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# ADMINISTRATOR GUIDE 1

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## BALLE JAUNE / OPEN RESA

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LUPINSKI Anne

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Welcome to the Administrator guide 1 of Open Resa, it's completed by the Administrator guide 2.

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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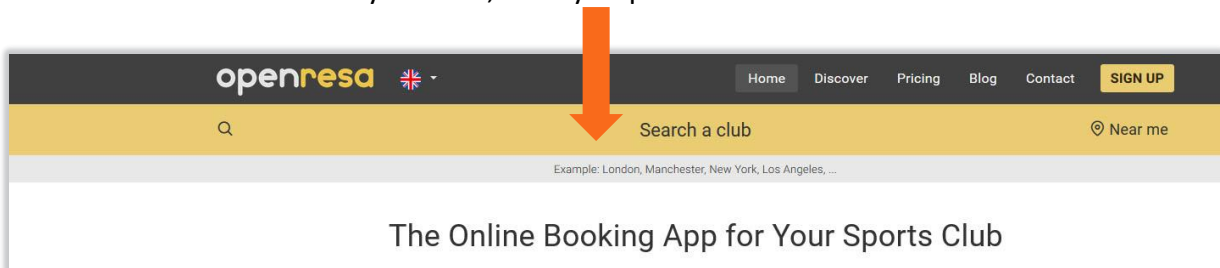
## SOFTWARE LAUNCH

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

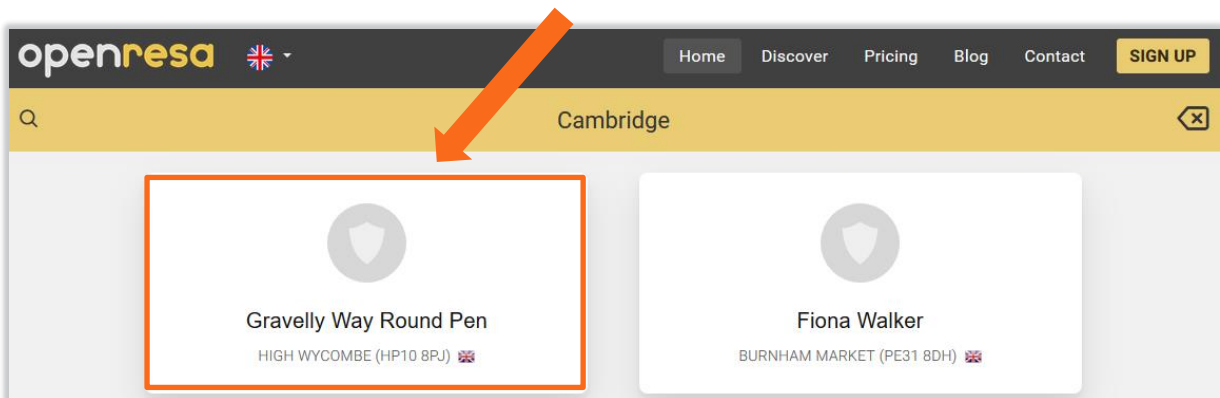
<https://openresa.com/club/clubname>

## SEARCH FOR YOUR CLUB

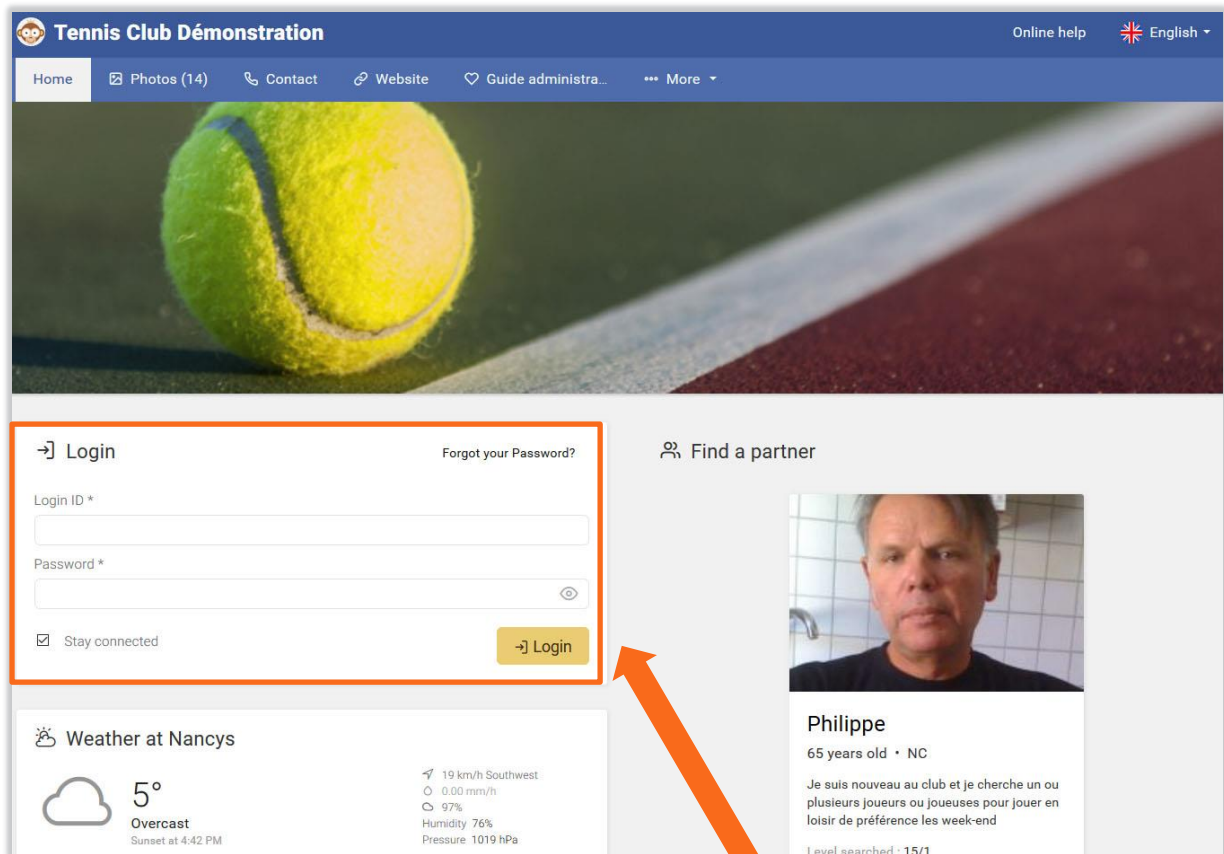
If you don't know the login address of your club, go to <https://openresa.com/en> and type in the search field the name of your club, its city or postal code.



