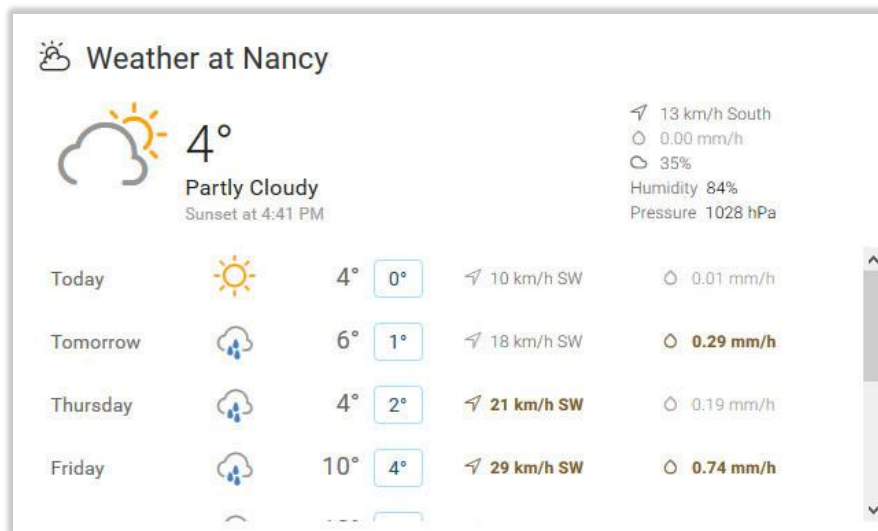
The weather is based on the geolocation of your club, accessible by clicking on the corresponding blue button, tab **"geolocation of the club"** in [SETTINGS>Account parameters](#).



Simply click on the **"Save"** button.



Example of a visual of a weather block on the homepage:



## 7. Photos block

Display a photo gallery on your homepage.

You must have previously created one or more photo albums in [WEBSITE & COMMUNICATION>Photos](#).

Photos Public

Photo album  
All pictures

Number of photos to show  
5

Display Order  
☒ Latest added ☐ Random

Cancel Save

Choose the content of your gallery by clicking in the **"Photo album"** box and selecting from the drop-down list either a particular album or the **"all pictures"** option that groups photos from all albums. Set the number of photos to be displayed by clicking in the corresponding box and selecting it from the drop-down list.

All pictures  
All pictures  
Tennis academy  
Championship  
Tennis school  
Barbecue  
Tennis school  
Team matches  
Internal tournament

Number of photos to show  
5  
1  
3  
4  
5  
6

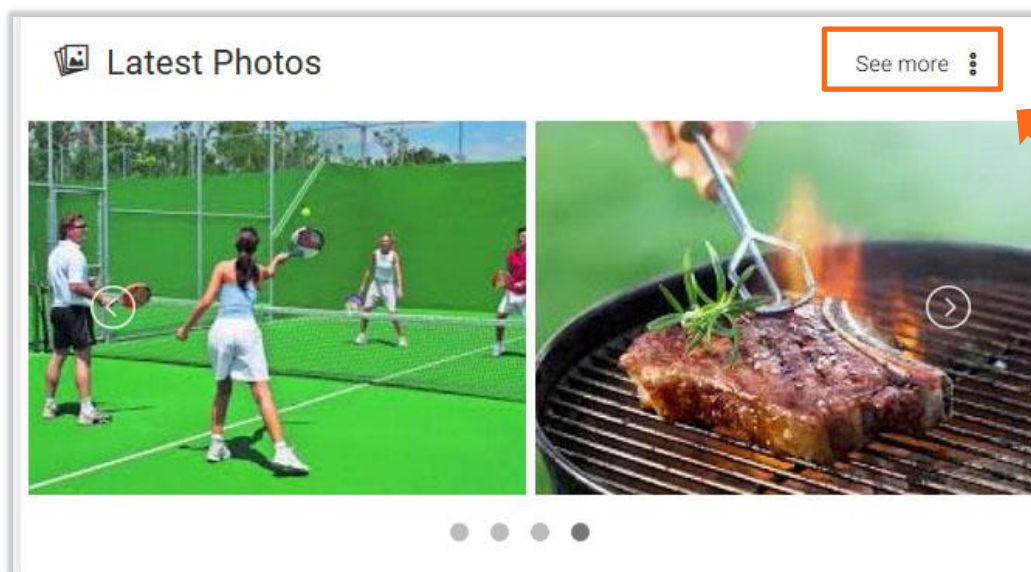
Also choose the order in which the photos are displayed by ticking the corresponding option, either **"latest added"** or **"random"**.

Finally, click on the **"Save"** button.





Example of a visual of a photo block on the home page:

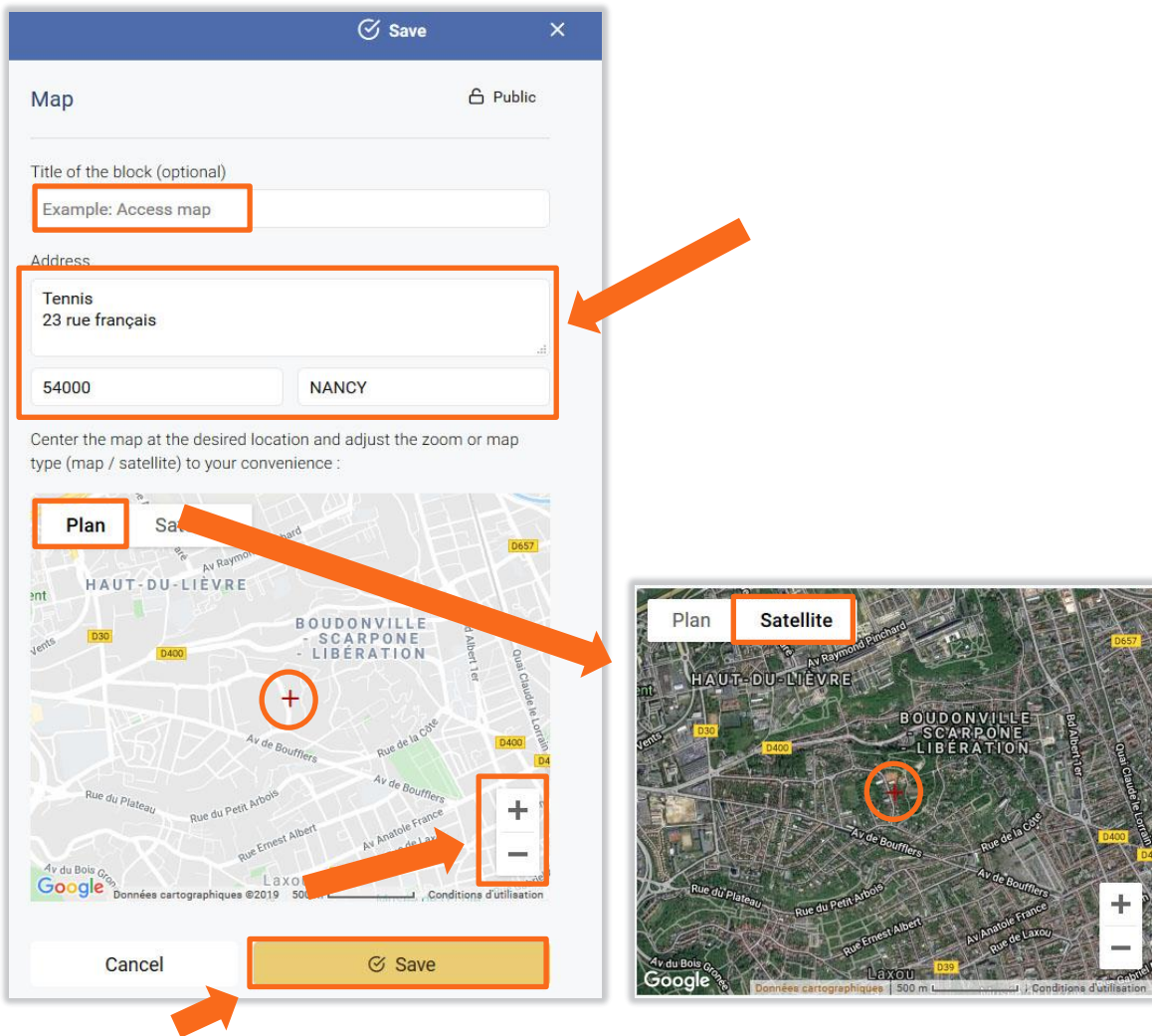


By clicking on the **"See more"** button, the user opens the photo album page and can choose to view an album.



## 8. Map Block

Give a title (optional), type in your club's address and move the map to adjust the centering to the desired location under the small red cross. The cross is already placed according to the address you specified when you registered your club but you may need to place it more finely.

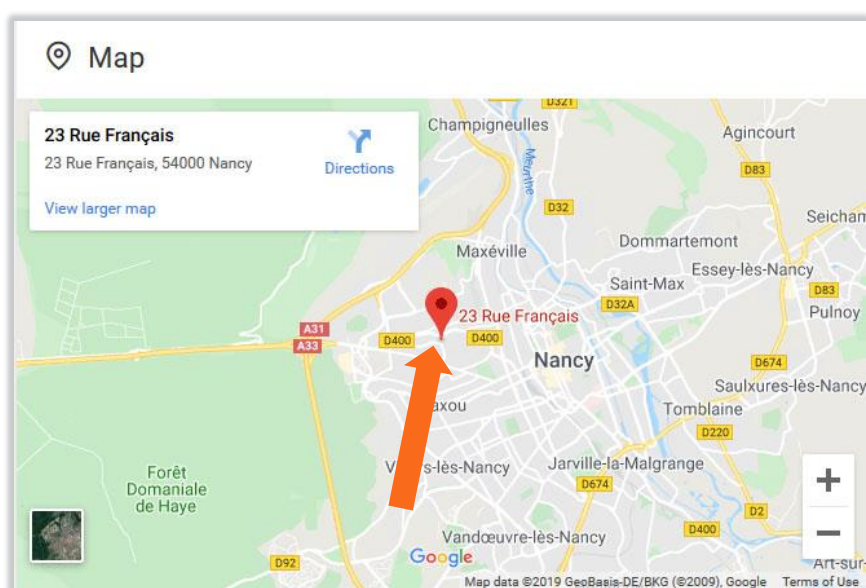


Adjust the zoom using the "+" or "-" buttons and choose the type of display: plan or satellite.

Finally, click on the **"Save"** button.



**Example of a visual of an access map block on the homepage:**



Your club is located by the ***"red drop"***.



## 9. Publics calendars block

Integrate your calendars on your homepage so that your members can view them without having to log in.

These calendars are available for consultation only. If a user clicks on an available slot, a message will prompt them to log in or register online if this option is enabled.

Give a title (optional) and select a configuration to display by clicking on the corresponding line in the drop-down list before clicking on the **"save"** button.

The screenshot shows a 'Public calendars' configuration window. It has a title bar with a 'Save' button and a close icon. The main content area includes a description: 'Integrate booking tables on your BalleJaune homepage. Users can quickly view calendars without having to log in.' Below this is a 'Block title (optional)' text input field. Then, there is a 'Select a configuration' dropdown menu currently showing 'Widget page ballejaune'. Below the dropdown is a blue button labeled 'Manage configuration'. At the bottom are 'Cancel' and 'Save' buttons. Orange arrows point from the 'Block title' field, the 'Select a configuration' dropdown, the 'Manage configuration' button, and the 'Save' button to a separate inset showing the configuration list.

Public calendars Public

Integrate booking tables on your BalleJaune homepage. Users can quickly view calendars without having to log in.

Block title (optional)

Select a configuration

Widget page ballejaune

Manage configuration

Cancel Save

Select a configuration

- Widget page
- Widget page
- court rental by the hour
- dynamic display

To modify it or define a new configuration (which will appear in the drop-down list), click on the blue **"Manage Configuration"** button. You then access the [WEBSITE & COMMUNICATION>Public calendars](#) menu.

Define a new configuration by clicking on the corresponding button.

The screenshot shows the 'Public calendars' page. At the top, there is a '+ New configuration' button. Below it is a preview of a calendar widget for 'Tennis Club'. The calendar shows a grid of dates and times, with a sidebar on the left containing a menu.

Public calendars

+ New configuration

Tennis Club

Reservations/Localities



In the **"Settings"** tab, give a name to your configuration.

Select the calendars to be displayed by clicking on the corresponding box and choosing them from the drop-down list.

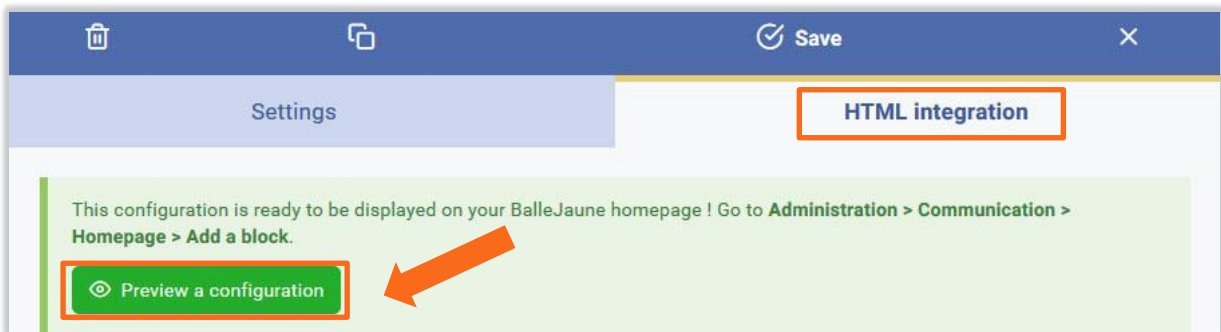
Set the default zoom value and set the number of days to be displayed on the calendar in the drop-down lists.



The rotation interval allows you to loop through all the calendars if their number is too high to appear simultaneously in the block. The minimum value of the period is set at 5 seconds. Change the value by clicking on the arrows or by typing it directly.

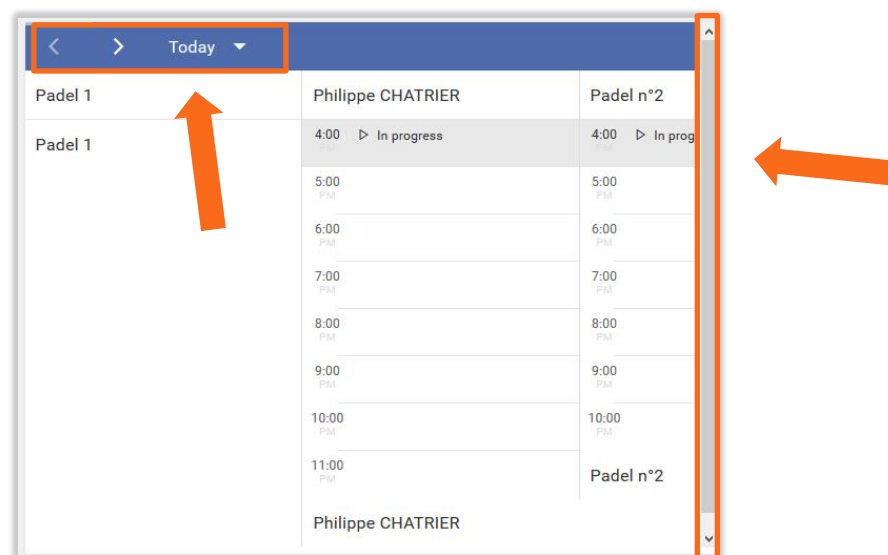
To keep their anonymity (your calendars posted on your website are public), untick the box **"Show names of members"** .

In the **"HTML Integration"** tab, preview the display of your calendars on the homepage by clicking on the green **"Preview a configuration"** button.



Finally, click on the **"Save"** button.

#### Example of a visual of a planning block on the homepage:



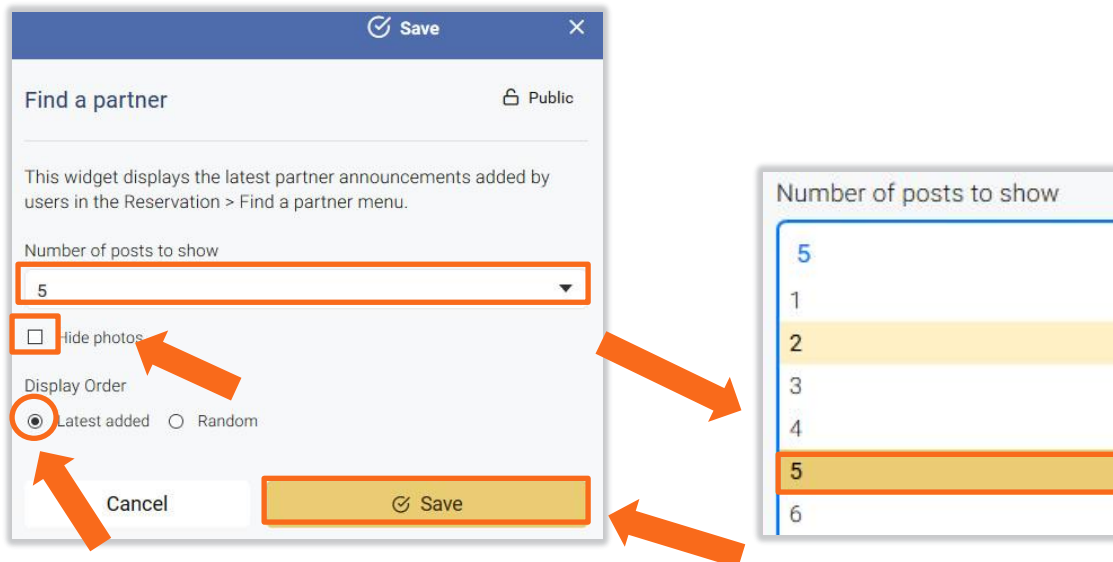
The user has the possibility to navigate in the reservation tables horizontally and vertically if not all calendars are visible.



## 10. Find a partner block

Display partner search ads created by your members.

Click on the number of ads to display in the drop-down list that opens when you click in the corresponding box.

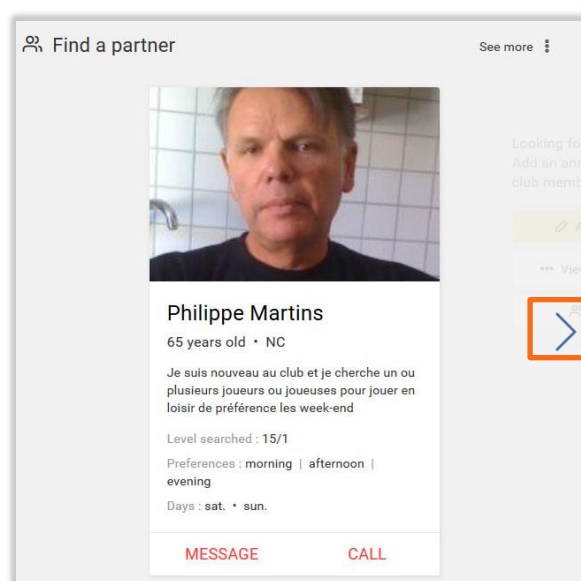


Hide the photos on the ads by ticking the corresponding box.

Choose the order in which the ads are displayed, either the last ones added or randomly by ticking the corresponding box.

Finally, click on the **"Save"** button.

**Example of a visual of a find a partner block on the homepage :**



The user may scroll through the ads with the arrows.





## 11. Twitter block

View the news feed for your Twitter account.

Give a title (optional) and then indicate the name of your account (without putting the @).

The screenshot shows a configuration window for a Twitter block. It has a blue header with a 'Save' button and a close icon. The title 'Twitter' is at the top left, and 'Public' is at the top right. Below the title is a paragraph of instructions. The 'Title of the block (optional)' field contains 'Ex: Find us on Twitter'. The 'Twitter Account' field contains '@'. The 'Display type' dropdown menu is set to 'Tweets'. The 'Save' button is highlighted in yellow. Orange arrows point to the instructions, the Title field, the Twitter Account field, the Display type dropdown, and the Save button.

Twitter

Public

To include a Twitter timeline, you must go to 'settings' on your Twitter profile and then configure a widget. Then, with the code provided by Twitter, you should use the 'widget-id,' which is usually a series of twenty digits.

Title of the block (optional)

Ex: Find us on Twitter

Twitter Account

@

Display type

Tweets

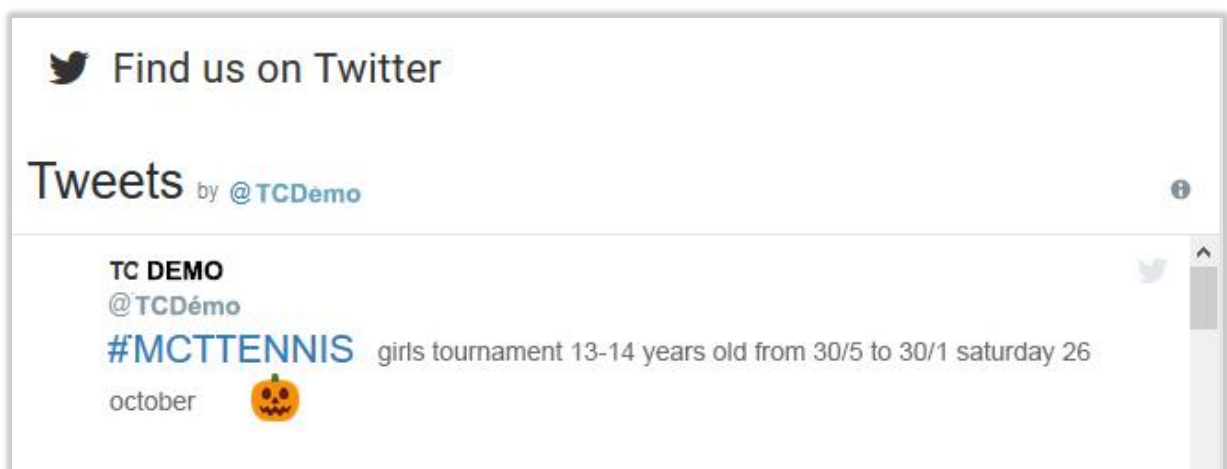
Cancel Save

Display type

- Tweets
- Follow button
- Tweet Button
- Button Hashtag

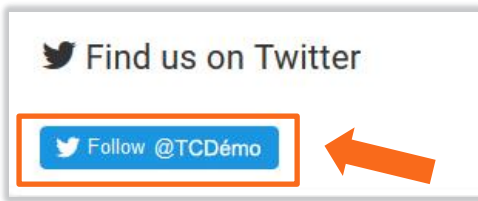
Choose the type of display to be integrated by clicking on the corresponding box and selecting it from the drop-down list.

**Tweets views:** to view your club's news feed





**Follow button:** to allow users to subscribe to your account



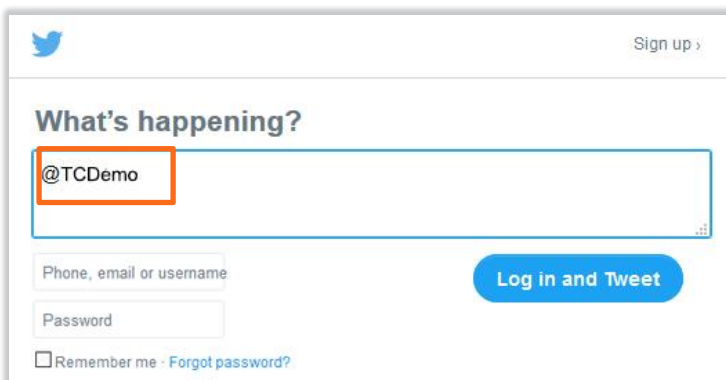
By clicking on the blue button, the user will have access to the following screen.



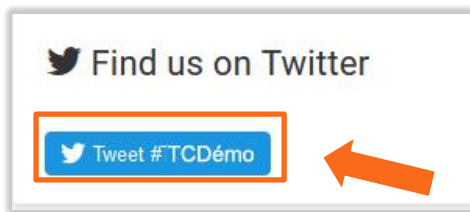
**Tweet button:** to allow users to send you a tweet



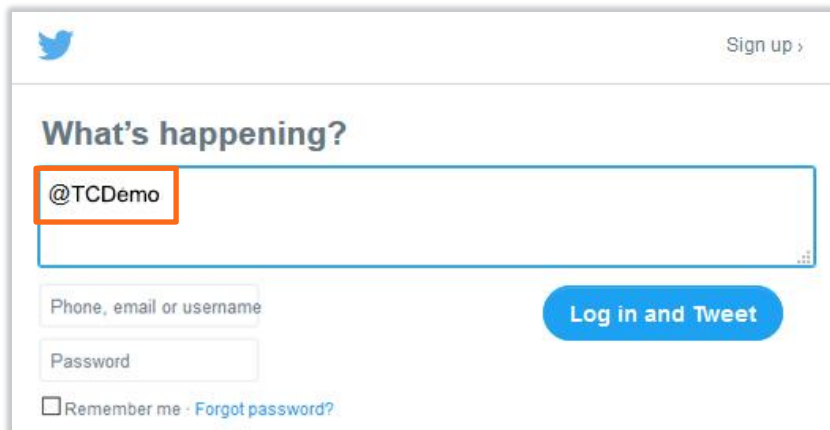
By clicking on the blue button, the user will have access to the following screen.



**Hashtag button:** to allow users to perform a search



By clicking on the blue button, the user will have access to the following screen.



**NOTE :** for the 3 buttons, the user is prompted to log in if he or she is not already logged in.

Finally, click on the **"Save"** button.

**Example of a visual Twitter block on the homepage :**

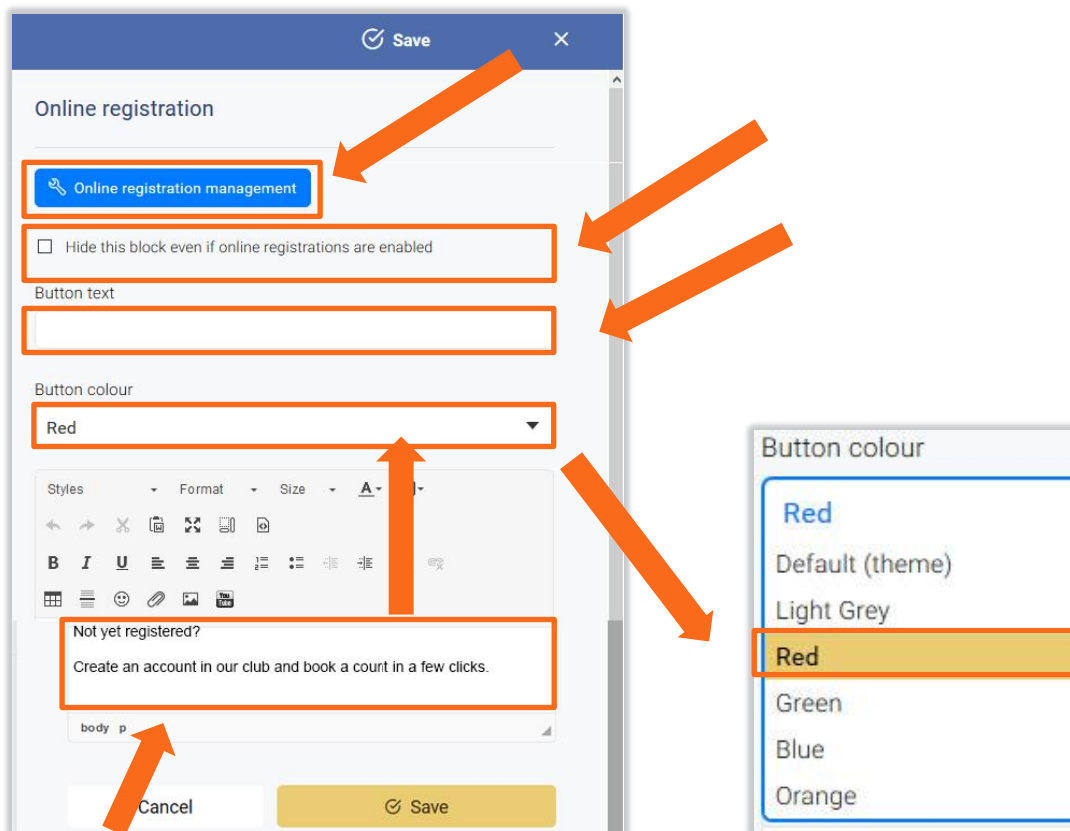


## 12. Online registration block



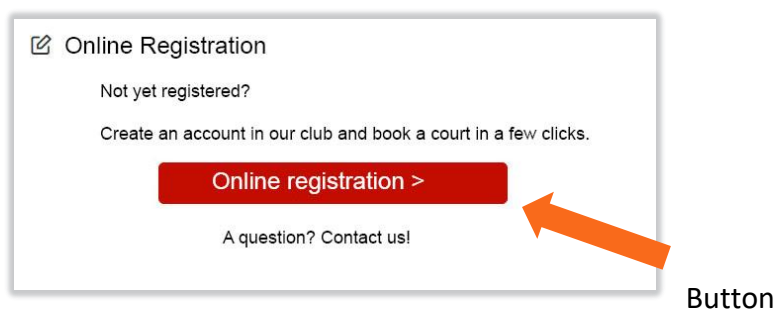
It's always present (you can't delete it) but it can be hidden or not. If you don't allow online registration, it will not be visible. If you allow them, you can also temporarily hide it if you enable the **"Hide this block"** option.

The blue button **"Online registration management"** allows you to access their configuration in the menu **USERS>Online registration Settings button (top right)**.






























Customize the button text, its color (choose it from the drop-down list by clicking on it) and a teaser message by clicking in the corresponding areas. Finally, click on the **"Save"** button.

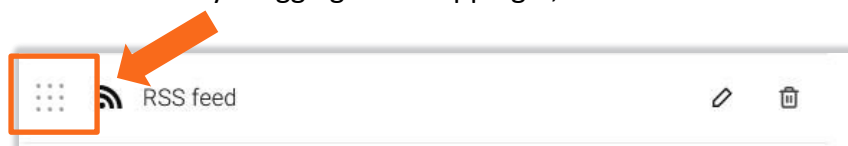
**Example of a visual of a online registration block on the homepage :**



**Management of your blocks:** after the creation of all your blocks, view these blocks on 2 columns in the order in which they will appear on the home page.

LEFT COLUMN	RIGHT COLUMN
 Login / Welcome	 Find a partner  
 Local weather  	 Online registration 
 Map  	 Facebook  
 RSS feed  	 Public calendars  
 Photos  	 Page menu  

**Move** a block by dragging and dropping it,



**modify** a block,



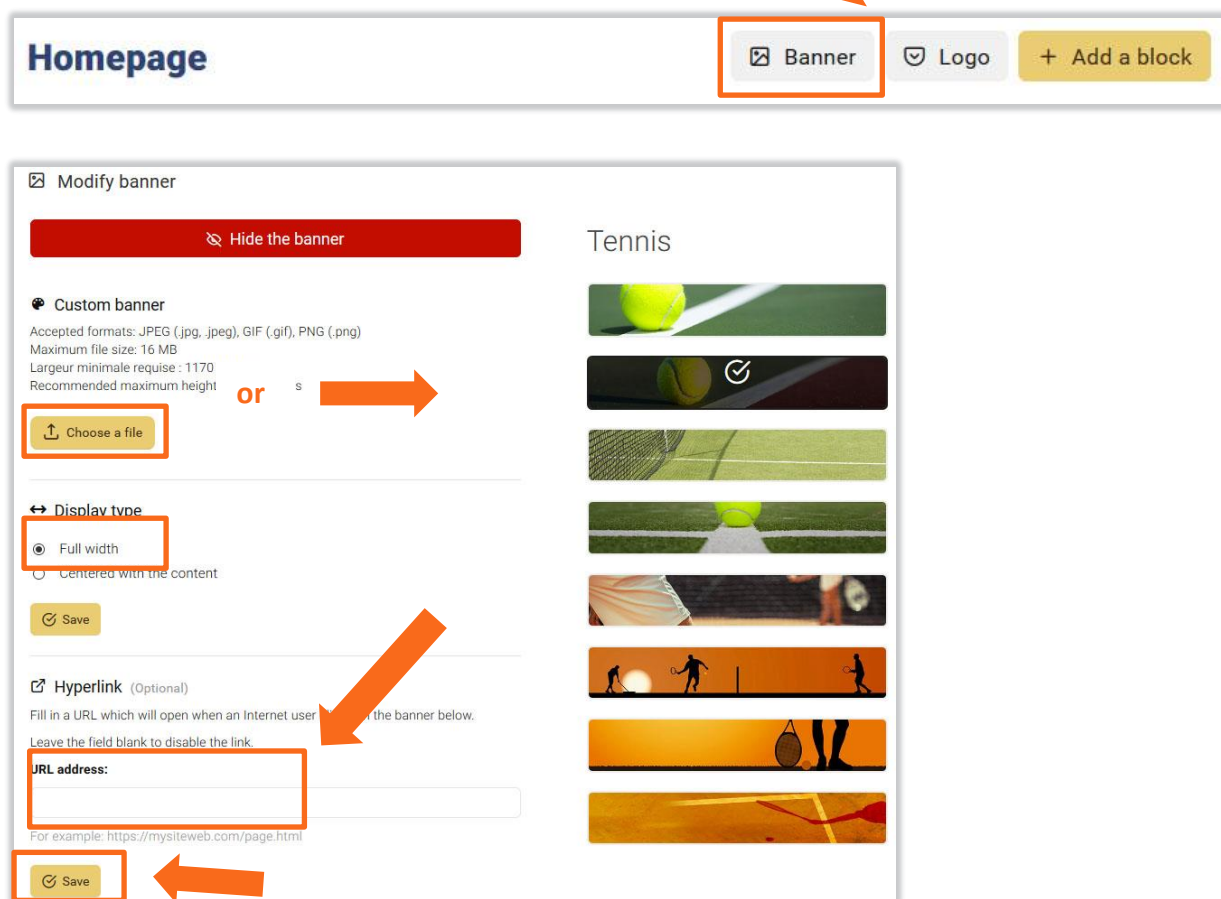
or **delete** a block



by clicking on the corresponding pictograms.

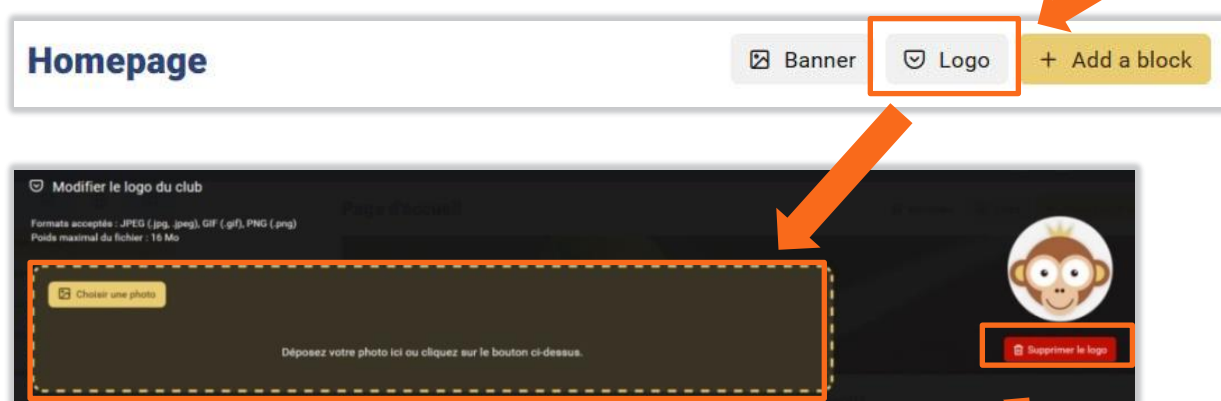


Change the banner by clicking on the **"Banner"** button and then on one of the proposed pictures or download a customized picture in the specified formats and sizes, tick the type of display, possibly add a URL address that will open by clicking on the image and click on the **"Save"** button.



The screenshot shows the 'Modify banner' interface. At the top, there is a 'Homepage' label and a navigation bar with 'Banner', 'Logo', and '+ Add a block' buttons. The 'Banner' button is highlighted with an orange box and an arrow. Below the navigation bar, the 'Modify banner' section is visible. It includes a 'Hide the banner' button, a 'Custom banner' section with file format and size information, a 'Choose a file' button, a 'Display type' section with 'Full width' and 'Centered with the content' options, a 'Hyperlink' section with a 'URL address' field, and a 'Save' button. Orange arrows point to the 'Banner' button, the 'Choose a file' button, the 'Full width' radio button, the 'URL address' field, and the 'Save' button. A vertical column of ten banner image thumbnails is shown on the right side of the interface.

Add your logo by clicking on the **"Logo"** button and then uploading your image file in the specified format. On some browsers, you can directly drag and drop your image file.



The screenshot shows the 'Modifier le logo du club' interface. At the top, there is a 'Homepage' label and a navigation bar with 'Banner', 'Logo', and '+ Add a block' buttons. The 'Logo' button is highlighted with an orange box and an arrow. Below the navigation bar, the 'Modifier le logo du club' section is visible. It includes a 'Choisir une photo' button, a large dashed box for the logo image, and a 'Supprimer le logo' button. Orange arrows point to the 'Logo' button, the 'Choisir une photo' button, the dashed box, and the 'Supprimer le logo' button. A small monkey logo is shown in the top right corner of the interface.

Delete your logo by clicking on the **"Remove logo"** button.

The logo will appear at the top left of the homepage and below the calendars.



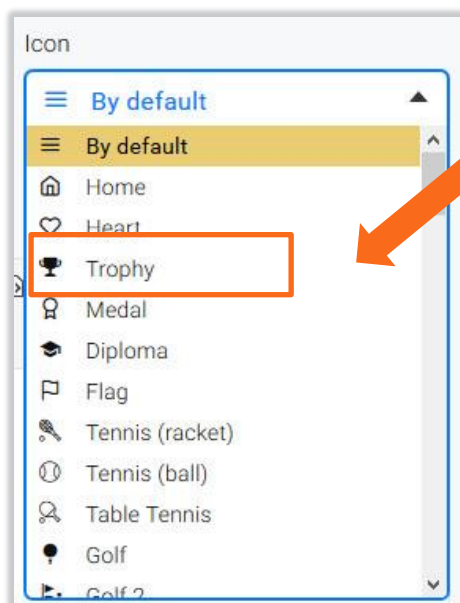
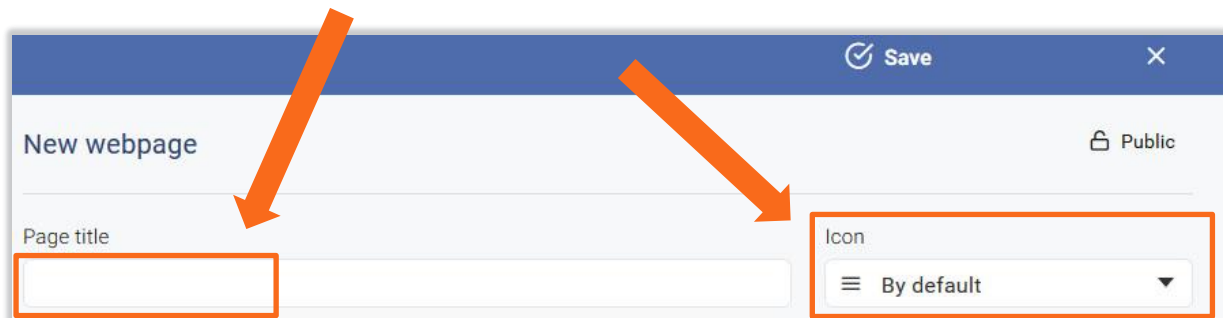
## WEBSITE & COMMUNICATION>WEB PAGES

Define a certain number of web pages accessible from the homepage.



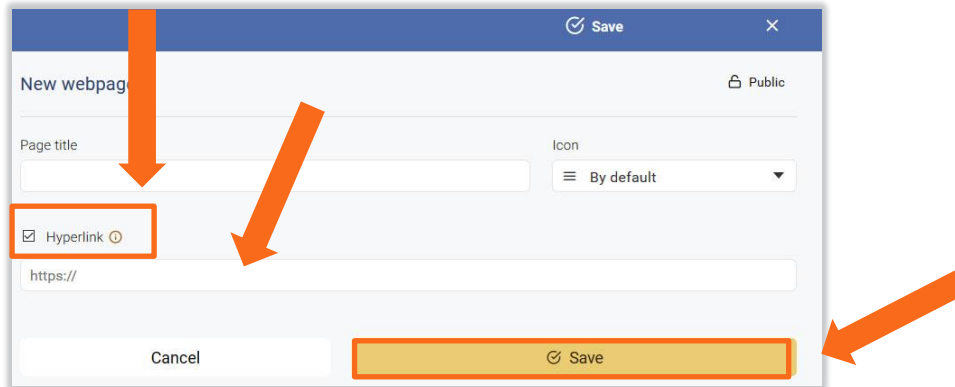
Create a page by clicking on the **"New webpage"** button.

A side window opens on the right where you will define your page by giving it a name and assigning it an icon chosen from the drop-down list.



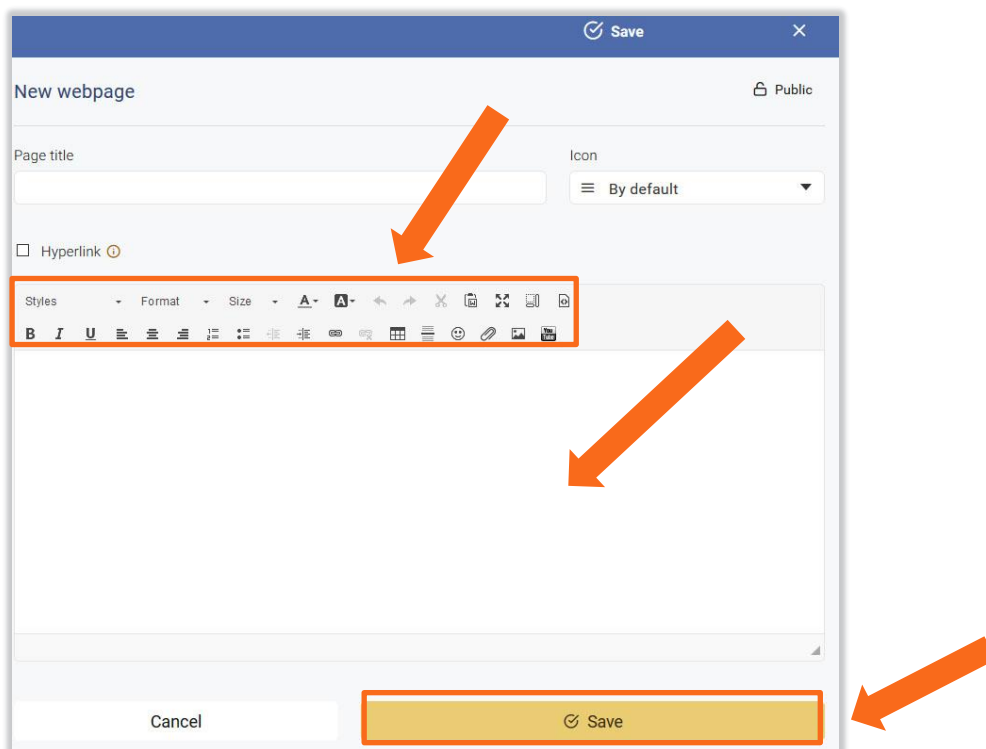
You can define 2 types of pages:

- either by directly indicating the web address of your page if the **"Hyperlink"** box is checked (default)



The screenshot shows the 'New webpage' dialog box. The 'Hyperlink' checkbox is checked and highlighted with an orange box. An orange arrow points to the 'Page title' field, another points to the 'Hyperlink' checkbox, and a third points to the 'Save' button. The 'Page title' field is empty, and the 'Hyperlink' field contains 'https://'. The 'Icon' dropdown is set to 'By default'. The 'Cancel' and 'Save' buttons are at the bottom.

- either by defining your page, if the **"Hyperlink"** box is unchecked, by a message in the dedicated area using the classic text formatting tools.

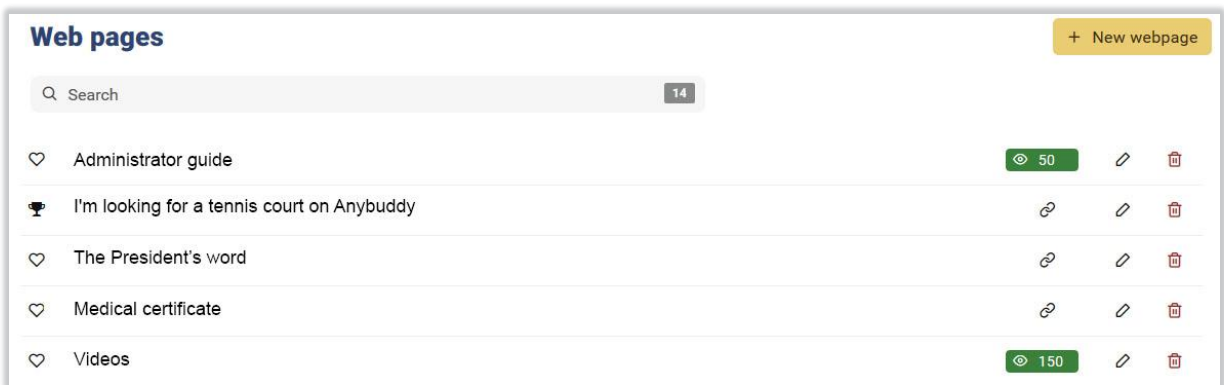


The screenshot shows the 'New webpage' dialog box with the 'Hyperlink' checkbox unchecked. An orange box highlights the text formatting toolbar, which includes options for bold, italic, underline, text color, background color, font size, and more. An orange arrow points to the 'Page title' field, another points to the text formatting toolbar, and a third points to the 'Save' button. The 'Page title' field is empty, and the 'Hyperlink' field is empty. The 'Icon' dropdown is set to 'By default'. The 'Cancel' and 'Save' buttons are at the bottom.

In both cases, save your page by clicking on the **"Save"** button.



**Manage** your pages by viewing their list.



**Edit** a page,



or **delete** a page



by clicking on the corresponding pictograms.

The number of views of each of your pages is indicated by the **"eye"** pictogram.

The **"link"** pictogram indicates that you have defined a hypertext link for this page.

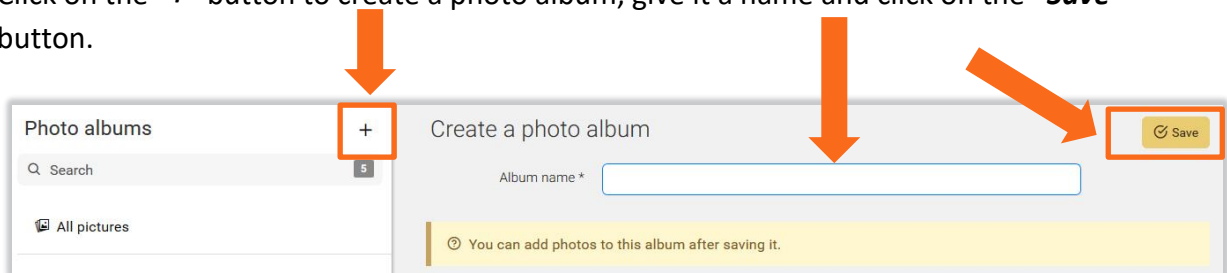




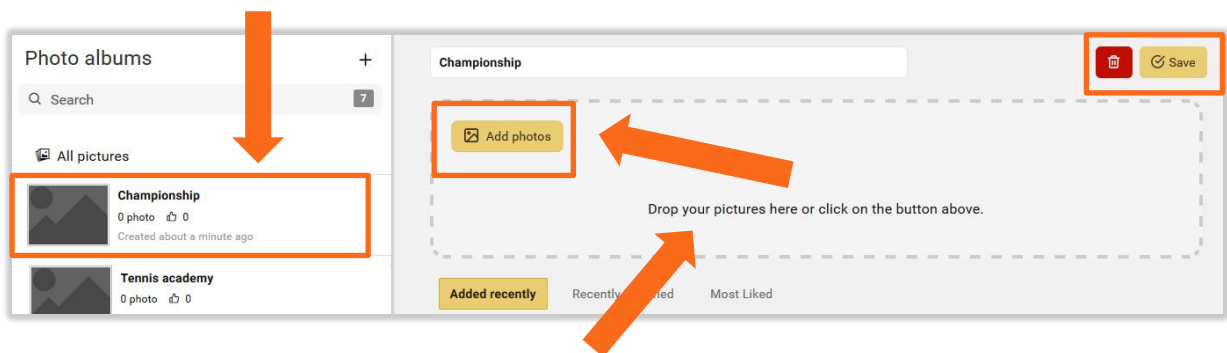
## WEBSITE & COMMUNICATION>PHOTOS ALBUMS

Create photo albums that are accessible from the home page.

Click on the "+" button to create a photo album, give it a name and click on the **"Save"** button.

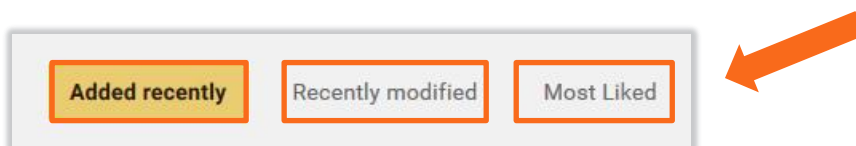


Then add your photos to this album by clicking on its name in the album list.

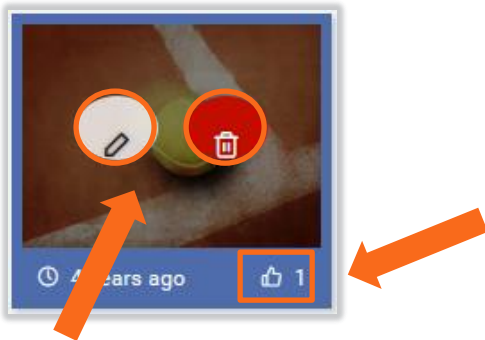


Drop your photos directly into the area provided or click on the **"Add photos"** button and select them from a directory.

You have 3 tabs at your disposal to choose the order in which your photos are displayed.

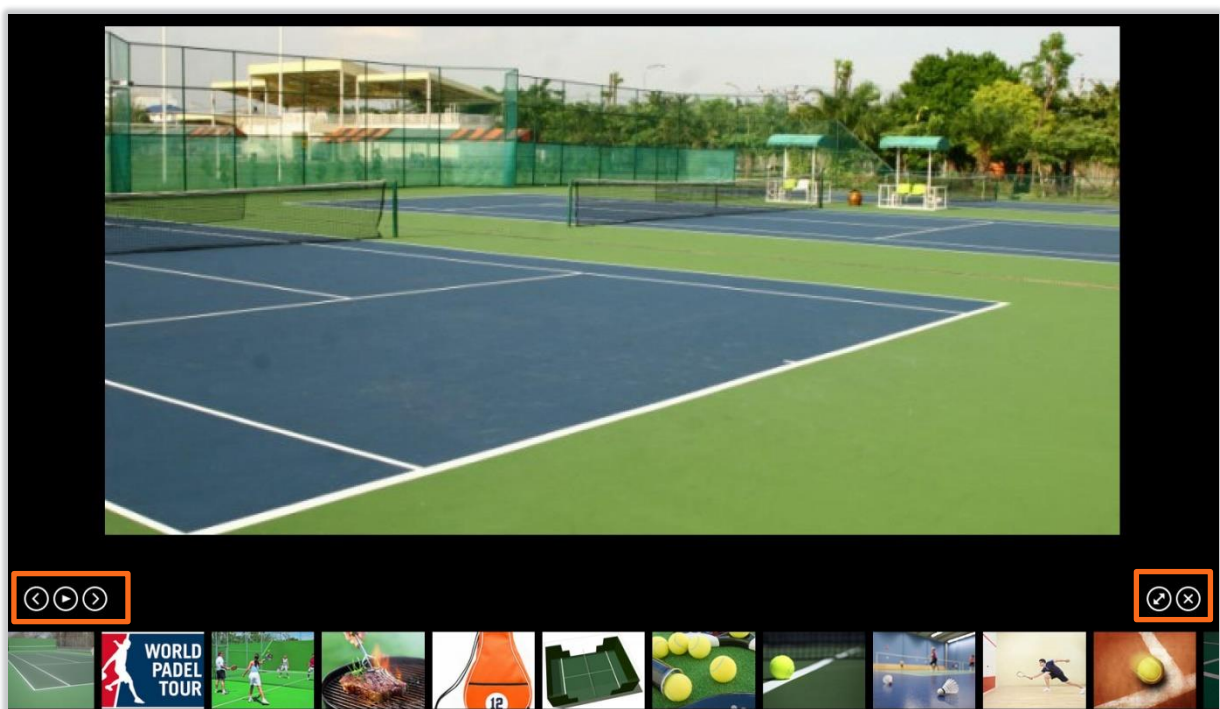


Photos have a **"Like"** button to allow users to indicate that they like a photo (independent of Facebook).



You can select a photo by clicking on it to modify it by clicking on the **"pencil"** pictogram or delete it by clicking on the **"trash"** pictogram.

By clicking on a photo, users will be able to enlarge it and activate **the slideshow mode**. Your photos will be highlighted as they are displayed on a black background.

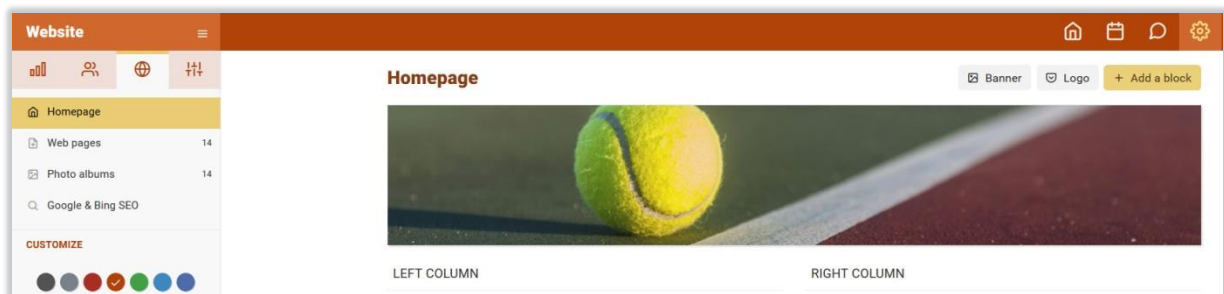


## WEBSITE & COMMUNICATION>CUSTOMIZE

Modify the general theme (color of the banner, titles,...) by clicking on one of the 7 proposed colors.

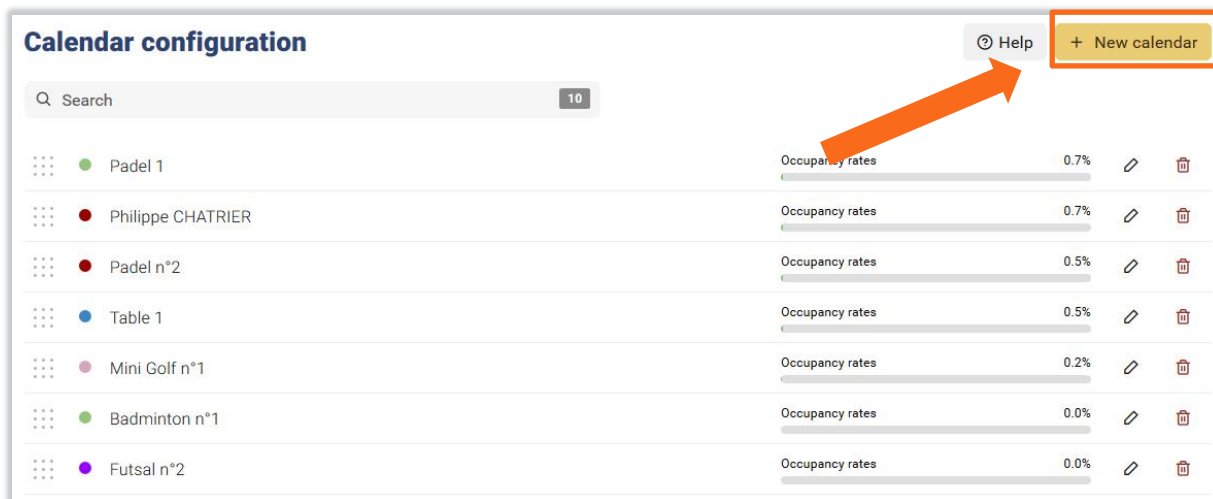


You immediately see the color change on your page.



## SETTINGS>CALENDAR CONFIGURATION

List the list of your courts (each court has its own reservation calendar) and set up the reservation parameters.



**Calendar configuration**

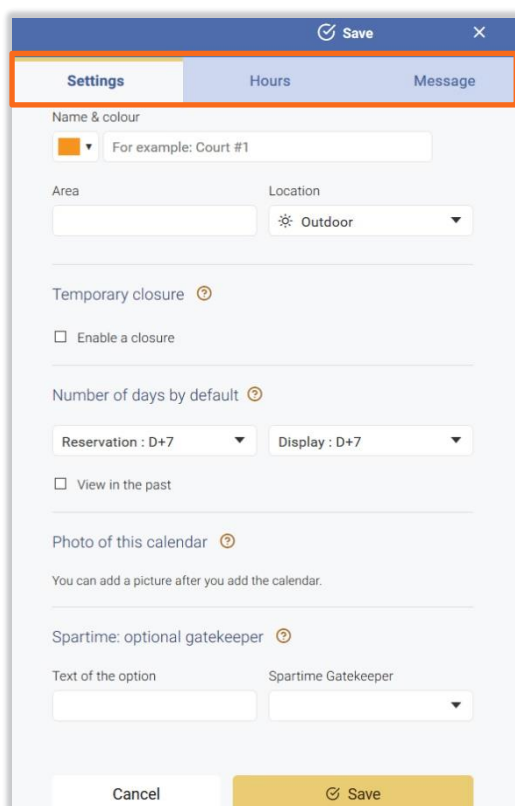
Search 10

Padel 1	Occupancy rates	0.7%		
Philippe CHATRIER	Occupancy rates	0.7%		
Padel n°2	Occupancy rates	0.5%		
Table 1	Occupancy rates	0.5%		
Mini Golf n°1	Occupancy rates	0.2%		
Badminton n°1	Occupancy rates	0.0%		
Futsal n°2	Occupancy rates	0.0%		

Help + New calendar

Create a calendar by clicking on the **"New calendar"** button.

Define the parameters of your calendar by means of 3 tabs.



Save

Settings Hours Message

Name & colour  
 For example: Court #1

Area Location  
 Outdoor

Temporary closure ⓘ  
☐ Enable a closure

Number of days by default ⓘ  
Reservation : D+7 Display : D+7

☐ View in the past

Photo of this calendar ⓘ  
You can add a picture after you add the calendar.

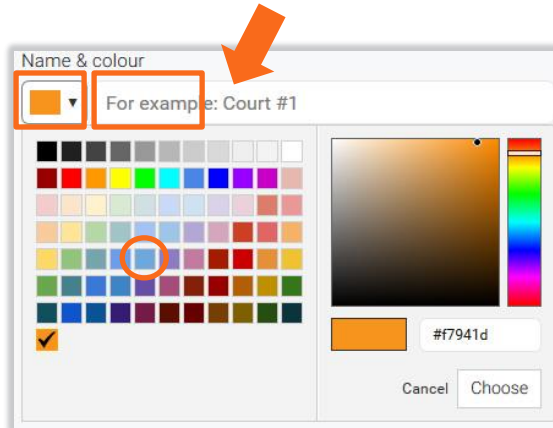
Spartime: optional gatekeeper ⓘ  
Text of the option Spartime Gatekeeper

Cancel Save

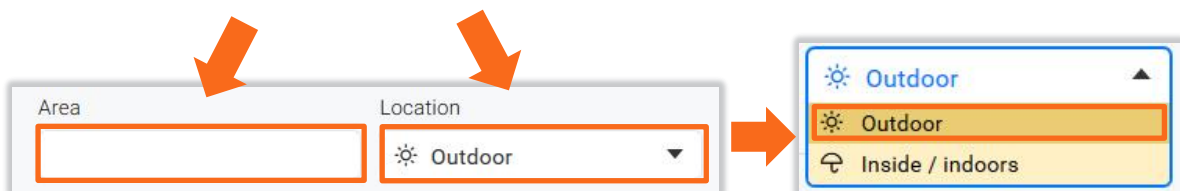


## 1) Settings tab

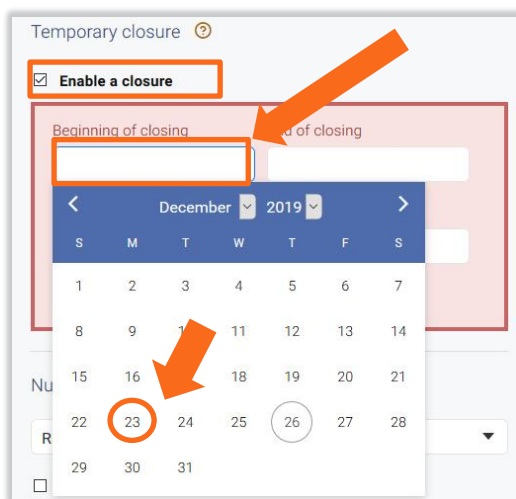
Set the name and color.



Indicate the area by typing directly into the field and choose the situation by clicking in the drop-down list.



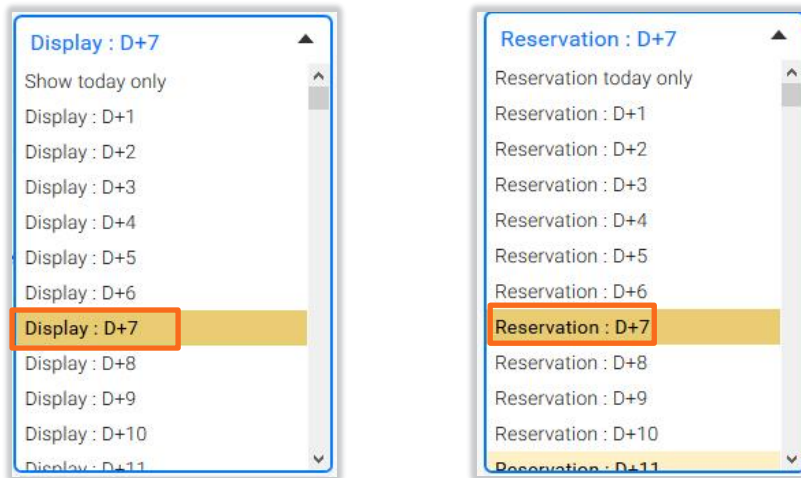
Activate a temporary closure (e.g. for work) by ticking the corresponding box and specifying the start and end dates in the calendar that opens by clicking on the date selector.



You can hide the calendar from users while it's closed by ticking the **"Hide completely"** option.

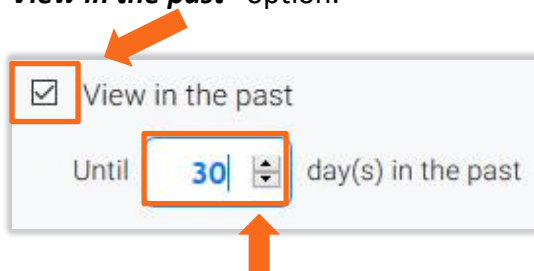


Set the default display period and the default reservation period (the number of sliding days on which the user can browse and reserve respectively).



**NOTE:** the reservation period must be less than or equal to the display period.

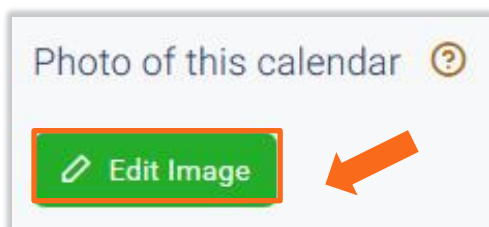
The user will be able to view the past calendar over a set number of days, if you tick the **"View in the past"** option.



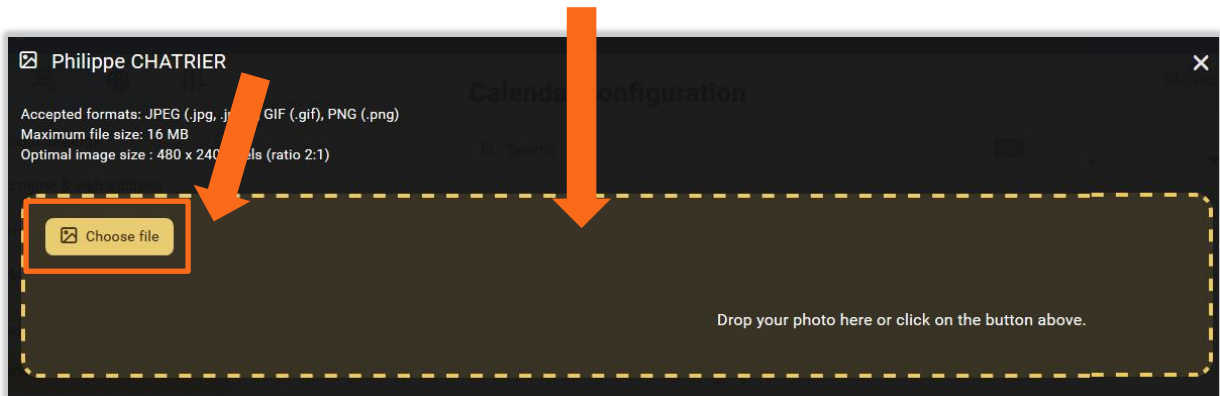
Type the number of days directly or click on the arrows to increase or decrease the value.

Add a photo to your calendar by clicking on the green button **"Edit Image"**.

**NOTE :** you will only be able to add a photo after you have created your calendar by clicking on the **"Save"** button.

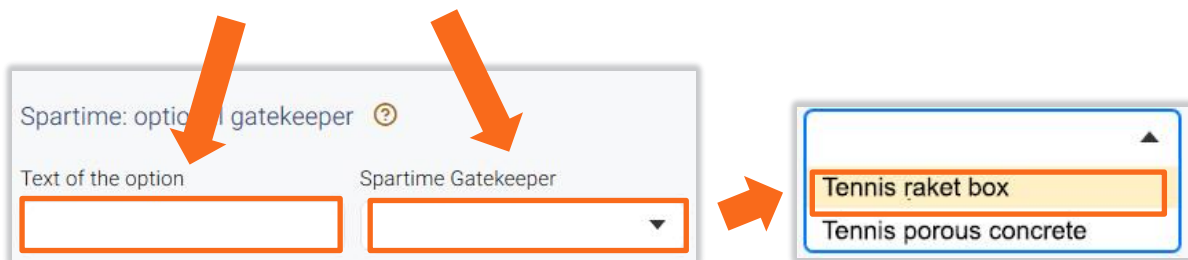


Then upload a photo of the court (or of one of your partners) by clicking on the **"Choose file"** button or by dragging and dropping your file directly into the area provided.



Be sure to respect the accepted formats: JPEG (.jpeg, .jpeg extension), GIF (.gif extension) or PNG (.png extension), the maximum file size set at 16 MB and the optimal image size set at 480 X 240 pixels (2:1 ratio).

If you are using the **SPARTIME** remote access control solution, type the text of the option and select the corresponding doorphone type from the drop-down list.



Finally, click on the **"Save"** button at the end of your settings.



## 2) Times tab

Choose the start and end times when booking and the duration of a slot.

By unticking or ticking the box **"Define different calendars depending on the days of the week"**, you can choose between :

- set the same times and the same slot length every day of the week
- define different times and slot lengths for different days of the week

The screenshot shows a settings window with three tabs: 'Settings', 'Hours', and 'Message'. The 'Hours' tab is active. At the top, there's a 'Name & colour' section with a red square icon and the text 'Philippe CHATRIER'. Below this is a checkbox labeled 'Define different calendars depending on the days of the week', which is currently unchecked. An orange arrow points to this checkbox. Underneath is a 'Hours' section with a time range '8:00 AM to 11:55 PM' and a 'Time slot duration' of '60 minutes'. Orange arrows point to the time range and the duration. Below the 'Hours' section is a button labeled '+ Add time range'. At the bottom are 'Cancel' and 'Save' buttons. An orange arrow points to the 'Save' button.

You can set the times and duration of a slot (default 60 minutes) by typing the numbers directly or by clicking on the arrows.

You can also define several time slots in a day by clicking on the **"Add time range"** button and repeating the procedure.

Finally, click on the **"Save"** button at the end of your settings.





### 3) Message tab

Display a message of your choice on the booking form and/or in a window by ticking the corresponding box and using the classic text formatting tools (example: don't forget to pass the sweeping net!).

Settings Hours **Message**

Name & colour  
Philippe CHATRIER

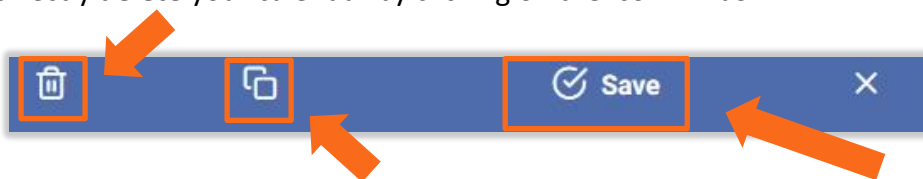
☒ Display the message on the reservation form  
The message will be displayed below the time slot of the selected slot.

☒ View the message in a window  
A window will open automatically when the user will validate his reservation.

Clean shoes required to play padel

Cancel Save

By the top banner of the window corresponding to your calendar when a tab is open, directly **delete** your calendar by clicking on the icon "**Trash**".



**Duplicate** your calendar by clicking on the corresponding pictogram if you need to define another calendar with a similar configuration to avoid having to redefine all the parameters.

Finally, click on the "**Save**" button at the end of your settings.



**Manage** your calendars: after their creation, view them in a list.

Calendar configuration				Help	New calendar
Search		10			
	● Padel 1	Occupancy rates	0.7%		
	● Philippe CHATRIER	Occupancy rates	0.7%		
	● Padel n°2	Occupancy rates	0.5%		
	● Table 1	Occupancy rates	0.5%		
	● Mini Golf n°1	Occupancy rates	0.2%		
	● Badminton n°1	Occupancy rates	0.0%		
	● Futsal n°2	Occupancy rates	0.0%		

**Edit** a calendar,

	● Padel 1	Occupancy rates	0.7%		
--	-----------	-----------------	------	--	--

**User guide**

**Delete** a calendar,

	● Padel 1	Occupancy rates	0.7%		
--	-----------	-----------------	------	--	--

or **move** a calendar by dragging and dropping in the list to change the display order (example: in summer, put the outdoor courts first because more used).

	● Padel 1	Occupancy rates	0.7%		
--	-----------	-----------------	------	--	--

by clicking on the corresponding pictograms.

**NOTE :** the calendar move is not possible if you use PassPerso or Spartime access control.



## SETTINGS>DISPLAY PREFERENCES

Configure your display preferences for each calendar.

Select a style setting and see the live change to the calendar that opens in a sidebar on the right by clicking the **"preview"** button.

**Display preferences**

Style of calendars per day  
Choose a style to highlight your calendar on the calendars per day.  
☐ Show details (area, indoor/outdoor)

Labels style  
Labels are usually reservations made by the club (practice, courses, tournaments, etc). Highlight those time slots with coloured cells or opt for a discreet edge that will highlight the reservations made by users.  
☐ Hide the title of the labels ⓘ  
☐ Hide comments on labels ⓘ

Default zoom  
Select the zoom level you think is most suitable for your club. This zoom level will be defined as "default" for all users. Everyone can then change the zoom at his/her convenience.  
100% - By default

Color of reservations  
Select the colour of reservations made by users. You can also Customize the colour of each subscription (Administration > Users> Subscriptions), e.g. red time slots to "Adults" and blue time slots for "Youth" users.  
Background  
Text

Free slots  
Show custom text on free slots (optional) and customize mouse hover colors :  
Réserver  
☒ Show text only when mouse is hovering

Calendar 1

8h

9h NADAL Rafael  
DJOKOVIC Novak

10h FEDERER Roger  
Invité(e)

11h INTERNAL TOURNAMENT  
45 min.

13h

14h

15h PRACTICE

16h

17h

18h TSONGA Jo-Wilfried  
GASQUET Richard

19h SENIOR GROUP

20h

21h

22h WILLIAMS Venus

Customize the text that will appear when the mouse hovers over the bookable slots (optional).

**Free slots**

Show custom text on free slots (optional) and customize mouse hover colors :

Free

☒ Show text only when mouse is hovering

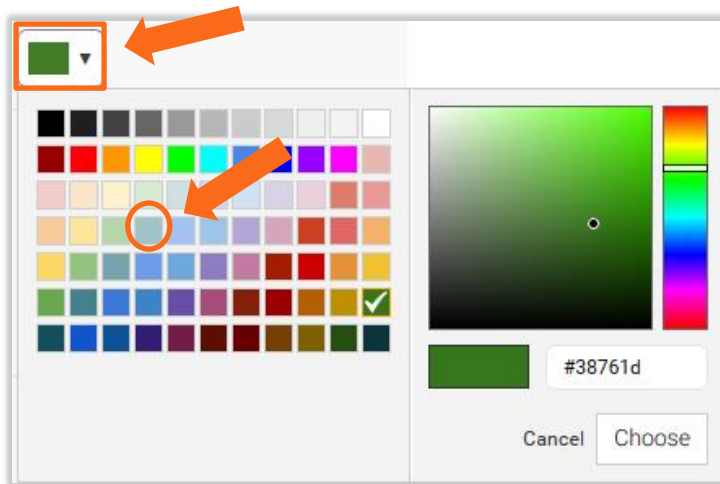
Background

Text

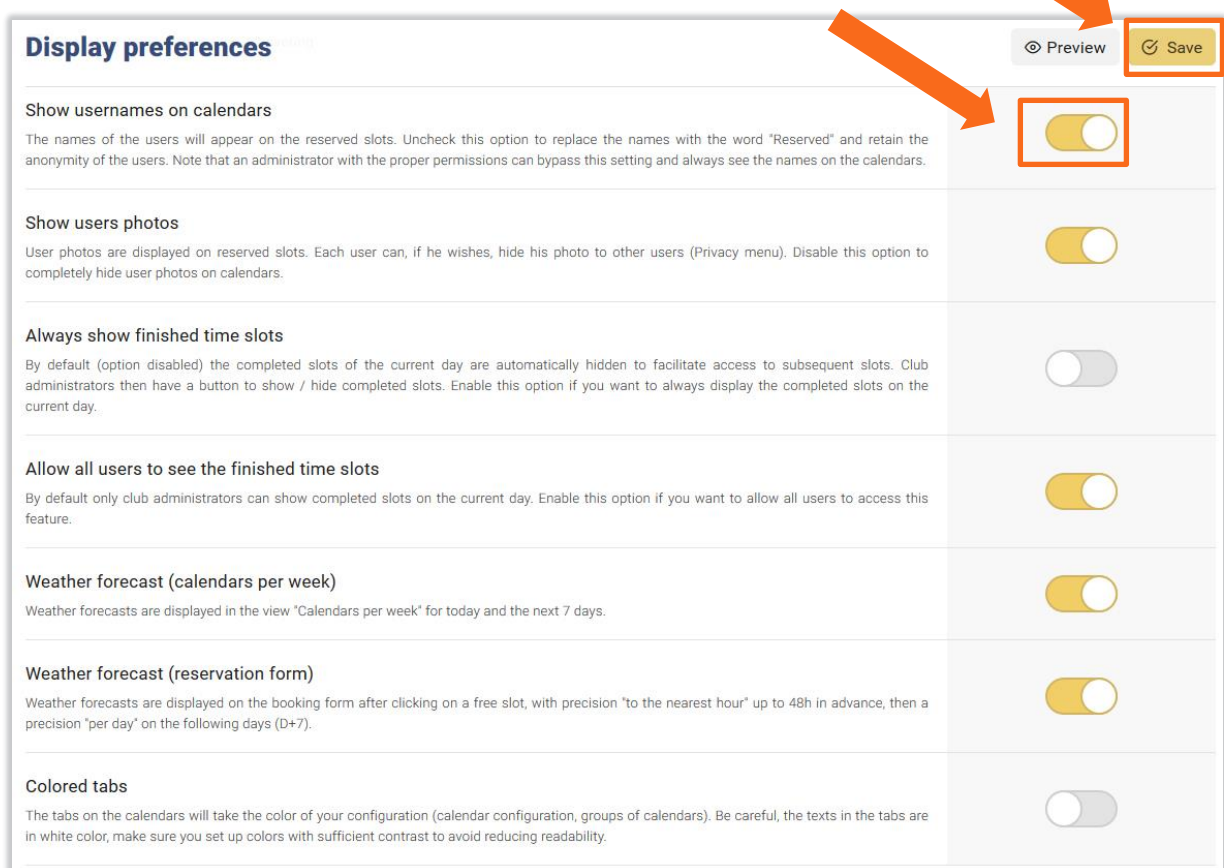
Display this text continuously or only when hovering with the mouse by ticking the box.



Customize your colors (text, background) in the color grid that opens by clicking on the color boxes.



Activate or deactivate the various display options offered by clicking on the **"switch buttons"**.

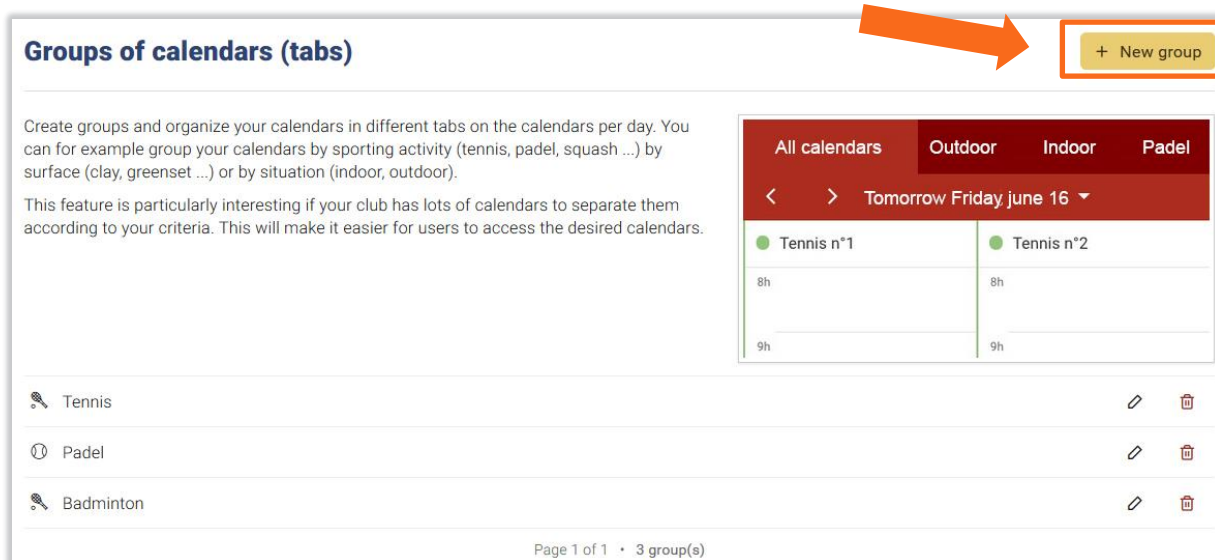


Save your preferences by clicking on the **"Save"** button.



## SETTINGS>GROUPS OF CALENDARS

If your club has a large number of courts, organize your calendars in tabs on the reservation boards by day (e.g. by type of activity, tennis or padel ..., by situation, indoor, outdoor, etc...) to obtain a more restricted and therefore more readable display.



**Groups of calendars (tabs)**

Create groups and organize your calendars in different tabs on the calendars per day. You can for example group your calendars by sporting activity (tennis, padel, squash ...) by surface (clay, greenset ...) or by situation (indoor, outdoor).

This feature is particularly interesting if your club has lots of calendars to separate them according to your criteria. This will make it easier for users to access the desired calendars.

**Groups:**

- Tennis
- Padel
- Badminton

Page 1 of 1 • 3 group(s)

**Calendar Preview:**

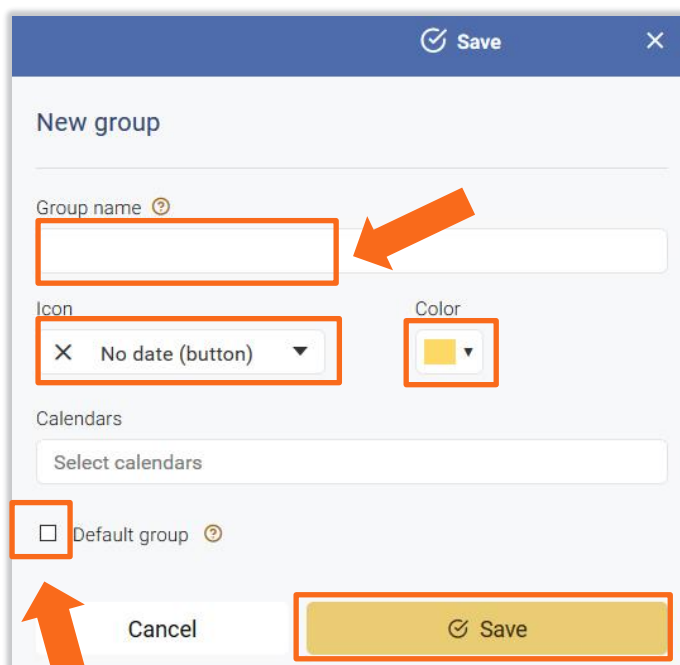
Buttons: All calendars, Outdoor, Indoor, Padel

Calendar for Tomorrow Friday June 16:

Group	8h	9h
Tennis n°1		
Tennis n°2		

**Create** a group of calendars by clicking on **"New group"**, a window will open to define your group.

Give your planning group a name.



**New group**

Group name ?

Icon: X No date (button)

Color: [Yellow]

Calendars: Select calendars

☐ Default group ?

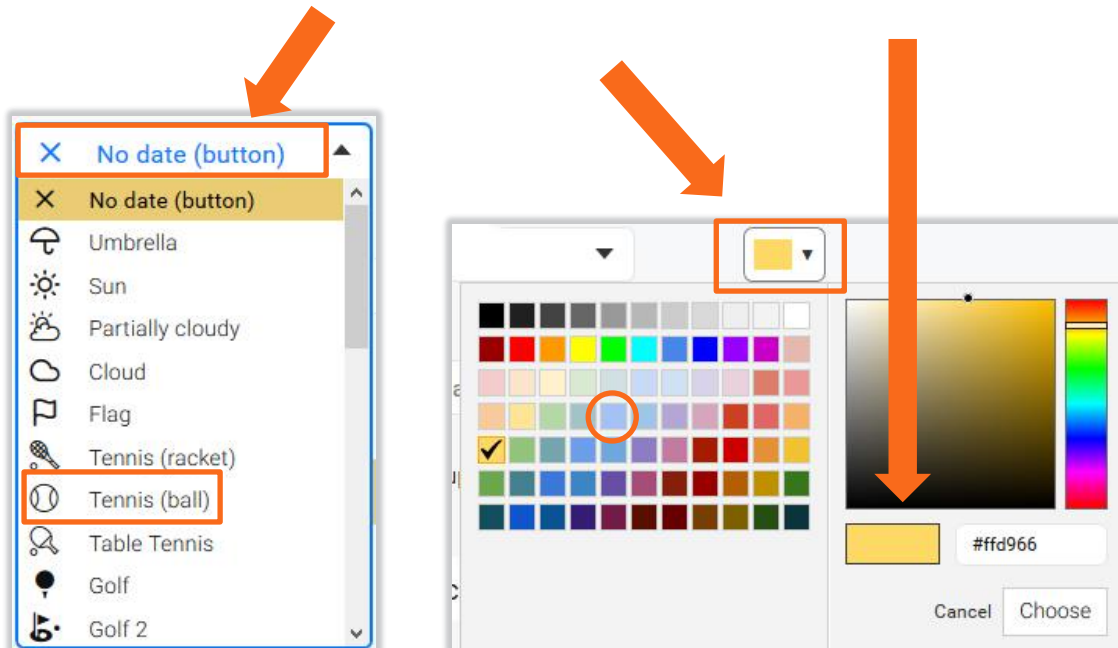
Buttons: Cancel, Save

You can choose to set this group as the default group by ticking the **"Default group"** box.

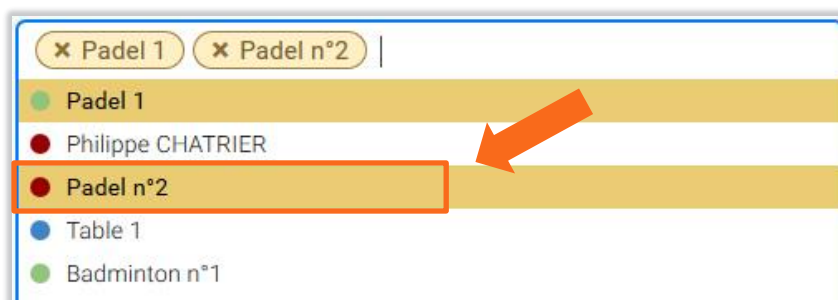


Assign it an icon and a color by selecting them from the drop-down menus that open by clicking on the corresponding title or color.

Default color




Select in the drop-down list the calendars that will belong to this group by clicking on a line, the chosen names appear progressively in the upper line.



Save your group by clicking on the **"Save"** button.



**Manage** calendar groups: once you have defined your groups, view them in a list.

Groups of calendars (tabs)			<a href="#">+ New group</a>
 Tennis	<a href="#">✎</a>	<a href="#">🗑</a>	
 Padel	<a href="#">✎</a>	<a href="#">🗑</a>	
 Badminton	<a href="#">✎</a>	<a href="#">🗑</a>	

Page 1 of 1 • 3 group(s)

**Edit** a calendar group,



**Delete** a calendar group



by clicking on the corresponding pictograms.



## SETTINGS>AUTOMATIC CANCELLATION OF INCOMPLETE BOOKINGS

Cancel incomplete bookings, only if you allow booking without partners, in [USERS>PERMISSIONS>Subscriptions Tab Permissions](#).

In this case, a subscriber can book a slot by himself and one or more other users then complete the booking by clicking on the slot. If no names are added before a certain period of time before the start of the slot, the booking is considered incomplete and will be automatically cancelled.

Activate the option by clicking on the corresponding **"switch button"**.

The screenshot shows the 'Cancel incomplete bookings' settings page. It features a title 'Cancel incomplete bookings' at the top left. Below it is a section 'Enable automatic cancellation of incomplete reservations'. This section contains two input fields: 'From' with a value of '5' and 'cancel incomplete bookings added more than' with a value of '1', both followed by 'hour(s)'. Below these fields are two radio button options. The first option is 'Allow incomplete reservations less than 1 hour(s) in advance' with the text 'Incomplete bookings added within this period will not be cancelled.' below it. The second option is 'Prohibit incomplete reservations less than 1 hour(s) in advance' with the text 'Incomplete bookings added within this period will be prohibited.' and 'Incomplete bookings added within this period will not be cancelled.' below it. The second option is selected. At the top right is a 'Save' button. A toggle switch is located on the right side of the page. Orange arrows point to the 'Save' button, the toggle switch, the 'From' input field, the 'cancel incomplete bookings added more than' input field, and the selected radio button option.

Define your settings and tick one of the options to offer more or less flexibility to your users to give them more or less time to search for a partner.

The value indicated in the option is the value chosen in **"Cancel incomplete reservations added more than"**.

When the option is enabled, a robot will check every minute for bookings that are subject to cancellation and will cancel them.

Save your settings by clicking on the **"Save"** button.





## SETTINGS>ADVANCED PLANNING

Determine different allowed/prohibited slots for booking according to periods (off-holidays, holidays, etc...) and according to your users' subscriptions.

This setting is useful if you share your infrastructure with other entities (municipality, community of municipalities, associations, ...) by defining the slots allocated to each entity according to periods (holidays, off-holidays, etc...).

### Advanced planning

+ New

Create an advanced planning by clicking on the **"New"** button.

In the new window that opens, give a name to this planning, give it a color and define a text (optional) to be displayed on the slots that you are going to forbid.

Save

Name & colour ⓘ

Club member

Text on prohibited slots ⓘ

Non available to you

Philippe CHATRIER

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:00	08:00	08:00	08:00	08:00	08:00	08:00
09:00	09:00	09:00	09:00	09:00	09:00	09:00
10:00	10:00	10:00	10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00	11:00	11:00	11:00

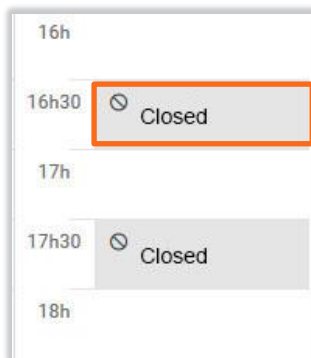
Choose the color of your planning in the color grid that opens by clicking on the color square.

#ffd966

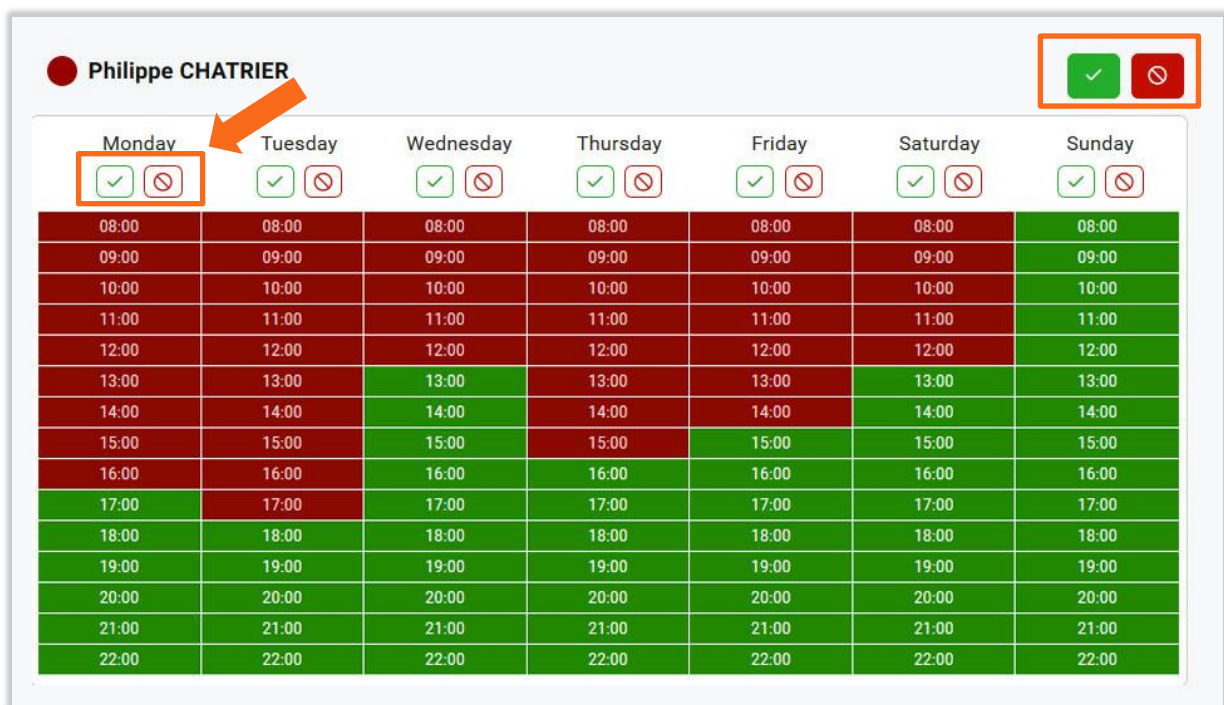
Cancel Choose



**Sample text on prohibited slots as it will appear to the user on a calendar :**



On the calendar of the court(s) on which you want to define an advanced planning, click on the slots to ban (by default they are all allowed and green in color), they will then take the color red. You can forbid/authorize the complete calendar by clicking on the red button **"forbidden"** /green **"validated"** in front of the calendar name or forbid/authorize a complete day by clicking on the red button **"forbidden"** /green **"validated"** under the name of the day.



Once you have defined your advanced planning, you must assign these plannings to subscriptions and periods in the menu [USERS>PERMISSIONS> Subscriptions Tab Permissions / Advanced planning](#) .



**Example of sharing a court between Club subscribers and Town Hall subscribers according to off-holiday and holiday periods :**

The Club can reserve court n°2 when there are training sessions on court n°1 outside school holidays and cannot reserve court n°2 during the holidays. Conversely, the Town Hall can reserve court n°2 all day long during school holidays and only outside training slots on court n°1 outside school holidays.

(Training slots on court n°1: Read from 5pm, Ma from 6pm, Me and Sa from 1pm, Je from 4pm, Ve from 3pm).

It is necessary to define 4 advanced planning for the short n°2:

**- Outside holidays Club:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
08:00	08:00	08:00	08:00	08:00	08:00	08:00
09:00	09:00	09:00	09:00	09:00	09:00	09:00
10:00	10:00	10:00	10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00	12:00	12:00	12:00
13:00	13:00	13:00	13:00	13:00	13:00	13:00
14:00	14:00	14:00	14:00	14:00	14:00	14:00
15:00	15:00	15:00	15:00	15:00	15:00	15:00
16:00	16:00	16:00	16:00	16:00	16:00	16:00
17:00	17:00	17:00	17:00	17:00	17:00	17:00
18:00	18:00	18:00	18:00	18:00	18:00	18:00
19:00	19:00	19:00	19:00	19:00	19:00	19:00
20:00	20:00	20:00	20:00	20:00	20:00	20:00
21:00	21:00	21:00	21:00	21:00	21:00	21:00
22:00	22:00	22:00	22:00	22:00	22:00	22:00

**- Holidays Club :**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
08:00	08:00	08:00	08:00	08:00	08:00	08:00
09:00	09:00	09:00	09:00	09:00	09:00	09:00
10:00	10:00	10:00	10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00	12:00	12:00	12:00
13:00	13:00	13:00	13:00	13:00	13:00	13:00
14:00	14:00	14:00	14:00	14:00	14:00	14:00
15:00	15:00	15:00	15:00	15:00	15:00	15:00
16:00	16:00	16:00	16:00	16:00	16:00	16:00
17:00	17:00	17:00	17:00	17:00	17:00	17:00
18:00	18:00	18:00	18:00	18:00	18:00	18:00
19:00	19:00	19:00	19:00	19:00	19:00	19:00
20:00	20:00	20:00	20:00	20:00	20:00	20:00
21:00	21:00	21:00	21:00	21:00	21:00	21:00
22:00	22:00	22:00	22:00	22:00	22:00	22:00



**- Outside holidays Town hall:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
08:00	08:00	08:00	08:00	08:00	08:00	08:00
09:00	09:00	09:00	09:00	09:00	09:00	09:00
10:00	10:00	10:00	10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00	12:00	12:00	12:00
13:00	13:00	13:00	13:00	13:00	13:00	13:00
14:00	14:00	14:00	14:00	14:00	14:00	14:00
15:00	15:00	15:00	15:00	15:00	15:00	15:00
16:00	16:00	16:00	16:00	16:00	16:00	16:00
17:00	17:00	17:00	17:00	17:00	17:00	17:00
18:00	18:00	18:00	18:00	18:00	18:00	18:00
19:00	19:00	19:00	19:00	19:00	19:00	19:00
20:00	20:00	20:00	20:00	20:00	20:00	20:00
21:00	21:00	21:00	21:00	21:00	21:00	21:00
22:00	22:00	22:00	22:00	22:00	22:00	22:00

**- Holidays Town hall:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
08:00	08:00	08:00	08:00	08:00	08:00	08:00
09:00	09:00	09:00	09:00	09:00	09:00	09:00
10:00	10:00	10:00	10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00	12:00	12:00	12:00
13:00	13:00	13:00	13:00	13:00	13:00	13:00
14:00	14:00	14:00	14:00	14:00	14:00	14:00
15:00	15:00	15:00	15:00	15:00	15:00	15:00
16:00	16:00	16:00	16:00	16:00	16:00	16:00
17:00	17:00	17:00	17:00	17:00	17:00	17:00
18:00	18:00	18:00	18:00	18:00	18:00	18:00
19:00	19:00	19:00	19:00	19:00	19:00	19:00
20:00	20:00	20:00	20:00	20:00	20:00	20:00
21:00	21:00	21:00	21:00	21:00	21:00	21:00
22:00	22:00	22:00	22:00	22:00	22:00	22:00

You get a list of the 4 defined planings.

● Outside holidays Club	 
● Outside holidays Town hall	 
● Holidays Club	 
● Holidays Town hall	 







The plannings must then be assigned to the subscriptions according to periods and subscriptions in the Menu **USERS>PERMISSIONS> Subscriptions Tab Permissions / Advanced planning** .


**- for all Club subscriptions:**

Advanced planning





 Planning management


Default planning

 Outside holidays Club


10/20/2019 → 11/03/2019





 Holidays Club




12/22/2019 → 01/05/2020





 Holidays Club



02/16/2020 → 03/01/2020





 Holidays Club




**- for the Town Hall subscription:**

Advanced planning





 Planning management


Default planning

 Outside holidays Town hall


10/20/2019 → 11/03/2019





 Holidays Town hall




12/22/2019 → 01/05/2020





 Holidays Town hall



02/16/2020 → 03/01/2020



 Holidays Town hall





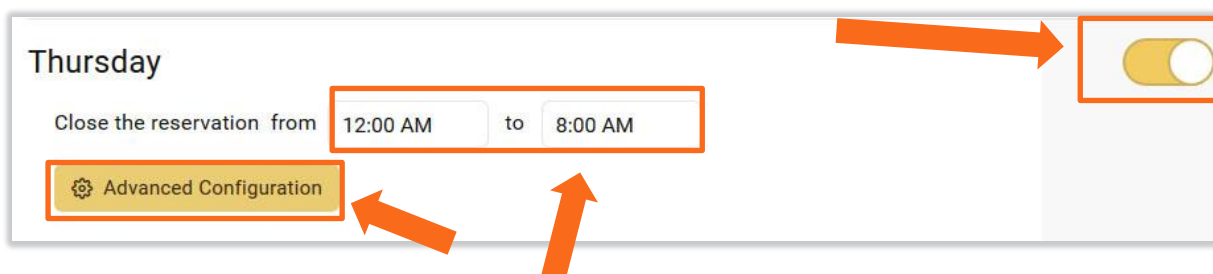
## SETTINGS>SYSTEM TIME CLOSURES

Close access to the reservation according to defined calendars, users will be able to view calendars but will not be able to make reservations.

Close the access by clicking on the **"Enable time closures"** button.

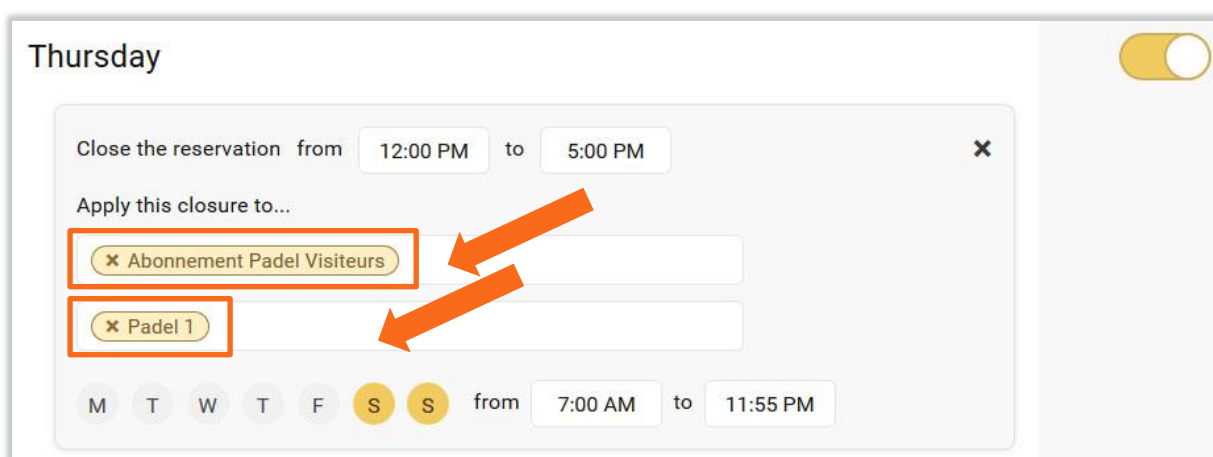


Then choose a day to apply this closure by activating the **"switch button"** corresponding to the day.

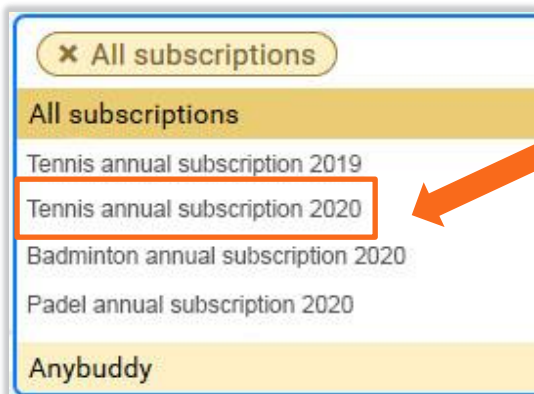


Set the closing start and end times.

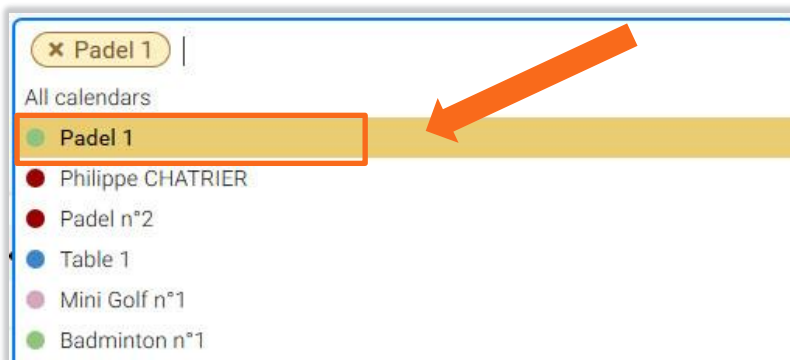
Access finer settings by clicking on the **"Advanced Configuration"** button.



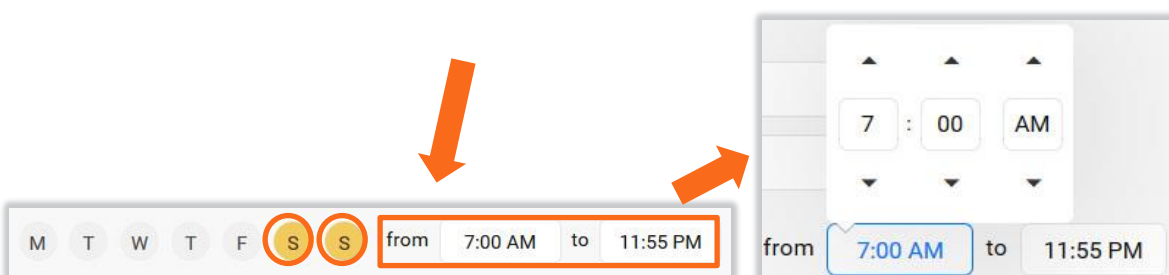
Restrict this closure to certain subscriptions by clicking on the **"All subscriptions"** button (default) and select them successively from the drop-down list.



Similarly, restrict this lock to certain calendars by clicking on the **"All calendars"** button (default) and select them successively from the drop-down list.



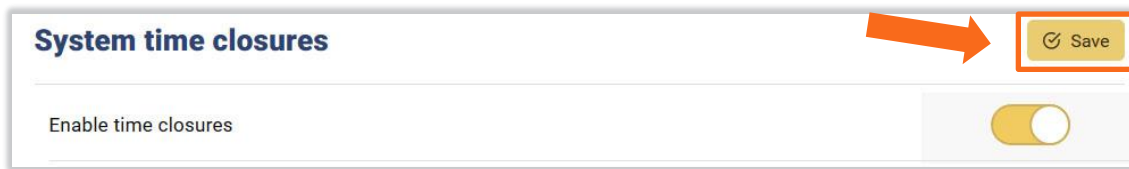
Then select days and times to which the reservation closure will apply by ticking/unticking the days (default every day, *colored day = selected day*) and setting the start and end times.



Define another closure on the same day by clicking on the **"Add a closure"** button or go back by clicking on the **"Return to simple configuration"** button.

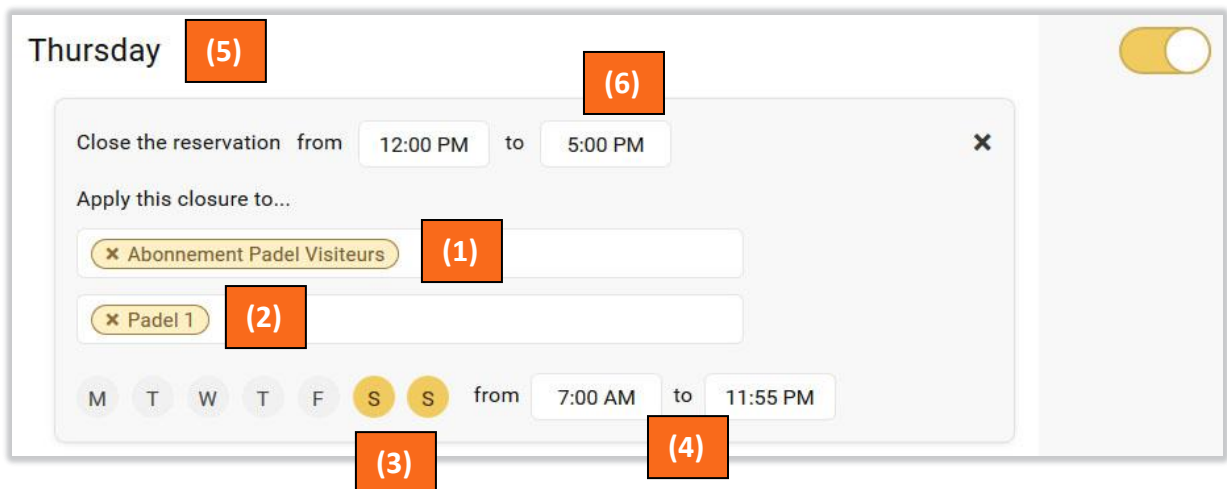


Finally, click on the **"Save"** button at the end of your closing programming.



**For example :**

In the example below, **Padel Visitors subscribers (1)** will only be able to book on the Padel 1 court **(2)** on **week-end (3) all day (4)** on Thursday **(5)** at 5pm **(6)** .



It will also be necessary to close the reservation all day every day from Monday to Wednesday on this court and for this subscription.

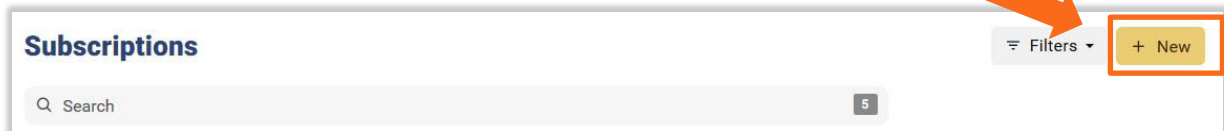




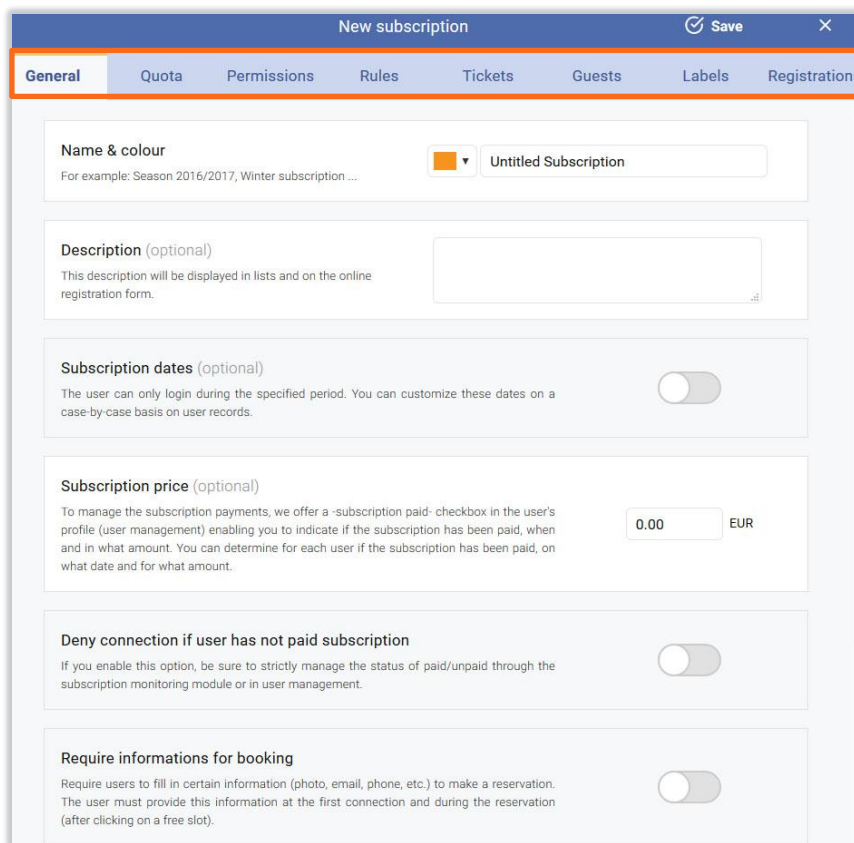
## USERS>PERMISSIONS> SUBSCRIPTIONS

Define different types of subscriptions grouping together a set of reservation rights (quotas, prohibitions, invitations, ...).