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



## LOGIN ON THE HOMEPAGE

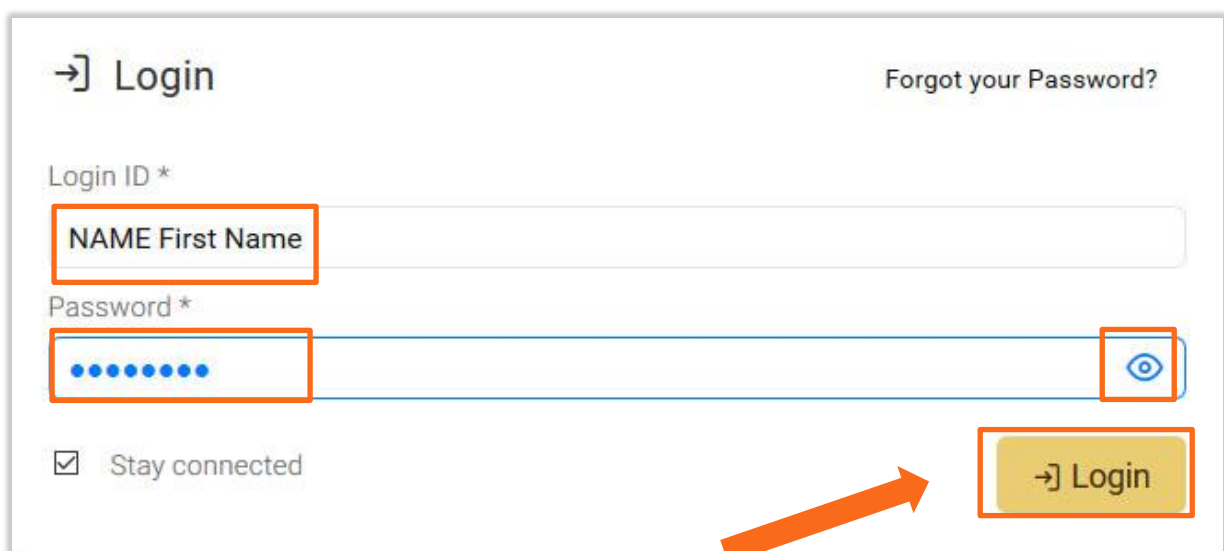


The screenshot shows the homepage of the Tennis Club Démonstration. The navigation bar includes links for Home, Photos (14), Contact, Website, Guide administra..., and More. The main content area features a large image of a tennis ball. Below the image, there is a login form on the left and a partner profile on the right. The login form is highlighted with an orange border and contains the following elements:

- Header: → Login, Forgot your Password?
- Form fields: Login ID \*, Password \*
- Checkbox:  Stay connected
- Button: → Login

The partner profile on the right is for Philippe, 65 years old, NC. It includes a photo and a bio: "Je suis nouveau au club et je cherche un ou plusieurs joueurs ou joueuses pour jouer en loisir de préférence les week-end".

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 input fields and the login button are highlighted with orange boxes. The form contains the following elements:

- Header: → Login, Forgot your Password?
- Form fields: Login ID \* (containing "NAME First Name"), Password \* (containing ".....")
- Checkbox:  Stay connected
- Button: → Login



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!54OR&". To the right of the input field is a small square button with a red "eye" icon, which is highlighted with an orange border.

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.

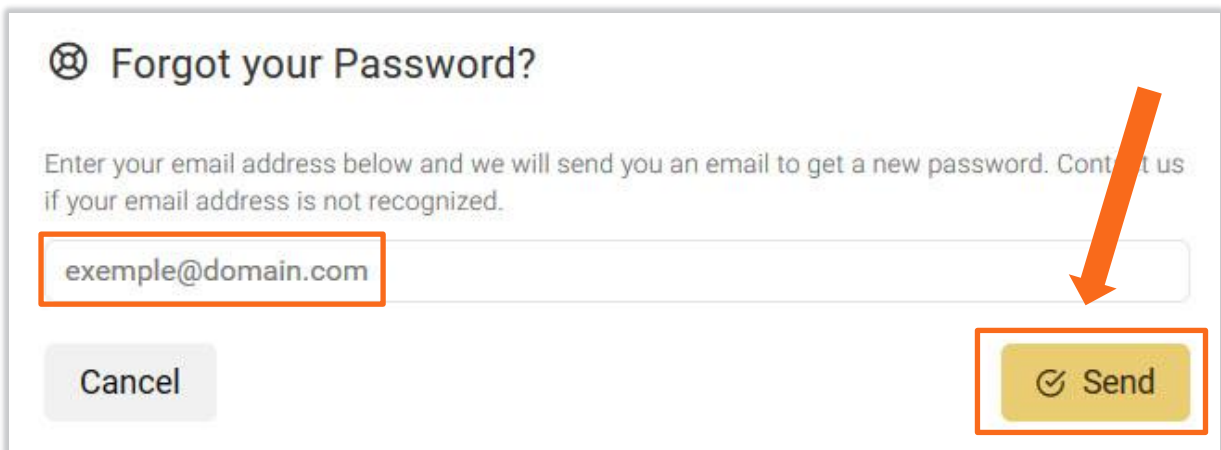
### FORGOT YOUR PASSWORD ?

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



A screenshot of a login form. On the left is a button labeled "Login" with a right-pointing arrow icon. On the right is a button labeled "Forgot your Password?" which is highlighted with an orange border. An orange arrow points from the text above down to this button.

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



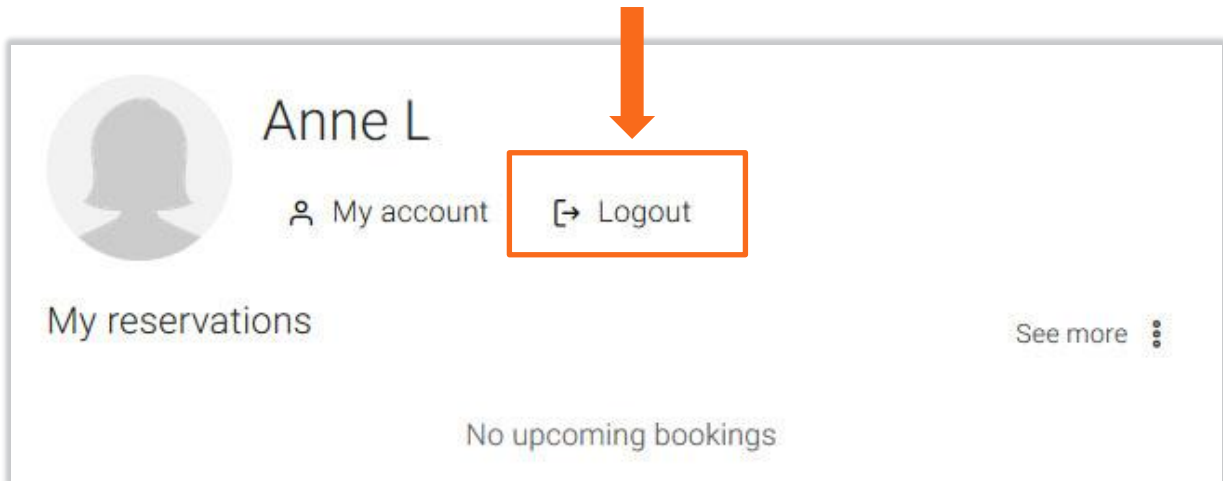
A screenshot of a dialog box titled "Forgot your Password?". Below the title is the text: "Enter your email address below and we will send you an email to get a new password. Contact us if your email address is not recognized." There is an input field containing "exemple@domain.com" which is highlighted with an orange border. At the bottom left is a "Cancel" button. At the bottom right is a yellow "Send" button with a checkmark icon, which is also highlighted with an orange border. An orange arrow points from the text above down to the "Send" button.

Then follow the instructions in the email you will receive.