A subscription is characterised by its name, its start date, its end date, the amount of payments made and precise reservation rules.



**Create** a subscription by clicking on the **"New"** button. You have 8 tabs at your disposal to customize in detail a subscription, click on a tab to access it.



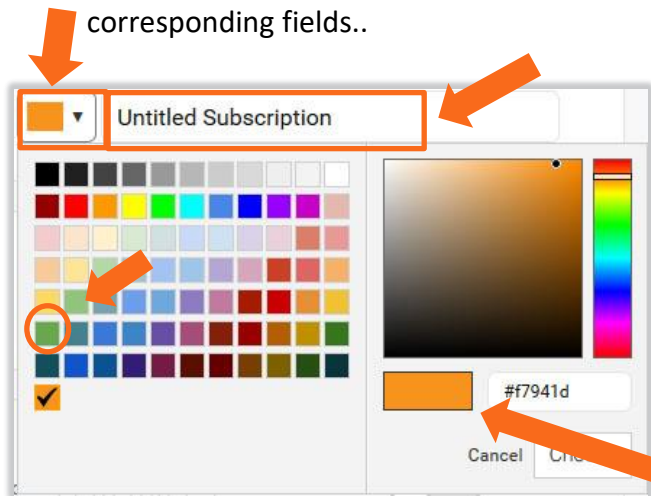
Some options are optional.

In each tab, click on the **"switch button"** of an option to activate it.



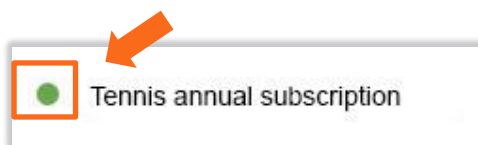
## 1) General tab

- Choose the color from the color grid and type a name by clicking on the corresponding fields..



Default color.

The color will appear in the dot in front of the name in the subscription list.



- Possibly add a description of the subscription, visible in the lists and on the online registration form.

- Determine the opening dates of the rights by clicking on **"Start"** to open a calendar and select a date by clicking on it, do the same for the **"End"** date.



- Specify the price if you wish to manage the payment of subscriptions.

Subscription price (optional)

0.00 EUR

- Refuse the connection if the subscriber hasn't paid for his subscription.

Deny connection if user has not paid subscription

☒

- Select the required information to be able to make a reservation by ticking one or more boxes in the proposed list.

Require informations for booking

☒ E-mail address

☐ Postal address

☒ Telephone 1

☐ Telephone 2

☐ Profile Photo

☐ Date of birth

☒ Ranking

☐ License No

☒

The user will have to provide this information at the first connection and when booking after clicking on a free slot.

- Choose the background color of the reservations on the calendars.

☒

#d6fbc7

Cancel Choose

Default color.

- Define keywords to manage your subscriptions.

Keywords (optional)



## 2) Quota tab

This system makes it possible to regulate bookings to prevent subscribers from blocking too many available slots. For each slot reserved, the subscriber uses a quota unit which becomes available again at the end of the slot, the subscriber can use it again to reserve another slot.

- Define the maximum number of planned reservations per subscriber by typing the number directly or by clicking on the arrows.

Reservation quota

The user can make up to **1** reservations simultaneously

Hide calendars when booking quota is reached ☐

Advanced Configuration →

You can hide the calendars for the user when his reservation quota is reached by activating the corresponding button.

By clicking on the **"Advanced configuration"** button, you can access more detailed settings according to schedules, days or time slots.

Give a name to this quota, set the number of reservations.

Reservation quota

**▼ Add a quota**

Courts (required)

The user can make up to **2** reservations simultaneously

x Padel 1 x Philippe CHATRIER x Padel n°2

M T W T F S S

☐ Set a time range

Training wall (required)

The user can make up to **1** reservations simultaneously

x Wall

M T W T F S S

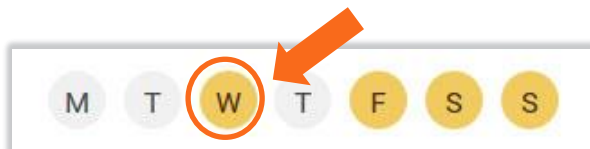
☐ Set a time range



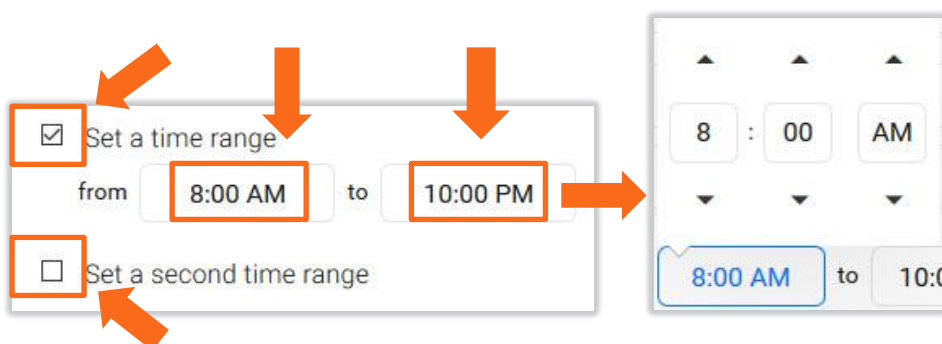
Choose the calendars on which this quota will apply by clicking on the corresponding line and select them in the drop-down list by clicking on their name. Start again to add more calendars to your list.



Tick or untick the days of quota application, by default all days are checked.



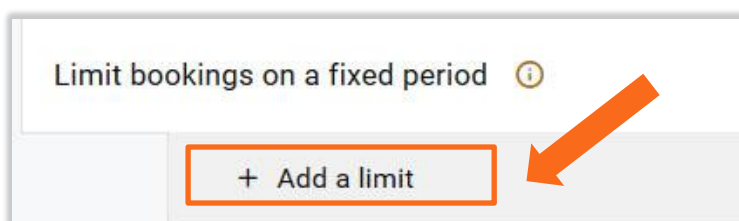
Specify the start time and end time if you want to define a time slot for applying the quota by ticking the **"Set a time range"** box beforehand.



You can define a second time range by ticking the corresponding box.

Define another quota by clicking on the **"Add Quota"** button and repeating the procedure.

- In addition to quotas, impose limits on a fixed calendar by clicking on the **"Add a limit"** button.



In the new window, set your limit in duration, units, number, calendars and days.

Limit bookings on a fixed period ⓘ

Limit **Daily** 1 time slot(s) ×

× All calendars

M T W T F S S

+ Add a limit

Choose the duration of your limit from the "**Limit**" drop-down list, default Daily.

Subscription dates

Daily

**Weekly**

Bimonthly

Monthly

Quarterly

Biannually

Yearly

Subscription dates

Set the value by typing the number directly or by clicking on the arrows and the unit of your limit, in number of slots or minutes in the drop-down list.

1 time slot(s)

time slot(s)

minute(s)



Limit bookings on a fixed period ⓘ

Limit Daily 1 time slot(s) ×

× All calendars

M T W T F S S

+ Add a limit

Choose the calendars on which this quota will apply by clicking on the corresponding line.  
 Select a calendar in the drop-down list by clicking on its name.  
 Start again to add other calendars to your list.

All calendars

- Padel 1
- Philippe CHATRIER
- Padel n°2
- Table 1

Select the days to apply the limit, by default every day.

M T W T F S S

Limit bookings on a fixed period ⓘ

Limit Daily 1 time slot(s) ×

× All calendars

M T W T F S S

+ Add a limit

You can set multiple limits by clicking on the "**Add a limit**" button and repeating the procedure.



- Allow the subscriber to reserve a started slot even if their quota or limit is reached.

Ignore the quota and limits if the slot has already started



**NOTE :** if you enable this option, you will need to enable and configure the option "Allow subscriber to reserve an already started slot" on the "Permissions" tab.

- Allow the subscriber to book just before the start of a slot even if their quota or limit is reached.

Ignore the quota and limits before the start of the slot

Allowed delay

From **15** minutes before the start of the slot.



Define in minutes this delay by typing directly the number or by clicking on the arrows (avoid putting too much delay to limit bookings without quota).

- Allow the subscriber to reserve a few hours before the start of a slot even if their quota or limit is reached.

Offer an additional booking before the start of the slot

Allowed delay

From **3** hours before the start of the slot.



Define in hours this delay by typing directly the number or by clicking on the arrows.

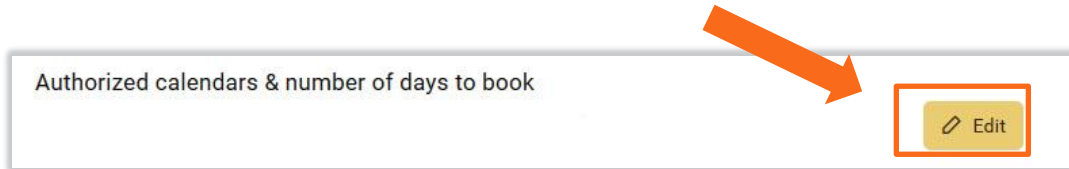




### 3) Permissions tab

Define the allowed calendars, the number of days to book, who to book with.

- Choose the calendars authorized to book for this subscription by clicking on the **"Edit"** button.



In the new window that opens, tick the calendars.

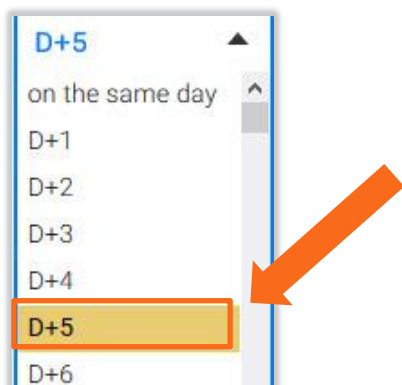
A screenshot of a window titled "Authorized calendars & number of days to book". An orange arrow points to the first checkbox in the table. The table has five columns: a checkbox, a calendar name with a colored dot, a "Reservation" column, a "Show minimum" column, and a "Show maximum" column. Each row ends with a three-dot menu icon.

		Reservation	Show minimum	Show maximum	
<input type="checkbox"/>	● Padel 1	D+3	today	D+3	...
<input checked="" type="checkbox"/>	● Philippe CHATRIER	D+7	today	D+7	...
<input checked="" type="checkbox"/>	● Padel n°2	D+3	today	D+3	...
<input checked="" type="checkbox"/>	● Table 1	D+7	today	D+7	...
<input checked="" type="checkbox"/>	● Badminton n°1	on the same day	today	today	...

For each calendar chosen, you can then define the time allowed for the booking and for the display (with a minimum and a maximum) by clicking on the **"Modify"** buttons.



Then select the delay in the drop-down list by clicking on it.



Refine your booking deadlines by clicking on the **"3 points"** button to open the settings day by day and then change each day as before.

☑ Philippe CHATRIER		today	D+7	...
Monday	D+7			
Tuesday	D+7			
Wednesday	D+7			✎

**NOTE :** If you don't change the values, the default values are applied.

- Allow the subscriber to book without a partner, only his name will appear on the slot.

Book without a partner

Advanced settings

By clicking on the **"Advanced Settings"** button, you can access other settings.

Allow other subscribers to add their name in the reserved slot by setting the maximum number of subscribers per slot (limited to 4) by selecting it from the drop-down list, either for all calendars or on a case-by-case basis on each calendar by clicking on the **"Set for each calendar"** button.

The user may add his name to the reservation of another user

● Padel 1	Up to	2	users per slot
● Philippe CHATRIER	Up to	2	users per slot
● Padel n°2	Up to	2	users per slot
● Table 1	Up to	2	users per slot

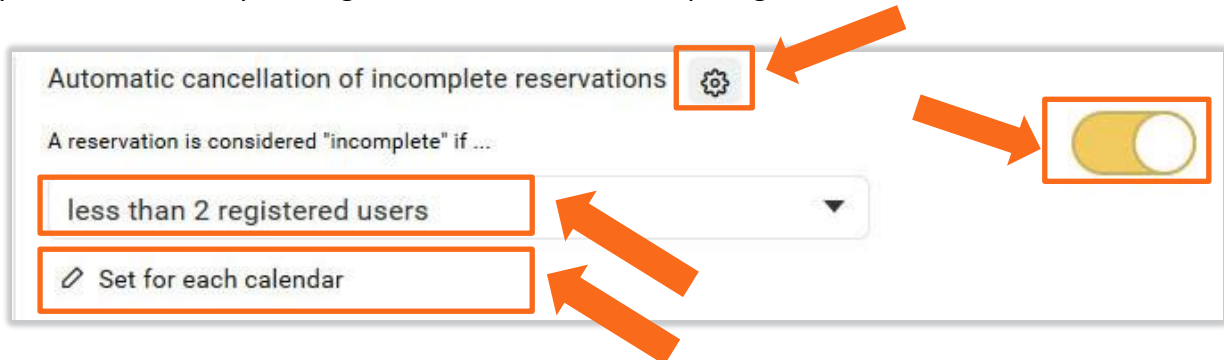
↑ Return to the simple configuration

4  
2  
3  
4

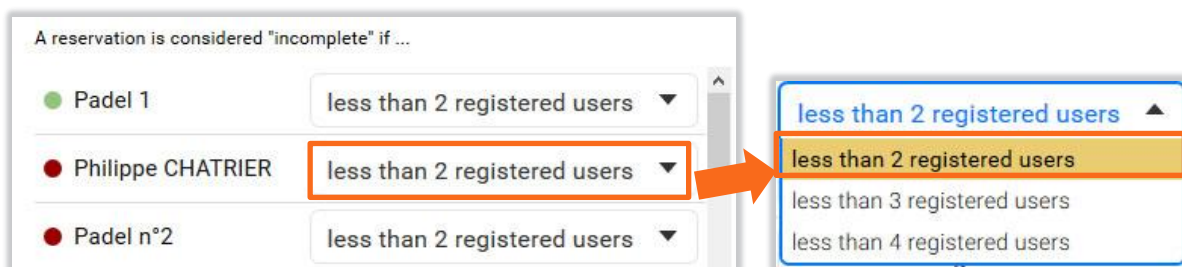


Automatically cancel incomplete reservations by setting the number of hours before the start of the time slot to free up slots while allowing time for a registered user to find a partner(s).

The option **SETTINGS>Automatic cancellation of incomplete bookings** must be activated, you can access it by clicking on the **"Toothed wheel"** pictogram.



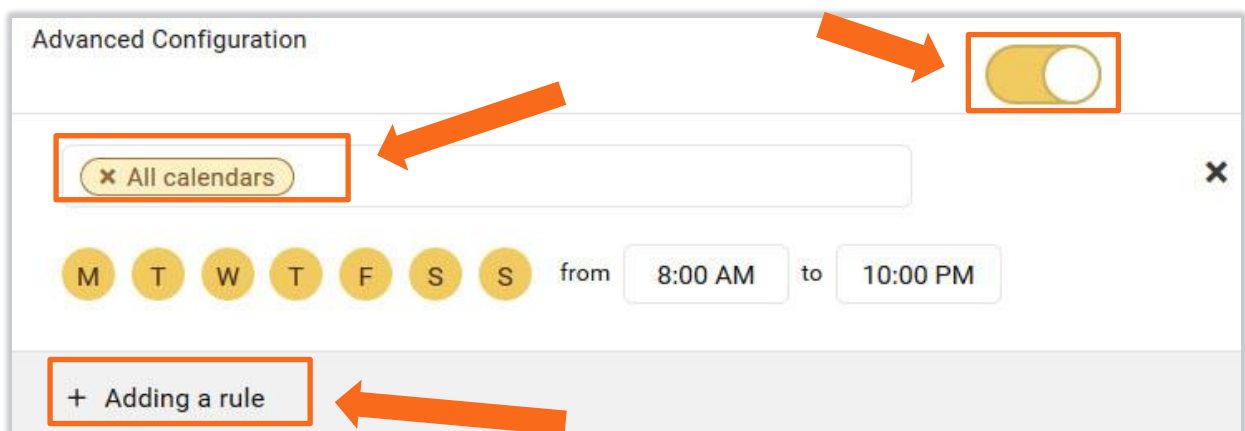
First define an **"incomplete reservation"** either for all calendars or on a case-by-case basis for each calendar by clicking on the **"Set for each calendar"** button.



Set the limit on the number of registered users by choosing it from the drop-down list.

Define the slots and calendars eligible for this type of reservation by clicking on the **"Advanced configuration"** button and then on **"Adding a rule"**.

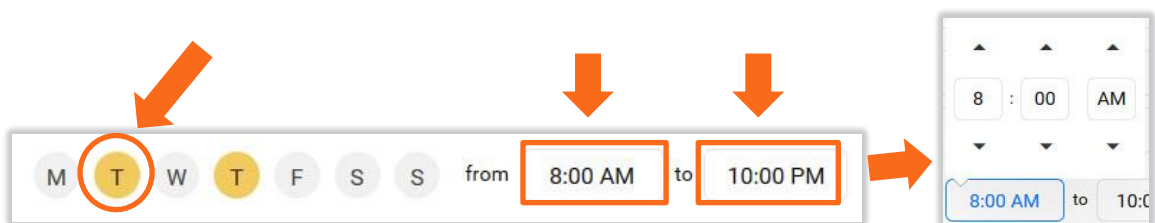
Select the calendars concerned by clicking on the line **"All calendars"** (default).



Select a calendar by clicking on the corresponding line in the drop-down list. Repeat to add more calendars to your list.



Then tick the relevant days (by default every day) and set the start and end time.

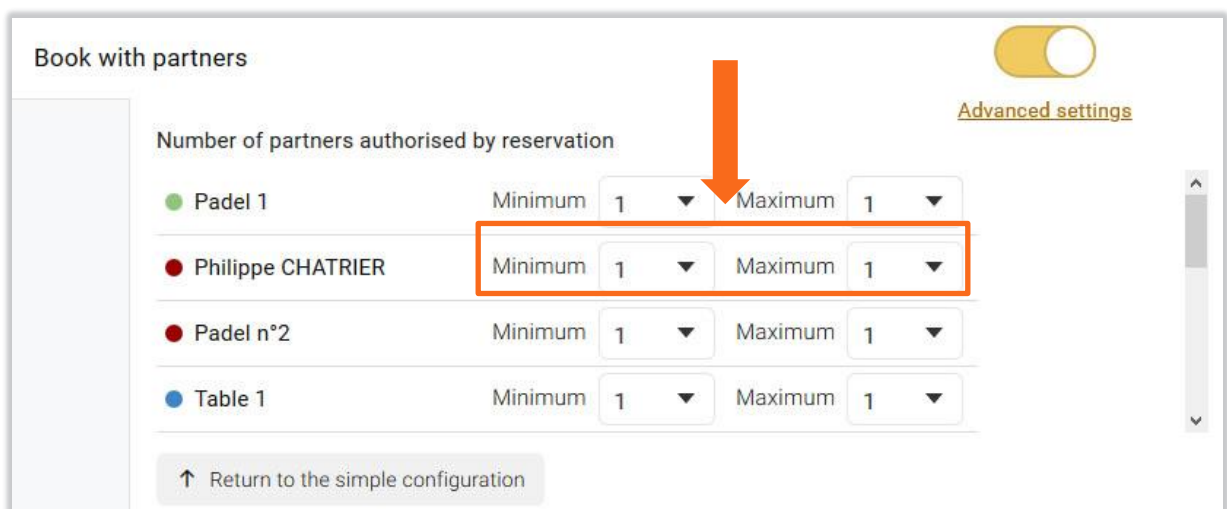


Add more rules by clicking on the **"Adding a rule"** button and repeating the procedure.

- Allow the subscriber to book with one or more partners chosen from a list.



Set the minimum and maximum number of partners for each calendar by clicking on the **"Advanced Settings"** button.




Restrict reservations only to subscribers with the same subscription.

Restrict to users of this subscription 

**NOTE :** you can refine in the Rules tab then "Prohibit the booking with other subscriptions".

Display regular partners on the booking form to select them quickly and avoid having to search for them each time in the user list.


Display "My regular partners" on the booking form 

Offer additional time (if the next slot is free) if the subscriber has booked with multiple partners by setting the number of minutes offered (not counted in the quota) and the number of partners.

Give additional time when there are several partners

Give  minutes additional  
if user selects  partners.

☒ Option disabled by default ⓘ  
☐ Option enabled by default ⓘ



Choose if this option is active or not by default by ticking the corresponding button.

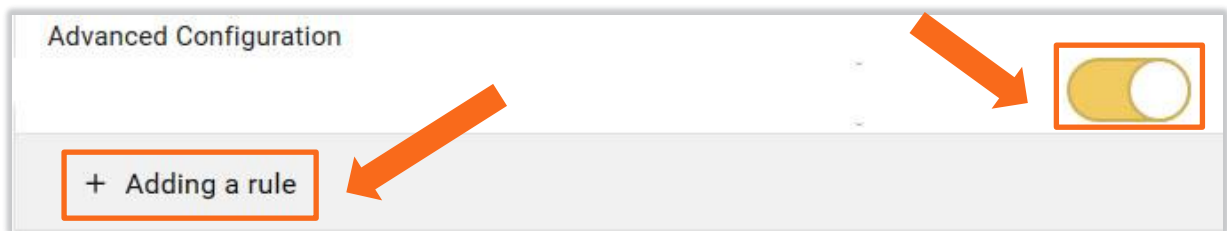
If the user chooses the number of partners indicated, before validating his reservation a message will be displayed and he will have to tick or untick the box according to the option chosen by default and depending on whether or not he wants to take advantage of this extra playing time.

ⓘ You get 30 minutes extra time on your reservation! (if the next slot is free).

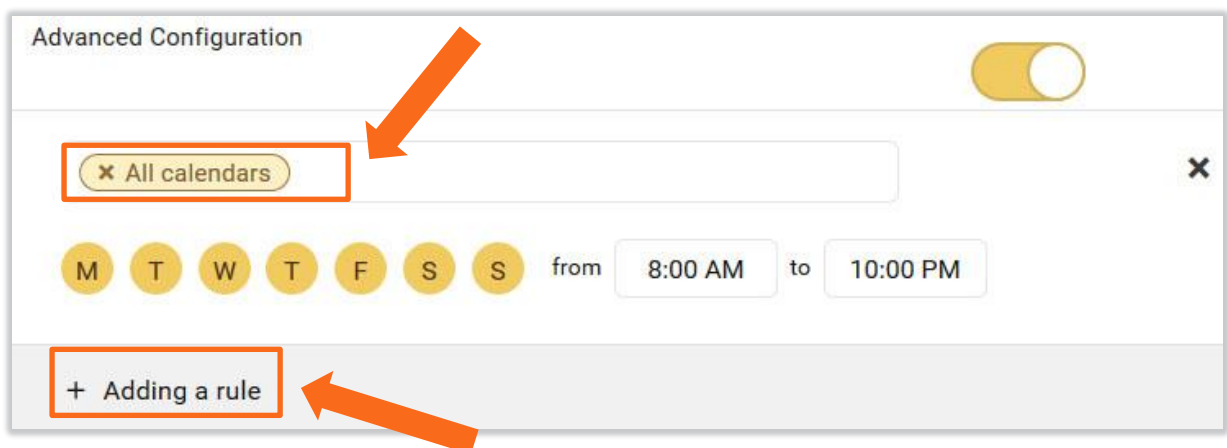
☒ Yes, I would like to take advantage of this extra 30 minutes.



Define the slots and calendars eligible for this type of reservation by clicking on the **"Advanced configuration"** button then on **"Adding a rule "**.



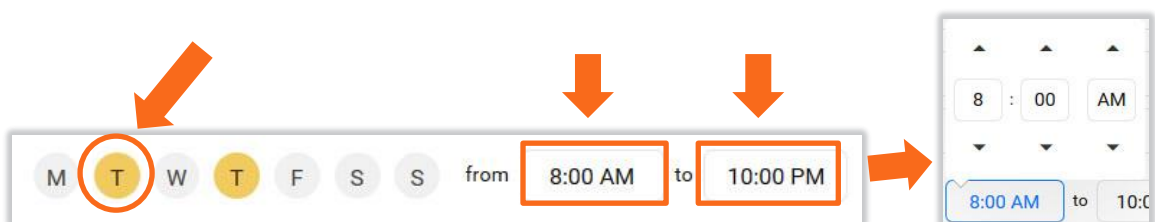
Select the calendars concerned by clicking on the line **"All calendars"** (default).



Select a calendar by clicking on the corresponding line in the drop-down list. Repeat to add more calendars to your list.



Then tick the relevant days (by default every day) and set the start and end time.



Add more rules by clicking on the **"Adding a rule"** button and repeating the procedure.



- Allow the subscriber to cancel reservations. This will make the slot available to other subscribers.

Cancellation of reservations

☒

Advanced settings

By clicking on the "**advanced settings**" button, set the maximum time allowed before or after the start of the time slot.

Maximum time allowed for cancellation

0 minutes before \*

\* the start of the slot

before \*  
after \*

Only allow the person in charge of the reservation to cancel the slot entirely, his other partners will only be able to cancel their own name.

The user may only cancel their name

☒

Allow the subscriber to cancel reservations with guest(s).

Cancellation of guest bookings

☒

Limit cancellations to avoid abuse by setting the maximum number of cancellations over a period defined by a number of days.

Limit cancellations to avoid abuse

3 maximum cancellations out of 7 days

☒





- Allow the subscriber to customize their booking slots by clicking on the **"Advanced Settings"** button.

Customized time slots

Interval between each slot: 30 minutes

Minimum duration for a reservation: 60 minutes

Maximum duration for a reservation: 120 minutes

The user can change the beginning of the time slot: ☒

Set the minimum and maximum duration of a reservation and the interval between each proposed slot. Allow the subscriber to also change the start time of a slot by activating the corresponding switch button.

**Examples of slots proposed at the time of booking:**

Inter=30, min=60, max=90

Inter=30, min=60, max=120

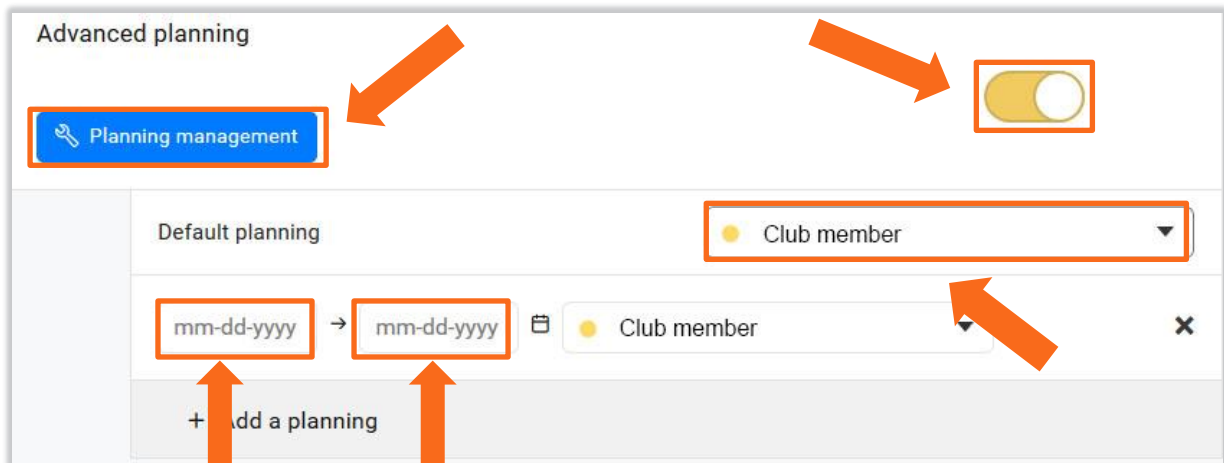
Inter=30, min=60, max=90 with adjustable start time





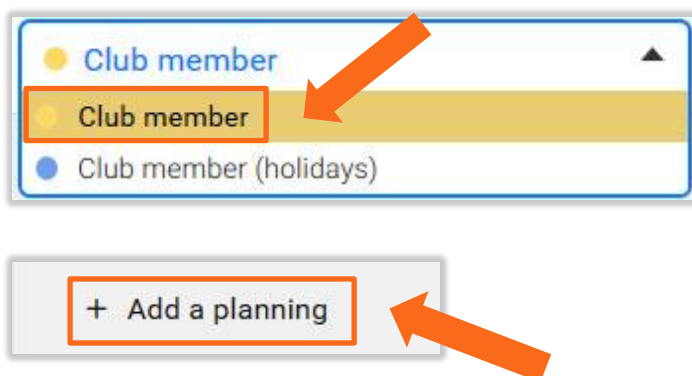
- Configure advanced planning and determine the slots allowed for subscriber reservations. You can define different calendars for different periods (holidays, public holidays, non-vacation days, ...).

Your planning must be defined in the menu [SETTINGS>Advanced planning](#) accessible by clicking on the blue button **"Planning management"**.



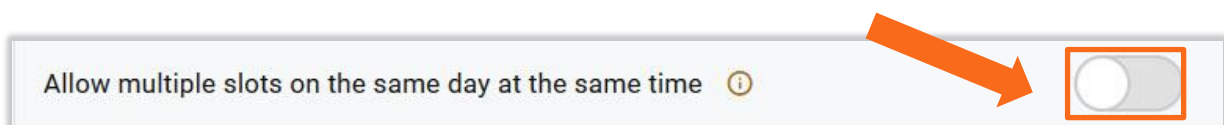
Set the start date and end date to determine a period during which the subscriber will be able to book and assign a schedule to your subscription by clicking on the corresponding line.

Choose the planning by clicking on its name in the drop-down list that opens.



Add more plans by clicking on the **"Add a planning"** button and repeating the procedure.

- Allow the subscriber to reserve multiple slots on the same day at the same time (a subscriber should not be allowed).



- Allow the subscriber to reserve even if the slot has already started by setting the number of minutes after the start of the slot.

Allow the user to book an already started slot ⓘ

The subscriber can reserve up to  minutes after the beginning of the slot.

☒

Limit reservation few minutes before the start of the slot ⓘ

The subscriber can reserve up to  minutes before the beginning of the slot.

☒

- Limit the reservation a few minutes or hours before the start of the slot by setting the number of minutes or hours.

Limit the reservation a few hours before the start of the slot ⓘ

The subscriber can reserve up to  hour(s) before the beginning of the slot.

☒

- Open the reservation a few hours before the start of the slot by choosing a day and setting the number of hours.

Open the reservation a few hours before the start of the slot ⓘ

☐ Monday

☒ Tuesday

From  hour(s) before the beginning of the slot.

☐ Wednesday

☒

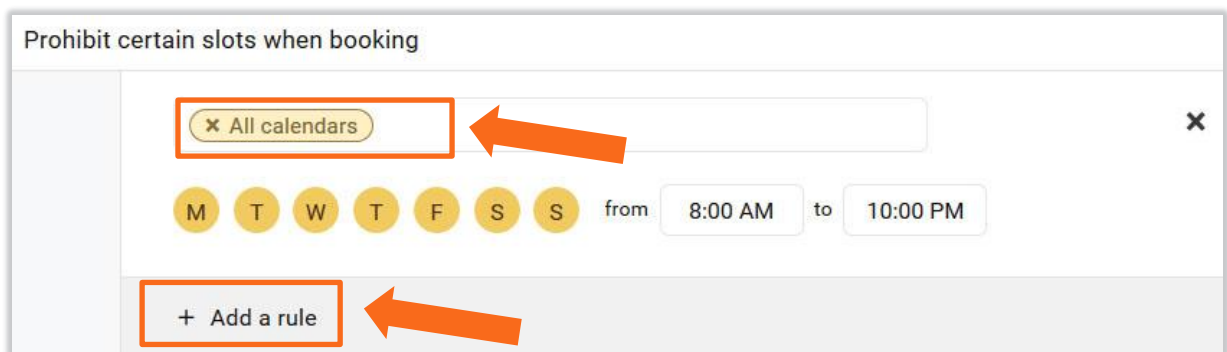
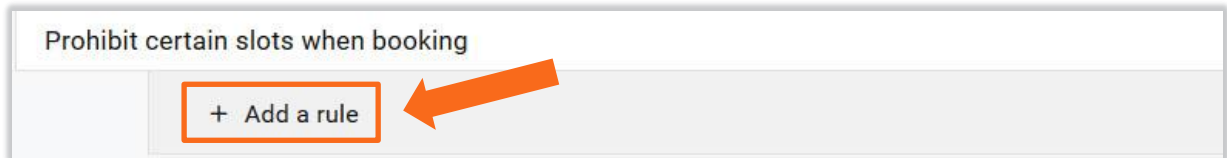


#### 4) Rules tab

Define booking prohibitions.

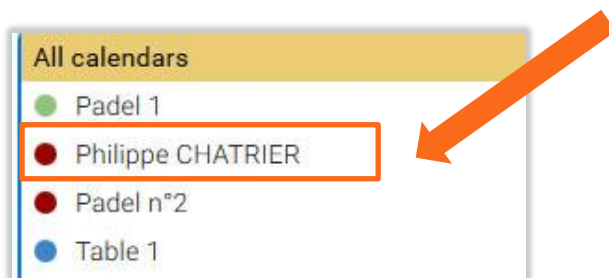
- Prohibit slots when booking.

First activate the option by clicking on the **"Add a rule"** button.

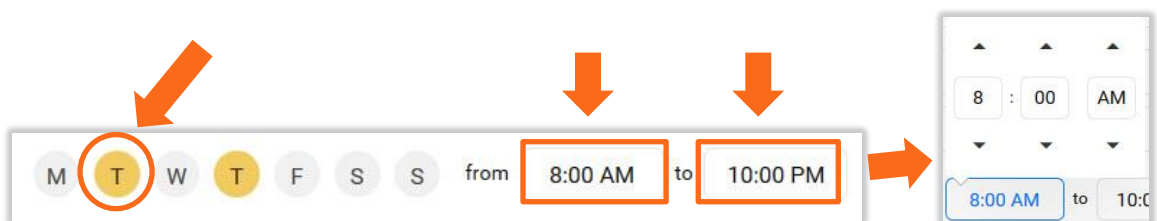


Then select the calendars concerned by clicking on the line **"All calendars"** (default).

Select a calendar by clicking on the corresponding line in the drop-down list. Repeat to add more calendars to your list.



Tick the relevant days (by default every day) and set the start and end times.



Add more rules by clicking on the **"Add a rule"** button and repeating the procedure.



- Prohibit booking consecutive slots.

Activate or not the option **"ignore the ban if the time slot has already started"**.

**NOTE :** to use this option, you must also configure the option « Allow the user to book an already started slot » in the Permissions tab.

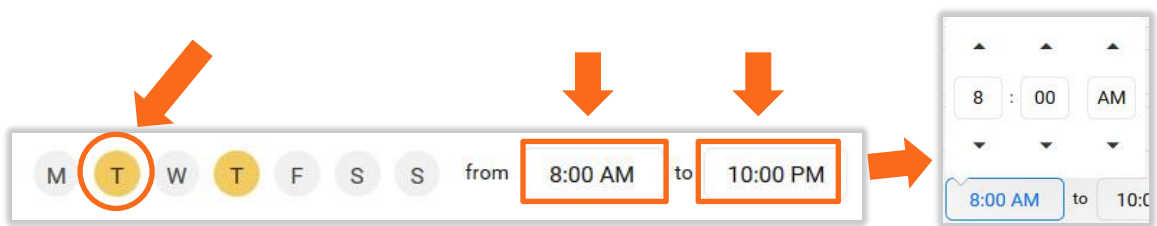
First activate the option by clicking on the **"Add a rule"** button.

Then set the number of prohibited consecutive slots and select the relevant calendars by clicking on the line **"all calendars"** (default).

Select a calendar by clicking on the corresponding line in the drop-down list. Repeat to add more calendars to your list.

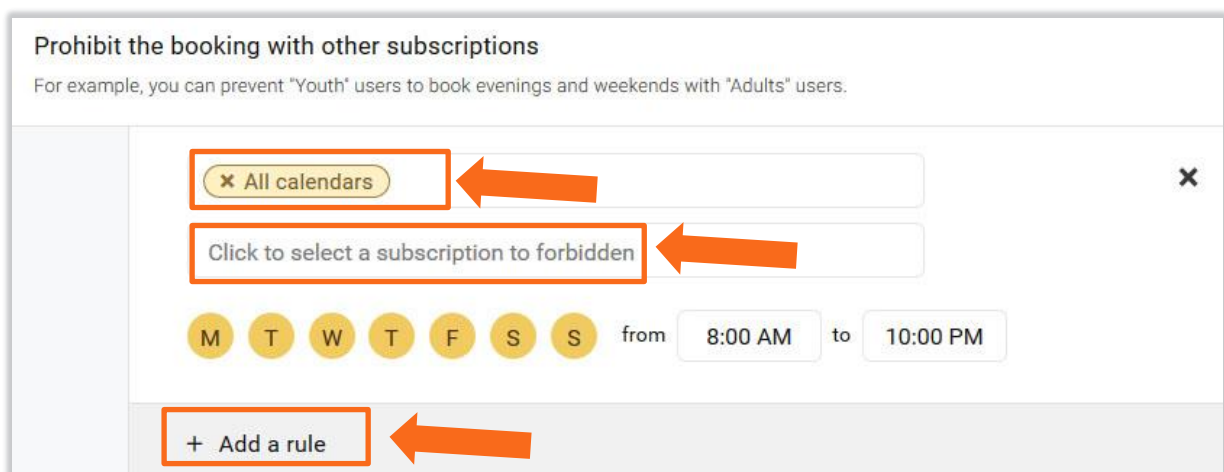



Tick the relevant days (by default every day) and set the start and end times.



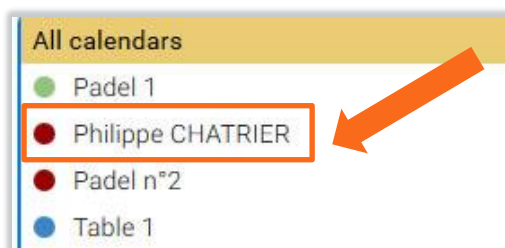
Add more rules by clicking on the **"Add a rule"** button and repeating the procedure.

- Prohibit the reservation with other subscriptions by clicking on the **"Add a rule"** button.

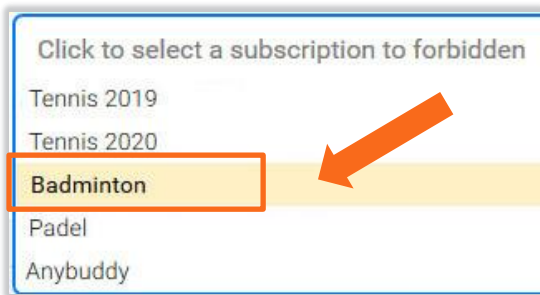


Then select the calendars concerned by clicking on the line **"All calendars"** (default).

Select a calendar by clicking on the corresponding line in the drop-down list. Repeat to add more calendars to your list.

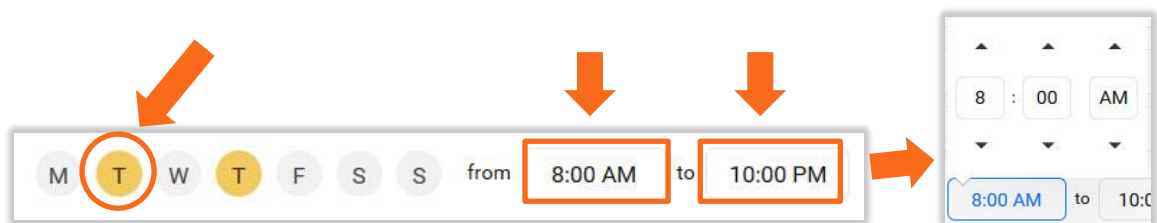


Then choose a subscription to prohibit by clicking on the corresponding line and then selecting it from the drop-down list.



Repeat the procedure if you want to prohibit several subscriptions.

Tick the relevant days (default is every day) and set the start and end times.



Add more rules by clicking on the **"Add a rule"** button and repeating the procedure.

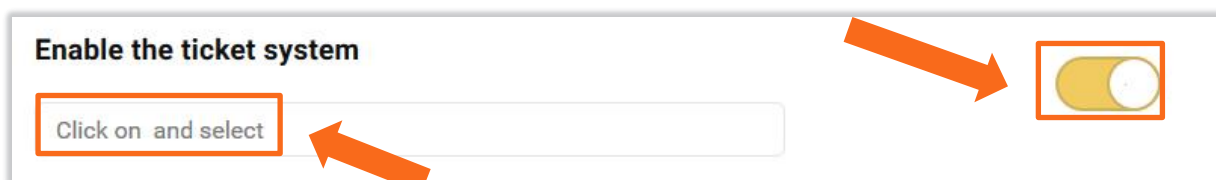


## 5) Tickets tab

Sell tickets for a slot reservation. This system can be used manually or with an online payment solution (PayPal / Paybox).

**NOTE** : the subscriber must have sufficient tickets on his account.

- Activate the ticket system.



Choose the calendars on which to activate tickets by clicking on the **"Click on and select"** button and then selecting them from the drop-down list that opens.

Repeat the process to add more calendars to your list.



**NOTE** : if you want to refine the ticket activation rules according to days and times, go directly to **"advanced configuration"**.

Offer tickets to your members. Set the number of tickets offered to each subscriber by typing the number directly or by clicking on the arrows.



Customize the use of tickets according to days, slots and calendars.

Advanced Configuration ⓘ

× All calendars

M T W T F S S from 8:00 AM to 10:00 PM

+ Adding a rule

Choose the calendars on which to define an activation rule by clicking on the line **"All calendars"** (default).

Select a calendar by clicking on the corresponding line in the drop-down list. Repeat to add more calendars to your list.

All calendars

- Padel 1
- Philippe CHATRIER
- Padel n°2
- Table 1

Then tick the days concerned (by default every day) and set the start and end time.

M T W T F S S from 8:00 AM to 10:00 PM

8 : 00 AM

8:00 AM to 10:00

Add more rules by clicking on the **"Adding a rule"** button and repeating the procedure.





- Set your rates according to calendars, days and hours.

The screenshot shows a 'Reservation rate' form. It includes a text input for the number of tickets (set to 10), a label 'ticket(s) pour', and a dropdown menu for duration (set to 60 minutes). Below these is a button labeled 'x All calendars'. At the bottom, there are day selection buttons (M, T, W, T, F, S, S) and a time range selector (from 8:00 AM to 8:00 PM). An orange arrow points to the '+ Add rate rule' button at the bottom left.

First define the number of tickets to be purchased, by clicking on the arrows or typing the number directly, and choose the corresponding duration in the drop-down list, a slot, a reservation or a number of minutes.

Depending on the case, the number of tickets indicated will be debited at each reservation whatever its duration, at each time slot whatever its duration or at each chosen period in minutes.

The screenshot shows a dropdown menu with the following options: '1 ticket = 60 minutes', '1 ticket = 1 reservation', '1 ticket = 1 slot', '1 ticket = 5 minutes', '1 ticket = 10 minutes' (highlighted with an orange box), '1 ticket = 15 minutes', and '1 ticket = 20 minutes'. An orange arrow points to the '1 ticket = 10 minutes' option.

Choose the calendars on which to define this rate rule by clicking on the line **"All calendars"** (by default). Select a calendar by clicking on the corresponding line in the drop-down list. Repeat the process to add more calendars to your list.

The screenshot shows a dropdown menu for calendar selection. The options are: 'All calendars' (highlighted with a yellow background), 'Padel 1' (with a green dot), 'Philippe CHATRIER' (with a red dot and highlighted with an orange box), 'Padel n°2' (with a red dot), and 'Table 1' (with a blue dot). An orange arrow points to the 'Philippe CHATRIER' option.



Then tick the days concerned (by default every day) and set the start and end time.

The screenshot shows a configuration bar for an event. It includes a row of day selection buttons: M, T, W, T, F, S, S. The 'T' (Tuesday) button is highlighted with an orange circle and an arrow. To the right of the days is a 'from' field with '8:00 AM' and a 'to' field with '10:00 PM', both highlighted with orange boxes and arrows. Further right is a time selection dropdown menu showing '8 : 00 AM' with an arrow pointing to it.

Define different rates by clicking on the **"Add rate rule"** button and repeating the procedure.

- Sell tickets through an online payment system.

**NOTE :** you must have configured an online payment solution, if not, click on the **"Configure"** button and follow the indicated procedure.

The screenshot shows the 'Online payment' configuration section. At the top, it says 'Online payment solution : PayPal' with a 'Configure' button. A toggle switch is turned on, indicated by an orange arrow. Below this is a section titled 'Carnets de tickets'. It contains three rows of ticket packs. Each row has a quantity selector (1, 10, 20) and a price selector (1, 10, 15 EUR). The first row is highlighted with an orange box. Arrows point to the quantity and price selectors. At the bottom, there is a button labeled '+ Add a price' with an orange arrow pointing to it.


Set your price (by typing the number directly or clicking on the arrows) according to the number of tickets purchased (by clicking on the "+" or "-" buttons).

**NOTE :** the ideal is to consider that a ticket is equal to one euro.

Click on the button **"Add a price"** to define another pack of tickets. This allows you to define degressive rates.




- Hide calendars when the subscriber doesn't have any reservation tickets, the subscriber will be invited to buy tickets at the club or online.

Hide calendars if no ticket ⓘ 

- Offer a ticket if the reservation is made on the same day.


Do not charge a ticket if the reservation takes place on the same day ⓘ 


- Debit only the person responsible for the reservation (first name on the slot) or the 2 persons who reserved (if the subscriber is authorized to reserve with other partners, **Tab "Authorizations"** ). If the option is deactivated, the 2 subscribers will be debited for the number of tickets but they must each have the corresponding number of tickets, otherwise the reservation will be impossible.

Debited only responsible for booking ⓘ 


### Example: define different rates for off-peak and peak hours on all calendars


**Reservation rate**

10 ticket(s) for 60 minutes 


 All calendars


M T W T F S S from 8:00 AM to 5:00 PM

15 ticket(s) for 60 minutes 

 All calendars

M T W T F S S from 5:00 PM to 10:00 PM

20 ticket(s) for 60 minutes 

 All calendars

M T W T F S S from 8:00 AM to 10:00 PM

Off-peak hours  
8am to 5pm on  
weekdays

10 tickets for 60'  
Peak Hours  
5pm to 10pm on  
weekdays

15 tickets for 60'  
Very busy hours  
entire weekend




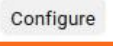
## 6) Guests tab

- Allow reservations with guests (outside person not registered in the club).

Allow bookings with guests 










- Sell invitation tickets online. If not, configure an online payment solution by clicking on the **"configure"** button and follow the procedure indicated. A ticket allows you to invite only one person.

Sell guest tickets (online payment)

Online payment solution :  PayPal 

Pricing for guest tickets

1 ticket = 1 guest.

	1 ticket(s)		Price:	10	 	EUR
	10 ticket(s)		Price:	90	 	EUR
						

Depending on the number purchased (change it by clicking on the "+" or "-" buttons), set a price (by typing the number or by clicking on the arrows). Define several rates by clicking on the button **"Add a price"**, you can define decreasing rates.

- Offer invitation tickets to your subscribers.

Set the number of tickets offered by typing the number or by clicking on the arrows.

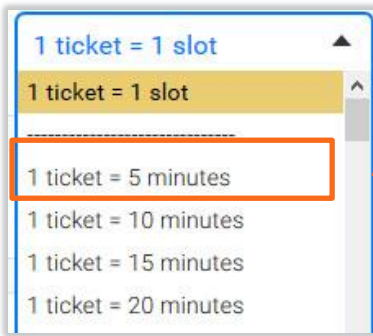
Tickets included in the subscription   ticket(s)

- Set the duration of an invitation ticket by typing the number or by clicking on the arrows. Depending on the case, a ticket will be debited at each reservation whatever its duration, at each time slot whatever its duration or at each chosen period in minutes.

Duration of an guest ticket  



Choose the duration in the dropdown list that opens by clicking on the default value.



Minimum number of guests per booking ⓘ

1 ▼ minimum

- Set a minimum and maximum number of guests per booking.

Maximum number of guests per booking ⓘ

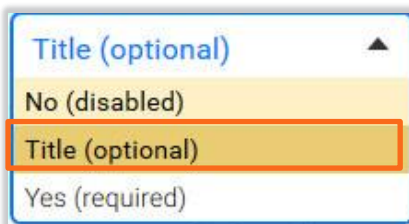
1 ▼ maximum

- Whether or not to require the subscriber to indicate the identity of their guest(s).

Identity of the guests ⓘ

Title (optional) ▼

Choose one of the 3 options from the drop-down list.



- If you want to pass on important information, write a message in the field provided. This message will be displayed before the subscriber validates the reservation and also in his **"My subscription"** menu.


Show an information message

Express yourself...



- Debit only the person responsible for the reservation (first name on the slot) or the 2 persons who made the reservation (if the subscriber is allowed to book with other partners). If the option is deactivated, the 2 subscribers must each have the corresponding number of tickets, otherwise the reservation will not be possible.

Debited only responsible for booking ⓘ



- Add prohibition rules.

Choose the slots and calendars on which to define the rules.

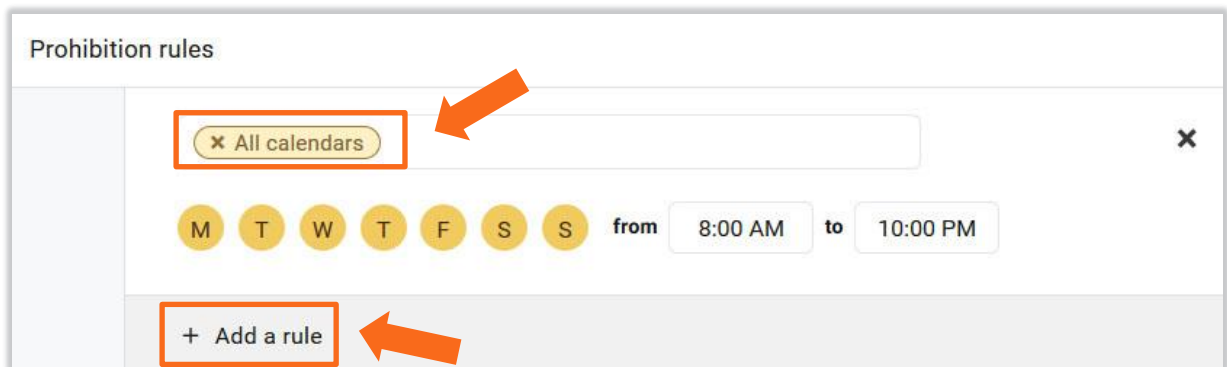
Select the calendars concerned by clicking on the line **"All calendars"** (default).

Prohibition rules

× All calendars ×

M T W T F S S from 8:00 AM to 10:00 PM

+ Add a rule



Select a calendar by clicking on the corresponding line in the drop-down list. Repeat to add more calendars to your list.

All calendars

- Padel 1
- Philippe CHATRIER
- Padel n°2
- Table 1

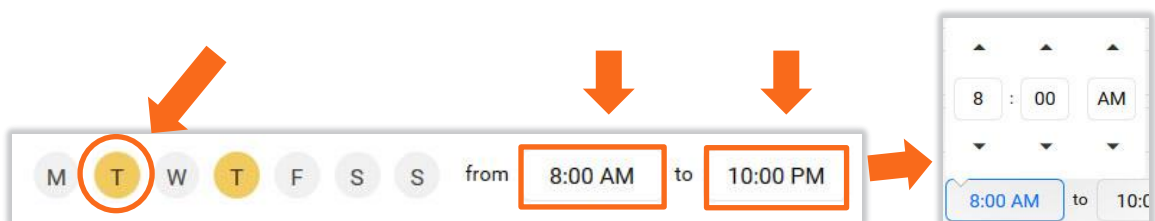


Then tick the days concerned (by default every day) and set the start and end time.

M T W T F S S from 8:00 AM to 10:00 PM

8 : 00 AM

8:00 AM to 10:00 PM

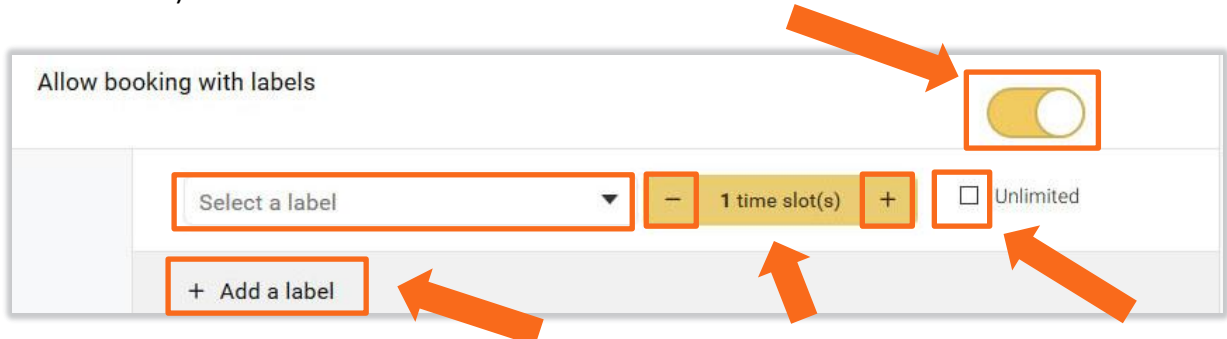


Add more rules by clicking on the **"Add a rule"** button and repeating the procedure.

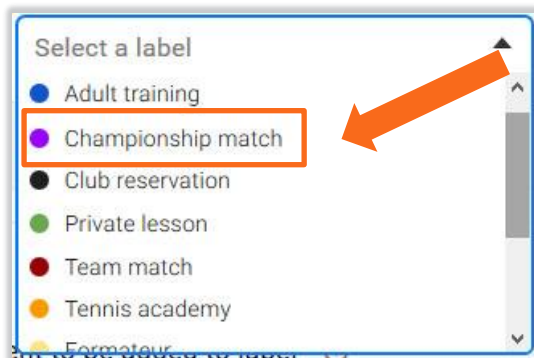


## 7) Labels tab

- Allow the user to book with labels (e.g. in the case of an individual championship match).



Select a label by clicking on the corresponding box. Choose it from the drop-down list that opens and click on it.



Set how many times the user can book with this label (by default 1 time) by clicking on "+" or "-" or tick the **"unlimited"** box if you don't want to limit it.

Add more labels by clicking on the **"Add a label"** button and repeating the procedure.

**NOTE :** you must have previously defined labels in [SETTINGS>Predefined labels](#).

- Ignore quotas and limits.



- Authorize consecutive slots (for example to reserve 2 hours to play a match).



- Allow comments to be added to the label.

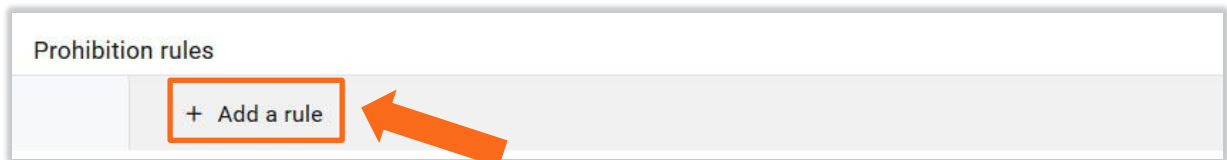
Allow comment to be added to label ⓘ



- Prohibit the use of labels on certain calendars, days or times by clicking on the button "**Add a rule**".

Prohibition rules

+ Add a rule

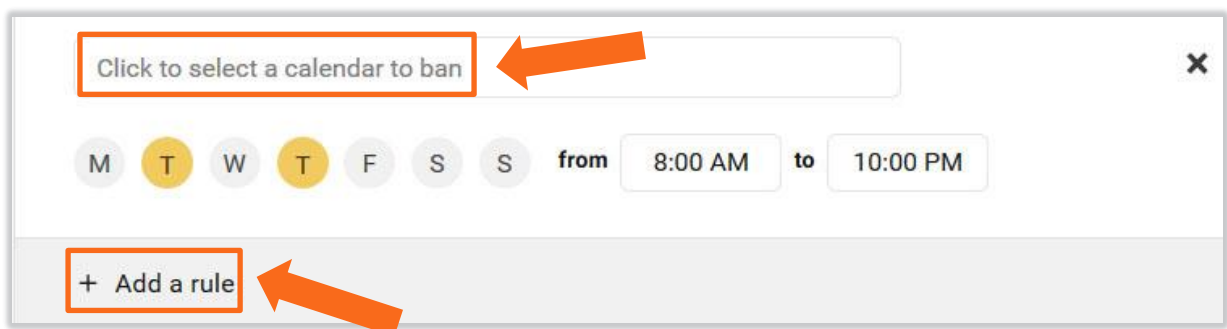


Then choose the calendars concerned by clicking on the corresponding button.

Click to select a calendar to ban

M T W T F S S from 8:00 AM to 10:00 PM

+ Add a rule



Select a calendar by clicking on the corresponding line in the drop-down list. Repeat to add more calendars to your list.

All calendars

- Padel 1
- Philippe CHATRIER
- Padel n°2
- Table 1

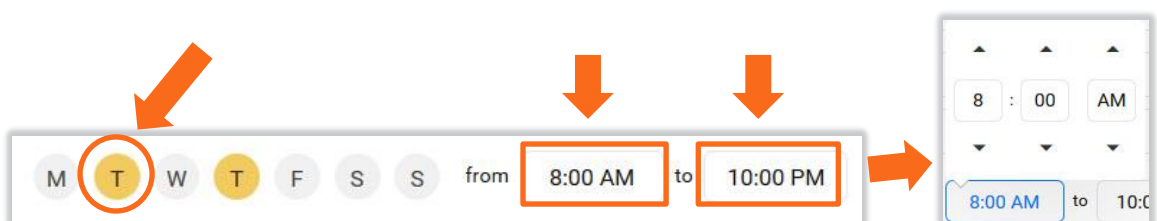


Then tick the days concerned (by default every day) and set the start and end time.

M T W T F S S from 8:00 AM to 10:00 PM

8 : 00 AM

8:00 AM to 10:00 PM



Add more rules by clicking on the "**Add a rule**" button and repeating the procedure.





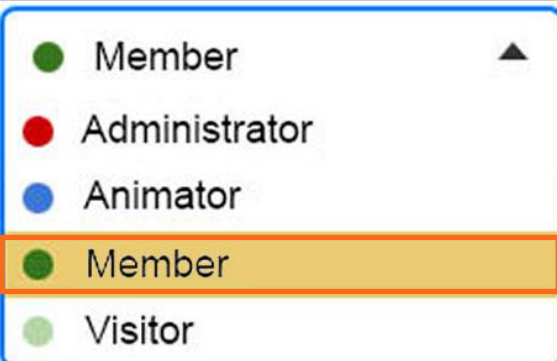
## 8) (Online) registrations tab

Activate the online registration for this subscription via a form that will be accessible from your home page, by clicking on the corresponding button, other parameters will then appear.

Enable Online Registrations 

- Associate a profile for this subscription by choosing it from the drop-down list.

Related profile 



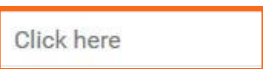

- Indicate the e-mail addresses that will receive the online registration requests, 4 maximum.

E-mail notifications

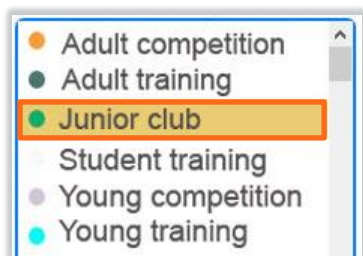
- Choose the groups to which subscribers will be added when their registration is validated.

Add new users to a group

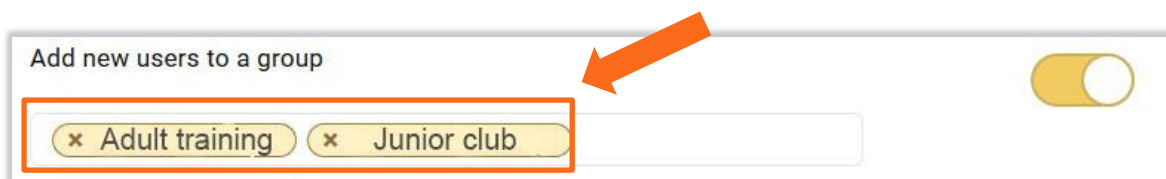
 



Associate one or more groups to this subscription by clicking on their name(s) in the drop-down list that opens by clicking on the **"Click here"** button.



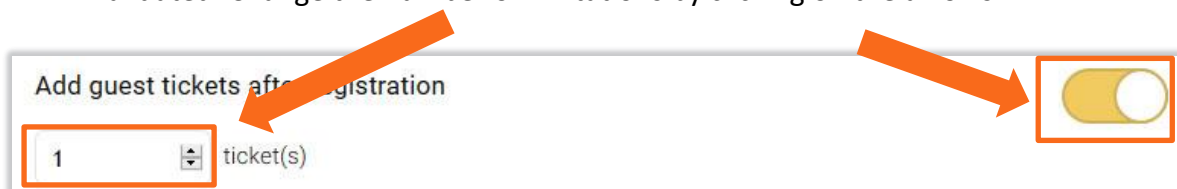
The names of the groups will be displayed as you go.



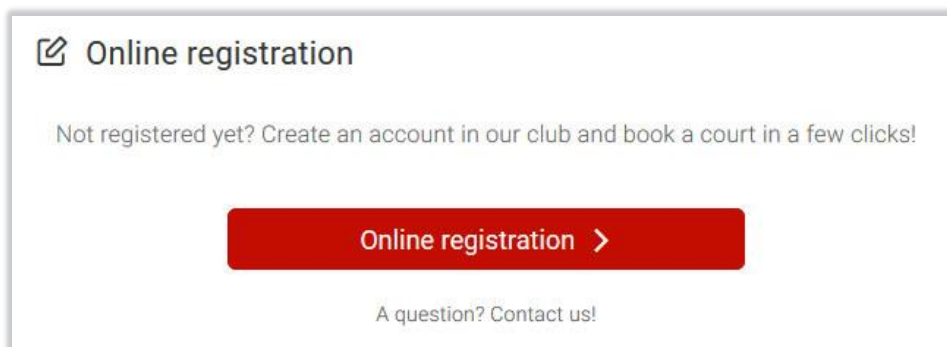
- Set a number of reservation tickets to be allocated to the subscriber when his registration is validated. Change the number of tickets by clicking on the arrows.



- Set a number of invitations to be assigned to the subscriber when his registration is validated. Change the number of invitations by clicking on the arrows.



On the home page, a new block will be visible to allow online registration (to be customized in [WEBSITE & COMMUNICATION>Homepage Customization of your homepage](#)).

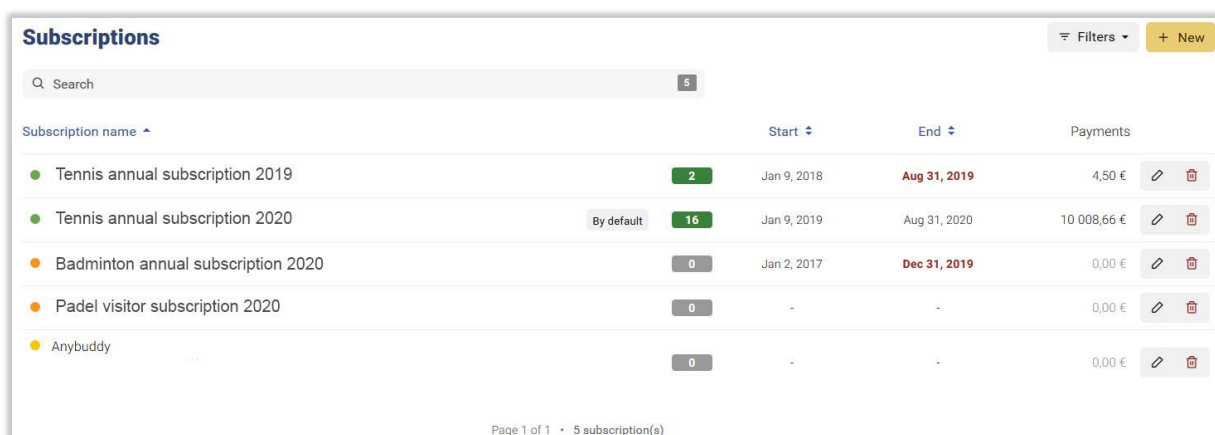


Users will click on the **"Online registration"** button to log in.



Don't forget to save your configurations by clicking on the **"Save"** button in all tabs.

**Manage** your subscriptions in the **"Subscriptions"** screen: view the subscriptions you have created.



The screenshot shows the 'Subscriptions' screen with a search bar, filters, and a list of subscriptions. The table has columns for Subscription name, Start, End, and Payments. The subscriptions listed are:

Subscription name	Start	End	Payments
Tennis annual subscription 2019	Jan 9, 2018	Aug 31, 2019	4,50 €
Tennis annual subscription 2020	Jan 9, 2019	Aug 31, 2020	10 008,66 €
Badminton annual subscription 2020	Jan 2, 2017	Dec 31, 2019	0,00 €
Padel visitor subscription 2020	-	-	0,00 €
Anybuddy	-	-	0,00 €

**Modify** a subscription,



This close-up shows the 'Tennis annual subscription 2020' row. An orange arrow points to the edit icon (pencil) in the actions column.

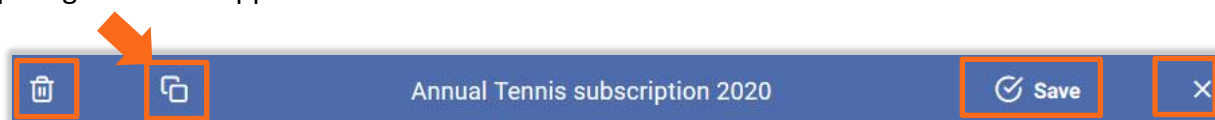
or **delete** a subscription



This close-up shows the 'Tennis annual subscription 2020' row. An orange arrow points to the delete icon (trash can) in the actions column.

by clicking on the corresponding pictograms.

**Duplicate** a subscription with all its parameters by first clicking on the line corresponding to the name of the subscription you want to copy and then by clicking on the corresponding pictogram in the upper banner above the tabs.



This allows you to save time if two subscriptions have slightly different settings or when changing seasons.

You can also delete a subscription from this banner by clicking on the corresponding pictogram.

Close the tab window by clicking on the **"cross"** pictogram.



## USERS>PERMISSIONS> PROFILES & ROLES

Assign specific access rights to user profiles.

You have 4 default profiles:

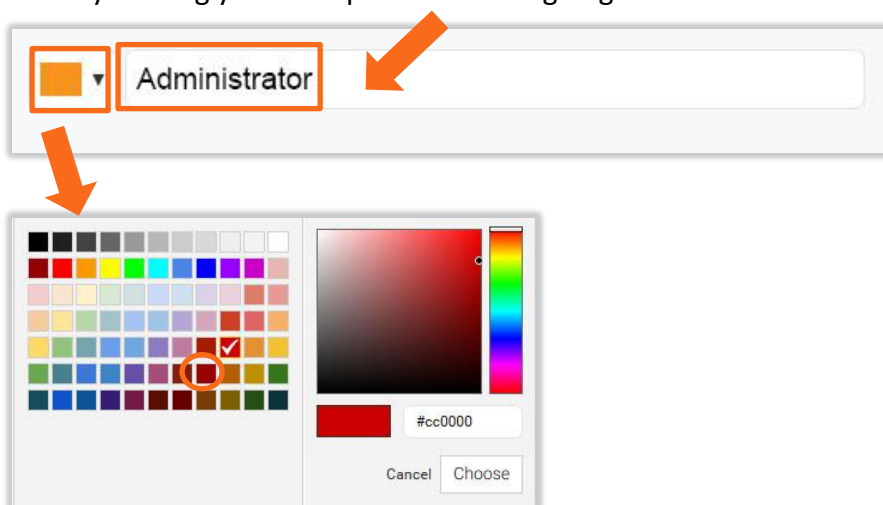
- **Administrator** : has all management rights
- **Animator** : has limited management rights
- **Member** : can access his account, messaging system and calendars
- **Visitor** : can access his account and calendars



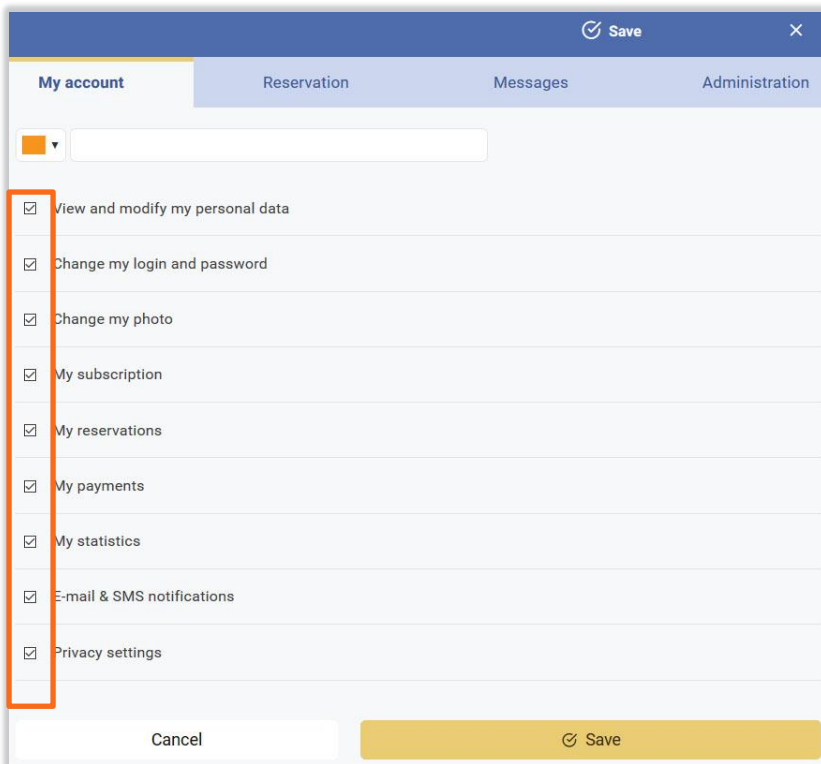
Create personalized profiles (example: Committee Member, Treasurer, Teacher,...) by clicking on the **"New Profile"** button and assigning them specific management rights in the new window that opens from 4 tabs, and by ticking/unticking the different options proposed in each tab.



Start by naming your new profile and assigning it a color.



1) **Account tab:** Define the change rights for the account.



The screenshot shows a settings modal with a blue header bar containing a 'Save' button and a close 'X' icon. Below the header is a tab bar with four tabs: 'My account' (selected), 'Reservation', 'Messages', and 'Administration'. Under the 'My account' tab, there is a dropdown menu with an orange square icon and a search bar. Below these are ten settings items, each with a checkbox and a label. A red rectangle highlights the first seven items: 'View and modify my personal data', 'Change my login and password', 'Change my photo', 'My subscription', 'My reservations', 'My payments', and 'My statistics'. The last three items are 'E-mail & SMS notifications' and 'Privacy settings'. At the bottom of the modal are two buttons: 'Cancel' and 'Save'.

Setting	Checked
View and modify my personal data	<input checked="" type="checkbox"/>
Change my login and password	<input checked="" type="checkbox"/>
Change my photo	<input checked="" type="checkbox"/>
My subscription	<input checked="" type="checkbox"/>
My reservations	<input checked="" type="checkbox"/>
My payments	<input checked="" type="checkbox"/>
My statistics	<input checked="" type="checkbox"/>
E-mail & SMS notifications	<input checked="" type="checkbox"/>
Privacy settings	<input checked="" type="checkbox"/>

2) **Booking tab :** Define the permissions for reservations.

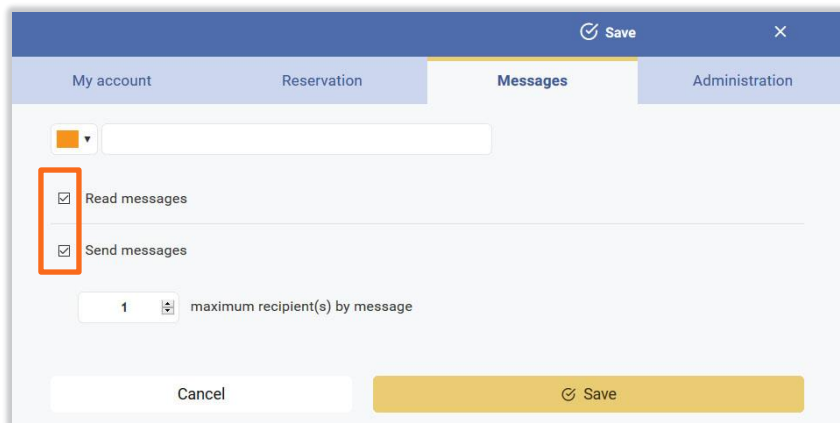


The screenshot shows the same settings modal as above, but with the 'Reservation' tab selected. The 'My account' tab is now greyed out. The settings list is different. A red rectangle highlights the first three items: 'Calendars per day', 'Calendars per week', and 'Find a partner'. Below these is a section titled 'Booking Management' with seven items, all of which have unchecked checkboxes. At the bottom are 'Cancel' and 'Save' buttons.

Setting	Checked
Calendars per day <small>Allow the user to access the calendars for the day (display all calendars on a specific day). If their subscription allows it, they can browse over several days.</small>	<input checked="" type="checkbox"/>
Calendars per week <small>Allow access to viewing over several days making it possible to see a calendar in particular over several days.</small>	<input checked="" type="checkbox"/>
Find a partner <small>Access classified ads, add an ad, and see the of club's member directory in order to find a partner.</small>	<input checked="" type="checkbox"/>
<b>Booking Management</b>	
Reserve for other users	<input type="checkbox"/>
Reserve with a club label	<input type="checkbox"/>
Reserve with a sticker	<input type="checkbox"/>
Reserve with repetition	<input type="checkbox"/>
Overwrite/cancel existing reservations	<input type="checkbox"/>
Not visible on the members reservation form	<input type="checkbox"/>

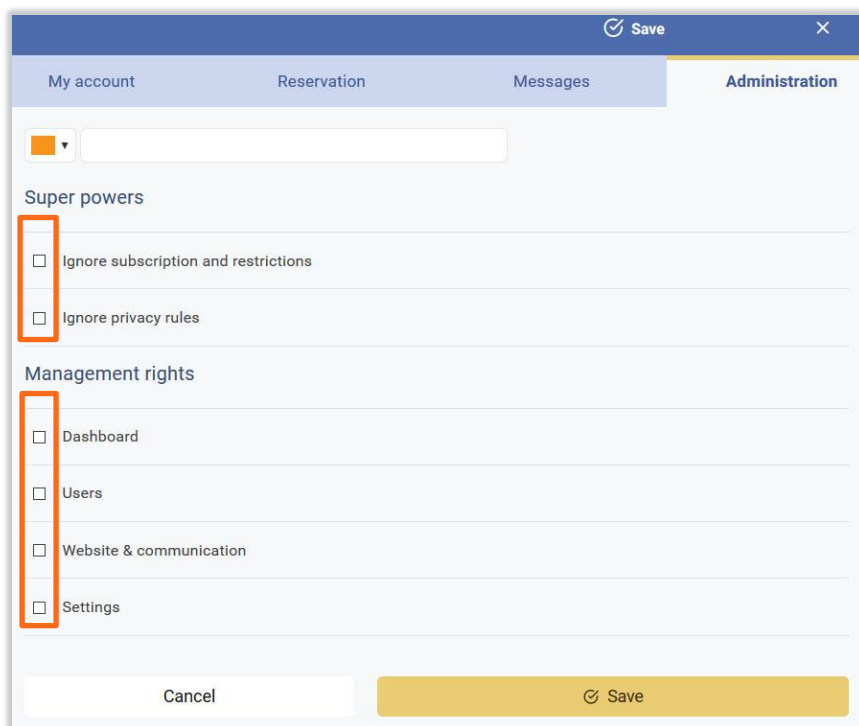


3) **Messages tab:** Set the access permissions for the internal mailbox.



The screenshot shows the 'Messages' tab in a settings window. At the top, there are tabs for 'My account', 'Reservation', 'Messages', and 'Administration'. Below the tabs, there is a dropdown menu with an orange square icon. Underneath, there are two checked checkboxes: 'Read messages' and 'Send messages'. Below these, there is a numeric input field set to '1' with a label 'maximum recipient(s) by message'. At the bottom, there are 'Cancel' and 'Save' buttons. A red box highlights the 'Read messages' and 'Send messages' checkboxes.

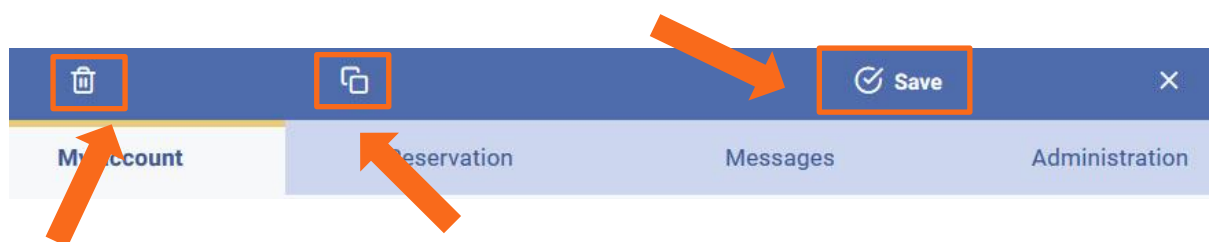
4) **Administration tab:** Define management rights.



The screenshot shows the 'Administration' tab in a settings window. At the top, there are tabs for 'My account', 'Reservation', 'Messages', and 'Administration'. Below the tabs, there is a dropdown menu with an orange square icon. Underneath, there are two sections: 'Super powers' and 'Management rights'. The 'Super powers' section has two unchecked checkboxes: 'Ignore subscription and restrictions' and 'Ignore privacy rules'. The 'Management rights' section has four unchecked checkboxes: 'Dashboard', 'Users', 'Website & communication', and 'Settings'. At the bottom, there are 'Cancel' and 'Save' buttons. Red boxes highlight the checkboxes in both the 'Super powers' and 'Management rights' sections.



To keep your profile settings, click on the **"Save"** button.



Delete the profile by clicking on the **"Trash"** pictogram or duplicate it by clicking on the **"2 squares"** pictogram if you wish to create another profile whose rights are not very different from the current profile.

**Manage** your profiles & roles by viewing the list.



**Edit** a profile,



**delete** a profile



by clicking on the corresponding pictograms.



## USERS>IMPORT/EXPORT> EXPRESS CREATION

**Create** a user by obligatorily filling in his **First and Last Name**, the **Login** (connection identifier) is automatically generated.

If you fill in the e-mail address, the login details will be sent to your new member as soon as registration is completed if you tick the corresponding box.

The screenshot shows the 'Express creation' form. It includes a header with the title 'Express creation' and a link 'Import a file'. Below the header, a note states: 'The default password "50" will be assigned to each user. Edit'. The form contains several input fields: 'Last name \*', 'First name \*', 'E-mail address (optional)', and 'Login ID \*'. There are two dropdown menus: one for 'Membre' and another for 'Abonnement annuel Tennis 2...'. A checkbox labeled 'Send Login ID and password by e-mail' is checked. Below these fields is a confirmation box with a checkbox and the text: 'I confirm that I have the explicit consent of the persons for the collection, processing and storage of their personal data, in accordance with Terms and conditions for clubs'. At the bottom, there are two buttons: '+ Add a line' and 'Save'. Orange arrows point to the 'Last name' and 'First name' fields, the 'Send Login ID and password by e-mail' checkbox, the confirmation checkbox, the 'Save' button, and the 'Abonnement annuel Tennis 2...' dropdown menu.

Tick the data use agreement box before creating your users by clicking on the **"Save"** button.

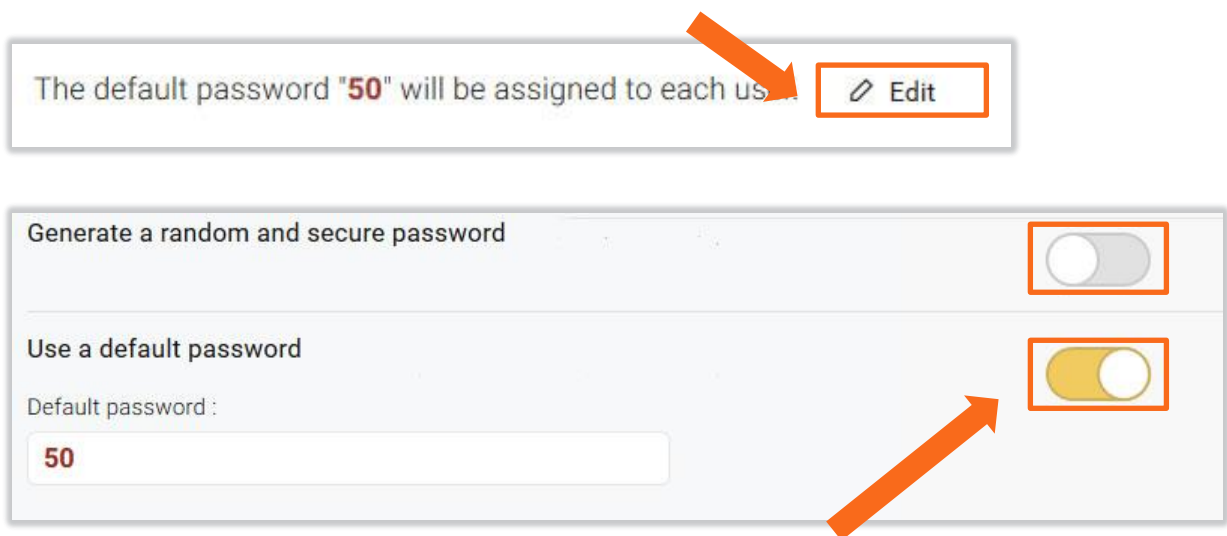
The default profile and subscription are assigned to the new subscriber. You can change them through the drop-down menus by clicking on the corresponding lines.

The image shows two screenshots of dropdown menus. The left screenshot shows a list of user profiles: 'Member', 'Administrator', 'Animator', 'Member', and 'Visitor'. The 'Member' option is highlighted with an orange box and an orange arrow. The right screenshot shows a list of subscriptions: 'All subscriptions', 'Tennis annual subscription 2019', 'Tennis annual subscription 2020', 'Badminton annual subscription 2020', 'Padel annual subscription 2020', and 'Anybuddy'. The 'Tennis annual subscription 2020' option is highlighted with an orange box and an orange arrow.





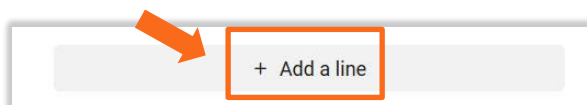
You have the choice to generate a secure random password or to use a unique password assigned to your club at registration. You can choose by clicking on the **"edit"** button.



The screenshot shows a user interface for password settings. At the top, a message states: "The default password **"50"** will be assigned to each user". To the right of this message is an "Edit" button with a pencil icon, highlighted by an orange box and an orange arrow. Below this is a section with two toggle switches. The first toggle, labeled "Generate a random and secure password", is currently turned off (grey). The second toggle, labeled "Use a default password", is currently turned on (yellow). This second toggle is highlighted by an orange box and an orange arrow. Below the second toggle is a text input field labeled "Default password :" containing the value "50".

**NOTE** : the 2 switch buttons are linked, one is activated when the other is deactivated.

You can create several members at the same time by clicking on the **"Add a line"** button.



The screenshot shows a single button labeled "+ Add a line". The button is highlighted by an orange box, and an orange arrow points to it from the left.

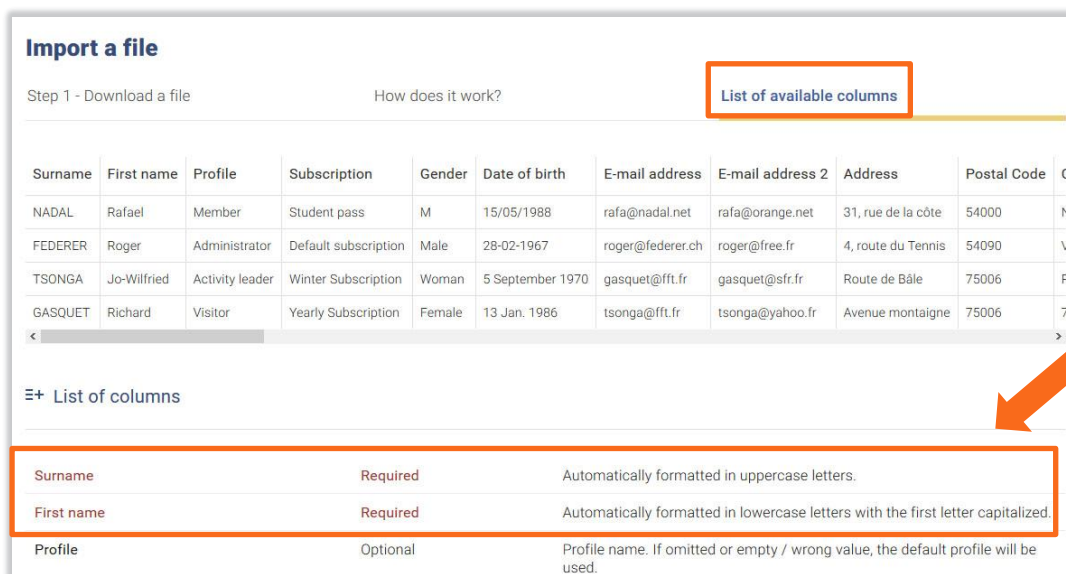


## USERS>IMPORT/EXPORT>IMPORT A FILE

Import a set of users from a file.

**How does it work tab:** follow the steps to import your file in **5 steps**: downloading, analysis, column configuration to link columns with your database fields, preview and import report.

**List of available columns tab:** view the 31 columns available for import (Scroll down the horizontal scrollbar). Only 2 columns are mandatory and formatted, the **Surname** and **First Name**, the others are optional.



**Import a file**

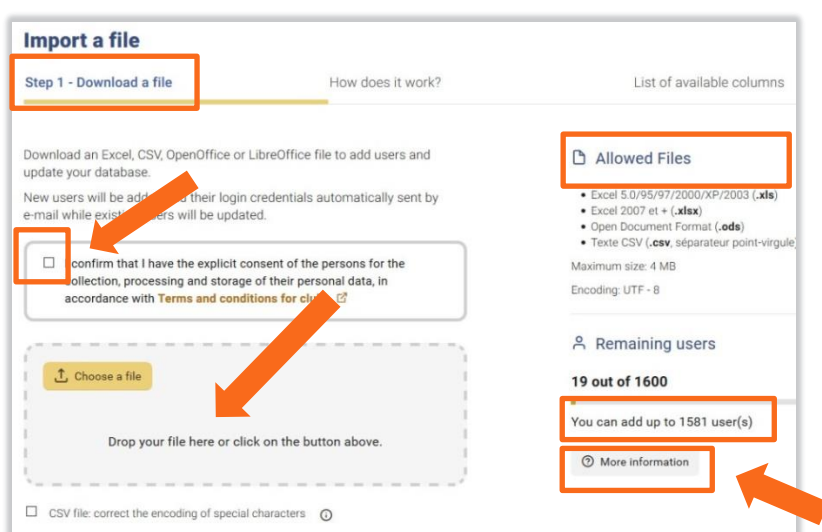
Step 1 - Download a file      How does it work?      **List of available columns**

Surname	First name	Profile	Subscription	Gender	Date of birth	E-mail address	E-mail address 2	Address	Postal Code
NADAL	Rafael	Member	Student pass	M	15/05/1988	rafa@nadal.net	rafa@orange.net	31, rue de la côte	54000
FEDERER	Roger	Administrator	Default subscription	Male	28-02-1967	roger@federer.ch	roger@free.fr	4, route du Tennis	54090
TSONGA	Jo-Wilfried	Activity leader	Winter Subscription	Woman	5 September 1970	gasquet@fft.fr	gasquet@sfr.fr	Route de Bâle	75006
GASQUET	Richard	Visitor	Yearly Subscription	Female	13 Jan. 1986	tsonga@fft.fr	tsonga@yahoo.fr	Avenue montaigne	75006

≡+ List of columns

<b>Surname</b>	<b>Required</b>	Automatically formatted in uppercase letters.
<b>First name</b>	<b>Required</b>	Automatically formatted in lowercase letters with the first letter capitalized.
Profile	Optional	Profile name. If omitted or empty / wrong value, the default profile will be used.

**Step n°1 : Download a file tab:** please respect the type of file accepted and the maximum number of users to import according to your subscription. Choose your file on your computer or drag and drop it into the field provided after ticking the data use agreement.



**Import a file**

**Step 1 - Download a file**      How does it work?      List of available columns

Download an Excel, CSV, OpenOffice or LibreOffice file to add users and update your database.

New users will be added and their login credentials automatically sent by e-mail while existing users will be updated.

☐ confirm that I have the explicit consent of the persons for the collection, processing and storage of their personal data, in accordance with [Terms and conditions for clients](#)

**Allowed Files**

- Excel 5.0/95/97/2000/XP/2003 (.xls)
- Excel 2007 et + (.xlsx)
- Open Document Format (.ods)
- Texte CSV (.csv, séparateur point-virgule)

Maximum size: 4 MB  
Encoding: UTF - 8

**Remaining users**

**19 out of 1600**

**You can add up to 1581 user(s)**

**More information**

☐ CSV file: correct the encoding of special characters

Access your account settings to check or change your subscription by clicking on the **"More information"** button.



**Step n°2 :** analyze your file to check the integrity of its data, mainly special characters, accents, dates, etc, ...

### Step 2 of 5 - Analysing your file

[< Back](#)
[Continue →](#)

An excerpt from your file is shown below to help you verify the integrity of the data.  
Before proceeding, it is useful to check if any accents, special characters and dates are well interpreted.

	A	B	C	D	E	F	G	H	I	J
1	Surname	First name	Sex	Date of birth	Age	Profile	Subscription	Email	Adress	CP
2	ADAM	Sandra	female	30651	37	Member	tennis	sandy00785@hotmail.com	16 rue Jean Jaures	542
3	ANCELLE	Charles	male	38734	14	Member	tennis	mathis-christelle@bbox.fr	2 Allée du Poirier	546
4	ANCELLE	Eric	male	24818	53	Member	badminton	mathis-christelle@bbox.fr	2 Allée du Poirier	546
5	ANCELLE	Margot	female	37728	17	Member	padel	mathis-christelle@bbox.fr	2 Allée du Poirier	546
6	ANTOINE	Val	male	35062	25	Member	tennis	val.antoine@laposte.net	22 rue François Flageollet	542
7	ARDUIN	Jean Marc	male	18951	69	Member	padel	jean-marc.arduino@orange.fr	75 rue de la Justice	543
8	ARNOULD	Max	male	32859	31	Member	tennis	arnould.maxime89@gmail.com	10 rue du Recteur Louis Brintz	540

Return to the previous step in case of an error to make corrections in your file by clicking on the **"Back"** button or go to the next step by clicking on the **"Continue"** button.

**Step n°3 :** select the columns to import by ticking/unticking the boxes and match the column names in your file with the field names in your user records. You can change the type by using the drop-down menus.

### Step 3 of 5 - Configuring columns

[< Back](#)
[Preview →](#)

	Column name	Type	Extract of your file
<input checked="" type="checkbox"/>	Column A Surname	Surname	HUS
<input checked="" type="checkbox"/>	Column B First name	First na...	Corentin
<input checked="" type="checkbox"/>	Column C Sex	Gender	male
<input checked="" type="checkbox"/>	Column D Date of birth	Date of b...	
<input type="checkbox"/>	Column E Age.		24
<input checked="" type="checkbox"/>	Column F Profile	Profile	member
<input checked="" type="checkbox"/>	Column G Subscription	Subscrip...	tennis
<input type="checkbox"/>	Column H Email		corent@hotmail.com

You can view a line extracted from your file.


Go to the next step by clicking on the **"Preview"** button or return to the previous step by clicking on the **"Back"** button.



**Step n°4 :** Preview in 3 tabs the import of your members according to their pre-existence or not in your database:

- the number and list of **new users** (new records will be created).

**Step 4 of 5 - preview** < Back Complete the import →

 Setting passwords

☐ Generate a random and secure password

☒ Default password **50** [Edit](#)

**14** new +

**1** updates ↻

**1** errors ⚠


<input checked="" type="checkbox"/>			Surname	First name	Date of birth
<input checked="" type="checkbox"/>	+ New	2	ADAM	Sandra	January 12, 1983
<input checked="" type="checkbox"/>	+ New	3	ANCELLE	Charles	January 17, 2006
<input checked="" type="checkbox"/>	+ New	4	ANCELLE	Eric	December 12, 1967

Generate a random password or a default password by ticking an option to send the identifiers to these new users by email.

You can unselect some users to ignore them by unticking the box in front of their name.

- the number and list of **users updated** (existing records will be modified)

**Step 4 of 5 - preview** < Back Complete the import →

 Setting passwords

☐ Generate a random and secure password

☒ Default password **50** [Edit](#)

**14** new +

**1** updates ↻

**1** errors ⚠

<input checked="" type="checkbox"/>			Surname	First name	Date of birth
<input checked="" type="checkbox"/>	↻ Update	16	LUP	Anne	November 14, 2013

You can unselect some users to ignore them by unticking the box in front of their name.



- and the number of **errors** and the corresponding list of users (these cannot be imported)

**Step 4 of 5 - preview**

[< Back](#) [Complete the import →](#)

Setting passwords

☐ Generate a random and secure password

☒ Default password **50** [Edit](#)

14 new +

1 updates ↻

1 errors ⚠

These users cannot be imported because an error occurred during data processing (unauthorized profile / subscription, missing column, duplicate, ...).

	Surname	First name	Date of birth
⚠ Error	12	Jules	January 15, 2013

Finish by clicking on the **"Complete the import"** button and view the import report or go back to the previous step by clicking on the **"Back"** button.



## USERS>IMPORT/EXPORT>EXPORT A FILE

Export your users and their information to an Excel file.

**Export a file**

Open a model ▼ + Create a template

<input checked="" type="checkbox"/>	Surname
<input checked="" type="checkbox"/>	First name
<input type="checkbox"/>	ID#
<input type="checkbox"/>	Date created
<input type="checkbox"/>	Profile
<input checked="" type="checkbox"/>	Subscription
<input type="checkbox"/>	Login ID
<input type="checkbox"/>	Gender
<input type="checkbox"/>	Date of birth

✕ All subscriptions

Select the fields to be exported by ticking the corresponding boxes and organize your columns by dragging and dropping them. The columns **Surname** and **First name** are pre-checked. You can refine your choices by choosing from the drop-down lists or by checking certain options.

☒ Age range

55+  
60+  
**65+**  
70+  
75+  
All categories  
✕ All categories

☒ E-mail address 1

☒ All  
☐ With an e-mail address  
☐ E-mail address not entered

Check the result by clicking on the **"Preview"** button.

**Preview** (19 results)

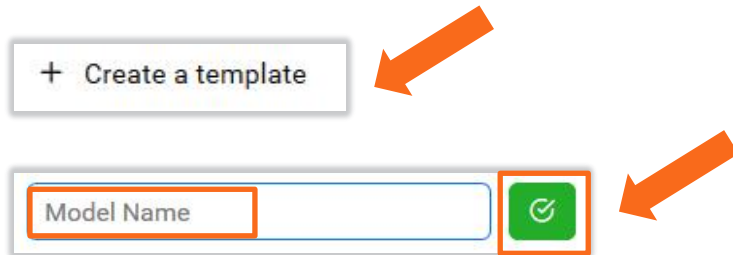
	Surname	First name	Subscription	Number of reservations	Number of cancellations
✕	ABA-PEREA	Yago	Abonnement annuel Tennis 2019	59	13
✕	ABERTS	Esteban	Abonnement annuel Tennis 2020	92	2
✕	ALBERT	Pierre	Abonnement annuel Tennis 2020	22	7
✕	ALLOMBERT	Pierre	Abonnement annuel Tennis 2020	69	1
✕	AUBLANC	Bruno	Abonnement Décathlon 2020	0	0
✕	BERRY	Jack	Abonnement annuel Tennis 2019	81	20

< Back Export (.xls)

You can modify your file by clicking on the **"Back"** button or save your file by clicking on the **"Export"** button.



Save your column configuration by clicking on the "**Create a template**" button then give a name to this template and save it by clicking on the **green** button.



The image shows a button labeled "+ Create a template" and a text input field labeled "Model Name". To the right of the input field is a green square button with a white checkmark. Two orange arrows point to these elements: one to the "Create a template" button and one to the green checkmark button.

You can retrieve your configuration by clicking on its name in the dropdown list.



The image shows a dropdown menu with the title "Open a model". It contains two items: "Subscription" and "Profile". The "Subscription" item is highlighted with a yellow background and has an orange arrow pointing to it.

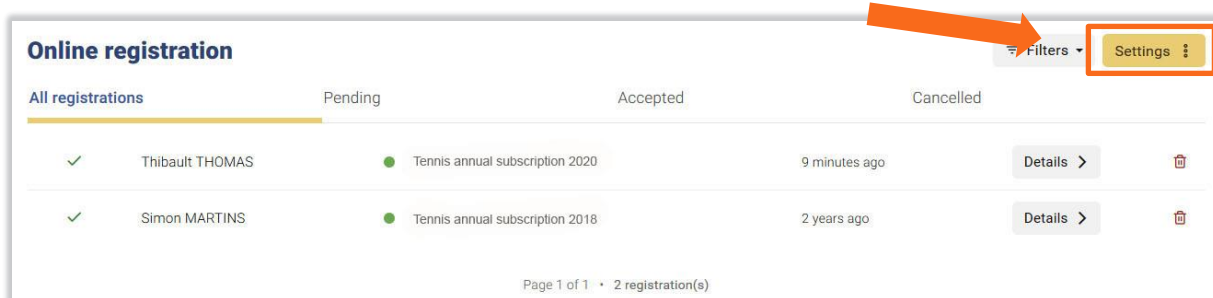


## USERS>ONLINE REGISTRATION

Allow online registration directly on your homepage.

You can also consult the [ONLINE REGISTRATION PROCEDURE \(user level\)](#).

Authorize and configure online registrations by clicking on the **"Settings"** button.



Online registration				
All registrations				
Pending				
Accepted				
Cancelled				
✓	Thibault THOMAS	Tennis annual subscription 2020	9 minutes ago	Details >
✓	Simon MARTINS	Tennis annual subscription 2018	2 years ago	Details >

Page 1 of 1 • 2 registration(s)

You access a new page for setting up online bookings.

- Choose the validation process of an online registration request, either **"manual"**, it will then be up to you, or **"automatic"**, the validation will then be automatic.



Automatic validation

Manual validation

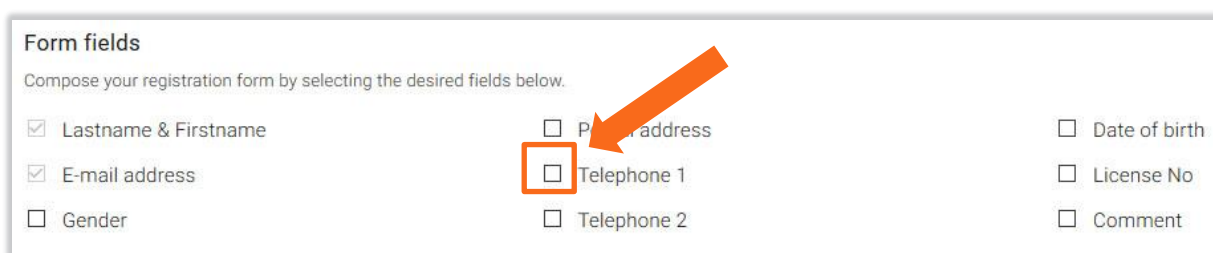
Automatic validation

**NOTE :** the manual method is recommended to accept or refuse on a case-by-case basis.

After validation of an online registration, a user account will be created in your database and the connection identifiers will be automatically sent to him by e-mail.

**NOTE :** if the e-mail address entered in the form is already present in the database, this may mean either that the user is already registered or that he or she uses the same address as another member of his or her family. To avoid duplicates, a message will then be displayed.

- Compose your form by ticking the different required fields (**LastName & First Name** and **e-mail address** are mandatory and therefore pre-ticked).



Form fields

Compose your registration form by selecting the desired fields below.

<input checked="" type="checkbox"/> Lastname & Firstname	<input type="checkbox"/> Postal address	<input type="checkbox"/> Date of birth
<input checked="" type="checkbox"/> E-mail address	<input type="checkbox"/> Telephone 1	<input type="checkbox"/> License No
<input type="checkbox"/> Gender	<input type="checkbox"/> Telephone 2	<input type="checkbox"/> Comment





- Write a message that will appear in the header of your registration form, using standard formatting tools. Activate the switch button beforehand.

- Check the appearance of your form by clicking on the **"Open the form"** button.


Online registration


Open the form

Save

Validation process

The user will see it as it is :

 Online registration



to all sportsmen and women,  
Cycling's really great. If you want to rent it in the morning, take a ticket, otherwise take the 1€ pass for the day

☒ Mr

☐ Mrs

Last name \*

First name \*

Date of birth \*


mm-dd-yyyy


E-mail \*

Your password will be sent to this email address.

Telephone(s) \*


Telephone 1

☐ I have read and accept the [Terms and conditions for users](#) 

☐ I have read and accept the [Privacy policy for users](#) 

Click in the box below (anti-spam protection) :

☐ I'm not a robot

  
reCAPTCHA  
Confidentialité - Conditions

Continue →



- Specify the accepted domain names for filtering e-mail addresses (maximum 10 names) if you activate the corresponding button.

Filter e-mail addresses (by domain name)

domain.com

☒

- Prohibit disposable e-mail addresses (temporary addresses) by activating or deactivating the corresponding button.

Prohibit disposable or anonymous e-mail addresses

☐

- Choose at least one subscription on which to allow online registrations, by clicking on the **"Disabled"** button to switch it to **"Enabled"** mode.

Enable / disable online registration

● Annual tennis subscription 2019	<input type="checkbox"/> Disabled	⚙️
● Annual tennis subscription 2020	<input checked="" type="checkbox"/> Enabled	⚙️
● Annual badminton subscription 2020	<input type="checkbox"/> Disabled	⚙️
● Annual padel visitor subscription 2020	<input type="checkbox"/> Disabled	⚙️

For each subscription for which online registration is activated, access its settings by clicking on the **"Toothed wheel"** button. You will then access the menu [USERS>PERMISSIONS>Subscriptions](#) [registrations Tab](#).

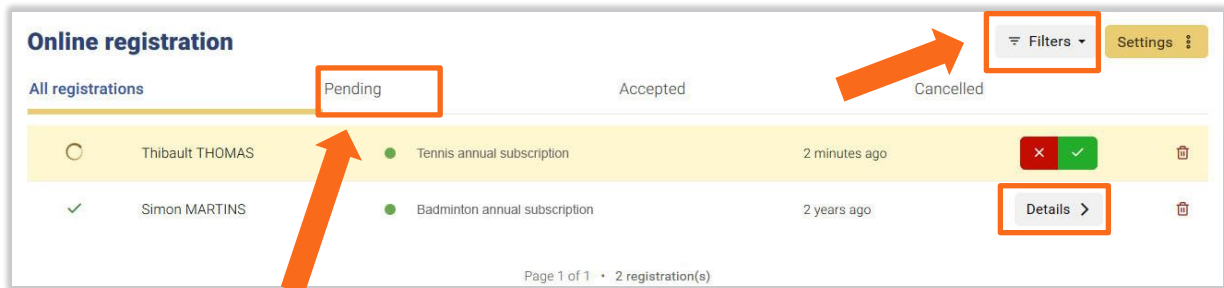
Don't forget to save your settings before leaving the page!

Online registration



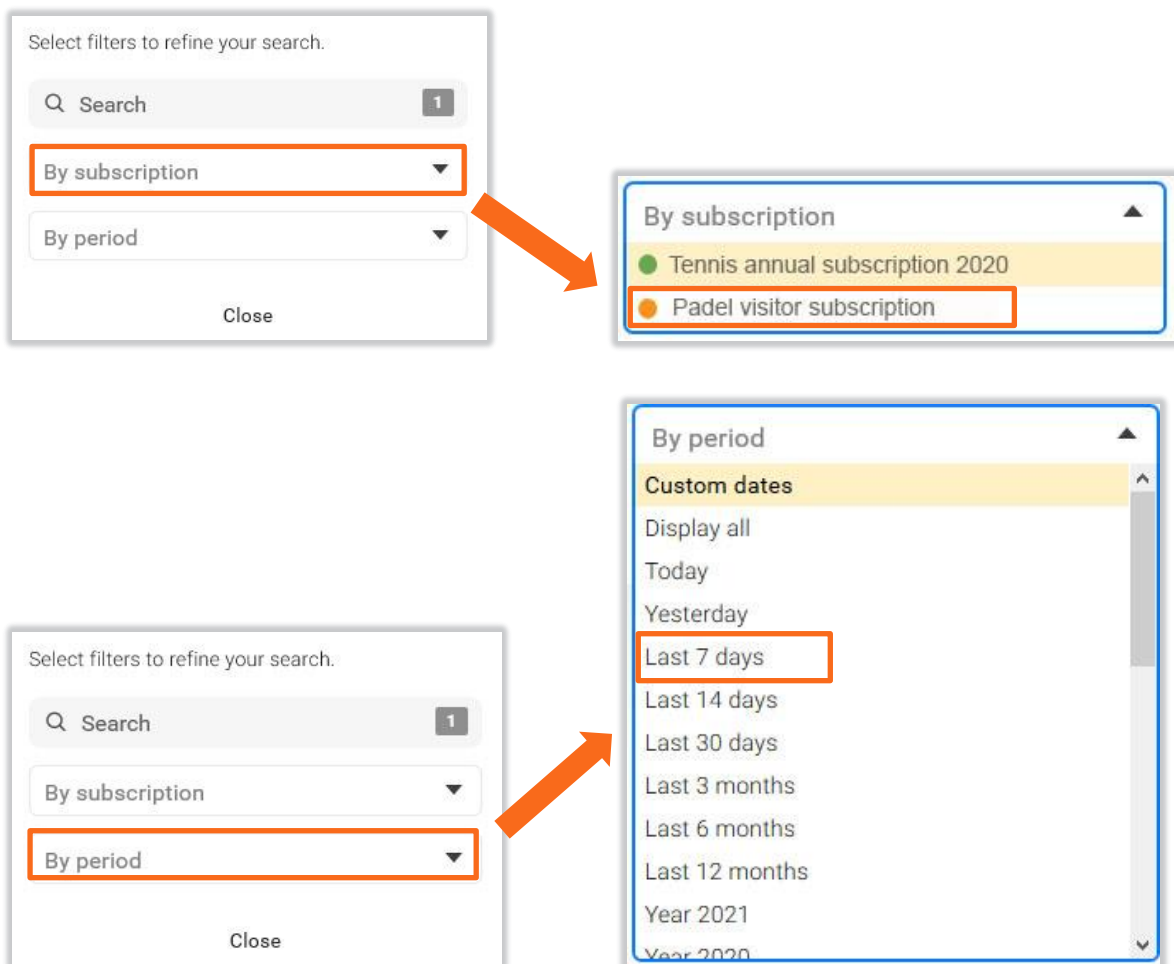
**Manage** online registration requests, accept or refuse them.

The list of online enrolment requests is displayed by status in 4 tabs: **"All"**, **"Pending"**, **"Accepted"** or **"Cancelled"** .