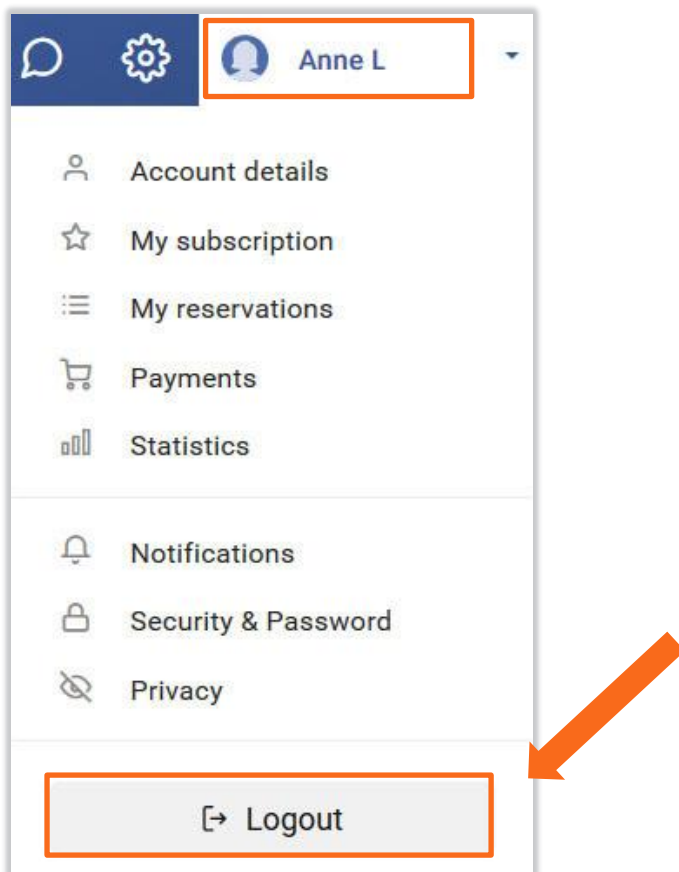


## LOGOUT

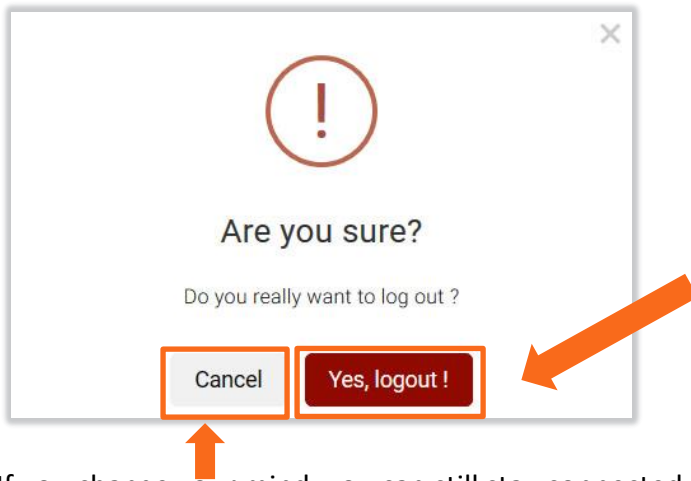
Log out either on the homepage by clicking on the **"Logout"** button,



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.



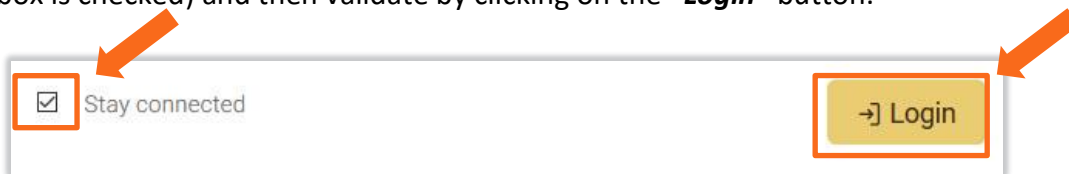
In any case, a message will ask you for confirmation, then click on the **"Yes, Logout!"** button.



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!*

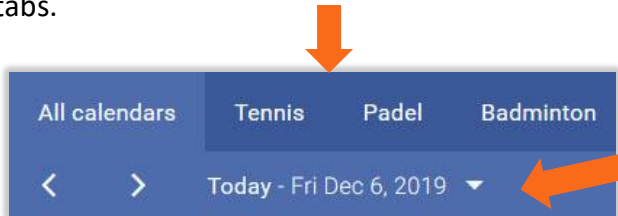




## UPPER BANNER

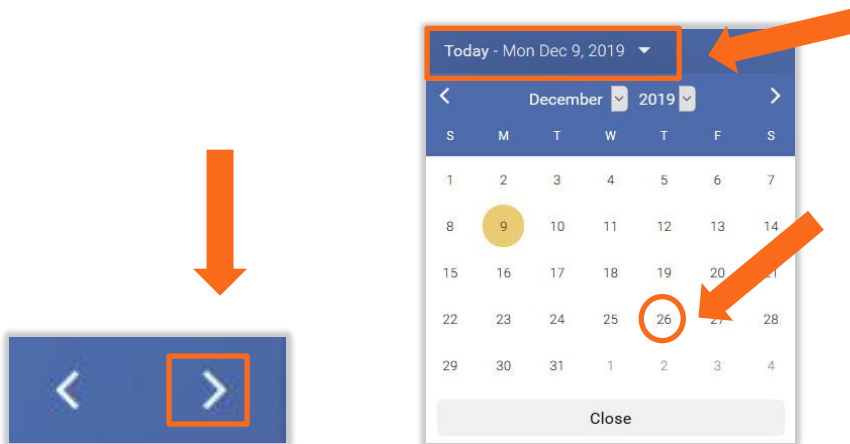
Once the connection is established, the calendar page is displayed (default page to be defined in [WEB SITE & COMMUNICATION>Redirections \(GUIDE 2\)](#)). Always present at the top of the site's pages, a colored banner allows you to navigate between all the features.

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

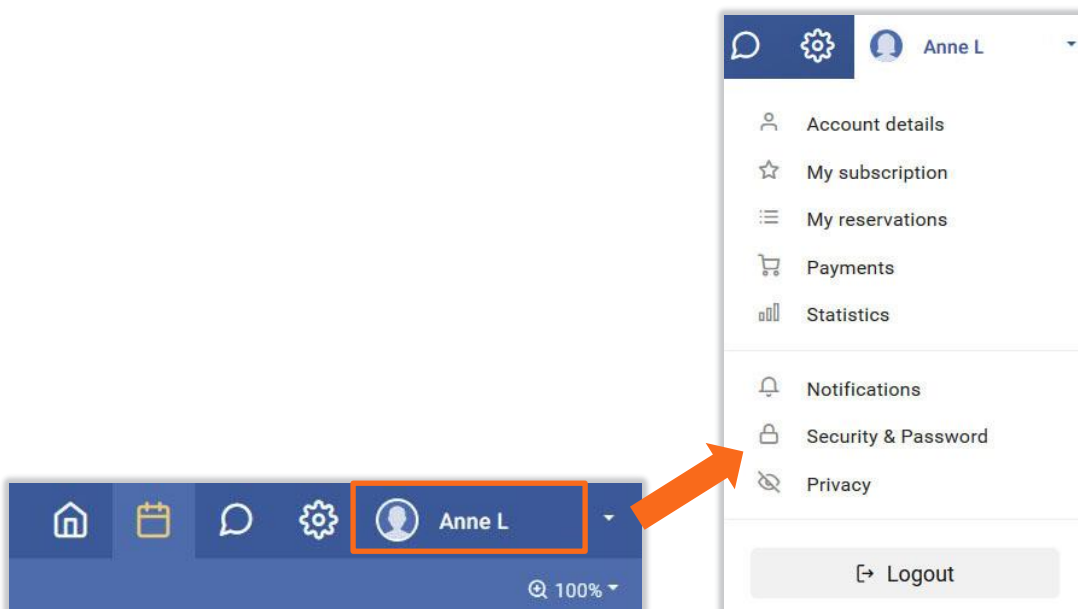


The current date is displayed by default.

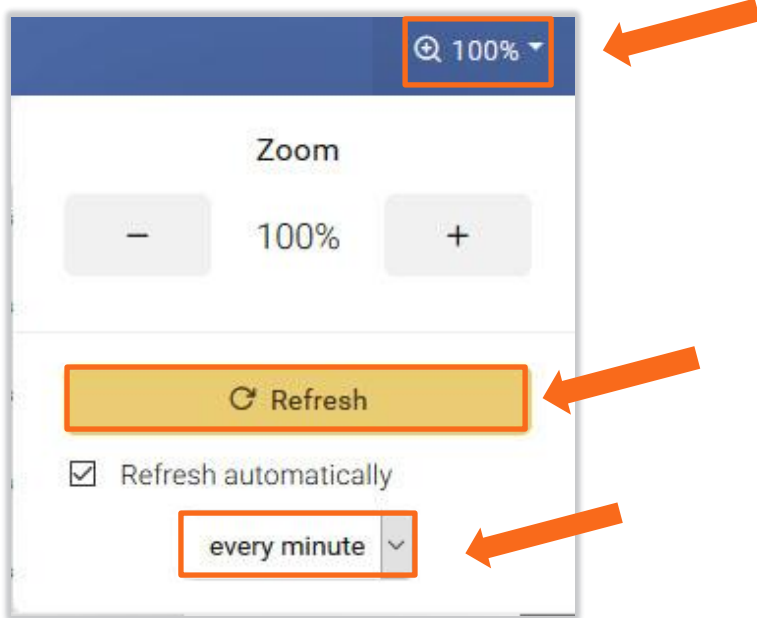
Navigate in the days by the arrows on the left (next day or previous day) or by directly choosing a date in the calendar that opens by clicking on the date selector.



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!

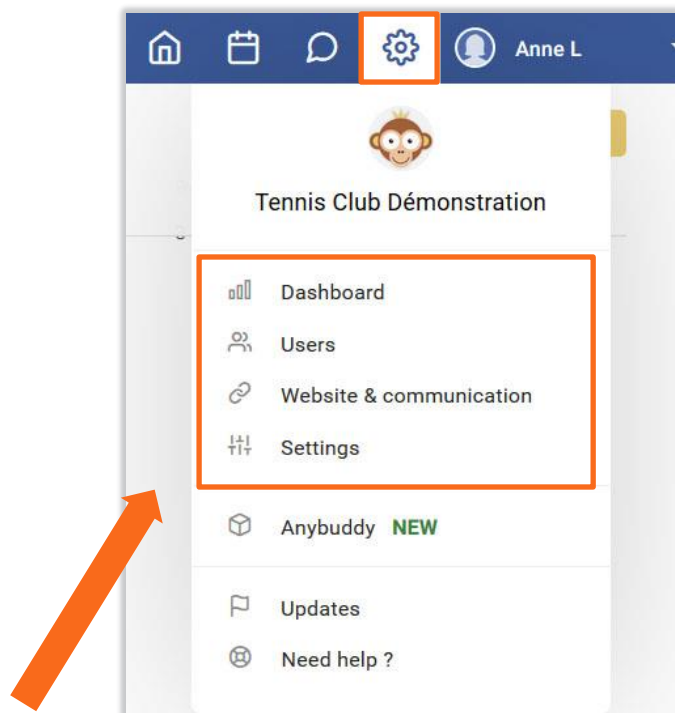
Access the different options by clicking on the pictograms in the upper banner.

	: 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.