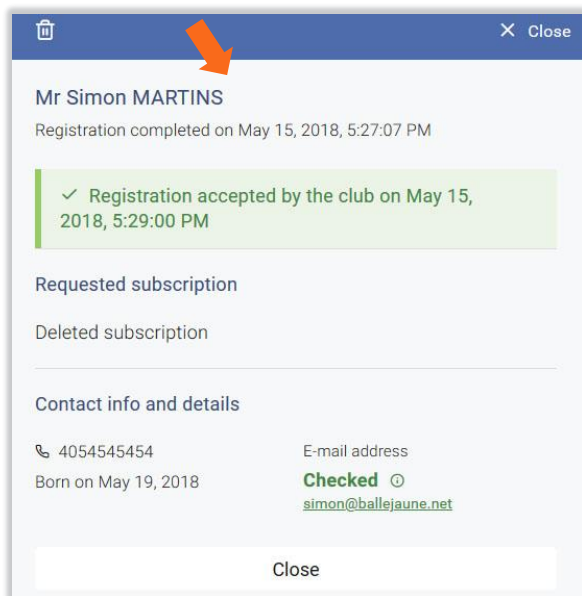
Click on a tab to view the received requests corresponding to this status.

You can also filter your search for requests by clicking on the **"Filters"** button, then choosing either the subscription or the period from the drop-down list.



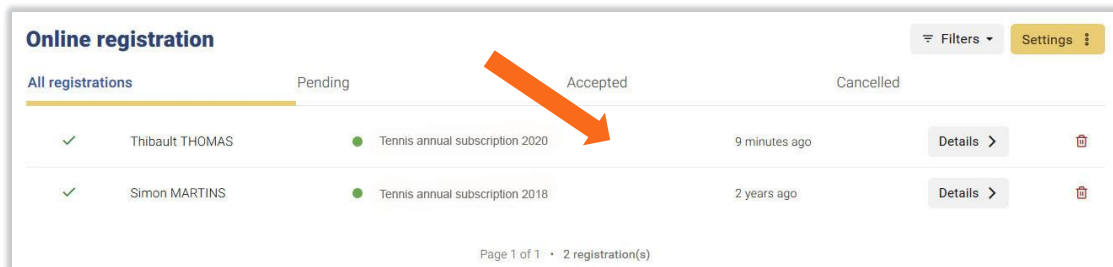


By clicking on the **"Details"** button, you can access additional information in a new window.

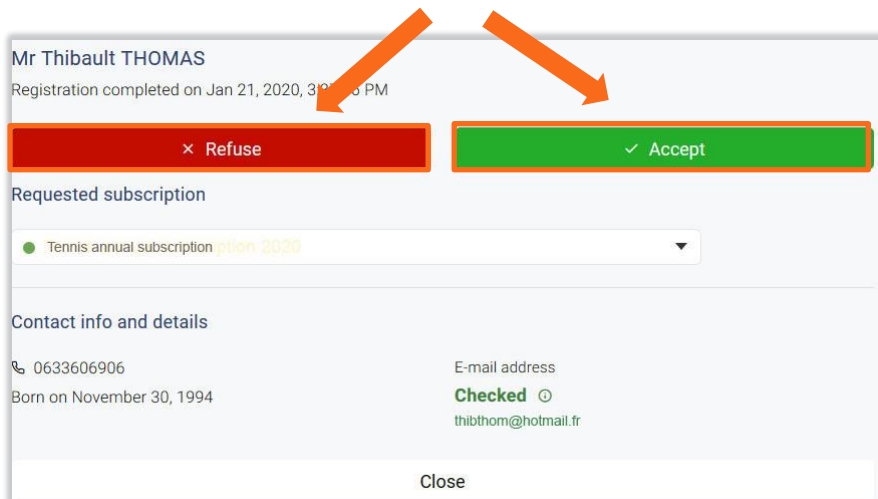


**Delete** a request by clicking on the corresponding pictogram.

Open the details of a pending online request by clicking on the corresponding line.

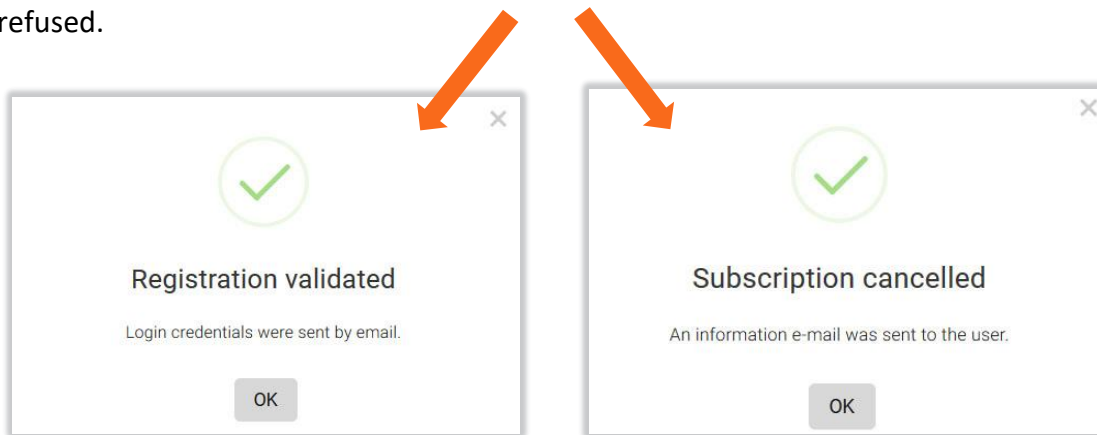


After checking the data, **accept** or **refuse** by clicking on the corresponding button (if you validate the requests manually, you will be asked to accept or refuse them).



The status of the application will be changed accordingly.

Your choice will be confirmed by a message on the screen and an e-mail will be sent to the requester, either to send him his login details or to inform him that his request has been refused.

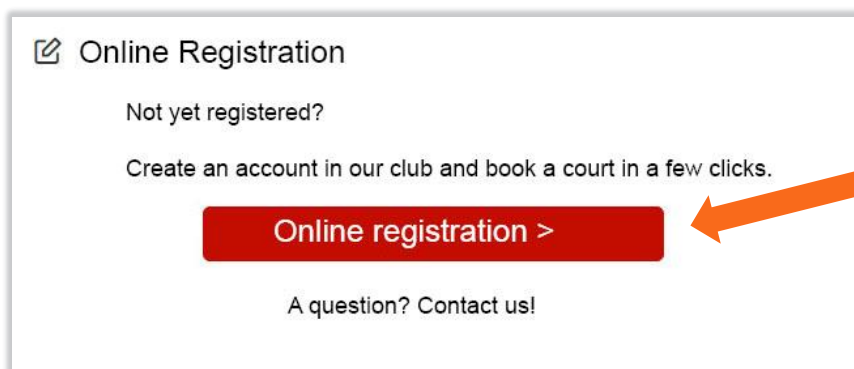


## ONLINE REGISTRATION PROCEDURE (USER LEVEL)

The online registration of a user is done in 5 steps:

When you have activated online registration, a new block appears on the homepage. You were able to customize it in [WEBSITE & COMMUNICATION>Customization of your homepage](#).

- 1) The player clicks on the button **"Online registration"**.



✎ Online Registration

Not yet registered?

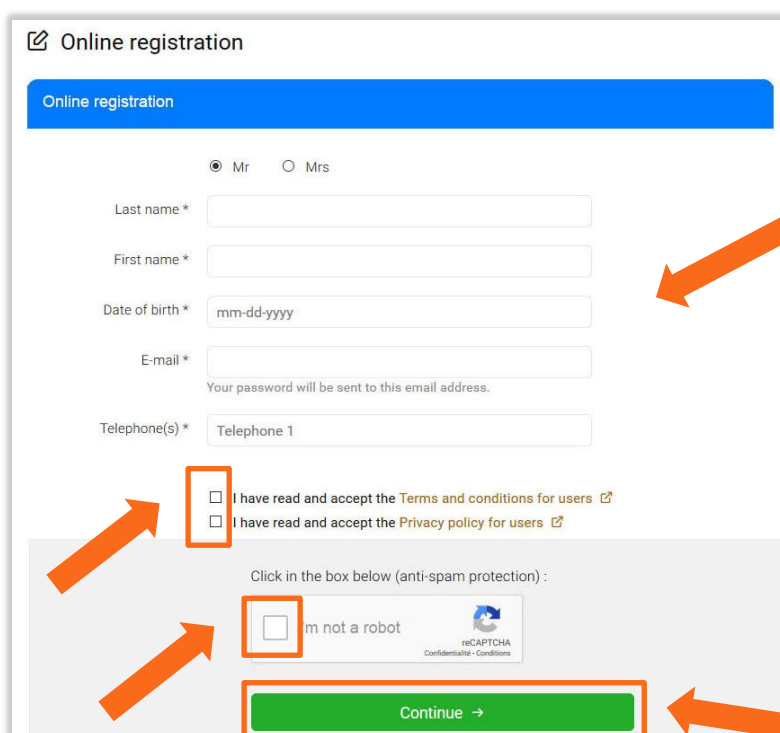
Create an account in our club and book a court in a few clicks.

**Online registration >**

A question? Contact us!

The player then accesses the form that you have customized.

- 2) The player fills in the different fields of the form.



✎ Online registration

Online registration

☒ Mr ☐ Mrs

Last name \*

First name \*

Date of birth \* mm-dd-yyyy

E-mail \*

Your password will be sent to this email address.

Telephone(s) \* Telephone 1

☐ I have read and accept the [Terms and conditions for users](#)

☐ I have read and accept the [Privacy policy for users](#)

Click in the box below (anti-spam protection) :

☐ I'm not a robot

reCAPTCHA  
Confidentialité - Conditions

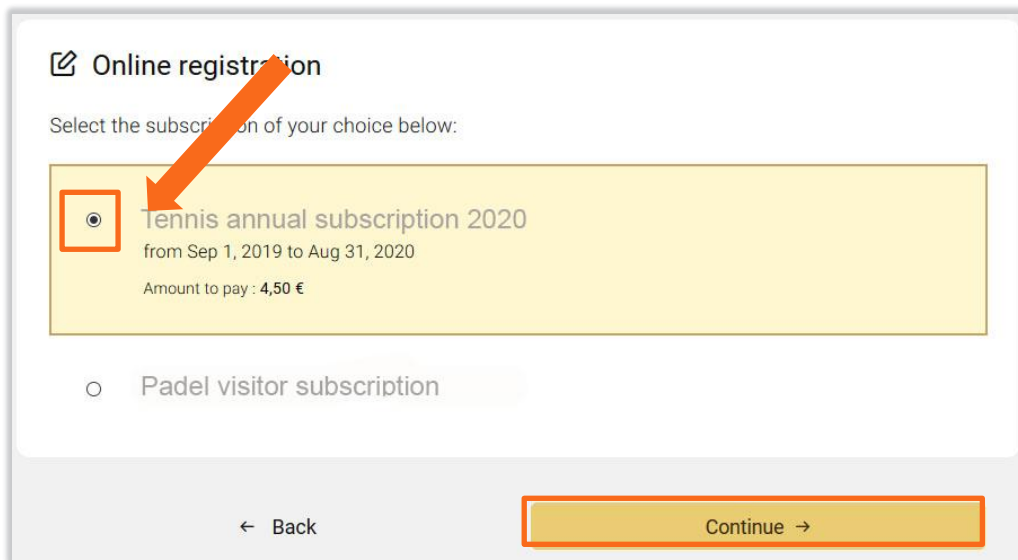
**Continue →**

He must tick the acceptance of the terms and conditions and the privacy policy.

He must also complete the spam protection test (**reCAPTCHA**) before clicking on the **"Continue"** button.



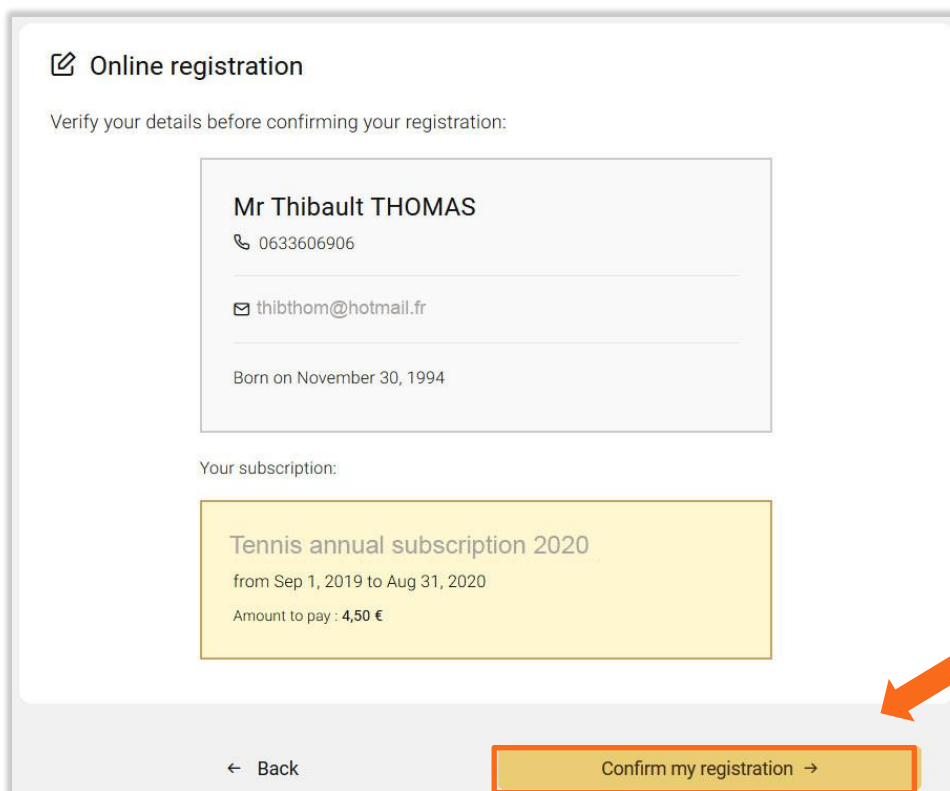
3) The player chooses his subscription from the proposed list.



The screenshot shows a web form titled "Online registration" with a pencil icon. Below the title, it says "Select the subscription of your choice below:". There are two radio button options. The first option, "Tennis annual subscription 2020", is selected and highlighted with a yellow box. It includes the text "from Sep 1, 2019 to Aug 31, 2020" and "Amount to pay : 4,50 €". The second option is "Padel visitor subscription". At the bottom, there are two buttons: "← Back" and "Continue →". An orange arrow points to the selected radio button, and another orange arrow points to the "Continue" button.

He validates his choice by clicking on the button "**Continue**".

4) The player then receives an e-mail to the address he filled in the form. He must then click on the "**Confirm my registration**" button to validate his request. This step verifies the authentication of the e-mail address.



The screenshot shows a web form titled "Online registration" with a pencil icon. Below the title, it says "Verify your details before confirming your registration:". The form displays the user's details: "Mr Thibault THOMAS", phone number "0633606906", email "thibthom@hotmail.fr", and birth date "Born on November 30, 1994". Below this, it says "Your subscription:" and shows the selected "Tennis annual subscription 2020" with the same details as in the previous screenshot. At the bottom, there are two buttons: "← Back" and "Confirm my registration →". An orange arrow points to the "Confirm my registration" button.



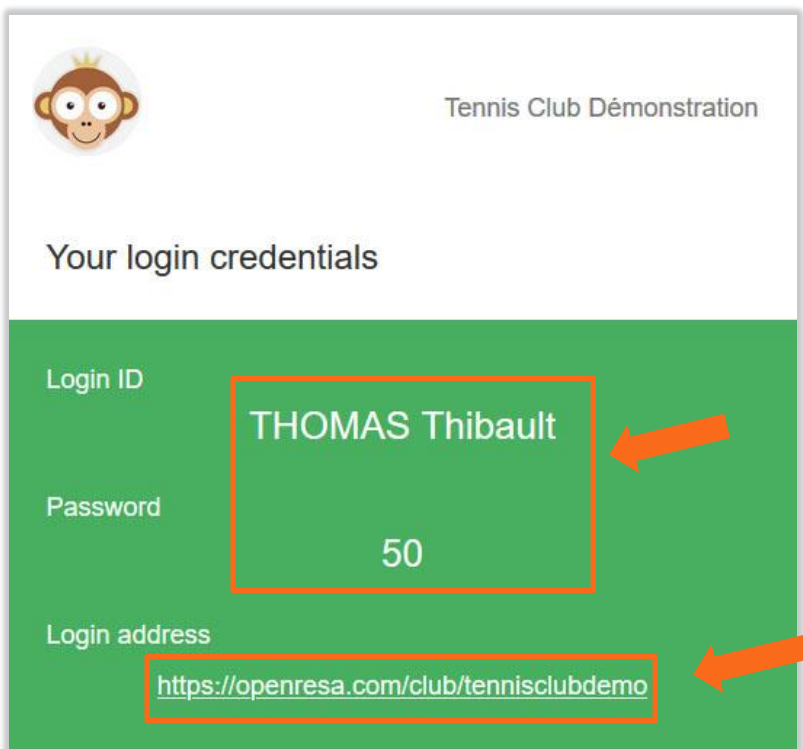
5) The registration must be validated according to the validation process you have chosen.

- **manually** : the club receives an e-mail and has to validate or refuse the request by logging on Yellow Ball / Open Resa in the menu **USERS>Online registration**.

- **automatically** : no action is required by the club.

**NOTE** : the manual method is recommended to accept or refuse on a case-by-case basis.

Once the registration has been validated, the player receives his login credentials by e-mail and can connect directly by clicking on the **"Login adress"** link.



The screenshot shows an email interface for 'Tennis Club Démonstration'. At the top left is a monkey logo. The title is 'Your login credentials'. Below this, on a green background, are three fields: 'Login ID' with the value 'THOMAS Thibault', 'Password' with the value '50', and 'Login address' with the value 'https://openresa.com/club/tennisclubdemo'. Two orange arrows point to the 'THOMAS Thibault' and the URL respectively.

Field	Value
Login ID	THOMAS Thibault
Password	50
Login address	<a href="https://openresa.com/club/tennisclubdemo">https://openresa.com/club/tennisclubdemo</a>





## USERS>USER MANAGEMENT

View the list of your users and click on a line to access the details of a specific sheet.

Users <span>Trash (4)</span>				
<input type="text" value="Search"/> 20 <span>Filters</span> <span>+ New</span>				
LASTNAME, Firstname	Birth	Profile	Subscription	
<input type="checkbox"/> ABA-PEREA, Yago	2006	Member	Tennis annual subscription 2020	
<input type="checkbox"/> ABERTS, Esteban	1926	Member	Tennis annual subscription 2020	
<input type="checkbox"/> ALBERT, Pierre	1995	Member	Tennis annual subscription 2020	
<input type="checkbox"/> ALLOMBERT, Pierre	-	Member	Tennis annual subscription 2020	
<input type="checkbox"/> BERRY, Jack	-	Administrator	Tennis annual subscription 2020	
<input type="checkbox"/> BROCARD, Jean-Luc	1977	Member	Tennis annual subscription 2020	
<input type="checkbox"/> FRANCK, Jean Michel	-	Member	Tennis annual subscription 2020	
<input type="checkbox"/> GERARDOT, Philippe	-	Member	Tennis annual subscription 2020	

**User file:** as soon as you have created a user, you have his detailed file, composed of information related to the person (address, ...) and related to the club (subscription, ...).

**Philippe GERARDOT**

flag message call suspend notes (0) more

civility **Mr**

login id GERARDOT Philippe

password **Reset**

e-mail 1 philippe@orange.fr

e-mail 2

profile **Membre**

subscription **Abonnement annuel Tennis 2020**

dates 09-01-2019 to 08-31-2020

status **In progress** expires 7 months from now

paid on mm-dd-yyyy **✓**

comments

quota(s) **0 out of 2 - courts** **Adjust**

tickets **3** **Add / remove**

guests **4** **Add / remove**

groups **Select groups**

license **o885458P**

Year **Type / practice**

saved on mm-dd-yyyy

expire on mm-dd-yyyy

birth mm-dd-yyyy

ranking **30/1**

home **4 Allée Des Sapins**  
**54280 CHAMPENOUX**  
**France**

telephone 1 **+33 3 83 31 64 27**

telephone 2 **+33 6 71 54 29 72**

medical certificate mm-dd-yyyy

notifications ☐ login ☐ message (user)  
☐ cancellation ☐ reservation  
☒ message (club)

ad ☐ Find a partner

privacy **Show settings**

added 5 years ago

edited 6 days ago

connected 5 years ago



**Modify** directly the information in the file without forgetting to save.

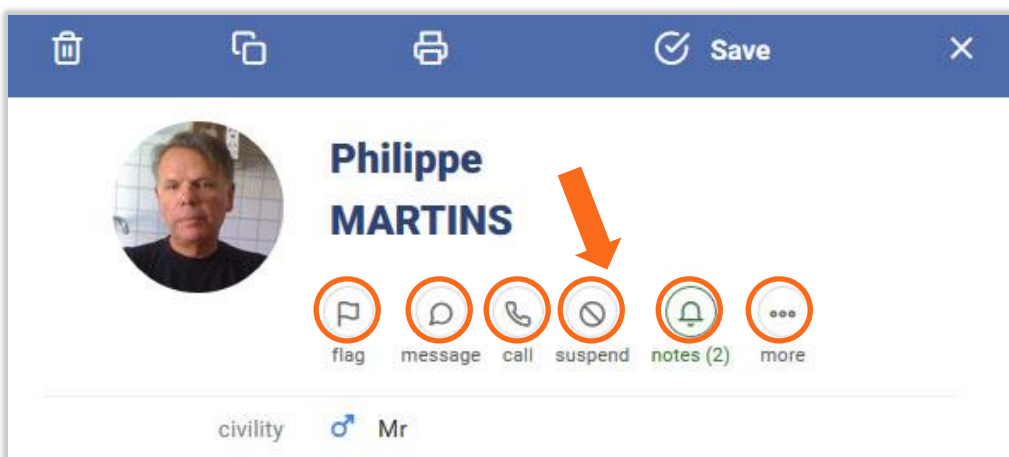


You will be able to **reset the user's password** in case of loss via the user's file by clicking on the **"Reset"** button.



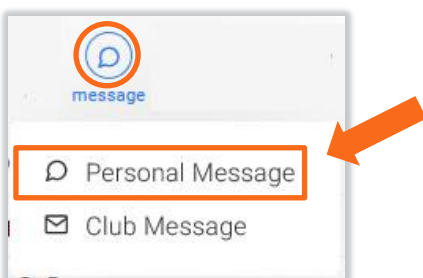
The new password will be sent automatically by e-mail if the e-mail address is filled in when you save the file.

From the user file, perform further actions:



**Flag** the user,

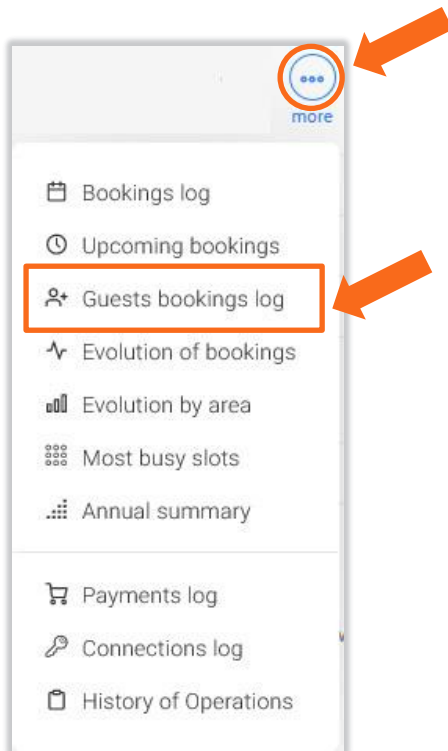
**Send a message** to the user, personal or club, by clicking on the corresponding option,



**call** the user, **suspend** him, **create a note or a reminder** concerning him, by clicking on the corresponding pictograms.



**Access** a sub-menu by clicking on the **"More"** button, a real dashboard of the user's activities (reservations, payment, ...). All these statistics are accessible by clicking on the corresponding line.



From the top banner, **delete** the user,

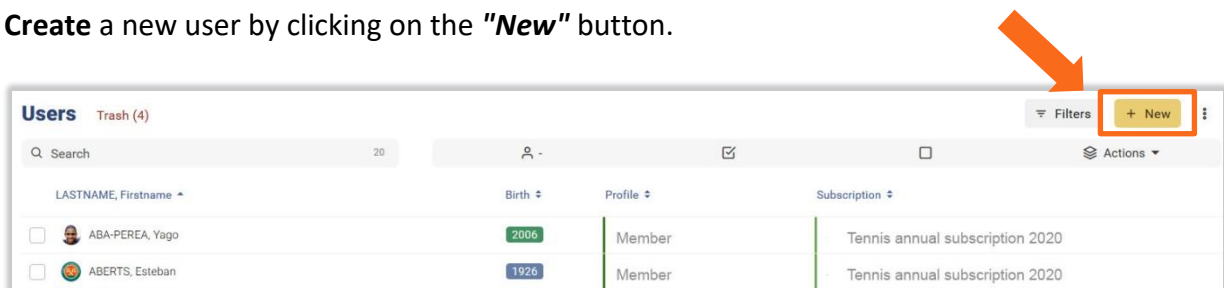


**duplicate** the user (for members of the same family for example),



by clicking on the corresponding pictograms.

**Create** a new user by clicking on the **"New"** button.



In the new window, first tick the box explicitly agreeing to the processing of personal data and then fill in the information (at least Personal data, first name and surname), and possibly the e-mail address for sending the identifiers.

The screenshot shows a user registration form. At the top right is a blue bar with a 'Save' button (checked icon) and a close 'X' button. Below this is a consent checkbox with the text: 'I confirm that I have the person's explicit consent for the collection, processing and storage of their personal data.' Below the consent box is a profile picture placeholder. To the right of the profile picture are two input fields for 'First name' and 'Surname'. Below these are fields for 'civility' (set to 'Mrs'), 'login id', 'password' (set to '50' with a 'Generate' button), and 'e-mail 1' (with a yellow tooltip: 'Enter an e-mail address below to send login credentials (optional)'). Below the email fields are 'e-mail 2', 'profile' (set to 'Member'), 'subscription' (set to 'Tennis annual subscription'), 'dates' (09-01-2019 to 08-31-2020), 'status' (set to 'In progress' with a green button), 'paid on' (mm-dd-yyyy with a green checkmark), 'comments', and 'groups' (set to 'Select groups'). Orange arrows point to the 'Save' button, the consent checkbox, the first name and surname fields, and the e-mail 1 field.

The password takes the value indicated according to your default password setting in [ADVANCED DEFAULT SETTINGS](#):

- random password,

The screenshot shows the password field with the value 'TBRsfN' and a 'Generate' button. An orange arrow points to the password text.

- fixed password, in this case you can change it by typing it directly or by clicking on the **"Generate"** button to give it a random value.

The screenshot shows the password field with the value '50' and a 'Generate' button. Two orange arrows point to the password text and the 'Generate' button.

Then save your user file by clicking on the **"Save"** button.

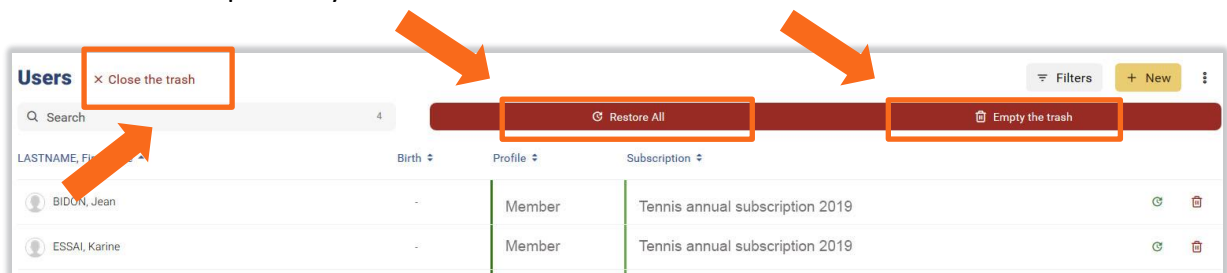


## The trash :

View the contents of the trash by clicking on the **"Trash"** button. You will find all the users you have deleted, with their number in brackets.

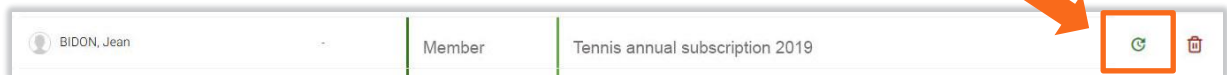


Restore or permanently delete all your users by clicking on the **"Restore All"** or **"Empty the Trash"** button respectively.



As before, you can apply filters to search for certain users or use the search bar.

**Restore** a user,



or permanently **delete** a user by clicking on the corresponding pictogram.



Return to the list of your non-deleted users by clicking on the **"Close the trash"** button.

**NOTE :** deleted users will remain in the trash for 6 months before being automatically deleted permanently.



## USERS>GROUPS

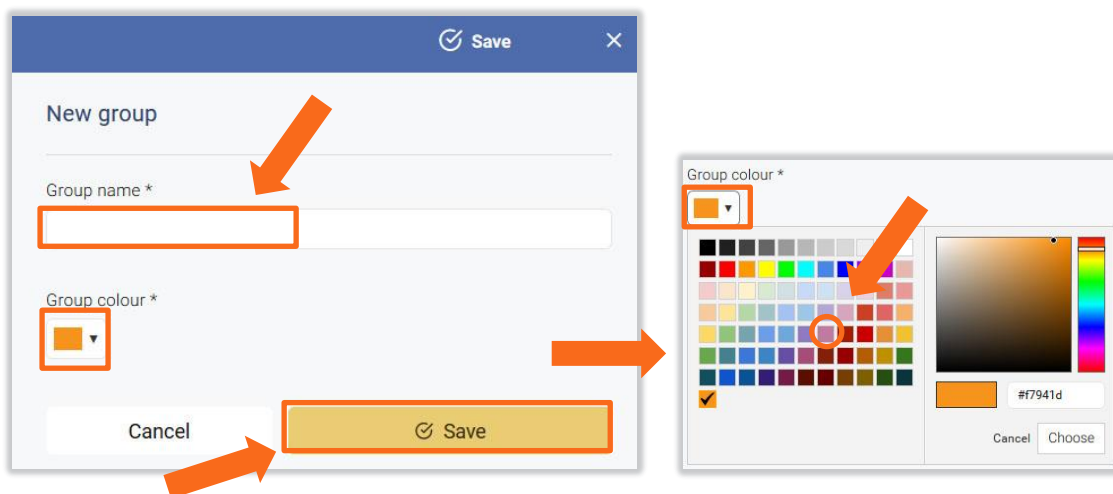
Class your users by category by defining groups. You will be able to use filters to find them and perform a group action on all users in a group.

**View** the list of your user groups and click on a line to access the details of a specific group.



**Create** a group by clicking on the **"New Group"** button.

Give a name to your group and assign a color to it.



Don't forget to register your group by clicking on the **"save"** button.



**Manage** your groups in the displayed list.

Users Groups			Help	New group
Search			0	
Adult competition	0			
Adult training	0			
Junior club	0			
Student training	0			

**Edit** a group,

Junior club	0		
-------------	---	--	--

**delete** a group by clicking on the corresponding pictograms.

Junior club	0		
-------------	---	--	--



## USERS>MONITORING SUBSCRIPTIONS

Keep track of subscriptions.

**Monitoring subscriptions**

Sunday, December 1, 2019

Filters Export (20)

User	Subscription	Status	Start	End	Payment	Amount
LUPINSKI, Anne	Test	In progress	-	-	Paid	504,50 €
Wednesday, May 22, 2019						
MARTINS, Simon	Tennis annual subscription 2020	Expired	Sep 1, 2018	Aug 31, 2019	Paid	504,50 €
MARTINS, Philippe	Tennis annual subscription 2020	In progress	Sep 1, 2019	Aug 31, 2020	Paid	504,50 €
Thursday, November 1, 2018						
ABERTS, Esteban	Tennis annual subscription 2020	In progress	Dec 26, 2016	Feb 11, 2022	Paid	999,66 €
Friday, December 15, 2017						
LOUIS, Jean-Charles	Tennis annual subscription 2020	In progress	Sep 1, 2019	Aug 31, 2020	Paid	504,50 €

Filter your search by clicking on the **"Filters"** button and then choose the type of filter from the drop-down lists by status or by subscription by clicking on the corresponding line. You can combine the 2 filters.

Select filters to refine your search.

Filter by status

Filter by subscription

Close

Filter by status

Payment

Paid

Unpaid

Expiration

Upcoming

In progress

Expired

Filter by subscription

Tennis summer subscription

Tennis annual subscription 2019

Tennis annual subscription 2020

Badminton annual subscription 2020

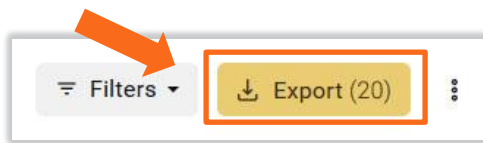
Padel visitor subscription 2020

Test

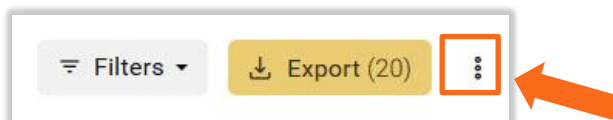
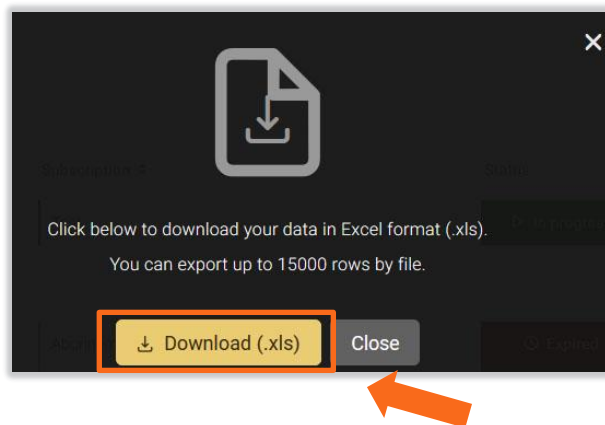




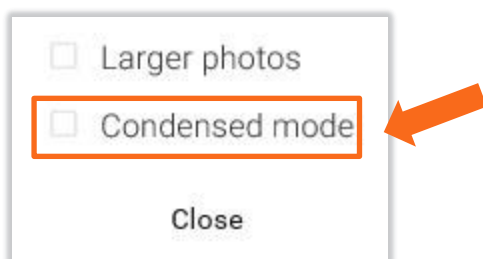
Save the result of your search in an Excel file by clicking on the **"Export"** button.



A window will then prompt you to download your data (no more than 15,000 lines per file). Then save your file.

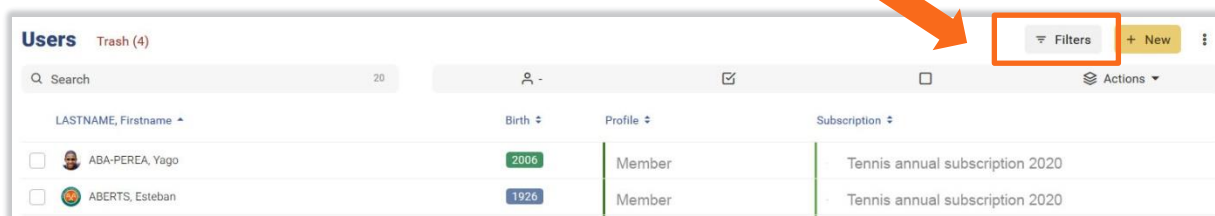


The **"3 points"** button allows you to modify the display of the results of your search by ticking the corresponding option.

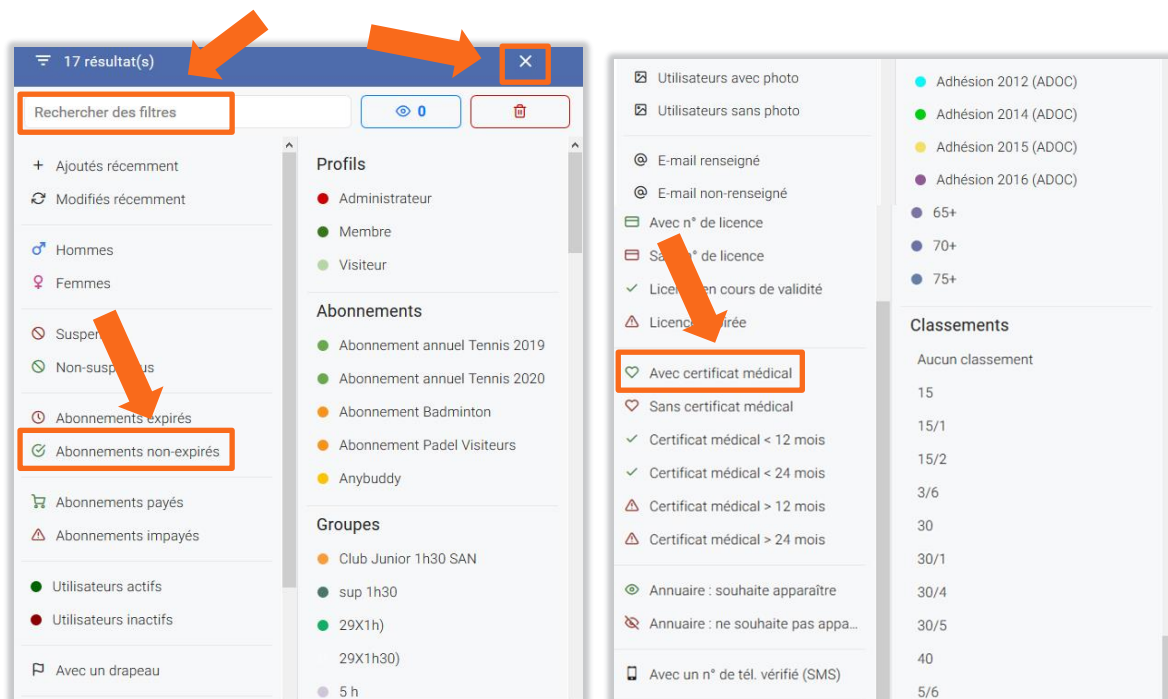


## USERS>FILTERS

In the **USERS>User management** menu, display your users corresponding to certain criterion by applying filters by clicking on the **"Filters"** button.



In the new window, choose a filter by clicking on its name or via the search bar.



You have a very large number of filters at your disposal, including profiles, groups, subscriptions, rankings, etc... You can of course combine several filters.

The number of filters applied is indicated by the **"eye"** pictogram and the **"trash"** pictogram allows you to cancel all filters by clicking on them.



The list of users corresponding to the criteria defined by the filter(s) will then be displayed, view it by closing the filters window by clicking on the **"X"** button.









The filters used are displayed at the top of the list of users meeting the selection criterion(s) as well as their number.

**Users** Trash (4)

6

Paid subscriptions

LASTNAME, Firstname ▲

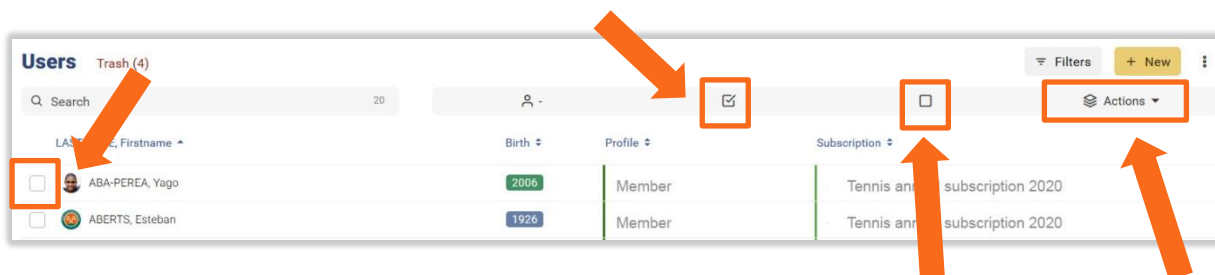
<input type="checkbox"/>	 ABERTS, Esteban
<input type="checkbox"/>	 LOUIS, Jean-Charles
<input type="checkbox"/>	 LUPINSKI, Anne
<input type="checkbox"/>	 MARTINS, Philippe
<input type="checkbox"/>	 MARTINS, Simon
<input type="checkbox"/>	 NUVOLONI, Dominique



## USERS>GROUPED ACTIONS

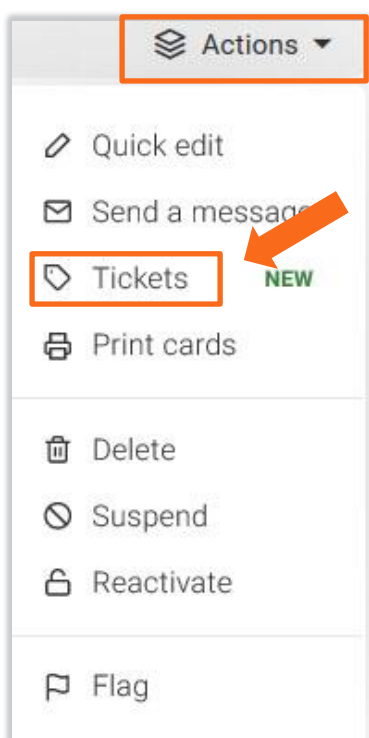
Perform grouped actions on all users or on a restricted set of users defined by filter(s) application in [USERS>Filters](#).

First select your users by manually ticking the checkboxes in front of their names or globally by ticking the checkbox in the top banner to select all of them.



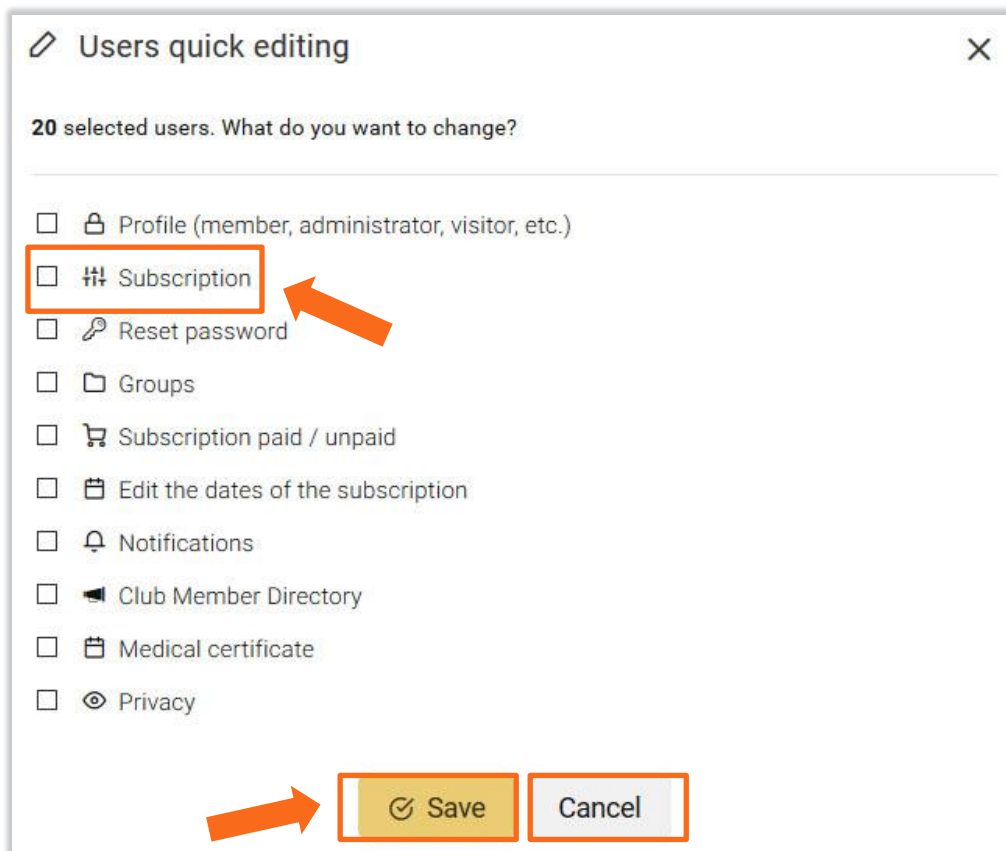
If you want to go back, you can remove your selection by ticking the **"empty square"** box.

Then open the actions menu by clicking on the corresponding button and choose, among the 8 proposed, the action you want to perform on the selected users.



## 1) Quick edit

With this menu, you can modify the information in the user records.



**Users quick editing** [X]

20 selected users. What do you want to change?

- ☐ Profile (member, administrator, visitor, etc.)
- ☒ **Subscription**
- ☐ Reset password
- ☐ Groups
- ☐ Subscription paid / unpaid
- ☐ Edit the dates of the subscription
- ☐ Notifications
- ☐ Club Member Directory
- ☐ Medical certificate
- ☐ Privacy

[Save] [Cancel]

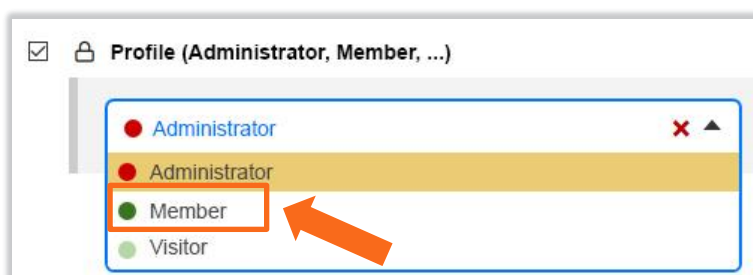
Tick the box corresponding to the information to be modified.

Choose the new value to assign in the window that opens: in a drop-down list, by checking one of the buttons or by indicating dates or values.

Click on the **"Save"** button to validate your changes for all selected users or go back by clicking on the **"Cancel"** button .

### Detail of the different changes that can be made:

- Profile: choose a profile from the drop-down list

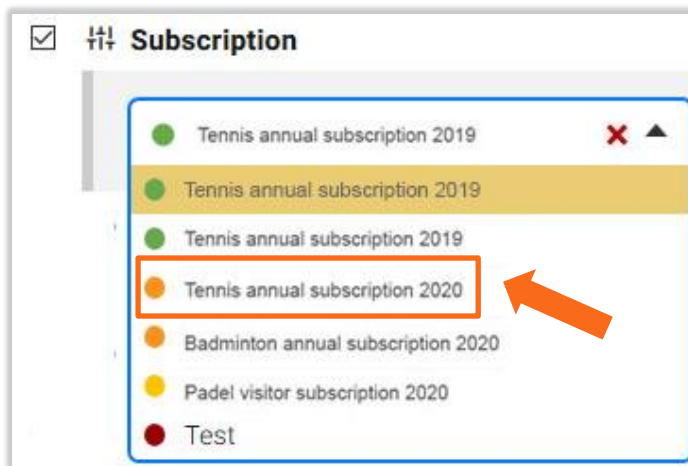


☒ **Profile (Administrator, Member, ...)**

- Administrator
- Administrator
- Member**
- Visitor



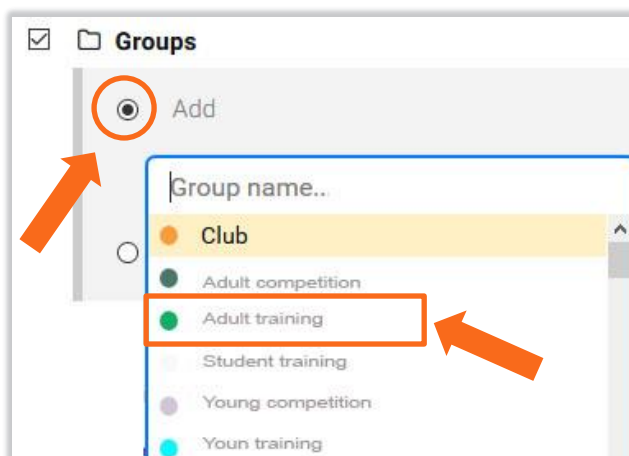
- Subscription: choose a subscription from the drop-down list



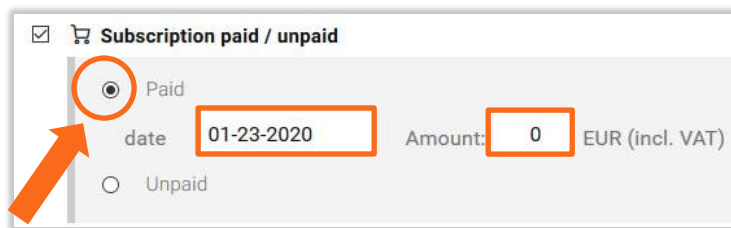
- Reset password: choice of random or custom password type



- Groups: choose a group from the drop-down list



- Paid/unpaid subscription: choice of date and amount if paid



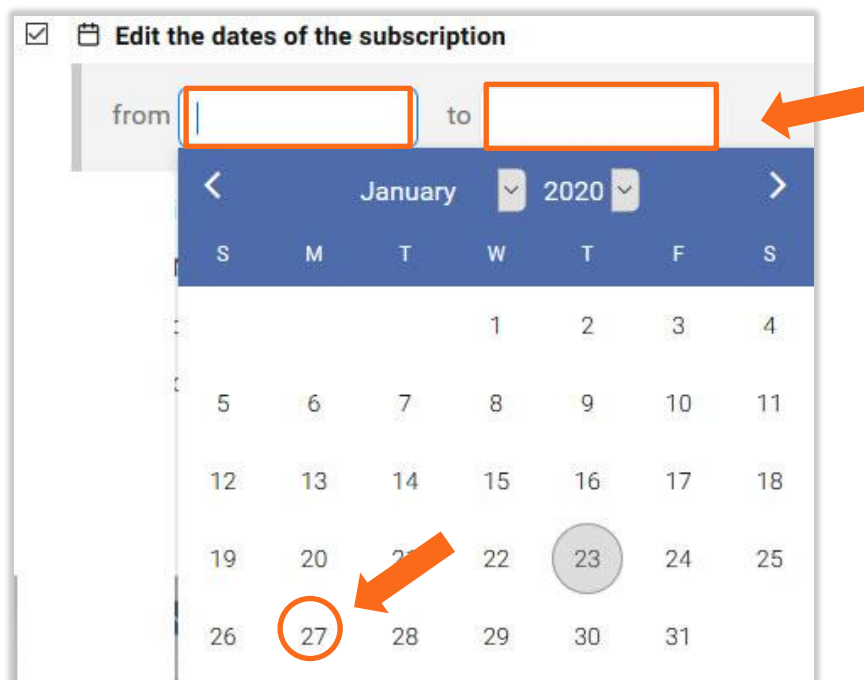
☒ **Subscription paid / unpaid**

☒ Paid

date: 01-23-2020 Amount: 0 EUR (incl. VAT)

☐ Unpaid

- Edit the dates of the subscription : change start and end dates



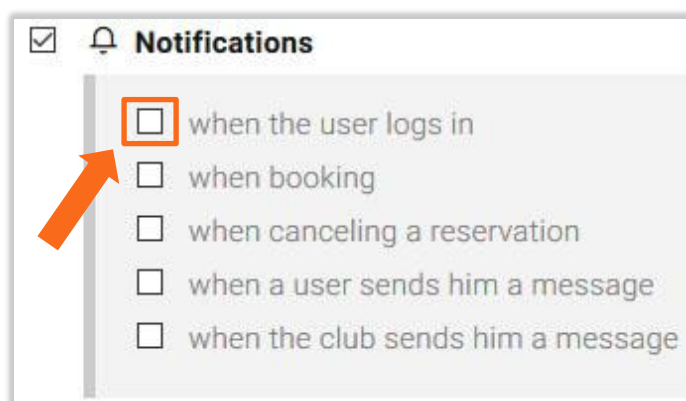
☒ **Edit the dates of the subscription**

from: [ ] to: [ ]

< January 2020 >

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Notifications : choice of options for sending notifications



☒ **Notifications**

☐ when the user logs in

☐ when booking

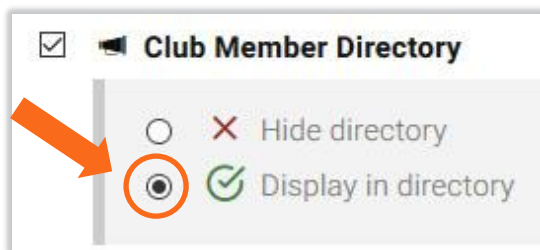
☐ when canceling a reservation

☐ when a user sends him a message

☐ when the club sends him a message



- Club member directory : display or not in the member directory

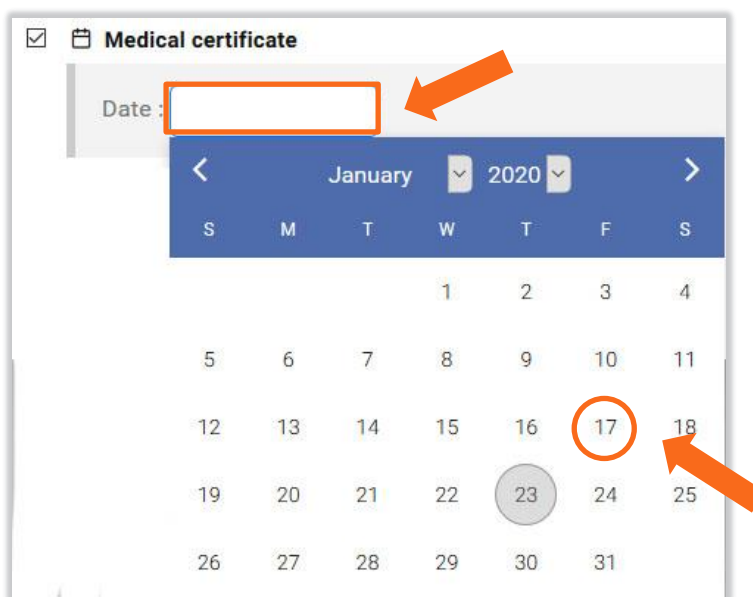


☒ **Club Member Directory**

☐ Hide directory

☒ Display in directory

- Medical certificate: give the date



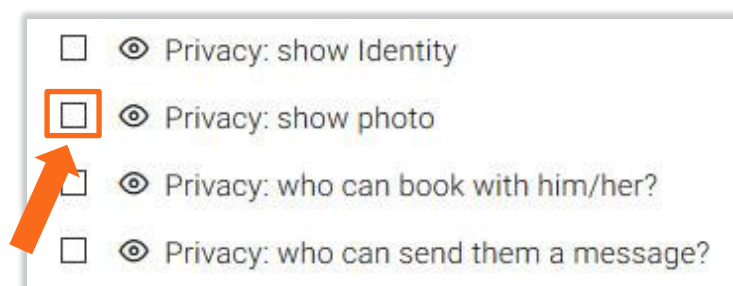
☒ **Medical certificate**

Date:

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Confidentiality : choose the options



☒ Privacy: show Identity

☒ Privacy: show photo

☐ Privacy: who can book with him/her?