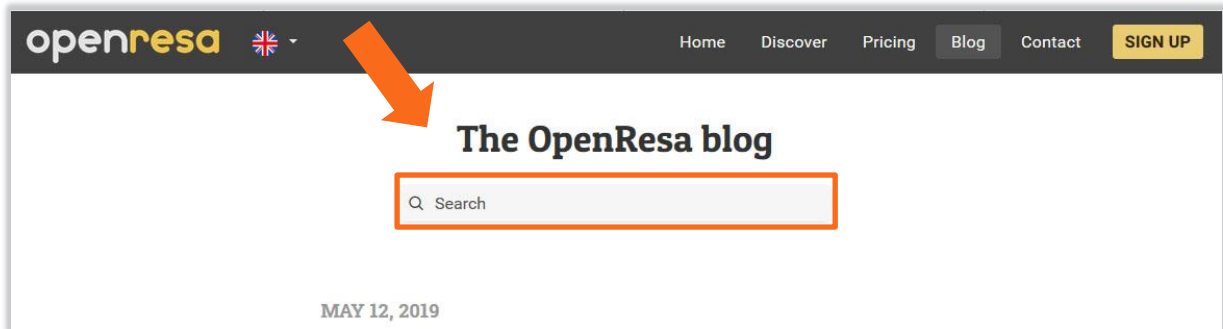


## In addition :

- **Anybuddy** : open slots for rent for people outside the club and not necessarily licensed.



- **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.

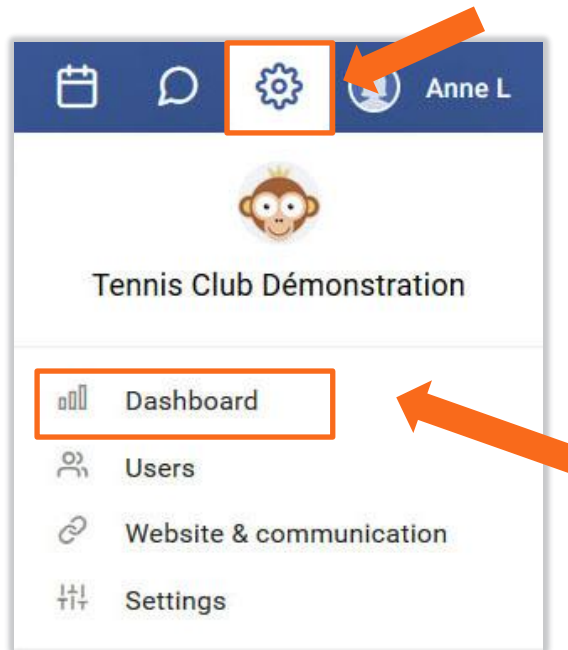
This block contains two screenshots related to the contact form. The left screenshot shows the "Questions? Problems? Suggestions?" form with fields for "Club name", "Surname/first name and position at club", "E-mail address", "Phone number (optional)", and "Your message". Below the message field is a "Spam Protection" section with a checkbox and the text "Je ne suis pas un robot" next to a reCAPTCHA logo. A yellow "Send" button is at the bottom. An orange arrow points to the "Send" button, and another orange arrow points to the "Je ne suis pas un robot" checkbox. To the right of the form is a "Contact Us" section with the following text: "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 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". The right screenshot shows the "Spam Protection" section after the test is completed, with a green checkmark in a box and the text "I'm not a robot" next to the reCAPTCHA logo.

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.



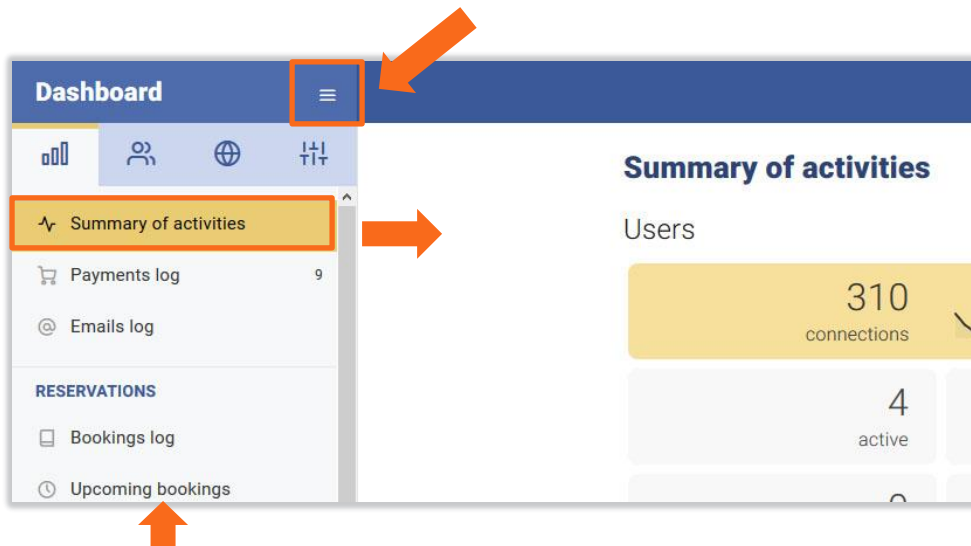
## OVERVIEW OF THE SECTIONS

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.