☐ Privacy: who can send them a message?





## 2) Send a message

Write your message in the dedicated area using the classic text formatting tools.

The screenshot shows a 'Send a message' form. On the left, there are fields for 'Sender's name \*' (containing 'Tennis Club Démonstration') and 'Sender's e-mail address \*' (containing 'tennisclubdemo@gmail.com'). Below these is a list of 'Recipients (18)' with names like ABA-PEREA Yago and ABERTS Esteban, each with a green checkmark. Further down, 'Send type' options are listed: 'Internal messaging system BalleJaune' (checked), 'By e-mail' (checked, showing '19 e-mails will be sent'), and 'By SMS' (checked, showing '4 SMS will be sent'). On the right, there's a 'Message subject' field (containing 'Message from the club') and a 'Template (optional)' dropdown. A 'Merge Fields' button is highlighted with an orange box and an arrow. Below the subject and template is a large text area with a rich text editor toolbar (bold, italic, underline, etc.). At the bottom, there are 'Close' and 'Send' buttons, with the 'Send' button highlighted by an orange box and an arrow.

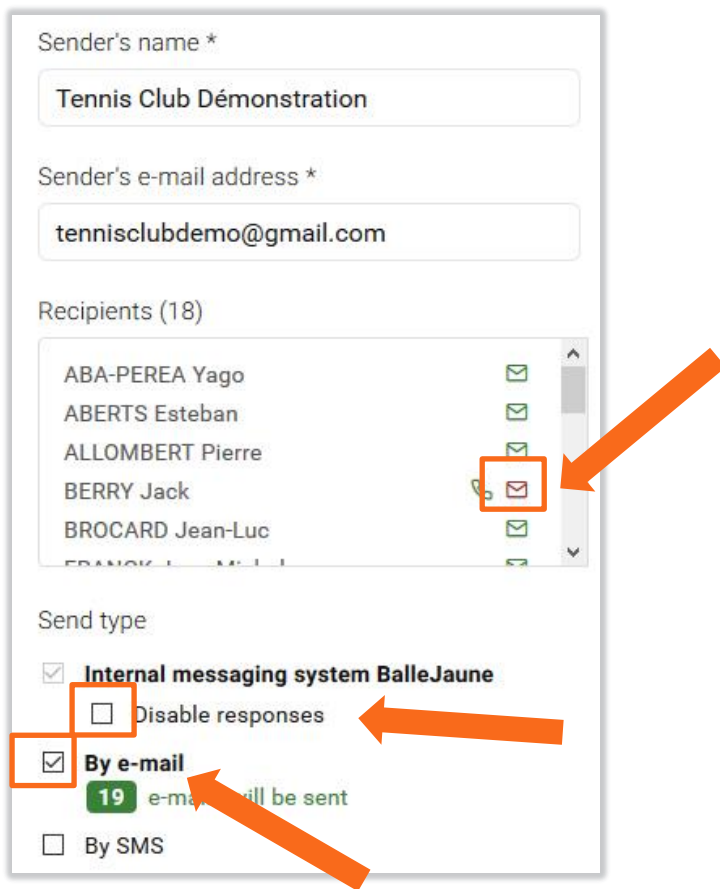
Customize your messages by using specific variables (**merge fields**) that will be replaced by the information specific to each user at the time of sending. A search zone is available to help you find a field more easily.

The screenshot shows the 'Merge Fields' dialog box. It has a title bar with a 'Merge Fields' button. Inside, there's a text area with instructions: 'Customize your grouped message by inserting merge fields. When sending, these fields will be replaced by the data of each recipient.' Below this is a 'Search' input field. A list of fields follows: Surname, First name, Full name (Firstname LAST), Login ID, Access code (access control), E-mail address, and Date of birth. Each field has a '+' button to its right. The 'Date of birth' field and its '+' button are highlighted with an orange box. At the bottom is a 'Close' button. Orange arrows point from the main interface to the 'Merge Fields' button and the 'Date of birth' field.

Or select a field by clicking on it to include it in your message.



The list of your recipients is displayed on the left side of the screen. A red envelope indicates that the recipient has not provided an e-mail address (you can then send them an SMS if you wish).

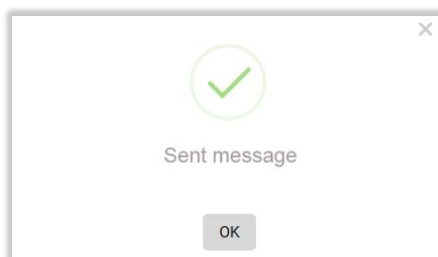


The screenshot shows a message composition window. At the top, there are fields for 'Sender's name' (containing 'Tennis Club Démonstration') and 'Sender's e-mail address' (containing 'tennisclubdemo@gmail.com'). Below these is a list of 'Recipients (18)'. The first five recipients are visible: ABA-PEREA Yago, ABERTS Esteban, ALLOMBERT Pierre, BERRY Jack, and BROCARD Jean-Luc. Each recipient has a green checkmark icon to their right. The 'BERRY Jack' entry is highlighted with a red box and a red envelope icon, indicating no email address is provided. An orange arrow points to this red envelope icon. Below the recipients list, there is a 'Send type' section. It contains three checkboxes: 'Internal messaging system BalleJaune' (checked), 'Disable responses' (unchecked), and 'By e-mail' (checked). An orange box highlights the 'By e-mail' checkbox, with an orange arrow pointing to it. Below the 'By e-mail' checkbox, a green badge with the number '19' is visible, followed by the text 'e-mail will be sent'. Another orange arrow points to this green badge. At the bottom of the 'Send type' section, there is an unchecked checkbox for 'By SMS'.

Choose the type of sending to carry out: by e-mail or by SMS (check that your SMS credit is sufficient in [SETTINGS>Account parameters YellowBall subscription Tab](#)).

Messages will also arrive in the users' internal mailboxes. You can prevent them from replying through the internal mailbox by checking the **"Disable responses"** checkbox.

Finally, click on the **"Send"** button when your message is ready, confirm sending and/or click on the **"Close"** button to exit the editor. A window will open to confirm that your message has been sent.

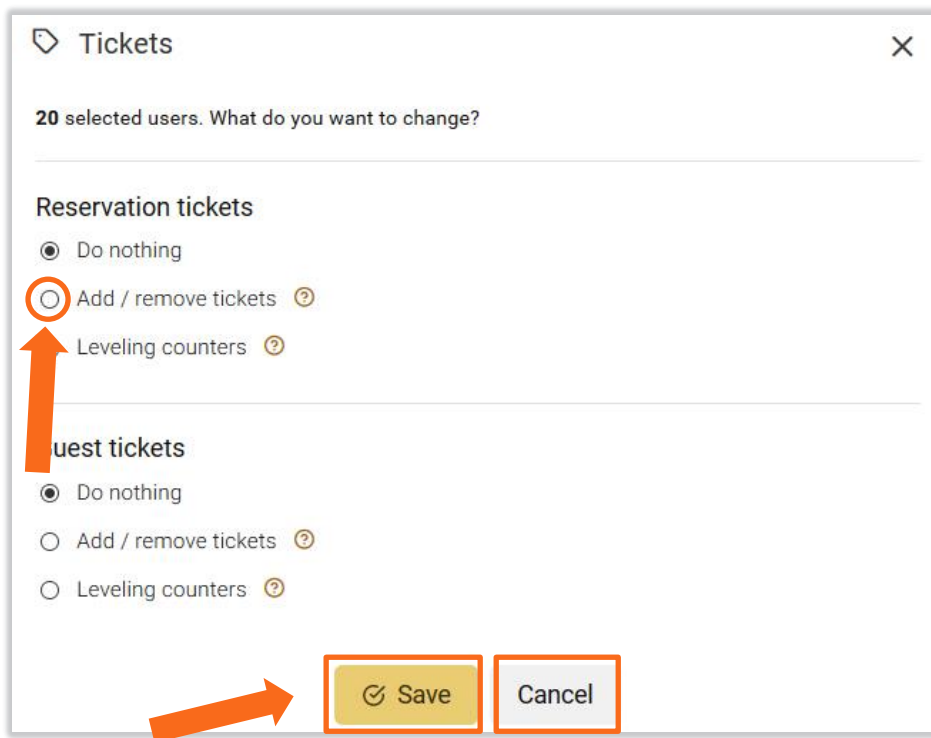


**NOTE :** this option is directly accessible in [USERS>Grouped messages](#).



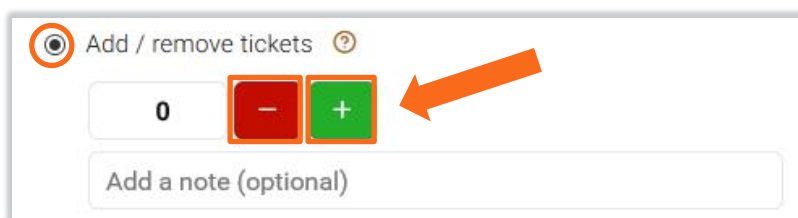
### 3) Tickets

Add or delete booking or invitation tickets.

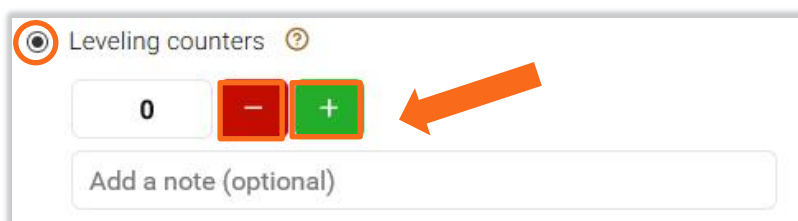


Select the action to be performed by ticking the corresponding box.

Add or remove tickets by clicking on the "-" or "+" boxes or directly type in a positive or negative number depending on what you want to do.



Leveling counters by assigning the same value to all selected users (useful for resetting counters at the beginning of the season).



Finally click on the button "**Save**" or on the button "**Cancel**".



#### 4) Print cards

Print personalized cards for your members.

Generate cards to print ✕

You selected 20 user(s)

Generate and print personalised cards for your members! Choose a theme to the colors of your club and select the data you want to appear (age, IDs, photo, subscription, etc.).

After the operation, you will get a high-definition PDF file ready for printing in a professional or on a desktop printer.

Select a theme below:

Tennis Club Démonstration  
**Membre**  
Prénom Nom  
Né(e) le 14 août 1995  
Classement NC  
N° licence 6021665 M  
Abonnement Tennis du 01/09/14 au 30/06/15  
Identifiant mon-identifiant  
Adresse web ballejaune.com/tennisclubdemo  
BALLEJAUNE.COM  
Blank

Tennis Club Démonstration  
**Membre**  
Prénom Nom  
Né(e) le 14 août 1995  
Classement NC  
N° licence 6021665 M  
Abonnement Tennis du 01/09/14 au 30/06/15  
Identifiant mon-identifiant  
Adresse web ballejaune.com/tennisclubdemo  
BALLEJAUNE.COM  
Light Grey

Tennis Club Démonstration  
**Membre**  
Prénom Nom  
Né(e) le 14 août 1995  
Classement NC  
N° licence 6021665 M  
Abonnement Tennis du 01/09/14 au 30/06/15  
Identifiant mon-identifiant  
Adresse web ballejaune.com/tennisclubdemo  
BALLEJAUNE.COM  
Dark Grey

Tennis Club Démonstration  
**Membre**  
Prénom Nom  
Né(e) le 14 août 1995  
Classement NC  
N° licence 6021665 M  
Abonnement Tennis du 01/09/14 au 30/06/15  
Identifiant mon-identifiant  
Adresse web ballejaune.com/tennisclubdemo  
BALLEJAUNE.COM  
Landscape

Tennis Club Démonstration  
**Membre**  
Prénom Nom  
Né(e) le 14 août 1995  
Classement NC  
N° licence 6021665 M  
Abonnement Tennis du 01/09/14 au 30/06/15  
Identifiant mon-identifiant  
Adresse web ballejaune.com/tennisclubdemo  
BALLEJAUNE.COM  
Amber

Tennis Club Démonstration  
**Membre**  
Prénom Nom  
Né(e) le 14 août 1995  
Classement NC  
N° licence 6021665 M  
Abonnement Tennis du 01/09/14 au 30/06/15  
Identifiant mon-identifiant  
Adresse web ballejaune.com/tennisclubdemo  
BALLEJAUNE.COM  
Green

Select a visual in the colours of your club by clicking on one of the 15 proposed models.



Then select the data and options to be integrated on the card by ticking them (date of birth, license number, photo, ...) and define your margins.

**Generate cards to print**

Theme: Green

**Preview Card:**

Tennis Club Démonstration  
**Membre**

Prénom Nom  
Né(e) le 14 août 1995  
Classement NC  
N° licence 6021665 M  
Abonnement Tennis du 01/09/14 au 30/06/15

Identifiant mon-identifiant  
Adresse web ballejaune.com/tennisclubdemo

Format visiting card - 85 x 55 mm - 300dpi

Cancel Generate maps

The generation may take several seconds.

**Data to be displayed**

- ☒ Username and login address
- ☒ Date of birth
- ☒ License No
- ☒ Ranking
- ☒ Subscription name
- ☒ Dates of subscription

**Options**

- ☒ Users photo
- ☒ Coloured circles (subscription, profile, ...)
- ☐ Club website address instead of BalleJaune address
- ☐ Uppercase surname

**Marks and Bleeds**

- ☒ None 85 x 55 mm
- ☐ Bleeds 89 x 59 mm  
margin of 2 mm on each side
- ☐ Bleed + crop marks 108 x 78 mm  
margin of 2 mm on each side  
Marks to facilitate cutting.

Generate your high-definition, print-ready PDF file at a professional or desktop printer by clicking the **"Generate maps"** button or go back by clicking the **"Cancel"** button.

**Generate cards to print**

✓ **Your cards are ready!**

Click below to download your file. You can also preview the document in a new tab if your web browser permits.

← Back Download PDF (1.1 MB) Preview

You can preview the PDF file by clicking the **"Preview"** button.

**Preview of Generated Cards:**

**Card 1: Philippe Martins (Administrator)**

Born August 11, 1954  
Ranking NC  
License Number 0210012 Y  
Subscription Abonnement annuel Tennis 2020 from 9/1/19 to 8/31/20

Login ID phm  
Website address ballejaune.com/tennisclubdemo

**Card 2: Simon Martins (Member)**

Born May 15, 1988  
Ranking 15/1  
License Number 1254784K  
Subscription Abonnement annuel Tennis 2020 from 10/9/17 to 10/12/20

Login ID test  
Website address ballejaune.com/tennisclubdemo



If you wish to modify the maps, click on the **"Back"** button, otherwise download your file by clicking on the **"Download PDF"** button.

Before printing, we recommend that you read our **"Tips for printing"**.



### Tips for printing

#### With a desktop printer

We recommend printing on white Bristol paper of up to 200g. Marks and bleed areas (see previous step) can be used to facilitate cutting, unless you have pre-cut paper in the desired final size.

#### At a professional printer/reprograph

Look for a printer capable of managing the variable data of your cards and after activating the bleed areas (see previous step), follow the downloaded PDF file. We recommend a gloss coated paper 350g and a Quadri R° print.

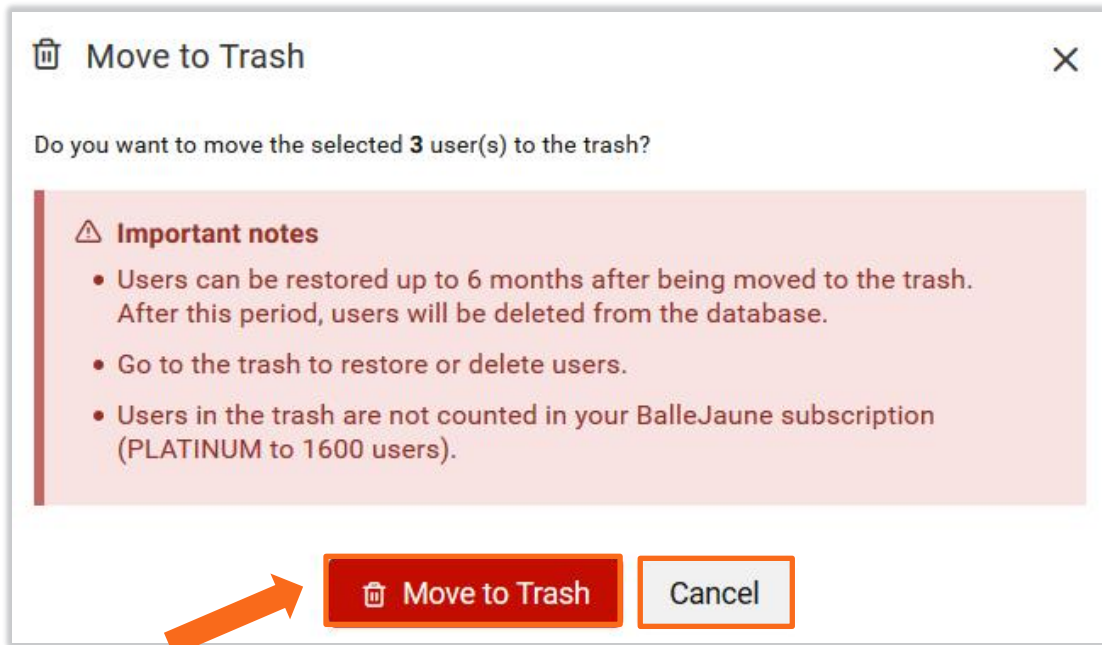
#### Contact us to receive a custom quote

We can print your cards on PVC support with rounded corners and a hanging hole. Consult us for a personalised quote on [support@ballejaune.com](mailto:support@ballejaune.com)



## 5) Delete

Delete users by moving them to the trash.



Confirm the deletion by clicking the red "***Move to Trash***" button or go back by clicking "***Cancel***". In case of an error, you can always restore users from the trash.



## 6) Suspend

Suspend users and prevent them from logging in until they are reactivated.

You can notify them by sending them a suspension notification by e-mail by ticking the corresponding box.

Similarly, you can write a message explaining the reason for the suspension in the field provided by clicking the corresponding checkbox. This will be displayed when the user attempts to log in and will be present in the e-mail notification if you enable the option.

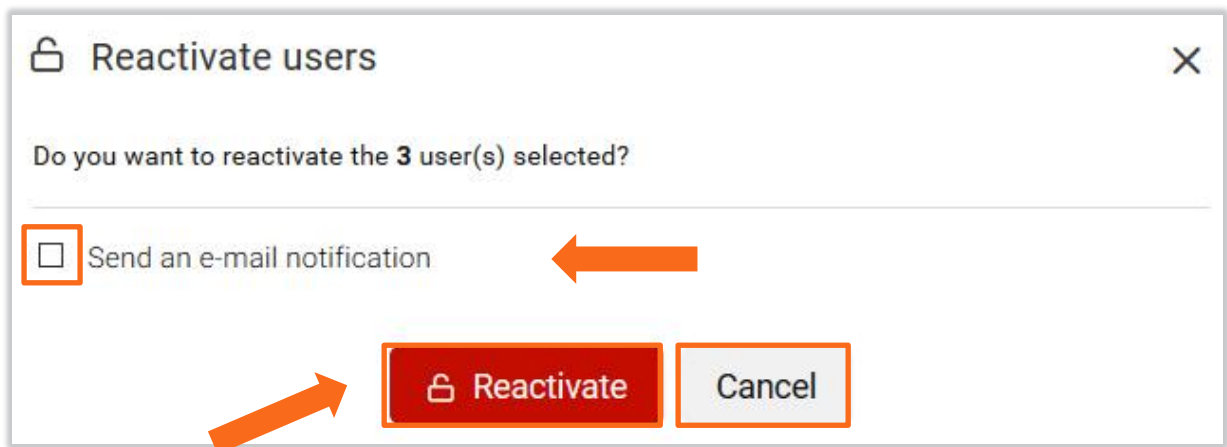
Click on the **"Suspend"** box or go back by clicking on the **"Cancel"** box.





## 7) Reactivate


Reactivate suspended users.



Reactivate users

Do you want to reactivate the 3 user(s) selected?

☐ Send an e-mail notification

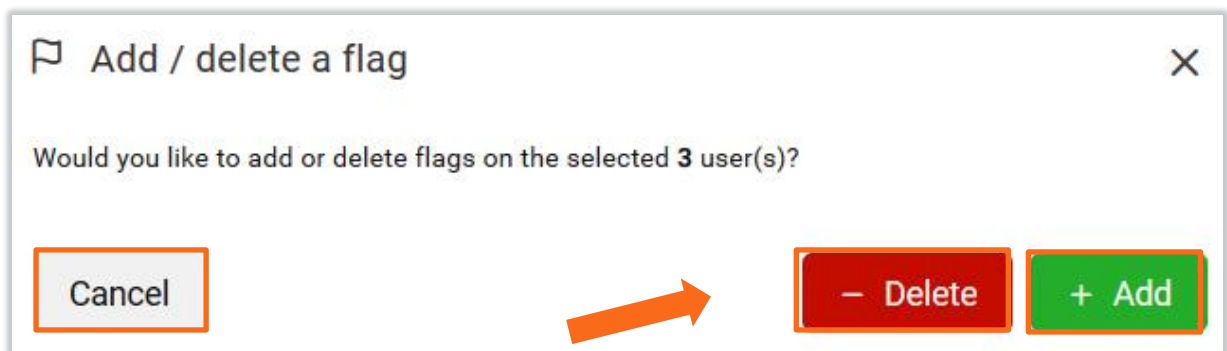
 Reactivate Cancel

You can notify them by sending them an email notification of reactivation by checking the corresponding box.

Click on the **"Reactivate"** box or go back by clicking on the **"Cancel"** box.

## 8) Flag

Add or remove a flag to mark or unmark certain users.



Add / delete a flag

Would you like to add or delete flags on the selected 3 user(s)?

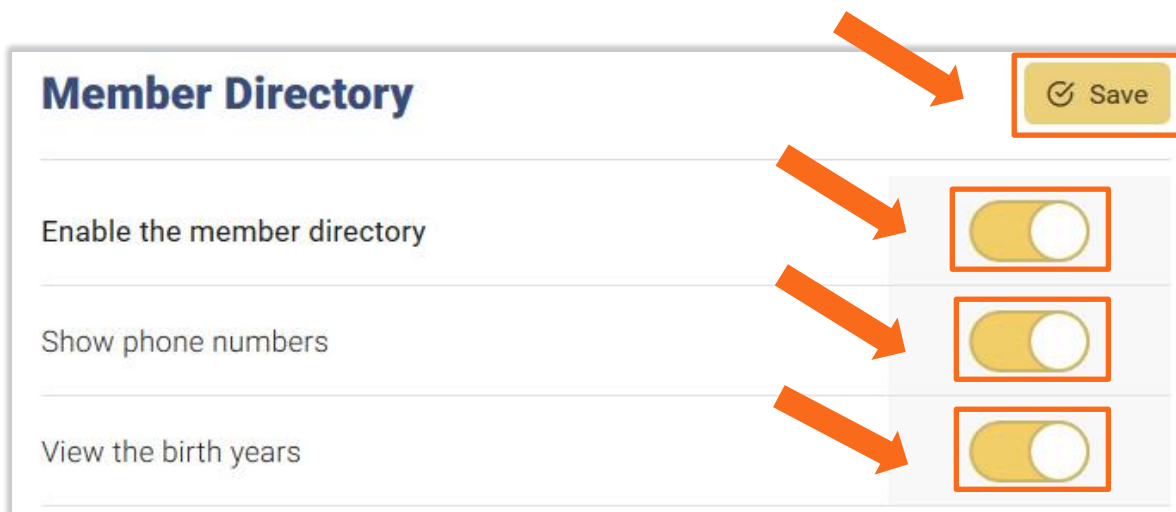
Cancel - Delete + Add

Click on the **"Delete"** or **"Add"** box as the case may be or go back by clicking on the **"Cancel"** button.



## SETTINGS>MEMBER DIRECTORY

Activate the member directory to allow your users to find a partner by clicking on the **"Activate"** button.



**Member Directory**

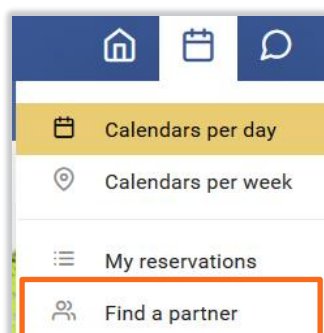
Enable the member directory ☒

Show phone numbers ☒

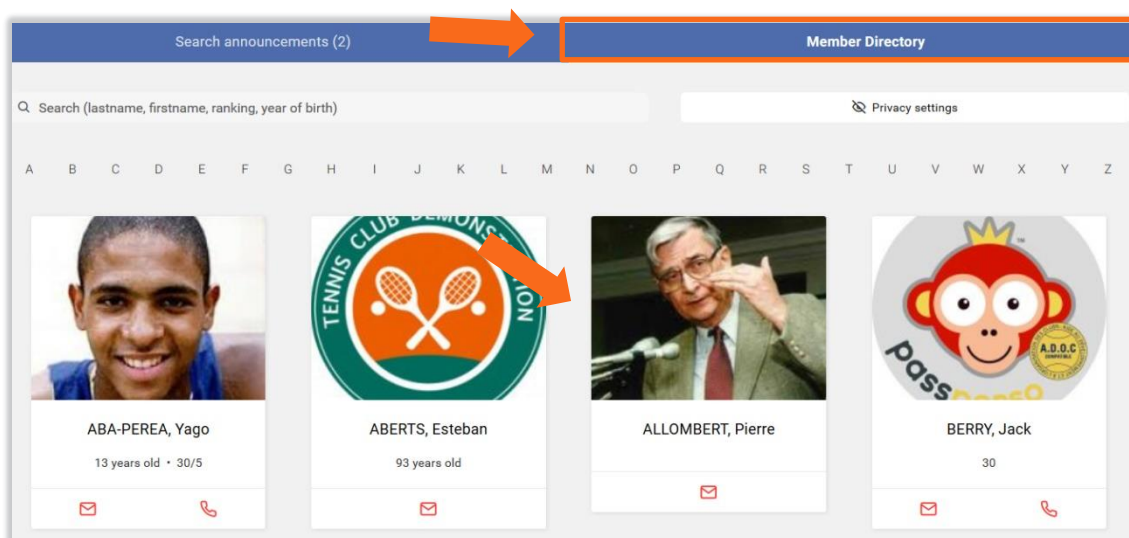
View the birth years ☒

☒ Save

You can choose to display members' phone numbers and years of birth by activating the corresponding options. Members will still be able to contact other members via Yellow Ball's internal messaging system.



When users click on **"Search for a partner"** (accessible via the **"Calendars"** pictogram in the upper banner), they will see the list of members displayed in the **"Member Directory"** tab and can then contact them by e-mail or telephone, as the case may be.



Validate your options by clicking on the **"Save"** button.



## SETTINGS>PRINT PROOF OF RESERVATION

Give your users the possibility to print a receipt on the booking form by activating the option **"Display 'print a proof' on the form"**.

**Print proof of reservation**

Display a "Print a proof" option on the booking form  
The checkbox will be available on the booking form (see image above). If the user checks this option when booking, a proof modal will open automatically and printing will be proposed.

Automatically open the proof after the reservation  
Enable this option to pre-check the "Print proof" option at each booking. The user can always uncheck the option if he doesn't want to print a proof.

Save

The checkbox will be present on the form. If the user ticks the option, the receipt will open in a window after validation of the reservation and its printing will be proposed to him.

Tennis n°3  
Saturday 10 June 2017  
15:00 PM 16:00 PM  
☒ Print a proof  
← 🗑️ ✓ Book

If you tick the option **"Automatically open the proof after reservation"**, the box **"print a proof"** will be pre-ticked each time you make a book. The user will be able to untick it if he doesn't wish to print a receipt.

**NOTE :** even if you don't activate this feature, users will still be able to print a receipt via the **"My bookings"** menu or directly on the booking boards by clicking on the reserved slot.

Validate your options by clicking on the **"Save"** button.



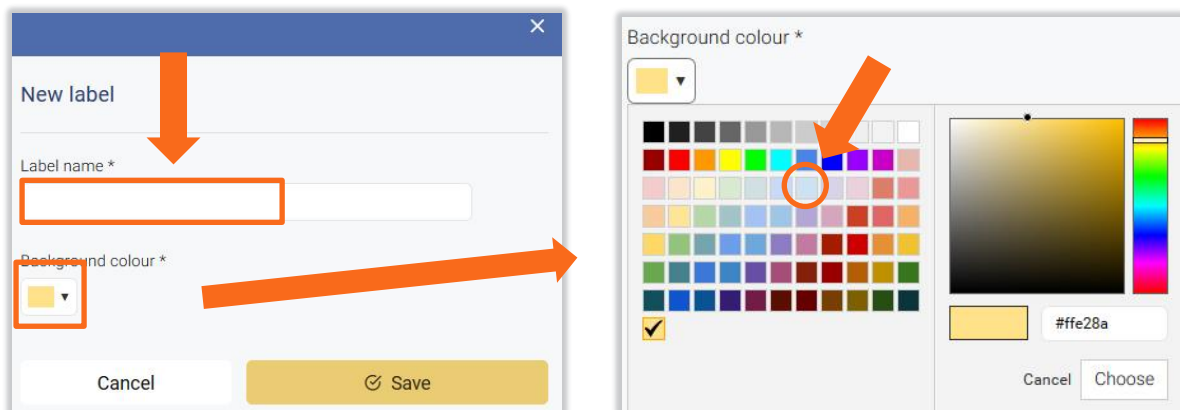
## SETTINGS>PREDEFINED LABELS

Define predefined labels to make recurring reservations in time (repetition of the same reservation over a defined period of time) (ex: Tournament, Tennis School, ...) or to allow users to book with (ex: Match, Internal Tournament).



**Create** a label by clicking on the **"New label"** button.

**Name** the new label and choose a background color in the calendars.



**Manage** your labels in the displayed list.



Access directly the **bookings log** ( with this label) in **DASHBOARD**,



**edit** a label,



**delete** a label,



by clicking on the corresponding pictograms.

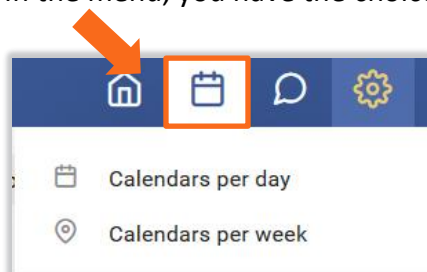
The number of occurrences of this label used in the calendars is indicated in the green box.



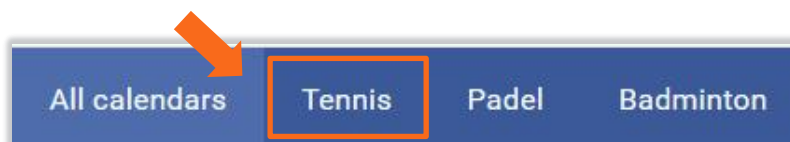
## CALENDARS

### CALENDARS DISPLAY

In the menu, you have the choice to display your calendars in 2 different ways.



- **CALENDARS PER DAY (default display)** : a tab system allows you to select a court or a group of courts (defined in [SETTINGS>Groups of calendars](#)) and only one day is displayed for the selected court group (one column corresponding to one court).



**NOTE** : if you haven't defined any calendars groups, all courts are displayed.

The number of rows can be different for each court, depending on the start and end times and the duration of the slots configured for each calendar.

All calendars

Tennis

Padel

Badminton

<

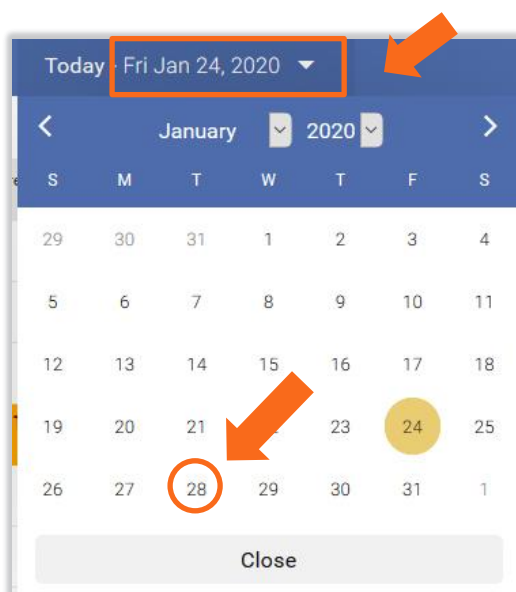
>

Today - Fri Jan 24, 2020

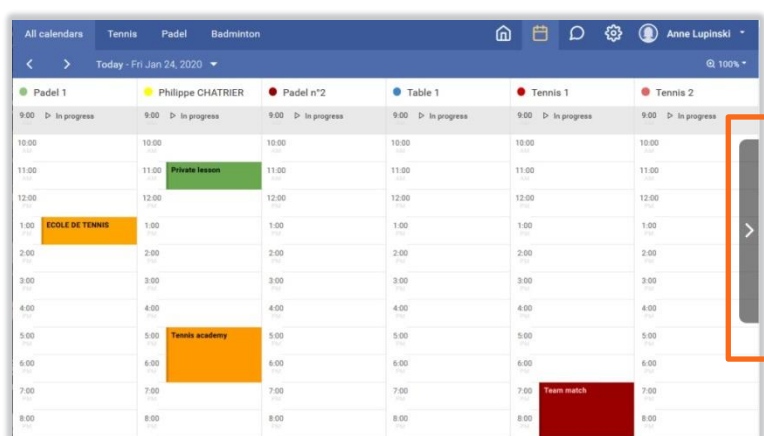
● Padel 1	● Philippe CHATRIER	● Padel n°2	● Table 1	● Tennis 1	● Tennis 2	● Badminton n°1
8:00	8:00	8:00	8:00	8:00	8:00	12:01
9:00 ▶ In progress	9:00 ▶ In progress	9:00 ▶ In progress	9:00 ▶ In progress	9:00 ▶ In progress	9:00 ▶ In progress	9:01 ▶ In progress
10:00	10:00	10:00	10:00	10:00	10:00	10:01
11:00	11:00 Private lesson	11:00	11:00	11:00	11:00	11:01
12:00	12:00	12:00	12:00	12:00	12:00	12:01
1:00 Private lesson	1:00	1:00	1:00	1:00	1:00	1:01
2:00	2:00	2:00	2:00	2:00	2:00	2:01
3:00	3:00	3:00	3:00	3:00	3:00	3:01
4:00	4:00	4:00	4:00	4:00	4:00	4:01
5:00	5:00 Tennis academy	5:00	5:00	5:00	5:00	5:01
6:00	6:00	6:00	6:00	6:00	6:00	6:01
7:00	7:00	7:00	7:00	7:00 Team match	7:00	7:01
8:00	8:00	8:00	8:00	8:00	8:00	8:01



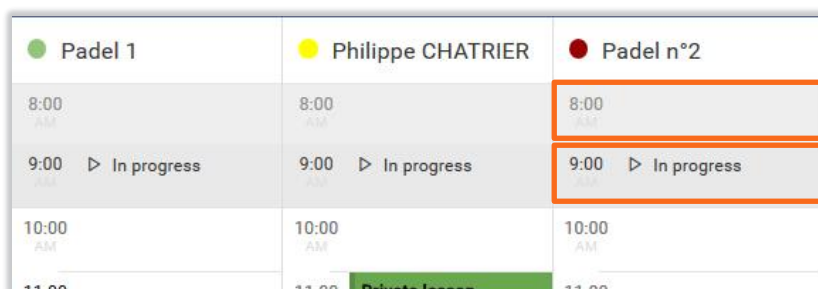
By default, the calendars for the current date are displayed. Change the date by using the arrows or the date selector in the calendar that opens by clicking on the date.



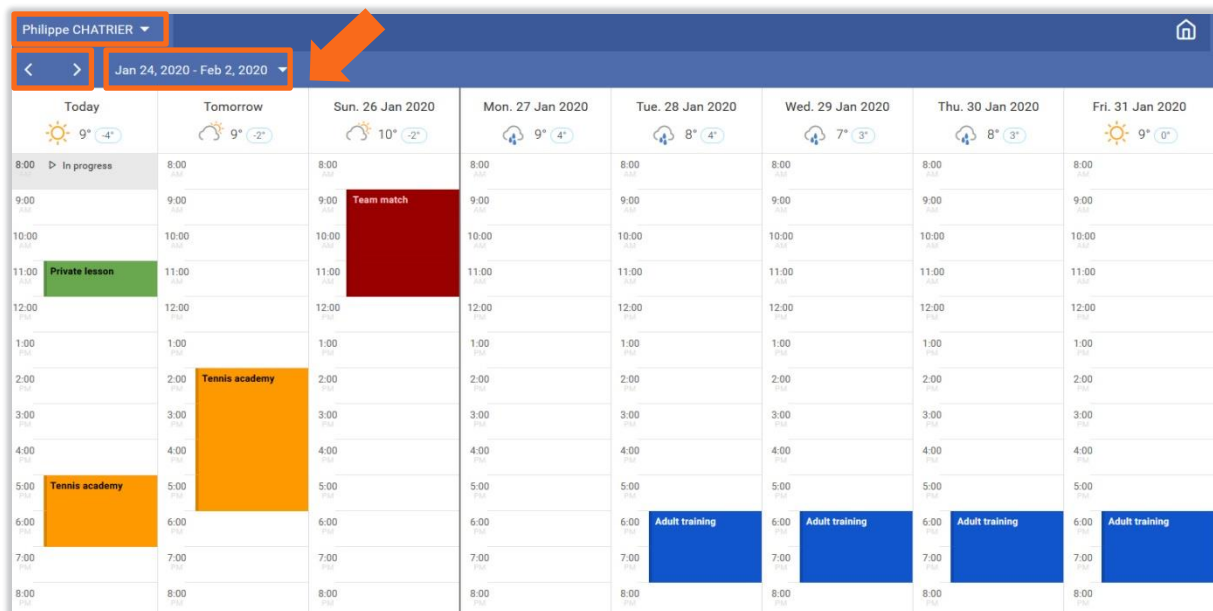
**NOTE :** depending on the number of your calendars and the width of your screen or window, a scroll button, always visible either on the right to go forward or on the left to go backward, will allow you to scroll through all your calendars.



**NOTE :** depending on the value of the "Always show finished time slots" option selected in **SETTINGS>Display préférences**, finished time slots are hidden or not.



- **CALENDARS PER WEEK:** a drop-down list allows you to select a court and display the corresponding calendar over 10 days (one column corresponds to one day). The number of rows of each field depends on the start and end times and the duration of the slots configured for this calendar.



Today	Tomorrow	Sun. 26 Jan 2020	Mon. 27 Jan 2020	Tue. 28 Jan 2020	Wed. 29 Jan 2020	Thu. 30 Jan 2020	Fri. 31 Jan 2020
8:00 ☀️ 9° 4°	8:00 ☁️ 9° -2°	8:00 ☁️ 10° -2°	8:00 ☁️ 9° 4°	8:00 ☁️ 8° 4°	8:00 ☁️ 7° 3°	8:00 ☁️ 8° 3°	8:00 ☀️ 9° 0°
9:00 ▶ In progress	9:00	9:00 Team match	9:00	9:00	9:00	9:00	9:00
10:00	10:00	10:00	10:00	10:00	10:00	10:00	10:00
11:00 Private lesson	11:00	11:00	11:00	11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00	12:00	12:00	12:00	12:00
1:00	1:00	1:00	1:00	1:00	1:00	1:00	1:00
2:00	2:00 Tennis academy	2:00	2:00	2:00	2:00	2:00	2:00
3:00	3:00	3:00	3:00	3:00	3:00	3:00	3:00
4:00	4:00	4:00	4:00	4:00	4:00	4:00	4:00
5:00 Tennis academy	5:00	5:00	5:00	5:00	5:00	5:00	5:00
6:00	6:00	6:00	6:00	6:00 Adult training	6:00 Adult training	6:00 Adult training	6:00 Adult training
7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00

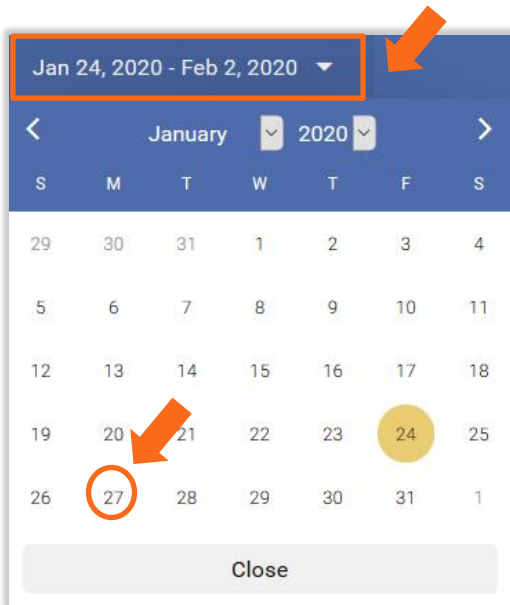
Choose the calendar to be displayed in the drop-down list on the top left.





By default, the range of 10 dates from the current date is displayed.

Change the date range by using the arrows or the date selector (choice of the date of the 1st day of the range) in the calendar which opens by clicking on the range.



**NOTE** : depending on the width of your screen or window, a horizontal scroll bar will allow you to navigate through the days :



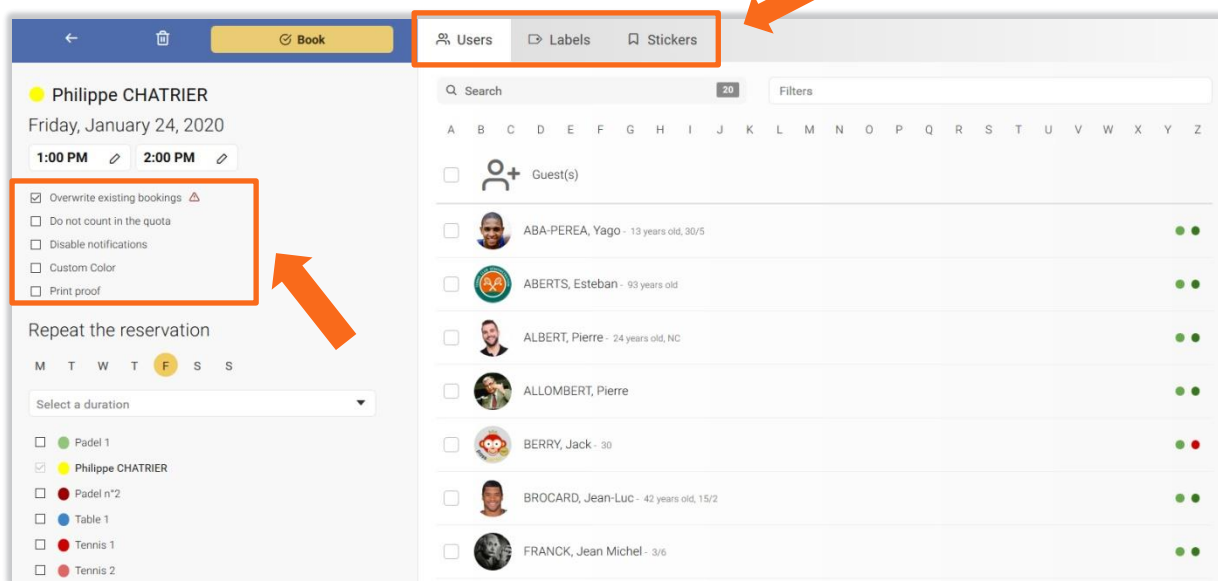
## BOOK

Display the calendar where you want to book. Choose the appropriate display to view the date you want to book.

Click directly on the time of the day of the reservation to be made.



In the new window that opens, choose the type of reservation defined in 3 tabs: **"for" users**, **with a predefined label** or **with a sticker**.

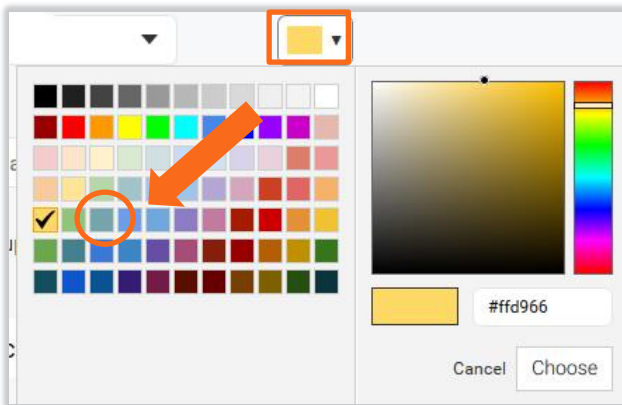


Tick or untick the different options available to you:

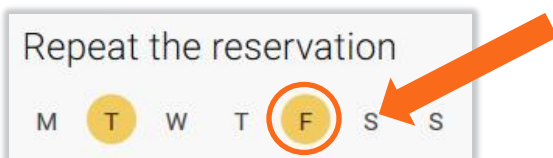
- overwrite existing bookings: be careful not to delete important bookings (check),
- don't post the number of bookings to the quota,
- disable notifications,



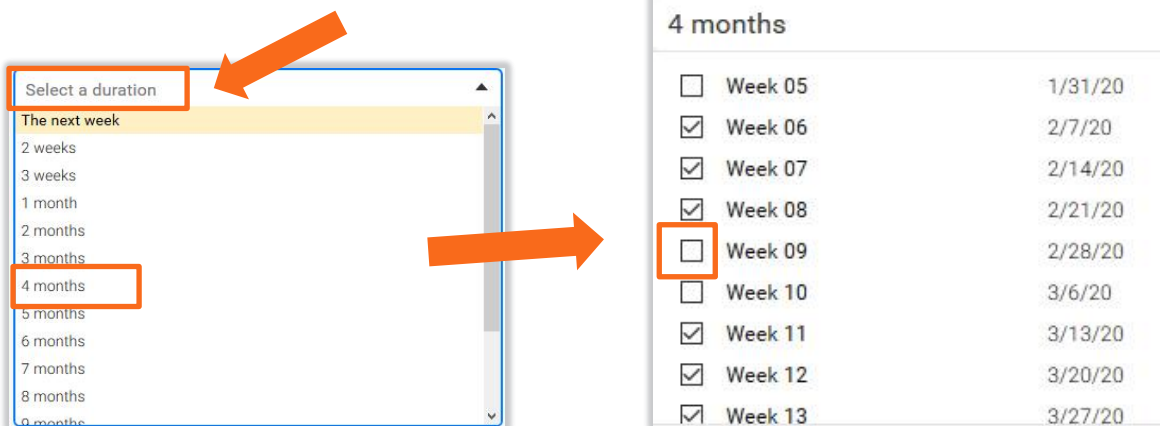
- custom color: by ticking the option, a color grid opens, then choose your color.



Repeat the booking over several days if necessary by ticking one or more days directly.



To repeat over several weeks or months, choose a duration from the drop-down list that opens by clicking on **"Select a duration"**.



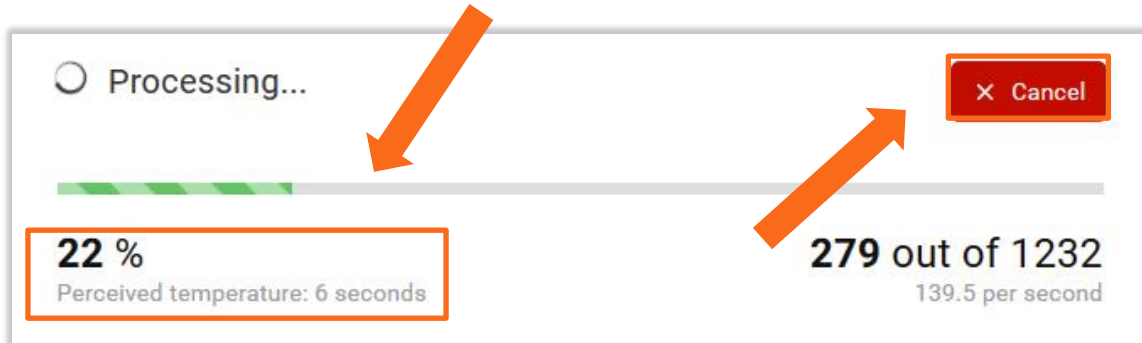
Refine, if necessary, by unticking certain days to be excluded.

Once you have chosen for whom you are booking, click on the **"Book"** button.



### Progress bar.

When you make multiple bookings, an information window opens to show you the status of the bookings with a green progress bar, the percentage of operations carried out and the time remaining.

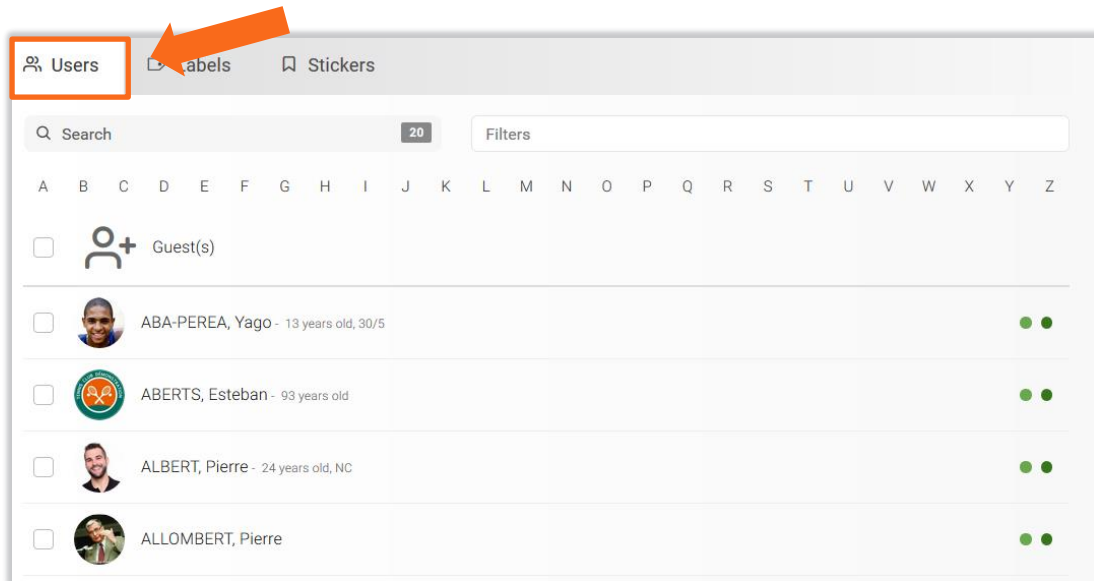


You can cancel bookings at any time by clicking on the "**Cancel**" button.

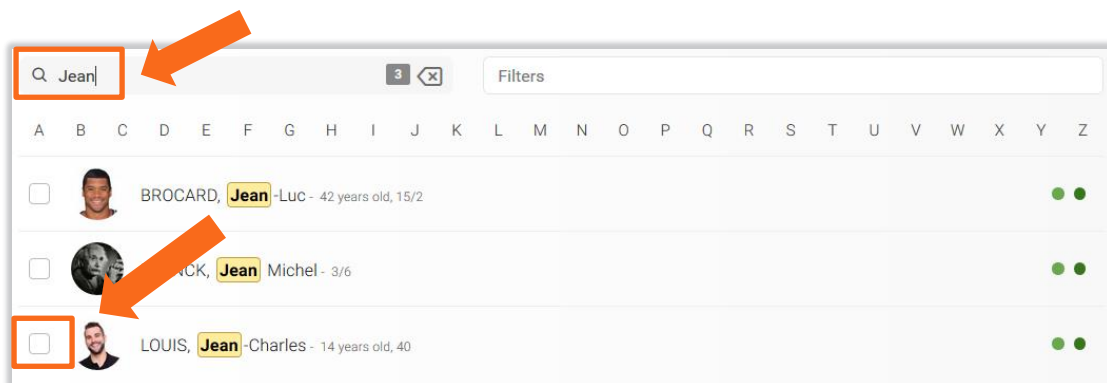


## BOOK FOR USERS

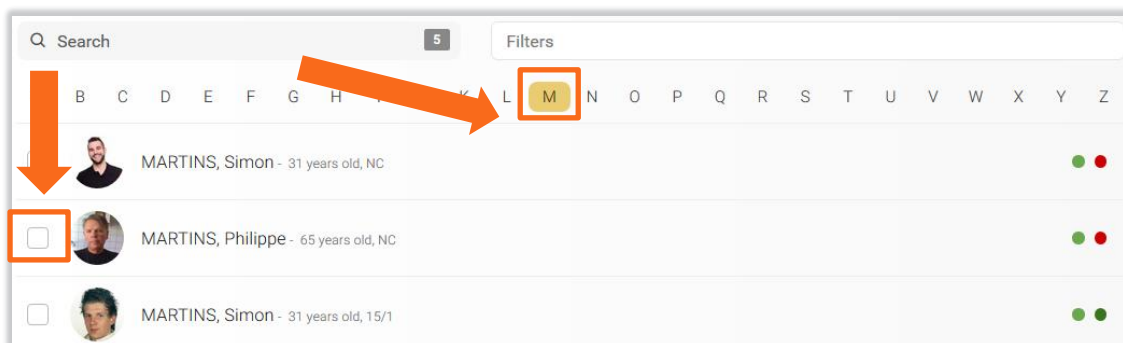
Book for users by clicking on the tab **"Users"**.