The image shows a vertical sidebar menu for a dashboard. At the top, there is a blue header with the word "Dashboard" and a hamburger menu icon. Below the header, there are four icons: a bar chart, a person, a globe, and a list icon. The menu items are as follows:

- Summary of activities
- Payments log (with a shopping cart icon and the number 9)
- Emails log (with an @ icon)
- RESERVATIONS** (Section Header)
  - Bookings log (with a calendar icon)
  - Upcoming bookings (with a clock icon)
  - Guest bookings log (with a person icon)
  - Occupancy rates (with a checkmark icon)
  - Evolution of bookings (with a line graph icon)
  - Evolution by area (with a bar chart icon)
  - Booking types (with a clock icon)
  - Predefined labels (with a tag icon)
  - Heat map (with a grid icon)
  - Annual summary (with a grid icon)
- AUDIENCE** (Section Header)
  - Connections log (with a key icon)
  - Evolution of connections (with a line graph icon)
  - Active users (with a person icon)
  - Web browsers & OS (with a smartphone icon)
  - Age categories (with a clock icon)
  - Profiles / Subscriptions (with a list icon)
  - Geographic location (with a location pin icon)
  - Rankings (with a trophy icon)
  - Audit log (with a document icon)



## 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 configuration 12
- Display preferences
- Predefined labels 28
- Close time slots
- Advanced planning 2
- Public calendars 3
- 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)

#### ACCESS CONTROL

- BalleJaune PassPerso
- Spartime FacilitAcces
- Bodet Software - Booky
- Adveez - Advanced & Easy
- Logidom

#### ENERGY MANAGEMENT

- WIT



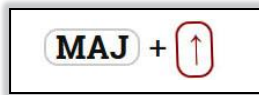


## CONVENTIONS

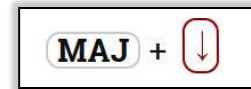
**NOTE** : don't forget to save all your changes by clicking on the "Save" button.

### KEYBOARD SHORTCUTS

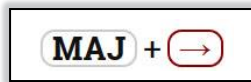
Next sheet



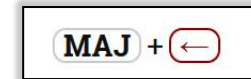
Previous sheet



Next tab

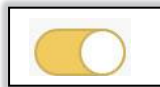


Previous tab



### SWITCH BUTTON

Active button

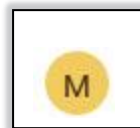


Inactive button



### TABLETS

Selected tablet



Unselected tablet

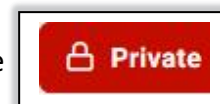


### PADLOCK

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 adress](#).
- 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](#) .



## SETTINGS>ACCOUNT PARAMETERS

Fill in your club account informations in 3 tabs.

### 1. 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

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

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

**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

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

**PLATINUM - Up to 1500 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	Cli	Devise	Domiciliation		
30087	33603	00020217191	87	EUR	CIC NANCY DOMINICAINS		
Identifiant international de compte bancaire							
IBAN (International Bank Account Number)			BIC (Bank Identifier Code)				
FR76	3009	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 \* tennisclubdemo@gmail.com

Address \* Tennis  
23 rue français  
54000 NANCY

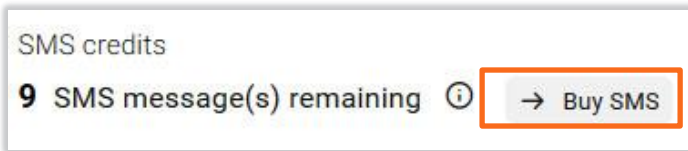
Country \* France

VAT # Optional

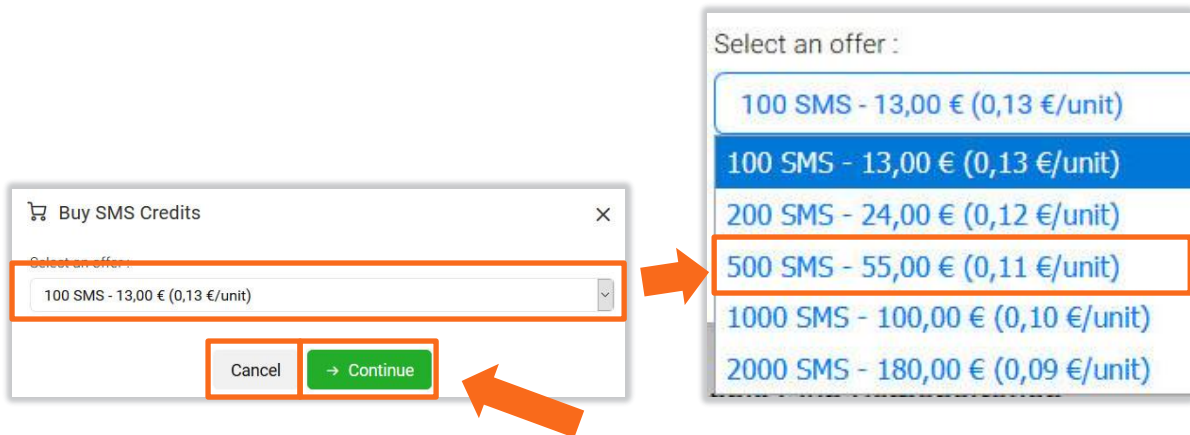
Save Cancel

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** Save

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** Save

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 Nancy, France, with a red circle and arrow indicating the club's location.

Données cartographiques ©2019 GeoBasis-DE/BKG (©2009), Google 1 km Conditions d'utilisation




## SETTINGS > CLUB NAME & WEB ADDRESS

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.