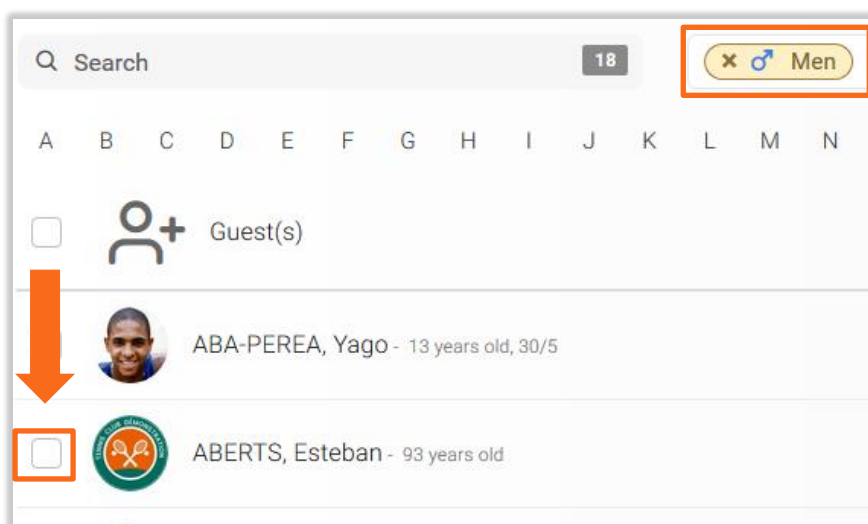
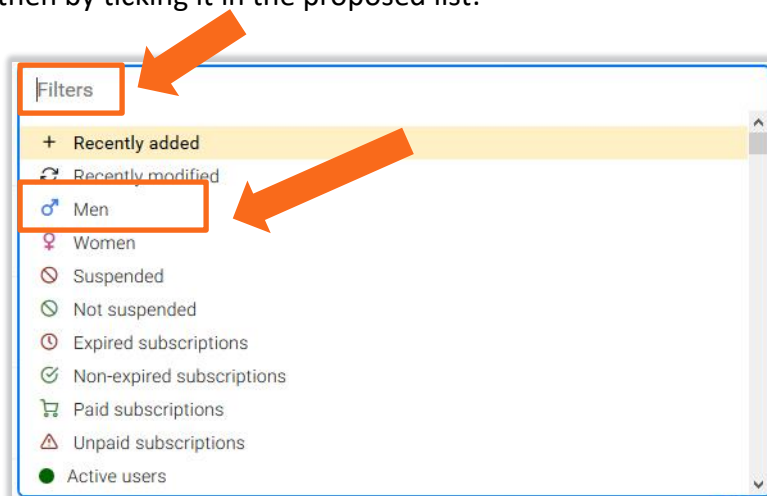
Search for a user either by typing his name or part of his name in the search bar then by ticking him in the proposed list,



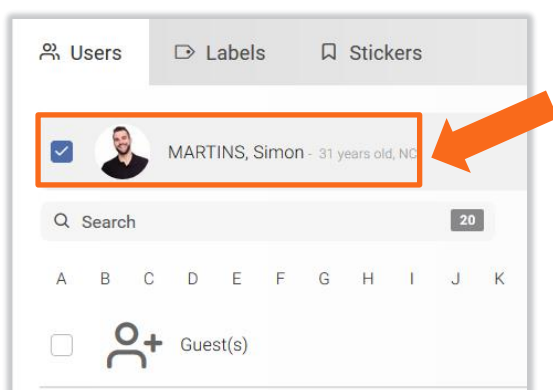
or by selecting the initial of his name in the alphabet and then ticking it in the proposed list,



or by using a filter to be selected in the list that opens by clicking on the **"Filters"** button, then by ticking it in the proposed list.



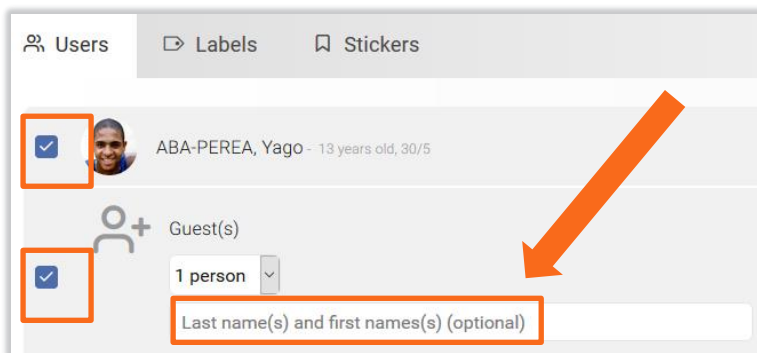
When you have checked a user, his name will appear above the search bar.



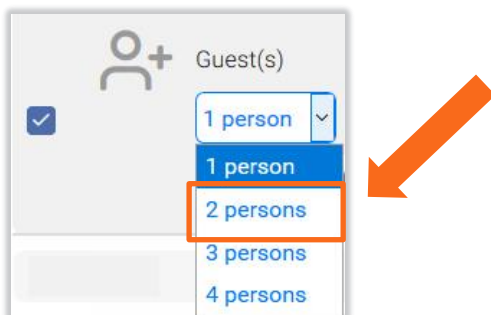
Repeat if you want to add a second username (you can use up to 4 usernames depending on your club configuration) or check the "**Guest(s)**" box for a non-member of the club.



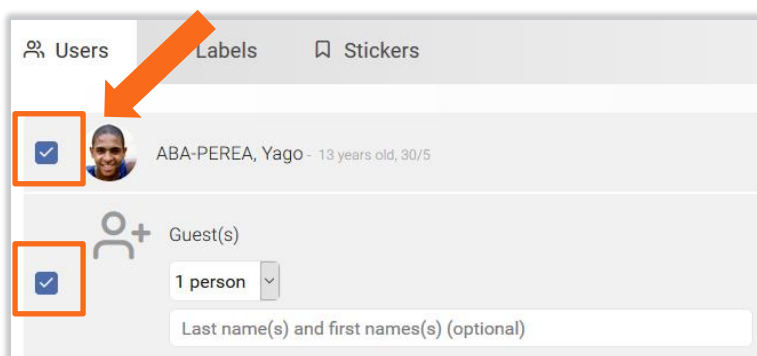
You can or you must note its identity, depending on the configuration of your club (mandatory or optional).



You can book for a maximum of 4 guests (depending on your club's configuration) by choosing the corresponding number from the drop-down list.

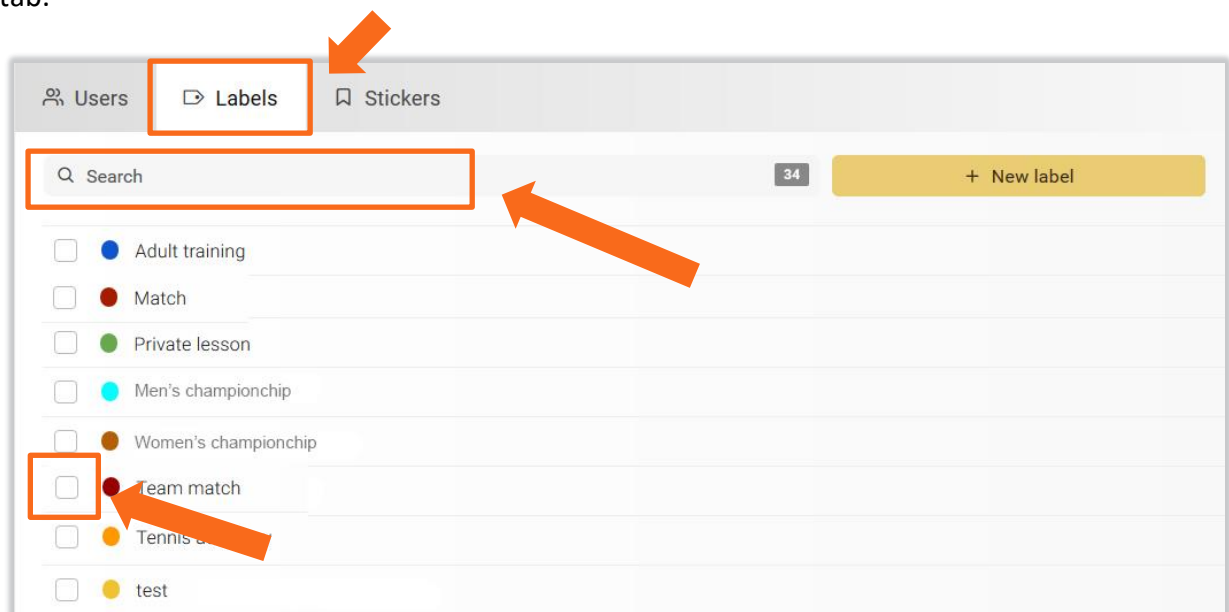


You can delete a user or guest by clicking on the blue box .



## BOOK WITH LABELS

Reserve your recurring slots with a label created in [SETTINGS](#) by clicking on the **"labels"** tab.



Choose your label by ticking the corresponding line (you can also use the search bar) then validate your choice by clicking on the **"Book"** button.



Your reservation will then appear on your calendar and may be repeated according to your settings.





## BOOK WITH STICKERS

Get an important message across by superimposing stickers in a slot. The reservation of the slot remains open to users but at their own risk if the sticker indicates a priority (the slot can be requisitioned by the club).

Click on the **"Stickers"** tab.

To create a sticker, define the text and set the background color of your text by choosing it in the color grid that opens by clicking on the color square (default color).

The list of stickers you have already defined is displayed on the right, you can select one directly by clicking on it.

### Example of stickers:

**"free if nice weather "** on an indoor court: if it rains, the club will have priority over the user who booked indoors.

**" team match priority"**: avoids unnecessarily blocking slots, if the matches aren't finished, the teams will have priority over the user and if the matches are finished, the user will be able to play normally.



" monitor priority ", " maintenance ", " rent ", etc...

On the calendar, the sticker will appear as follows, the slot remaining open for booking.

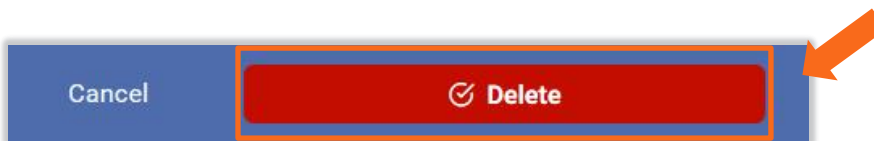


## CANCEL BOOKINGS

After having selected a slot, proceed in the same way as a reservation by choosing the courts, the possible repetitions but then click on the "**Trash**" pictogram to validate the cancellation.



Confirm the deletion by clicking on "**Delete**".



### Special case of stickers :

First select **the sticker tab** before deleting.

### Progress bar

When you cancel multiple bookings, an information window opens to show you the status of the deletions with a red progress bar, the percentage of operations carried out and the time remaining.



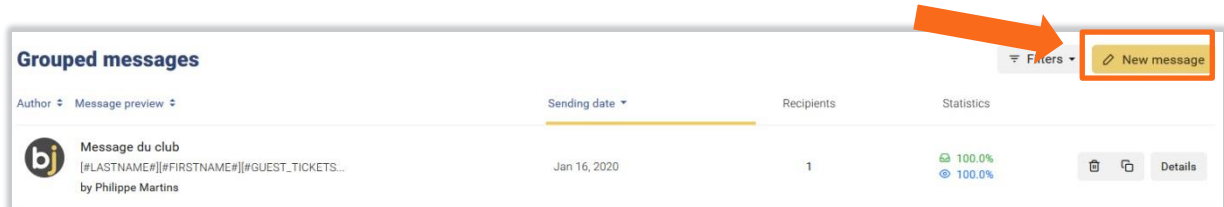
You can cancel the deletion at any time by clicking on the "**Cancel**" button.



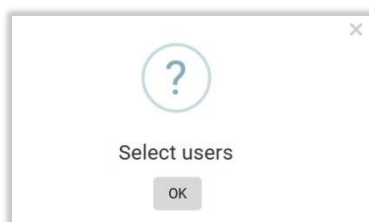
## USERS>GROUPED MESSAGES

Send e-mails to groups of users by targeting them with different filters that you can combine with each other (by subscription, by age, by rating, by profile, etc.). All these messages are sent from the club.

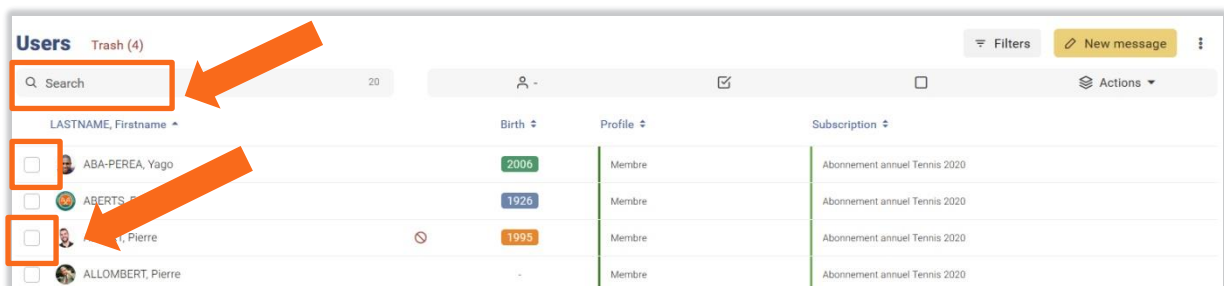
Create a message by clicking on *the "New message" button*.



An information window then opens.



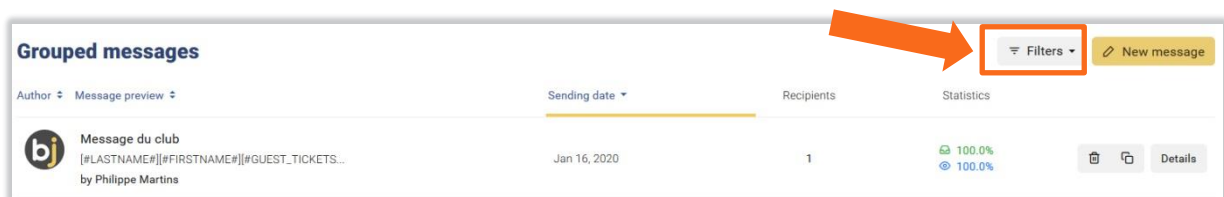
You can do this by using the search bar or by directly checking several names in the list that is displayed.



Two buttons respectively allow you to select / deselect all users.



You can select your recipients using the proposed filters by clicking on the *"Filters"* button.



Select your filters by clicking on their names in the columns on the right.

The list of users corresponding to these selection criteria is then displayed on the left as well as their number at the top.

Then create your message by clicking on the button " **New message** ".

Write your message in the dedicated area using the classic text formatting tools.

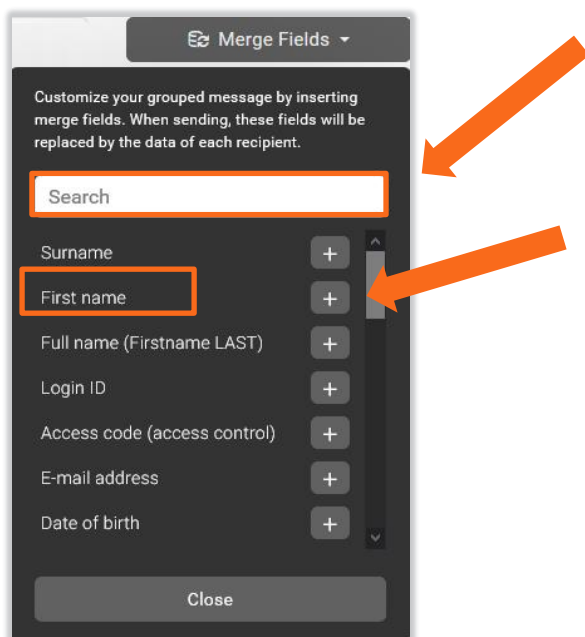


The sender's name, e-mail address and recipients are displayed on the left. A red envelope indicates that the recipient has not provided an e-mail address (you can then send them an SMS if you wish).

Choose the type of sending to carry out: by e-mail or by SMS (check that your SMS credit is sufficient in [SETTINGS>Account parameters YellowBall subscription Tab](#)).

Messages will also arrive in the users' internal mailboxes. You can prevent them from replying through the internal mailbox by ticking the **"Disable responses"** checkbox.

Customize your messages by using specific variables (**merge fields**) that will be replaced by the information specific to each user at the time of sending. A search zone is available to find a field more easily or select a field by clicking on it to include it in your message.



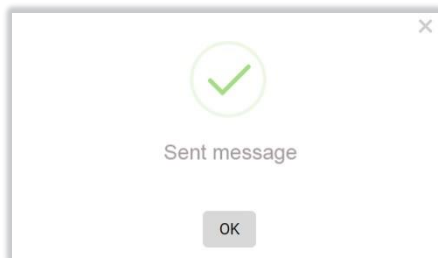
**Example of a message with merge fields and after reception by Philip:**

Hello [#FIRST\_NAME#],  
Attention, your subscription [#SUBSCRIPTION\_NAME#] is no longer valid for the new season as well as your medical certificate dated [#MEDICAL\_CERT\_DATE#].  
Sportively.

Hello, Philip,  
Attention, your subscription Tennis is no longer valid for the new season as well as your medical certificate dated september 15, 2018.  
Sportively.

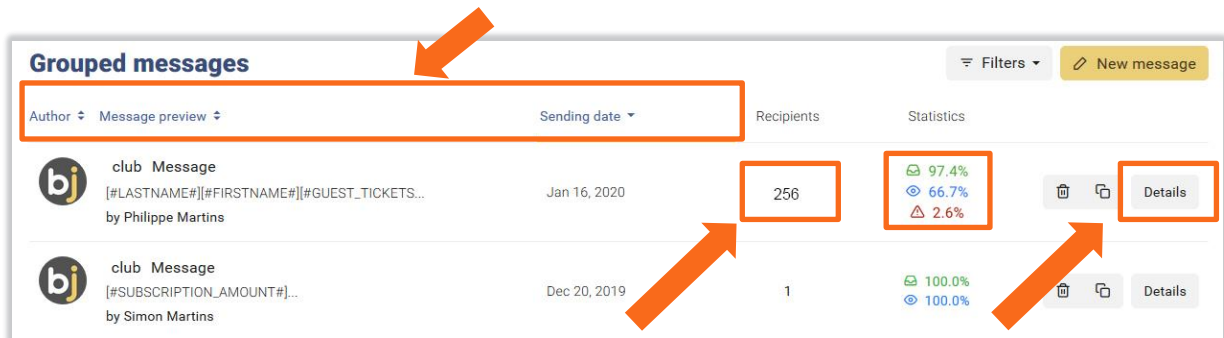













Finally, click on the **"Send"** button when your message is ready, confirm sending and/or click on the **"Close"** button to exit the editor. A window will open to confirm that your message has been sent.



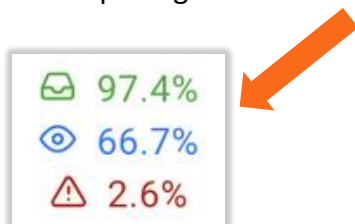
**Manage** the list of your grouped messages sent from the club.

You can sort your messages by author, preview or sending date by clicking on the arrows.

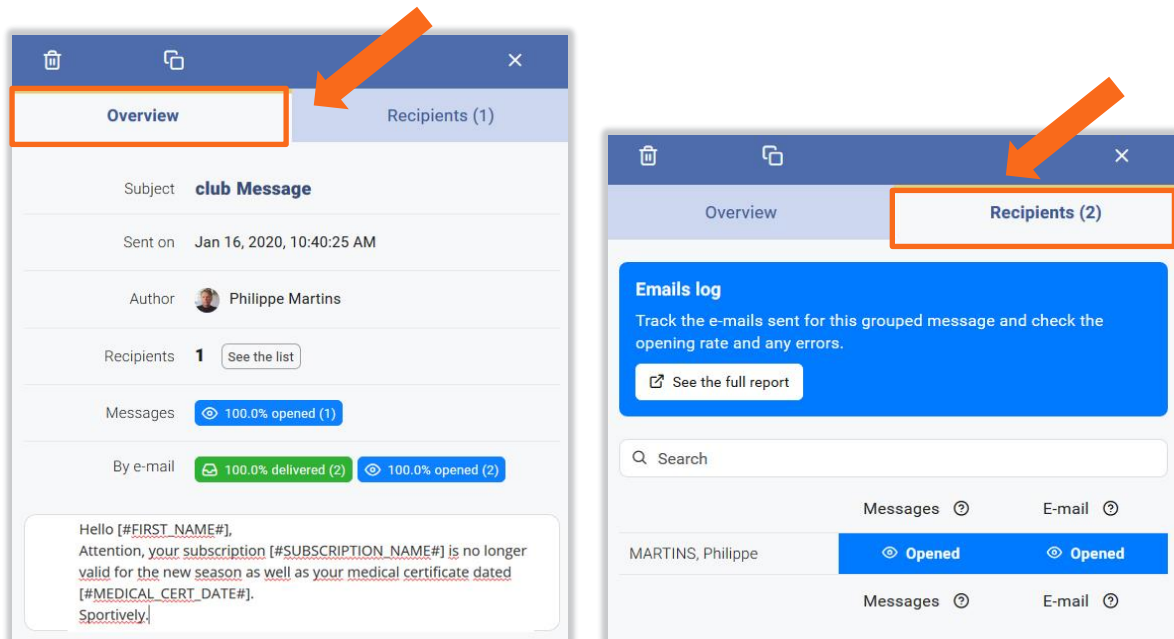


Grouped messages				Filters	New message
Author	Message preview	Sending date	Recipients	Statistics	
 club Message [#LASTNAME#][#FIRSTNAME#][#GUEST_TICKETS...] by Philippe Martins		Jan 16, 2020	256	 97.4%  66.7%  2.6%	  Details
 club Message [#SUBSCRIPTION_AMOUNT#]... by Simon Martins		Dec 20, 2019	1	 100.0%  100.0%	  Details

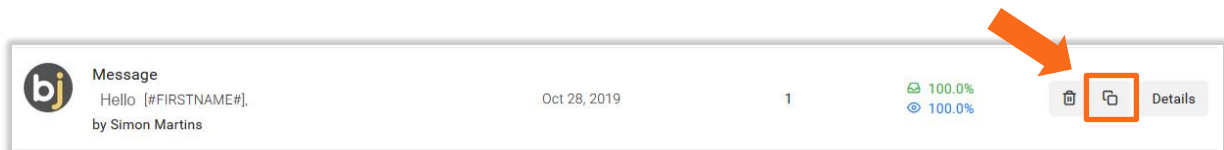
The number of recipients is indicated for each of your messages. Email tracking allows you to see the percentage of emails delivered successfully or having encountered an error as well as the opening rate.



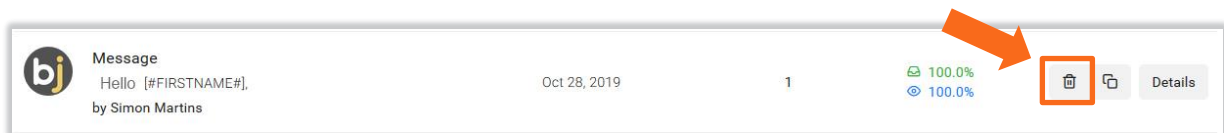
Click on the **"Details"** button to display the content of the message in the **"Overview"** tab and the sending status to all recipients in the **"Recipients"** tab.



Duplicate a message,



delete a message,



by clicking on the corresponding pictograms.

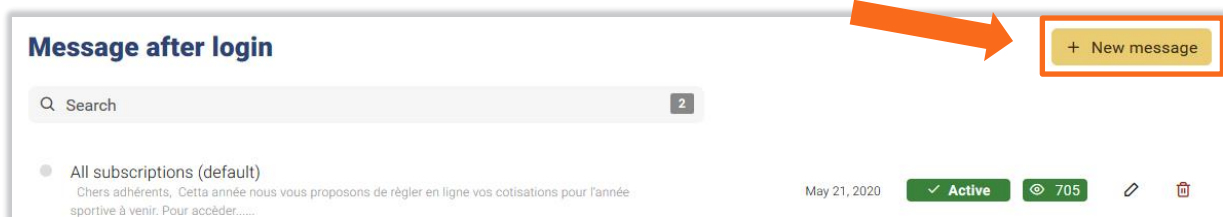




## WEBSITE & COMMUNICATION>MESSAGE AFTER LOGIN

Communicate important information to users when they log in. Your message will be displayed automatically after each login and until the desired date.

**Create** a new message by clicking on the **"New Message"** button.



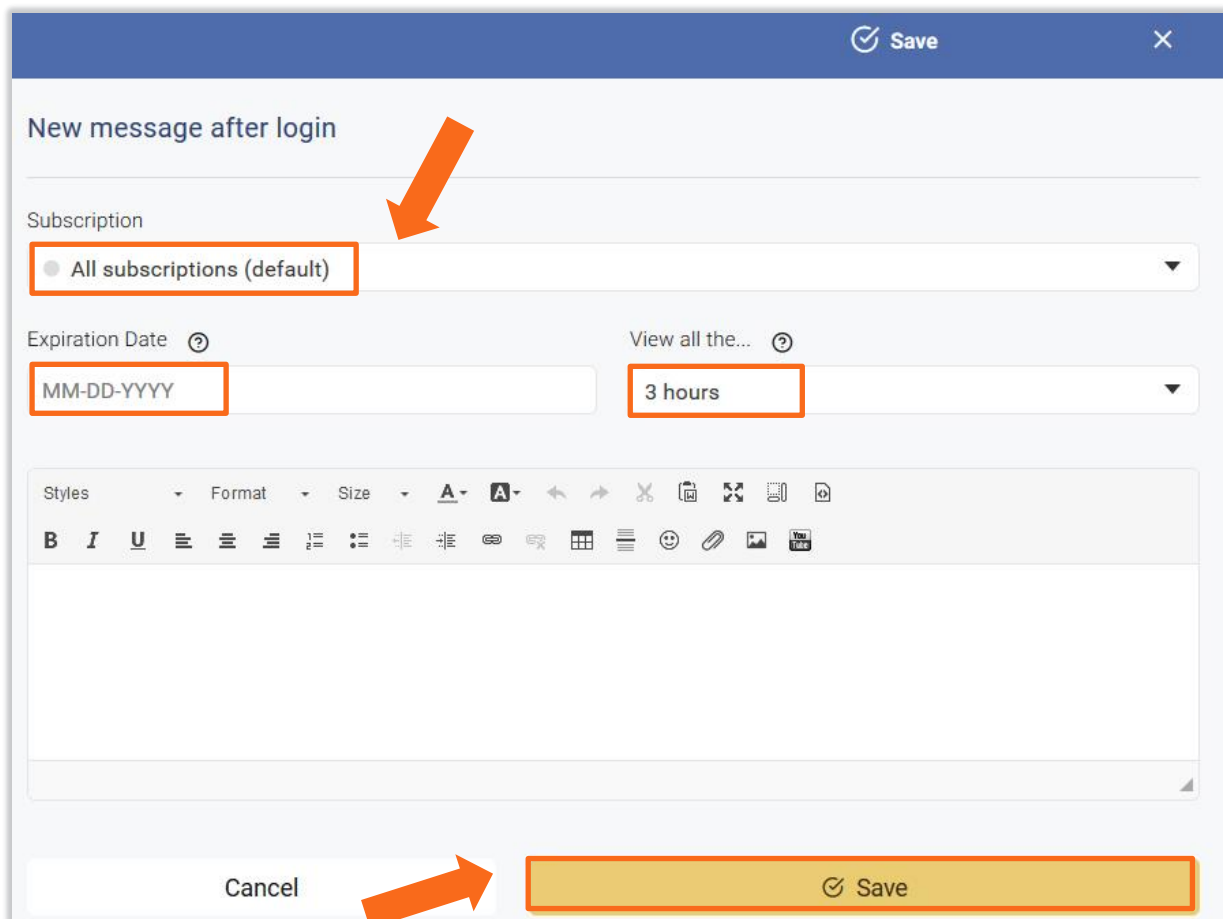
**Message after login**

Q Search 2

☒ All subscriptions (default)  
Chers adhérents, Cette année nous vous proposons de régler en ligne vos cotisations pour l'année sportive à venir. Pour accéder.....

May 21, 2020 ✓ Active 👁 705 ✎ 🗑

By default, the message will be sent to all subscriptions.



**New message after login**

Subscription  
☒ All subscriptions (default)

Expiration Date ⓘ View all the... ⓘ  
MM-DD-YYYY 3 hours

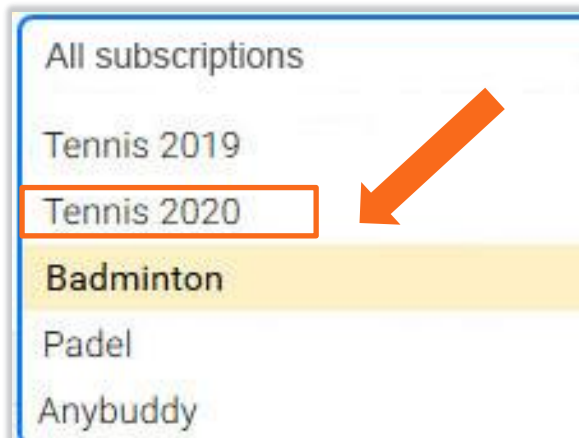
Styles Format Size A A ↶ ↷ ✂ 📄 📑 📎

**B I U** [List Icons]

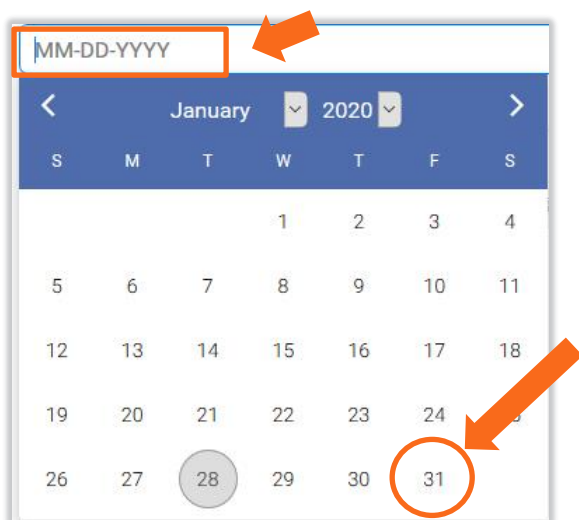
Cancel Save



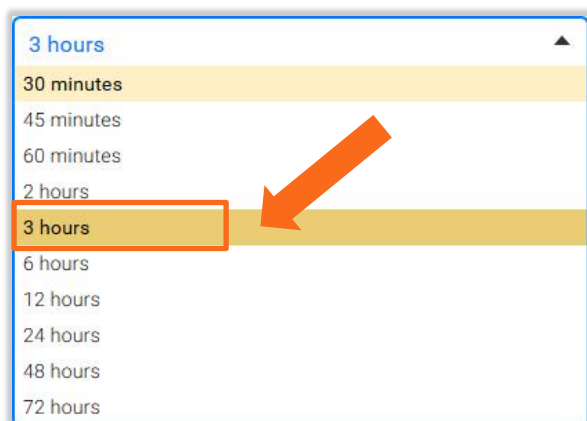
Select a specific subscription from the drop-down list that opens to display the message only to users with that subscription.



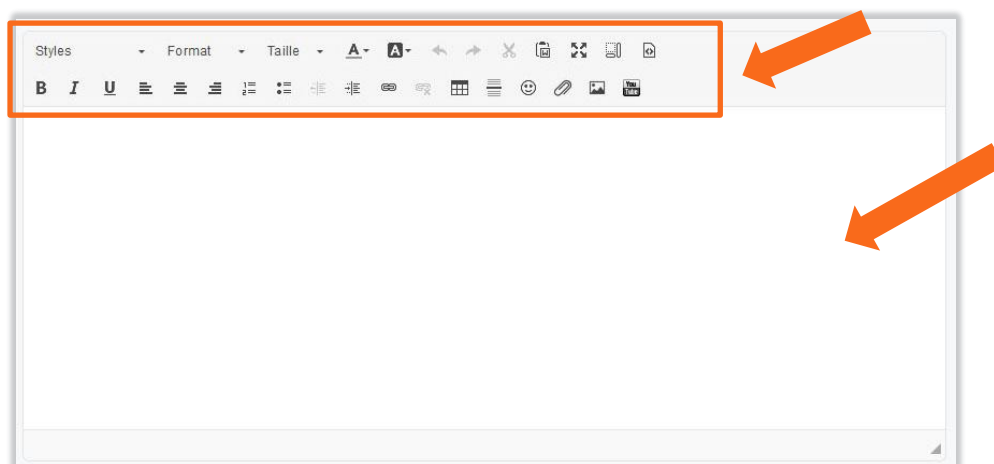
Determine the expiry date of your message by selecting it in the calendar that opens by clicking in the date selector.



Choose the period in which your message will be displayed by selecting it from the drop-down list that opens by clicking in the corresponding field.

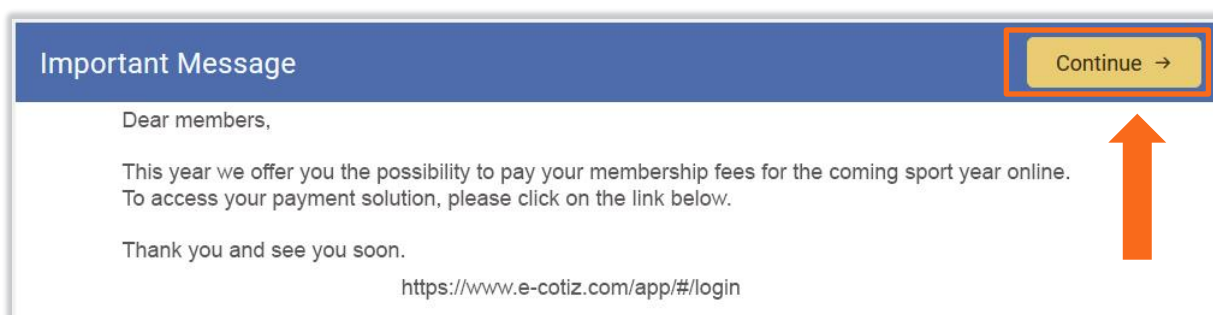


Then write your message in the dedicated area using the classic text formatting tools.



Finally click on the **"Save"** button.

### Sample message after login:



Users will then access the booking calendars (or the default homepage) by clicking on the **"Continue"** button.

**View** the list of your messages.



A message can have 2 statuts :

✓ Active

or

⚠ Expired

The number of users who have seen the message is indicated by the *"eye"*:

👁 132

The expiry date of the message is indicated:

May 21, 2020

**Edit** a message,



**delete** a message,

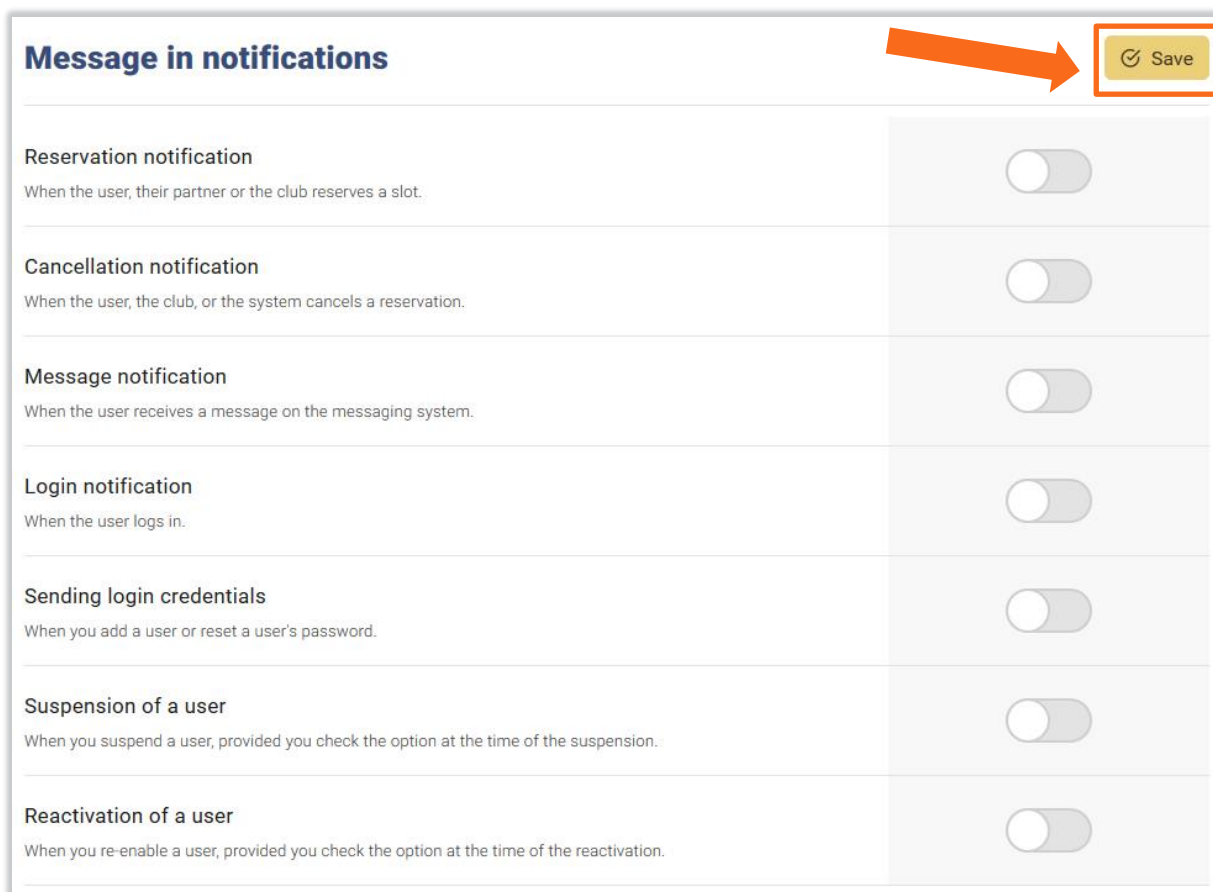


by clicking on the corresponding pictograms.



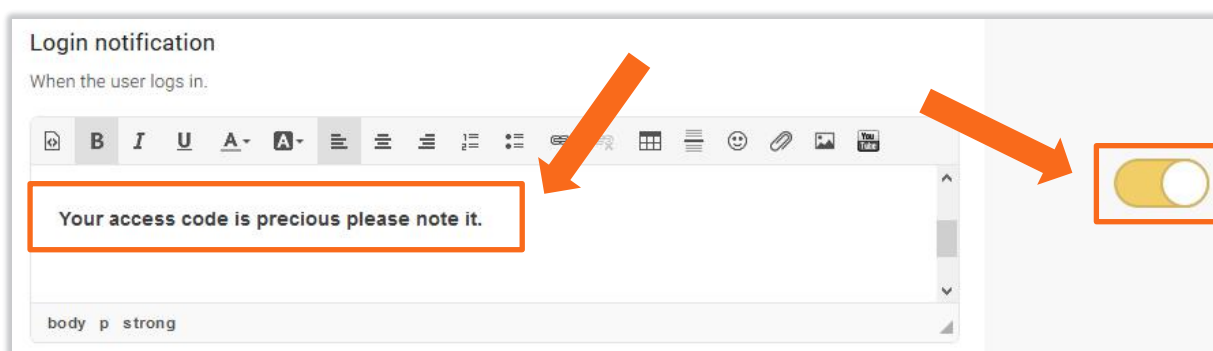
## WEBSITE & COMMUNICATION>MESSAGE IN NOTIFICATIONS

Users can receive notifications when they perform actions (reservation, cancellation, ...) or when you perform actions on them (suspension, reactivation, ...).



Notification type	Description	Toggle
Reservation notification	When the user, their partner or the club reserves a slot.	<input type="checkbox"/>
Cancellation notification	When the user, the club, or the system cancels a reservation.	<input type="checkbox"/>
Message notification	When the user receives a message on the messaging system.	<input type="checkbox"/>
Login notification	When the user logs in.	<input type="checkbox"/>
Sending login credentials	When you add a user or reset a user's password.	<input type="checkbox"/>
Suspension of a user	When you suspend a user, provided you check the option at the time of the suspension.	<input type="checkbox"/>
Reactivation of a user	When you re-enable a user, provided you check the option at the time of the reactivation.	<input type="checkbox"/>

After activating a notification by clicking on its switch button and depending on the action performed, add a custom text in the dedicated area using the classic text formatting tools.



Login notification

When the user logs in.

**Your access code is precious please note it.**

body p strong

With each login, users will then receive this message in the notification.

Finally, click on the **"Save"** button.



## WEBSITE & COMMUNICATION> AUTOMATIC HAPPY BIRTHDAY

Wish your users a happy birthday.

Activate the option by clicking on the corresponding button, write a message in the dedicated area using the classic text formatting tools and Yellow Ball will automatically send your message on D-day to the concerned users.

**Automatic happy birthday**

Enable automatic sending ☒

Save

Styles Format Size A A

**B I U** [List icons]

Hello [#FIRST\_NAME#],  
[#AGE#] years, that's something to celebrate!  
The club wishes you a happy birthday and a great sports season!

🎂 🍷 🎈

Customize your message using "**variables**". These variables will be automatically replaced by the information specific to each recipient at the time of sending (last name, first name, ...).

Variables		
Variable to copy/paste	Description	Example
[#LASTNAME#]	User's surname	MARTINS
[#FIRSTNAME#]	User's first name	Simon
[#AGE#]	User's age	27 years old
[#BIRTHDAY#]	Date of birth	15/05/88



Who says **"birthday"** says **"gift"**, so offer one or more booking or invitation tickets to the user on his birthday, the tickets will then be automatically credited to his account.

Offer reservation tickets

2 offered ticket(s)

Offer guest tickets

2 offered ticket(s)

Click on the arrows to increase or decrease the value of the number of tickets or type the number directly.

***NOTE :*** as the case may be, the ***Tickets or Invitation function*** must be activated in the configuration of his subscription for the user to enjoy your gift.

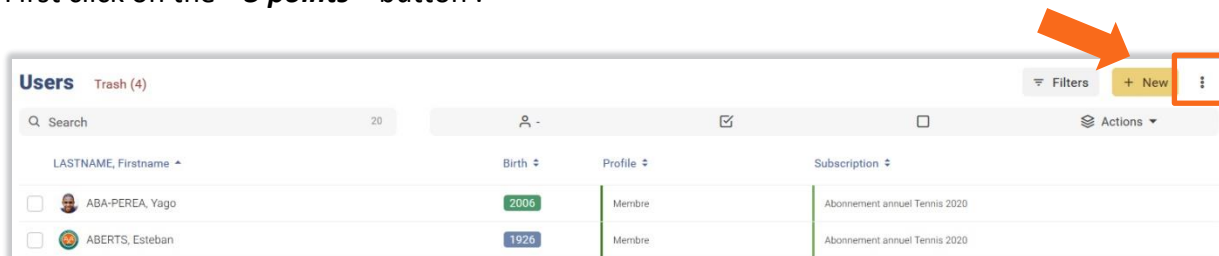


## ADVANCED DEFAULT SETTINGS

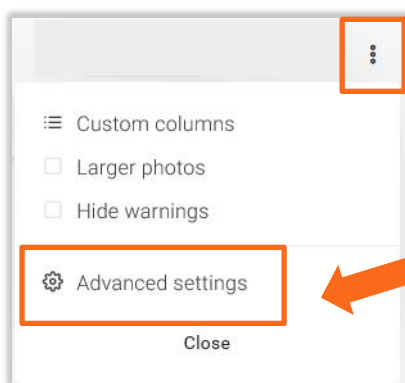
Configure the default values of your settings.

Access all defaults in the [USERS>](#) menu.

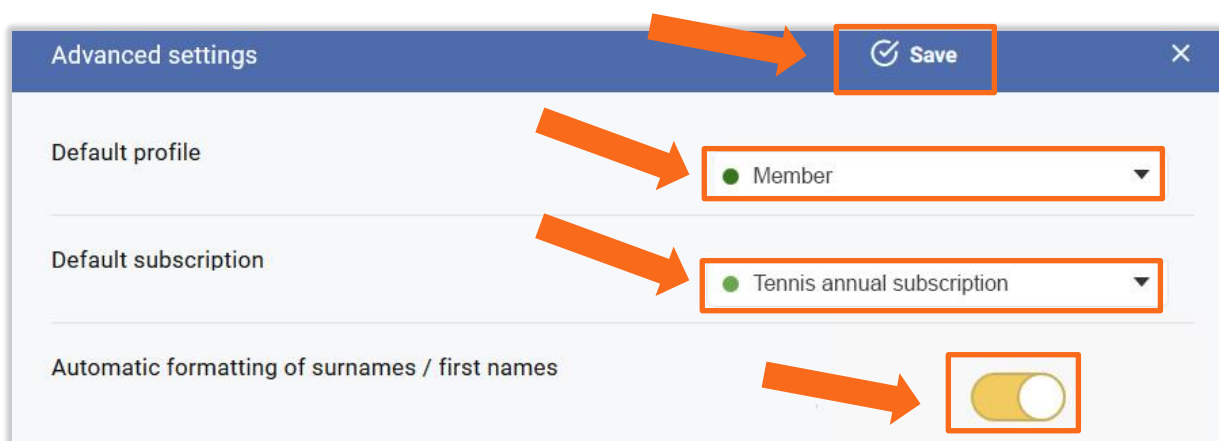
First click on the "**3 points**" button .



In the new menu that opens, click on the "**Advanced Settings**" button.

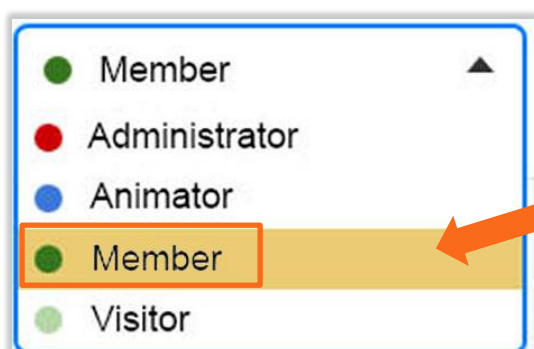


In the new window, view and possibly modify your default settings for profiles, subscriptions, passwords, confidentiality, ... by clicking on a value in the various drop-down lists.

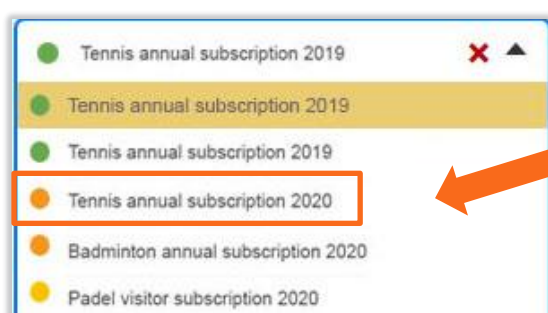




### Choosing the Default Profile :

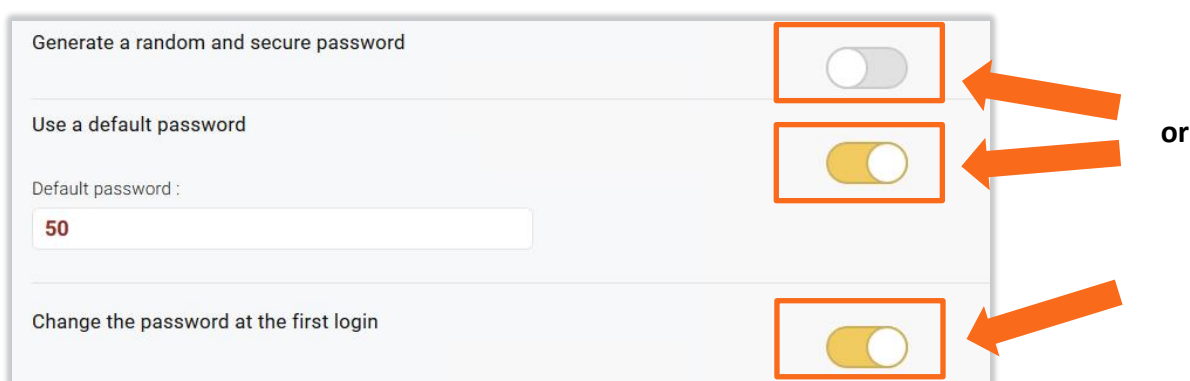


### Choosing the Default Subscription:

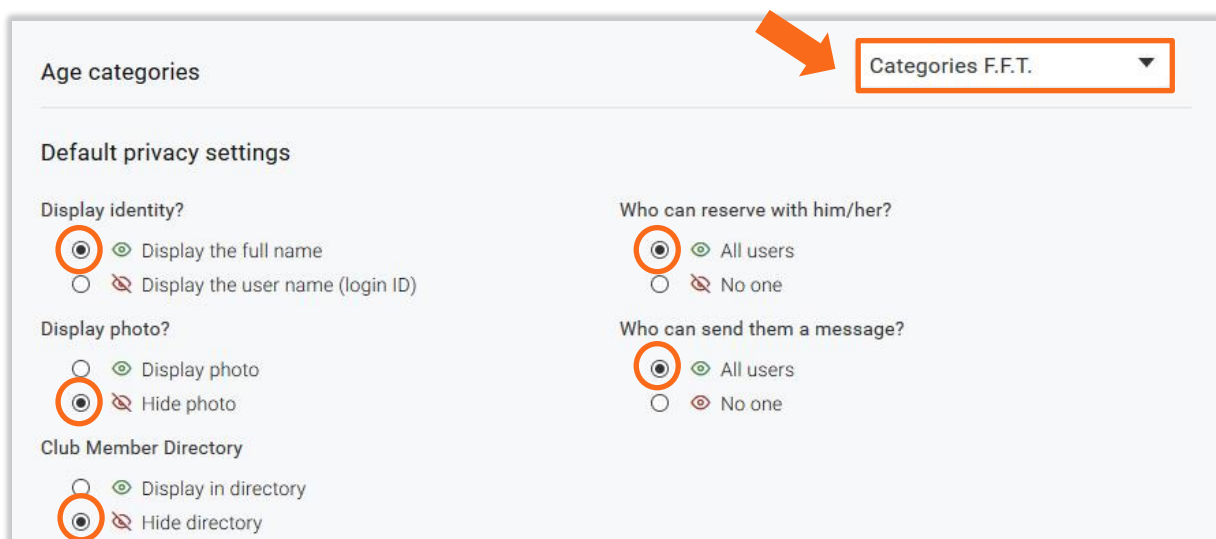


**Automatic formatting of your users' first and last names:** by activating the option, all the names of your users will be indicated in upper case and the first names in lower case with the initial in upper case: **SURNAME First name**.

**Password settings:** set a default password (useful if you don't know your users' email address) or generate a random password (more secure method) and force or not force your users to change their password the first time they log in (recommended option for more security).



**Age category and privacy settings:** choose a default age category from the drop-down list and then check the default privacy settings.



**Age categories**

Categories F.F.T. ▼

**Default privacy settings**

**Display identity?**

☒ Display the full name  
☐ Display the user name (login ID)

**Who can reserve with him/her?**

☒ All users  
☐ No one

**Display photo?**

☒ Hide photo  
☐ Display photo

**Who can send them a message?**

☒ All users  
☐ No one

**Club Member Directory**

☒ Hide directory  
☐ Display in directory



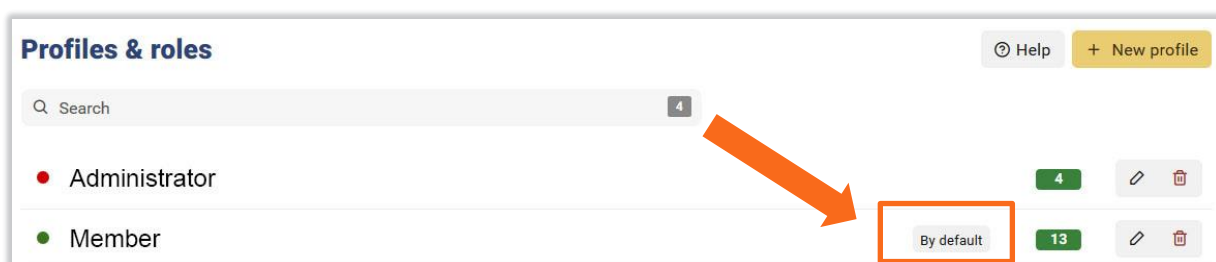
Categories F.F.T. ▲

Default categories

Categories F.F.T.

Finally, click on the **"Save"** button to validate all your choices.

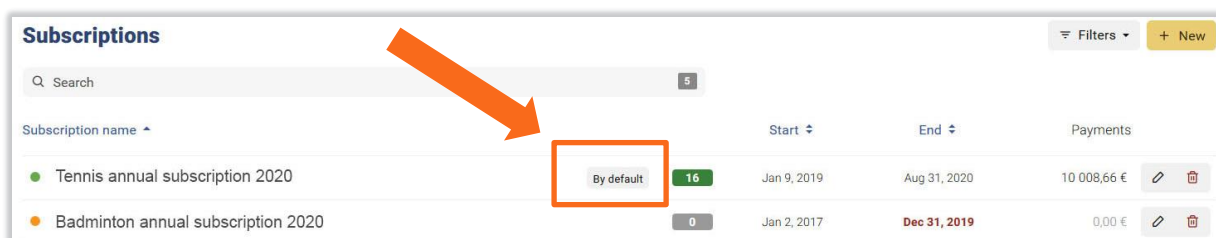
The profile and subscription chosen by default will be indicated by a **"Default"** dot in the displayed lists of the menus [USERS>PERMISSIONS> Profiles & roles](#) et [USERS>PERMISSIONS> Subscriptions](#). By clicking on these buttons, you can directly access the **"Default advanced settings"** menu.



**Profiles & roles** Help New profile

Search 4

Administrator	4		
Member	By default	13	



**Subscriptions** Filters New

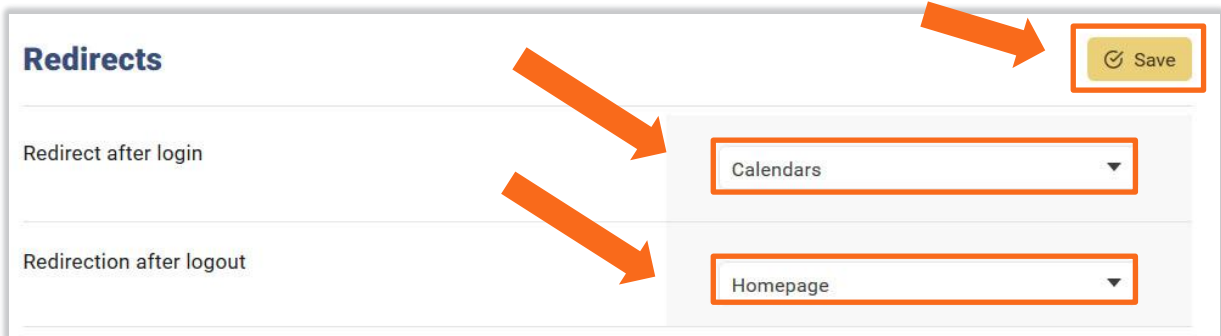
Search 5

Subscription name	Start	End	Payments
Tennis annual subscription 2020	By default	16	Jan 9, 2019 Aug 31, 2020 10 008,66 €
Badminton annual subscription 2020	0	Jan 2, 2017 Dec 31, 2019	0,00 €



## WEBSITE & COMMUNICATION>REDIRECTS

Customize user login and logout redirections.



The screenshot shows the 'Redirects' configuration page. It has two main sections: 'Redirect after login' and 'Redirection after logout'. Each section has a dropdown menu. The 'Redirect after login' dropdown is set to 'Calendars', and the 'Redirection after logout' dropdown is set to 'Homepage'. A 'Save' button is located at the top right. Three orange arrows point to the dropdown menus and the 'Save' button.

By default, users are redirected to the calendars after logging in and to the homepage when logging out.

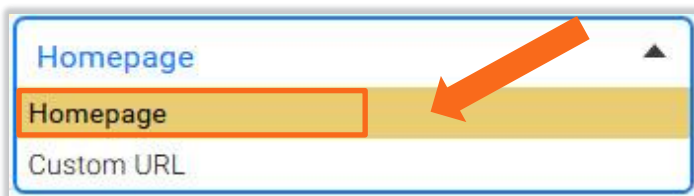
**NOTE :** if the public kiosk mode is active, the user will always be redirected to it on logout, the value of the redirection after logout will be ignored.

Choose redirection after login by clicking on a line in the dropdown list.



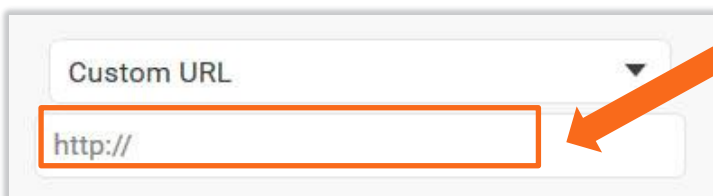
The screenshot shows a dropdown menu titled 'Calendars'. It contains three options: 'Calendars', 'Homepage', and 'My account'. The 'Calendars' option is highlighted with a yellow background. An orange arrow points to the 'Calendars' option.

Similarly, choose redirection after logout.



The screenshot shows a dropdown menu titled 'Homepage'. It contains two options: 'Homepage' and 'Custom URL'. The 'Homepage' option is highlighted with a yellow background. An orange arrow points to the 'Homepage' option.

To redirect to a custom URL, copy it or type it in the box provided.



The screenshot shows a 'Custom URL' input field. It has a dropdown menu set to 'Custom URL' and a text box below it. The text box contains 'http://'. An orange arrow points to the text box.

Finally click on the **"Save"** button.



## WEBSITE & COMMUNICATION>LOGIN FORM

If your club has one, include a login form on your website to allow your members to login directly.

**First step:** configure your form.

**Login form for your website**

Step 1 - Setup & overview

Form theme  
The default trim (light grey)

Button colour  
Default (orange-yellow)

☒ View the club logo and name  
☐ Open in new window ⓘ

**Tennis Club Démonstration**

Login ID \*

Password \*

☐ Stay connected

→ Login

Forgot your Password?

Customize the look of your form by choosing a trim from the drop-down list.

The default trim (light grey)

The default trim (light grey)

No trim for light backgrounds

No trim for dark backgrounds

Likewise, choose the color of the **"Login"** button.

Default (orange-yellow)

Default (orange-yellow)

Neutral (grey)

Red

Green

Blue

View or not view the logo and name of your club and choose whether or not to open the form in a new window by ticking/unticking the options.

**NOTE:** when you choose a trim or a button color, you can directly view the form preview.



**Example of an overview corresponding to the selected options:**

The screenshot displays a configuration interface for a login form. On the left, under 'Form theme', the option 'No trim for light backgrounds' is selected and highlighted with an orange box and an arrow. Below it, under 'Button colour', the option 'Red' is selected and highlighted with an orange box and an arrow. There are also checkboxes for 'View the club logo and name' (checked) and 'Open in new window' (unchecked). On the right, a preview of the login form is shown, enclosed in an orange border. The preview includes the club logo 'bj Tennis Club Demonstration', input fields for 'Login ID \*' and 'Password \*', a 'Stay connected' checkbox, a red 'Login' button, and a 'Forgot your Password?' link.

**Second step :** integrate the automatically generated HTML code on your site.

The screenshot shows a section titled 'Step 2 - HTML Code to copy and paste'. It contains a text area with the following HTML code: 

```
<iframe src="https://ballejaune.com/auth/form/club/18?theme=default&buttons=default&show_name=true&open_window=false" style="width: 100%; height: 340px; border: 0;"></iframe>
```

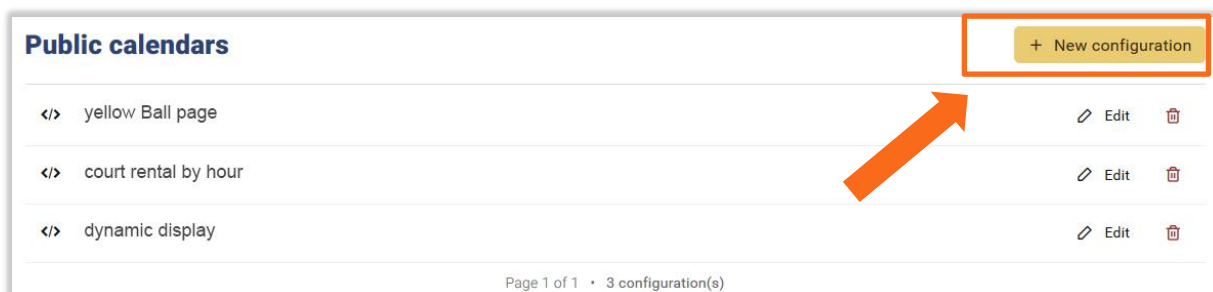
 The code is highlighted with an orange box, and an orange arrow points from the bottom left towards the code area.

Select the HTML code to be integrated by clicking in the field and copy/paste it to the chosen location on your website (in HTML mode).



## WEBSITE & COMMUNICATION>PUBLIC CALENDARS

If your club has one, include the calendars on your website. Users will be able to view the calendars directly without logging in.



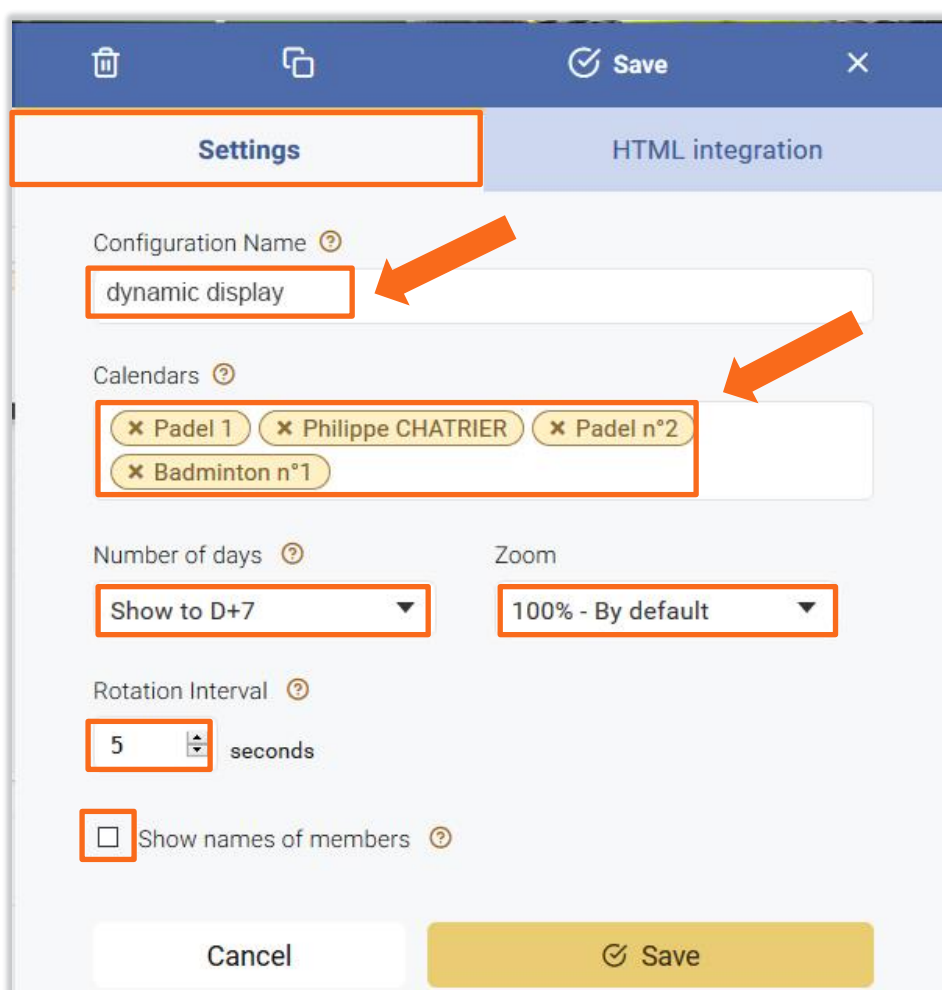
The screenshot shows a table titled "Public calendars" with three rows of configurations. Each row has a code icon, a name, and edit/delete buttons. A red box highlights the "+ New configuration" button in the top right corner. A red arrow points from the "dynamic display" row towards the "New configuration" button.

Code	Configuration Name	Actions
</>	yellow Ball page	Edit Delete
</>	court rental by hour	Edit Delete
</>	dynamic display	Edit Delete

Page 1 of 1 • 3 configuration(s)

Define the items you want to display by clicking on the **"New configuration"** button.

In the **"Settings"** tab, give your display a name.



The screenshot shows the "Settings" tab for a public calendar configuration. The "Configuration Name" field is set to "dynamic display". The "Calendars" section shows four selected items: "Padel 1", "Philippe CHATRIER", "Padel n°2", and "Badminton n°1". The "Number of days" is set to "Show to D+7" and the "Zoom" is set to "100% - By default". The "Rotation Interval" is set to "5 seconds". The "Show names of members" checkbox is unchecked. The "Save" button is highlighted in yellow.

**Settings** | HTML integration

Configuration Name <sup>?</sup>  
dynamic display

Calendars <sup>?</sup>  
x Padel 1 x Philippe CHATRIER x Padel n°2  
x Badminton n°1

Number of days <sup>?</sup> Zoom  
Show to D+7 100% - By default

Rotation Interval <sup>?</sup>  
5 seconds

☐ Show names of members <sup>?</sup>

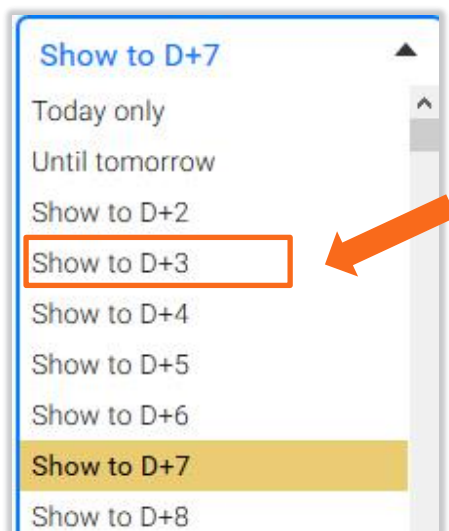
Cancel Save



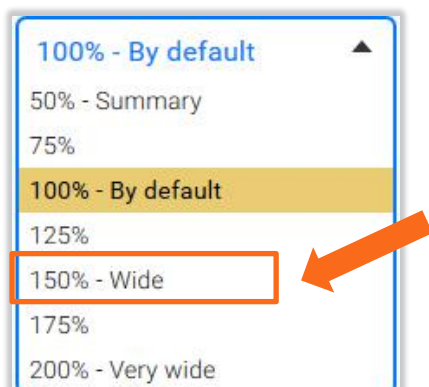
Select the calendars to be displayed by clicking on the corresponding box and then choosing them from the drop-down list.



Set the number of days to be displayed on the calendar by choosing it from the drop-down list.



Set the zoom value by choosing it from the dropdown list.



The rotation interval allows you to display all schedules in a loop if their number is too high to appear all at once in the block. The minimum value of the period is set to 5 seconds. Modify the value by clicking on the arrows or by typing it directly.

To keep their anonymity (your schedules displayed on your site are public), untick the box **"Show names of members"**.

In the **"Integration"** tab, select the HTML code to be integrated by clicking in the area and copy/paste it to the chosen location on your website (in HTML mode).

Settings HTML integration

This configuration is ready to be displayed on your BalleJaune homepage ! Go to **Administration > Communication > Homepage > Add a block**.

Preview a configuration

**</> HTML code to copy/paste on the club website**

To integrate this configuration into your website, click in the box below to select the HTML code. Then copy / paste it to the desired location on your website.

```
<iframe src="https://ballejaune.com/plannings-integrated?id=477&key=f21c28313382174a3a783d9a057630bfbb05356909c8c6b80408c495f79330cd52e9f2f8b15145a9#date=0" style="width: 100%; height: 560px; border: 0;"></iframe>
```

Cancel Save

The section in green concerns the integration of the calendar on a block on the homepage. You can find it in **WEBSITE & COMMUNICATION>Homepage Customization of your homepage Add a block >Public calendars**.







You can delete or duplicate a configuration directly by clicking on the corresponding pictograms in the upper banner.

Finally, click on the **"Save"** button.

**View** the list of your configurations and **manage** them.



**Edit** a configuration,



**delete** a configuration



by clicking on the corresponding pictograms.



## PARTNERS/SPONSORS

Give visibility to your partners/sponsors among your users.

Yellow Ball offers you 4 solutions:

- **Banner on the homepage:** place the logos of your sponsors/partners directly on the banner in [WEBSITE & COMMUNICATION>Homepage Composition](#)

- **Calendars :** place the logos directly on your calendars in

[SETTINGS>Calendar configuration](#)

- **Block on the homepage** to be personalised with logos, business cards, ... in

[WEBSITE & COMMUNICATION>Customization of your homepage](#)

- **Message after login :**

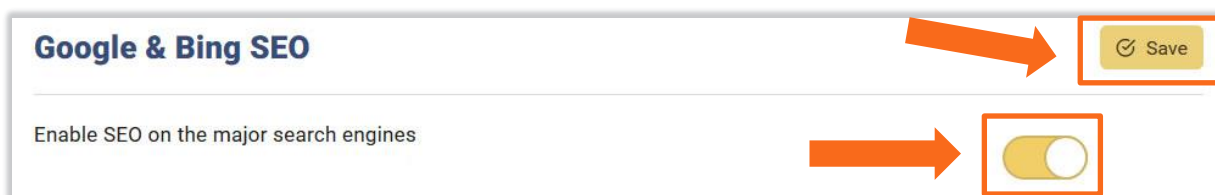
[WEBSITE & COMMUNICATION>Message after login](#)

In all 4 solutions, you can easily add links to your partners' sites.



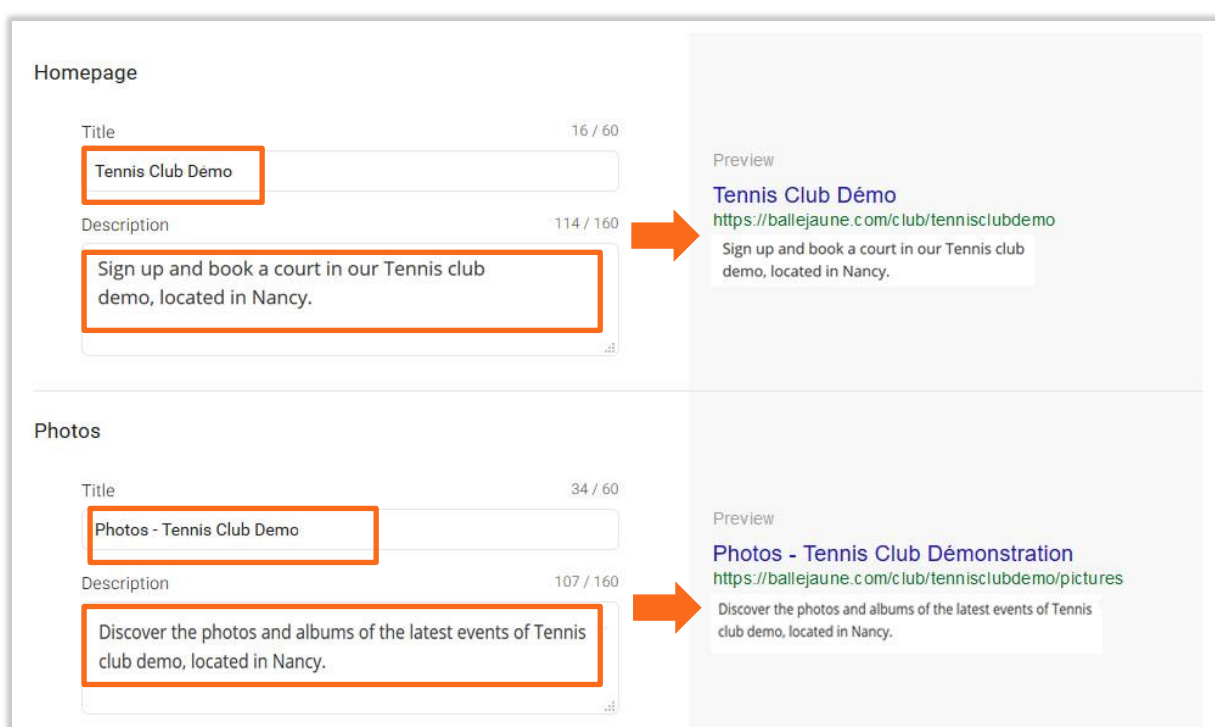
## WEBSITE & COMMUNICATION > GOOGLE & BING SEO

Enable the SEO on the main search engines (Google, Bing, ...).



Click on the activation button.

Customize the results as they will appear in the search engines.



**Contact form**

Title 35 / 60  
Contact - Tennis Club Demo

Description 145 / 160  
Do you have a question? Contact us to reserve a court in our Tennis club demo, located in Nancy.

Preview  
**Contact - Tennis Club Démonstration**  
<https://ballejaune.com/c lub/tennisclubdemo/c contact>  
Do you have a question? Contact us to reserve a court in our Tennis club demo, located in Nancy.

**Online Registration Form**

Title 48 / 60  
Online Registration - Tennis Club Demo

Description 120 / 160  
If you want to play tennis in Nancy, sign up for the Tennis club demo and book a court with your friends.

Preview  
**- Tennis Club**  
**Démonstration**  
<https://ballejaune.com/inscription/tennisclubdemo>  
If you want to play tennis in Nancy, sign up for the Tennis club demo and book a court with your friends.

Keywords  
tennis, nancy, 54000, sport, club

Finally, enter up to 20 keywords representing your club (tennis, padel, sport, ...) in the dedicated area.

Validate your settings by clicking on the **"Save"** button.



## SETTINGS > ACTIVITY REPORTS

Receive regularly summary reports of your club's activities by e-mail ( logins, bookings,...).

Activate the corresponding button if you wish to receive activity reports and indicate up to 4 e-mail addresses that will receive these reports.

The screenshot shows the 'Activity reports' settings interface. It includes a title 'Activity reports', a section 'Enable activity reports by e-mail' with a toggle switch, an 'Email Addresses' input field containing 'simon@ballejaune.net' and 'philippe@ballejaune.net', and three sections for report frequency: 'Daily reports', 'Weekly reports', and 'Monthly reports', each with a toggle switch. Orange arrows highlight the 'Save' button, the main toggle, the email input field, and each of the three frequency toggles.

Choose the frequency of the reports by activating the corresponding button(s):

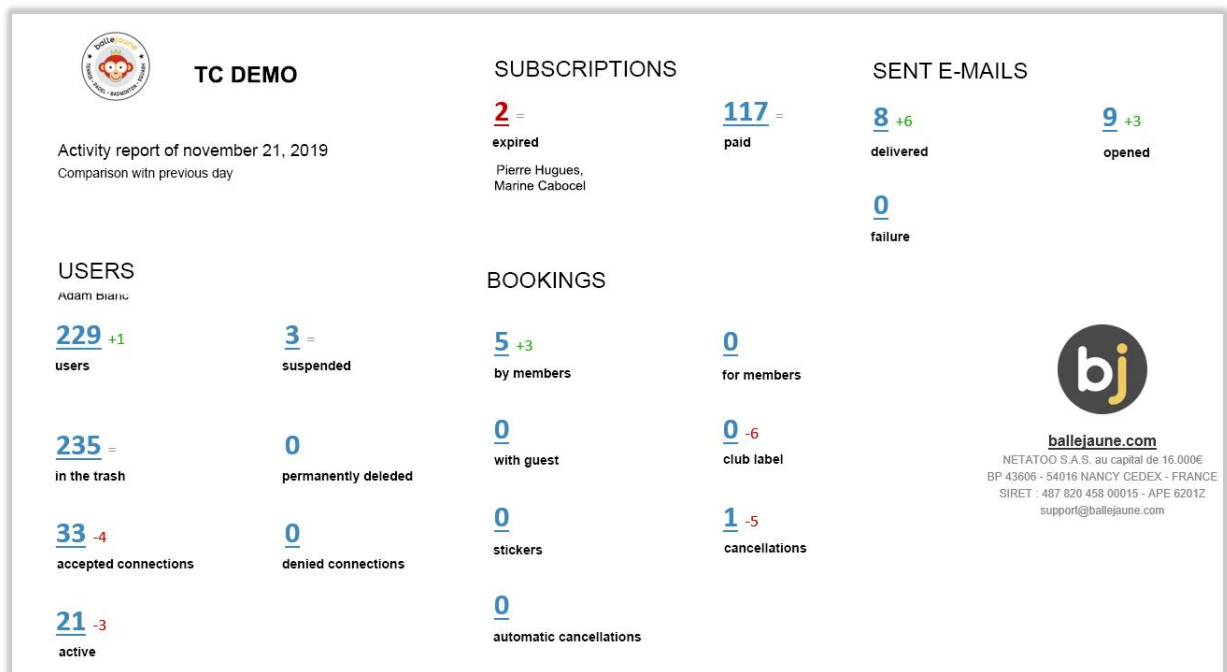
- **Daily** : every morning you receive a summary of the previous day's activities,
- **Weekly** : every Monday morning, you receive a summary of the activities of the past week,
- **Monthly** : every 1st day of each month, you receive a summary of the activities of the past month.

**NOTE** : you can activate several reports.

Validate your choices by clicking on the "**Save**" button.



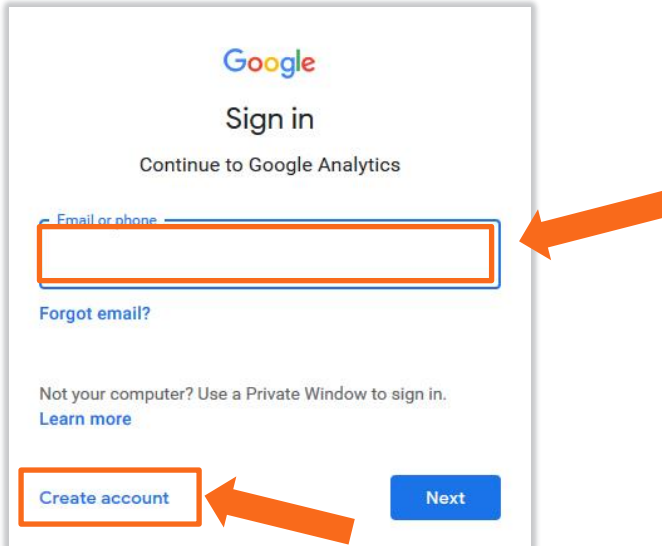
## Example of a daily activity report :



## WEBSITE & COMMUNICATION>GOOGLE ANALYTICS

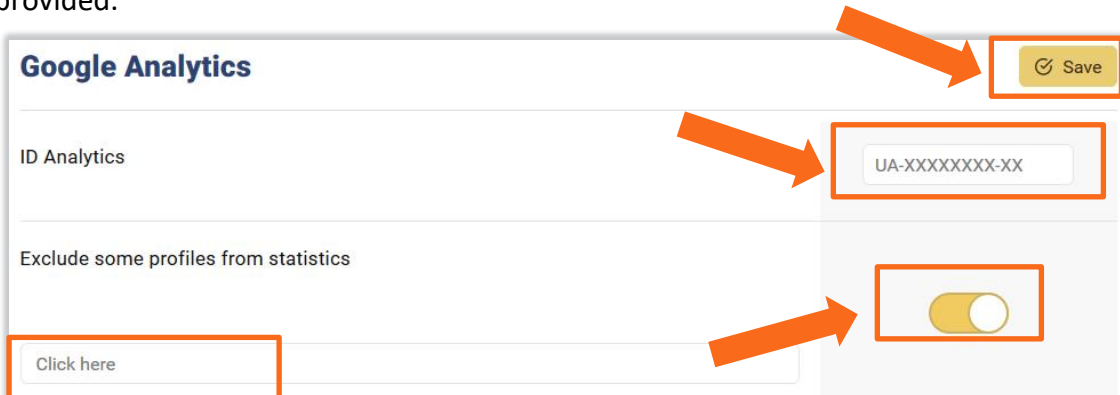
Get detailed statistics (number of visits, number of page views, real-time dashboard, ...) thanks to the **GOOGLE ANALYTICS** service.

Goto the page <https://www.google.com/analytics>.



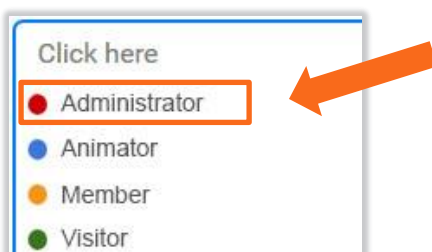
The image shows the Google Analytics sign-in page. At the top is the Google logo, followed by 'Sign in' and 'Continue to Google Analytics'. Below this is a text input field labeled 'Email or phone' with an orange border and an orange arrow pointing to it. Underneath the field are links for 'Forgot email?' and 'Not your computer? Use a Private Window to sign in. Learn more'. At the bottom left is a 'Create account' button with an orange border and an orange arrow pointing to it. At the bottom right is a blue 'Next' button.

If you have a Google / Gmail account, sign in, otherwise create an account by following the instructions. Fill in the username obtained (starting with the letters "UA") in the field provided.



The image shows the Google Analytics ID configuration screen. At the top left is the 'Google Analytics' logo. Below it is the 'ID Analytics' section. On the right side, there is a 'Save' button with a checkmark icon and an orange arrow pointing to it. Below the 'Save' button is a text input field containing 'UA-XXXXXXXX-XX' with an orange border and an orange arrow pointing to it. Below this field is a toggle switch with an orange border and an orange arrow pointing to it. At the bottom left, there is a 'Click here' button with an orange border and an orange arrow pointing to it.

Choose to exclude certain profiles by activating the corresponding button and select the profile(s) to be excluded by clicking in the drop-down list (to avoid distorting statistics with administrator visits for example).



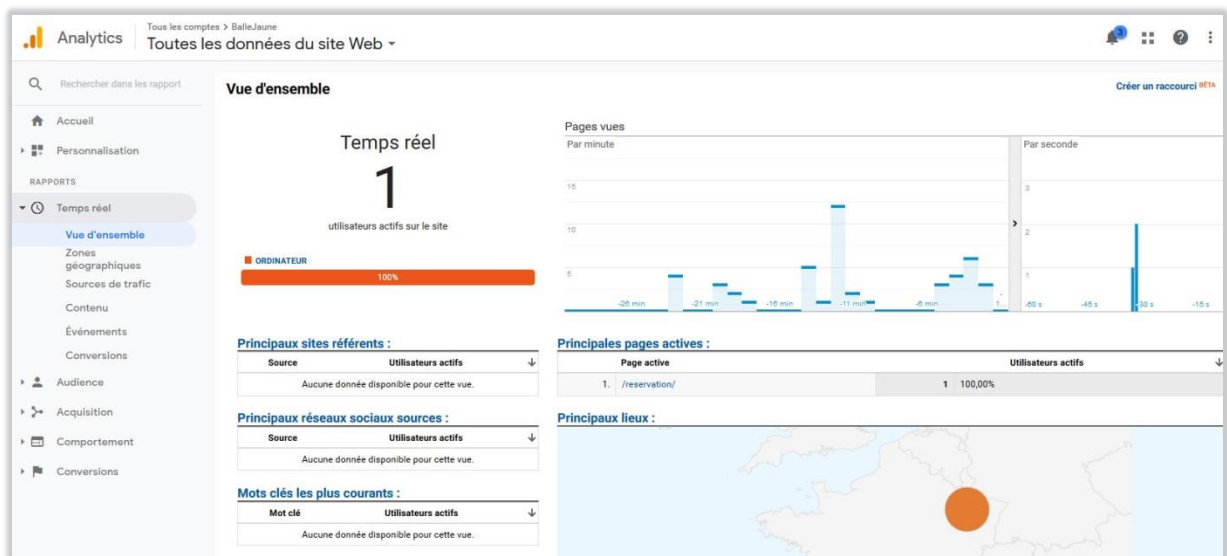
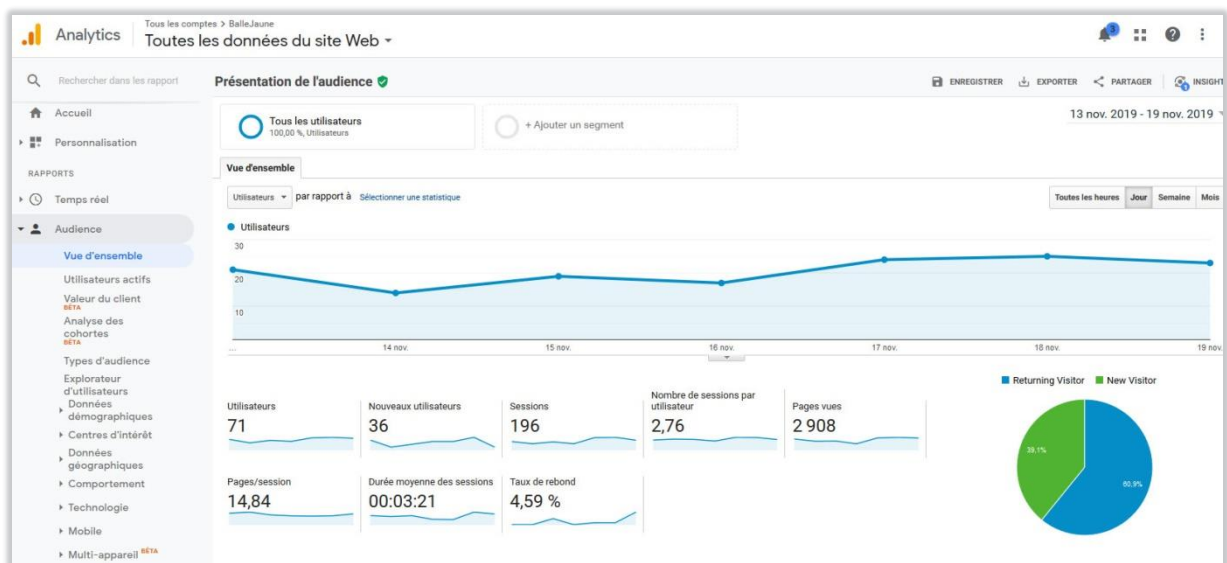
The image shows a dropdown menu for 'Exclude some profiles from statistics'. The dropdown is open, showing a list of profile types: 'Administrator' (selected with a red dot and an orange border and an orange arrow pointing to it), 'Animator' (blue dot), 'Member' (yellow dot), and 'Visitor' (green dot).



Finally, click on the **"Save"** button to start collecting your statistics.

**NOTE :** to verify that the configuration is correct, open Google Analytics in another window, open the "Realtime" menu and click "Overview". Perform a few actions on Yellow Ball and verify that the statistics are changed.

### Examples of statistics obtained:





## SETTINGS > KIOSK MODE > CONFIGURE THE KIOSK MODE

Activate kiosk mode on your computer or club kiosk. Your homepage will be replaced by the reservation calendars with a login form.

**NOTE :** *you can enable kiosk mode on several different computers.*

Switch to kiosk mode by clicking on the **"Enable"** button.

**Kiosk mode**

Kiosk mode status  
× Disabled on this computer

Permanent URL for activation  
<https://ballejaune.com/kiosk-boot/18/eda9de104f2f30cdd75b061fb0c55df7>

Save

Enable

To prevent deactivation of the Kiosk mode when your Kiosk is switched off, set the specified address (permanent activation URL) as the start page in the web browser settings.

**NOTE :** *you must activate kiosk mode at least once to get the permanent activation URL.*

Set the duration of a session by clicking on the arrows or by typing a number directly: at the end of this time, the session will expire automatically if the user has forgotten to log out.

Or log out automatically after validation of the reservation.

Session length

5 minutes

Logout after booking

Number of days

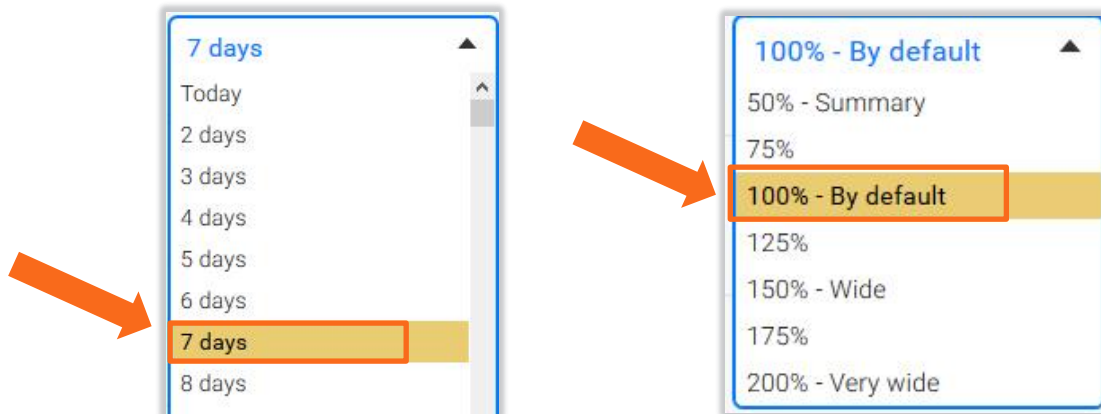
7 days

Zoom

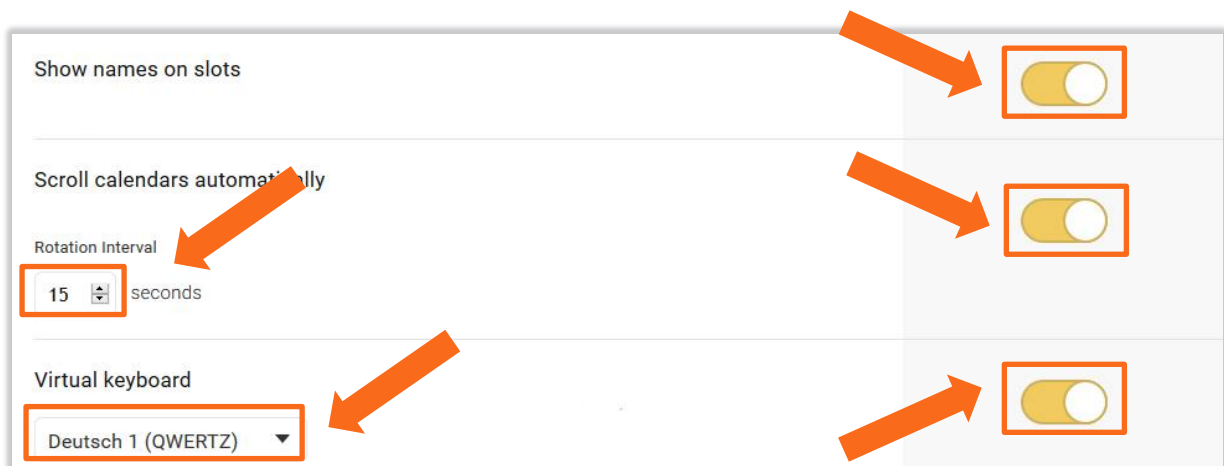
100% - By default



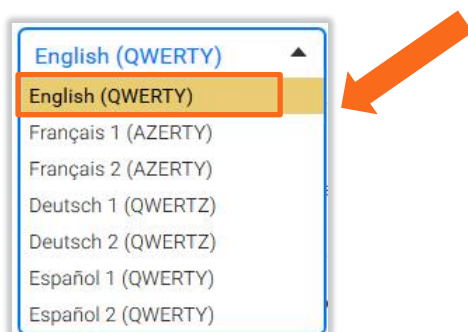
Choose in the drop-down lists the period of navigation in the calendars and the value of your zoom by clicking on the corresponding value.



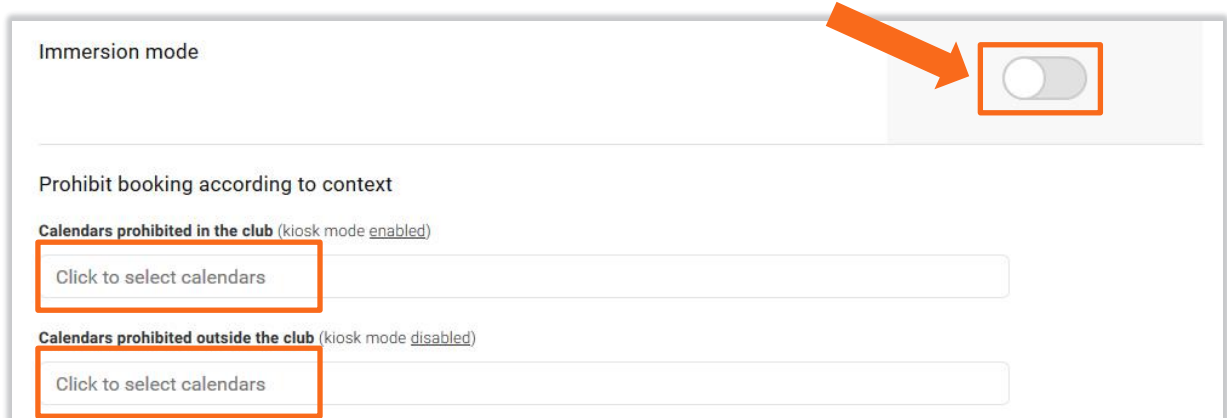
Display the user names on the reserved slots by activating the corresponding button. If all your calendars aren't displayed on the screen, scroll automatically by activating the corresponding button and setting the scrolling period either by typing the number directly or by clicking on the arrows.



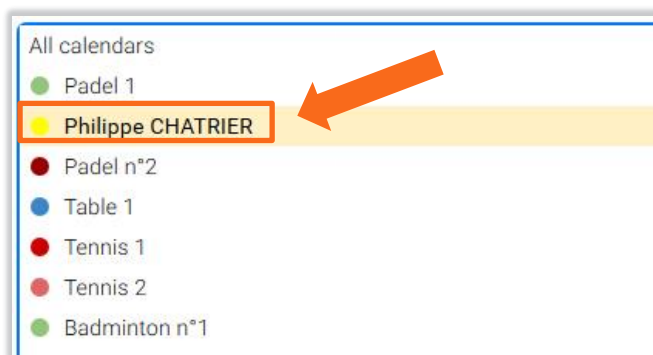
If you do not wish to use a keyboard on the computer or kiosk or if you have a touch screen, activate a virtual keyboard that will be automatically displayed on connection by clicking on the corresponding button and choosing the type corresponding to your language from the drop-down list.



Switch to immersion mode by activating the corresponding button. This mode only allows the reservation by deactivating all the tabs (reception, messaging, etc...).



Forbid the reservation according to the context by choosing in the dropdown list which courts are bookable on kiosk at the club or from the web outside the club.

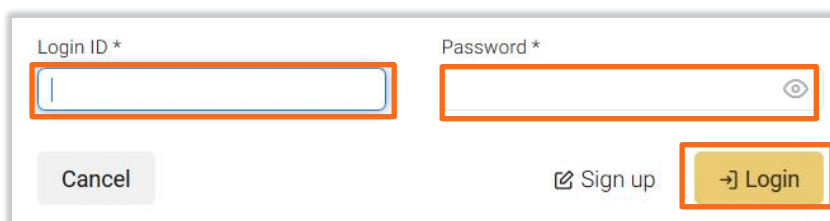


Finally, validate your choices by clicking on the **"Save"** button.

When a user wants to make a book on the kiosk, he will have to click on the **"Login"** button in the upper part of the screen.



He will then have to fill in his username and password and click on the **"Login"** button to access the calendars and to book.



## SETTINGS >KIOSK MODE>KIOSK PRESENCE-CHECKING

Make sure that each reservation is honoured by requiring the user to indicate his presence on the computer or the club's kiosk. The user must then log in to their account and respond to the prompt to check their reservation and then log out, or continue their visit.

**NOTE :** *the kiosk mode must be activated.*

**NOTE :** *in the case of a reservation with several users, only one user has to check in.*

Activate the checking on kiosk by clicking on the corresponding button and select the calendars on which to check in the dropdown list.

The screenshot shows the 'Enable kiosk presence-checking' settings. It includes a toggle switch, a dropdown menu for selecting calendars, and two input fields for delays before and after the slot. Orange arrows highlight the 'All calendars' button, the toggle switch, the '30' value in the 'Delay before the start of the slot' field, the '15' value in the 'Delay after the start of the slot' field, and the 'Philippe CHATRIER' calendar in the dropdown list.

Enable kiosk presence-checking

✕ All calendars

Delay before the start of the slot

30 minutes before

Delay after the start of the slot

15 minutes after

All calendars

- Padel 1
- Philippe CHATRIER
- Padel n°2
- Table 1
- Tennis 1
- Tennis 2
- Badminton n°1

Indicate delays before and after the start of the slot to allow the user to clock in and out by clicking on the arrows or typing a number directly.



To prevent users from logging in to check in, enable presence-checking without logging in by clicking the corresponding button.

**NOTE :** attention, a user will be able to point his reservation but also that of the others!

Presence-checking without log in

Cancel reservations automatically

Temporary suspension of the account if non-presence-checked

Duration of suspension 2 days

Automatically cancel reservations not checked in the defined times (before and after) by activating the corresponding button.

Suspend the user who doesn't check in the allowed time by activating the corresponding button and then set the duration of the suspension by clicking on the arrows or by typing the number directly. The user will not be able to log in during this period.

When a user has made a reservation, he will receive an email confirming his reservation and asking him to check in when he arrives at the club.

Booking confirmation

COURT 6, Friday 29 november from 06:00 p.m. to 07:00 p.m.

Participant(s) :

Pierre ALBERT

Jack BERRY

**Cancellation conditions**

You can cancel your booking up to the last minute

**Confirm your presence**

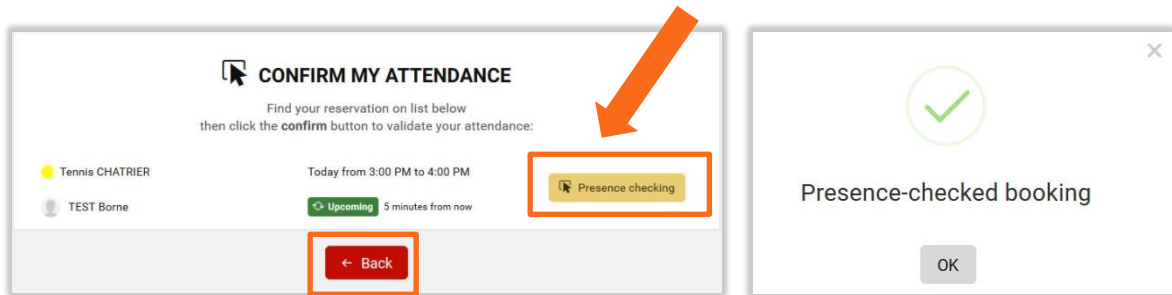
Upon arrival at the club, log in from the computer/kiosk to provided to check your booking (from 50 minutes before and up to 50 minutes after the start of the booking)



On the kiosk's screen, a **"Confirm"** icon will appear on which the user will have to click.



The user will then have to click on the **"Presence checking"** button to validate his presence, an acknowledgement will then be displayed.



He will then be able to leave YellowBall/OpenResa by clicking on the **"Back"** button.



## SETTINGS > ONLINE PAYMENT

OpenResa offers you 2 secure online payment solutions to sell reservation and/or invitation tickets (ticket system to be configured and pricing to be defined in [USERS>PERMISSIONS>Subscriptions Tickets and/or Guests Tab](#)).

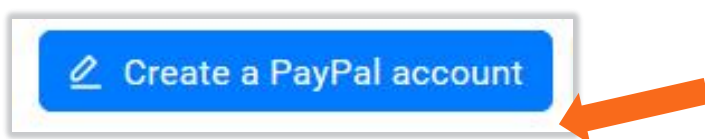
**NOTE :** Yellow Ball/Open Resa doesn't charge any commission on payments made.

### SETTINGS>ONLINE PAYMENT>PAYPAL

Visit the website <https://www.paypal.com/fr/home>

Rates: no set-up fee, commissions of 2.90% + 0.35€ per transaction.

The PayPal solution is ideal to get started, create an account for your organization by clicking on the **"Create a PayPal account"** button and follow the detailed setup instructions.



Configure your account in Yellow Ball/Open Resa by clicking on the **"Enable the PayPal module"** button, fill in the e-mail address of your account and the VAT rate to be applied before validating by clicking on the **"Save"** button.

A screenshot of the PayPal configuration interface. At the top right, there is a "Visit Website" link and a "Save" button. Below this, the "Enable the PayPal module" section contains a toggle switch. The "PayPal account email address" section has a text input field containing "simon@ballejaune.net". The "VAT" section has a numeric input field with "0" and a percentage sign. Orange arrows point to the "Save" button, the toggle switch, the email address field, and the VAT input field.

SETTINGS>ONLINE PAYMENT>VERIFONE (EX PAYBOX)

Visit the website <https://www1.paybox.com/our-products-and-services/?lang=en>

Rates: set-up fee of €290 (excl. VAT) then a monthly subscription of €25 (excl. VAT) including 100 transactions and a fixed commission of 0.085 (excl. VAT) for each additional transaction.



Follow the registration procedure detailed on the page.

Then click on the **"Activate the Verifone module"** button and then on the **"Save"** button.





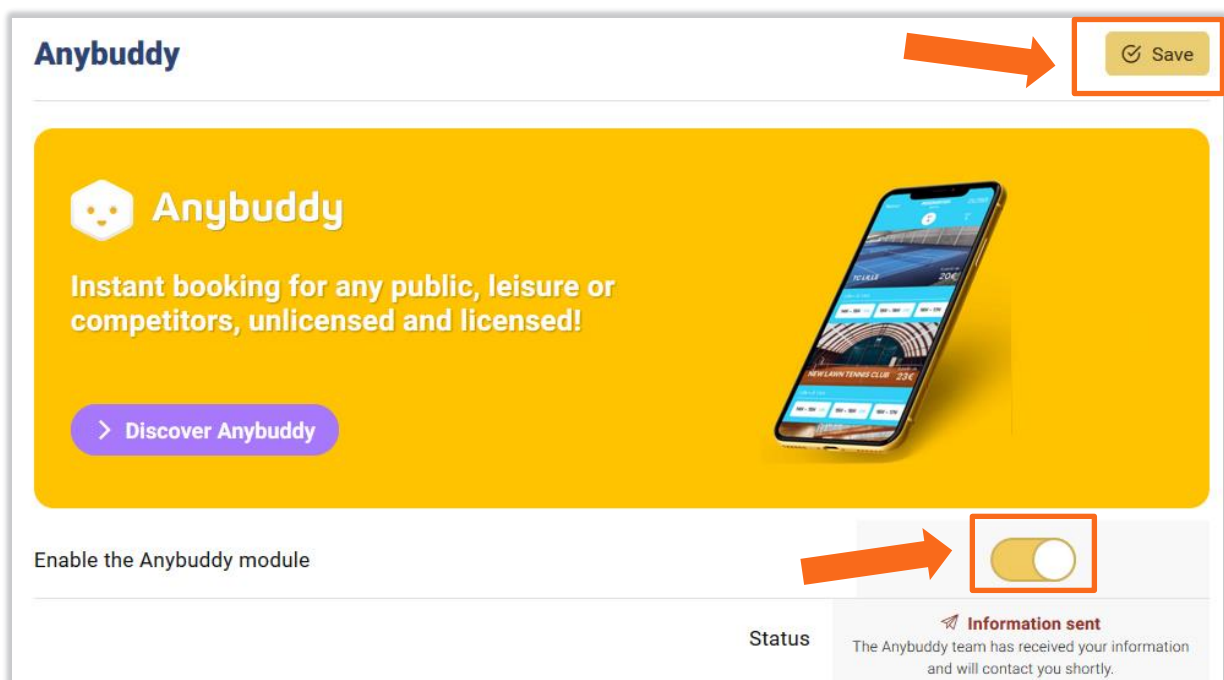
## SETTINGS > ANYBUDDY

Open your courts for outdoor rental to licensed and unlicensed players in less frequented slots: users geolocate on the Anybuddy application and find a club that offers a court for rental on a certain day and at a certain time.

They pay on the Anybuddy platform which transfers the money to your club within 24/48 hours, deducted from a 20% commission.

The players and your club are insured.

If you don't have a permanent office, Anybuddy provides you with a secure box for badge or key that users will be able to open thanks to a code that they will have received.



Activate the Anybuddy module by clicking on the corresponding button, Anybuddy will contact you.



Fill in your club's contact information: Name, address, manager's contact information and bank details.

Club name  
Tennis Club Demonstration

Bank details (RIB / IBAN)  
FRXXXXXXXX

Mailing address of the club  
23 rue français  
54000 NANCY

Short description of the club (optional)  
Nancy's finest club

Long description of the club (optional)  
In a place planted with trees, discover the coolest club in Nancy.

Contact details of the person in charge  
Simon MARTINS  
simon@ballejaune.net  
+33 6 49 01 32 80

Equipment (optional)  
x Bar x Shop x Bus line x Club-House  
x Beverage dispenser x Showers x Lighting  
x Restoration x Terrace x Toilets x Parking  
x Changing rooms x Wi-Fi

Describe your club and its equipments (optional).



Choose courts by activating the corresponding button, upload an image and describe your court.

The screenshot shows a configuration interface for a court. On the left, under 'Padel 1', there is a yellow dot next to 'Philippe CHATRIER'. Below this, a dropdown menu is set to 'Inside / indoors' and a text box contains 'Moquette'. Further down, a time slot is set from '8:00 AM' to '12:00 PM', and days of the week are indicated by circles: M (yellow), T (grey), W (grey), T (grey), F (grey), S (yellow), S (yellow). Below the days, the price is set to '15' € per slot of '60' mn. At the bottom, there is a button labeled '+ Add a price'. On the right side, there are two occupancy rate sliders: '0.5%' and '0.8%'. Below these, there is a toggle switch (currently off) and a 'Choose image' button. An image of a red tennis court is shown below the button. Orange arrows point to the 'Philippe CHATRIER' text, the 'Inside / indoors' dropdown, the 'Moquette' text box, the 'Choose image' button, the 'Add a price' button, and the '0.8%' occupancy rate slider.

Choose slots by typing in the start and end times and activating or not activating the days open for booking.

This is a close-up of the slot selection interface. It shows the time slot from '8:00 AM' to '12:00 PM'. Below the time slot, the days of the week are indicated by circles: M (yellow), T (grey), W (grey), T (grey), F (grey), S (yellow), S (yellow). Below the days, the price is set to '15' € per slot of '60' mn. Orange arrows point to the 'From' label, the '8:00 AM' time box, the 'to' label, the '12:00 PM' time box, the 'M' day circle, the '15' price box, the '60' duration box, and the 'mn.' label.

Set a rental price and a slot duration by typing the number directly or by clicking on the arrows.

If you wish to set different rates for a court according to days or hours, click on the **"Add a price"** button and repeat the procedure.

Finally, validate your choices by clicking on the button **"Save"**.



## SETTINGS>ACCESS CONTROL & ENERGY MANAGEMENT

Yellow Ball offers several solutions to automate the management and access control of your facilities. To implement the chosen solution, click on the **"Activate"** button on the corresponding page, follow the procedure indicated and validate your setting by clicking on the **"Save"** button.

### **Yellow Ball PassPerso**

C'est It's the historical solution developed by Yellow Ball to manage opening the doors and controlling the lighting or heating.



Contact the Yellow Ball Holder to [request a quote](#).

### **Spartime FacilitAcces**

Allows to manage the opening of the doors at the time agreed by a alphanumeric or QR code access code.

For more information, [click here](#).



### **Bodet Software – Booky**

Allows you to manage the opening of doors by contactless access badge at the agreed time and to automate the triggering of the alarm, heating, lighting, ...

For more information, [click here](#).



### **Adviez – Advanced & Easy**

Allows you to manage the opening of doors by contactless access badge at the agreed time.

For more information, [click here](#).



### **Logidom**

Allows you to manage the opening of doors by contactless access badge at the agreed time.

For more information, [click here](#).



### **WIT**

Allows equipment to be controlled in terms of data energy (temperature, lighting,...).

For more information, [click here](#).





## THE YELLOW BALL MASCOT

The mascot is more than a fetish character: she often gives to the company an image by associating itself with its logo.

- Bob, the blue bear of Butagaz - Dogcow, the Macintosh developers' mascot
- Sajou, the mascot for Yellow Ball...

*The mascot is most often a being (an animal) or a thing serving as an emblem. or as a good-luck charm for a group of people, an institution or a company.*

### Why a monkey's head for the Yellow Ball mascot?

**Symbolic aspect:** for the ancient Egyptians, it was one of the twelve sacred animals associated with the twelve hours of day and night in addition to one of the aspects of Thoth with the Ibis.

**Astrological sign:** the monkey is one of the twelve animals illustrating the cycles of the zodiac linked to the Chinese calendar. We associate each of the animals of this zodiac to certain personality traits. He's the wisdom monkey.

**Martial arts :** the martial art of the monkey sees the animal as embodying the following qualities: dexterity, agility, cunning, suppleness. His techniques are unpredictable. His parries are acrobatic. His strikes are very short and very fast, in the vital points. The monkey's grimaces are imitated there. Also, it is used to stimulate the heart, working on amplitude and speed.

**Relationship with humans:** some monkeys of the genus Cebus SAJOU are trained to be able to help people with disabilities in their daily lives in their motor capacity and thus increase their autonomy.

The mascot chosen to represent Yellow Ball is a perfect symbol, by his skill, wisdom, agility, cunning, suppleness, strikes, 24-hour association, dedication to others, physical investment and the values we owe to him all worn in our racquet sports and sports in general.

### THE YELLOW BALL TEAM