 Tennis Club Démonstration

**Custom web address**

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

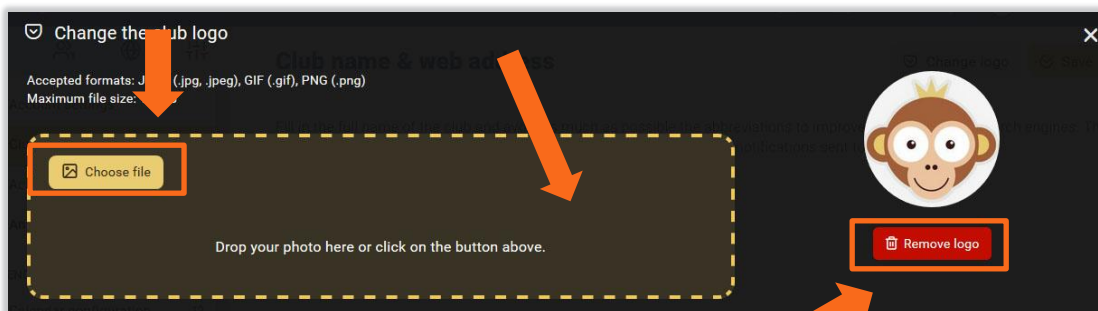
https:// ballejaune.com /club/ tennisclubdemo

**Mobile web-app**

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

Sajou

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.



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

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



## WEBSITE & COMMUNICATION>HOMEPAGE

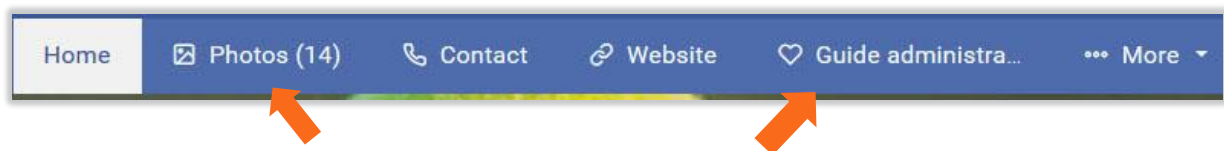
The homepage consists of an upper banner with menu, image, name and logo, and a number of blocks (widgets) to customize, organized in two columns and arranged as you wish. Only the **"Login"** block cannot be modified or deleted but only moved.

### HOMEPAGE COMPOSITION

The screenshot shows the homepage layout with several annotated components:

- LOGO**: Points to the Tennis Club Demonstration logo in the top left.
- NAME**: Points to the site title "Tennis Club Demonstration" in the top header.
- MENU**: Points to the navigation menu items: Home, Photos (14), Contact, Website, Guide administra..., and More.
- PICTURE**: Points to the large banner image of a tennis ball.
- BLOCKS**: Points to the main content area containing a Login form, a "Find a partner" section with a profile for Philippe, and a weather widget for Nancy.
- Scroll bar to view the footer**: Points to the bottom right corner of the page.

Detail of the upper menu:



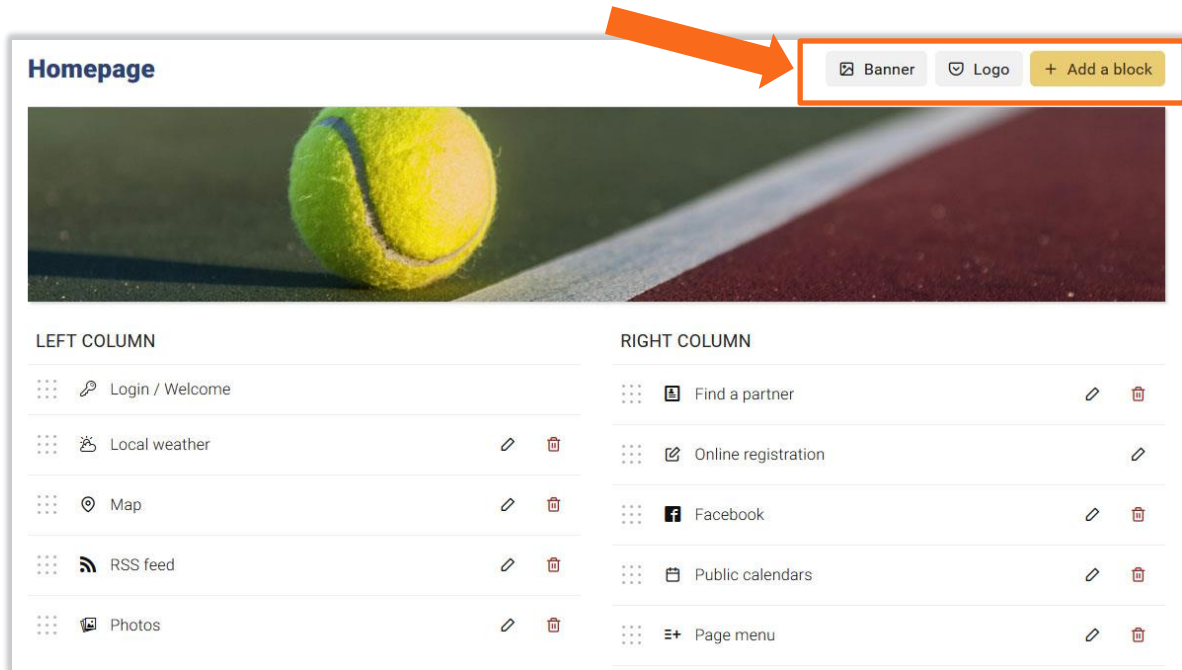
You can add photo albums and links to web pages.



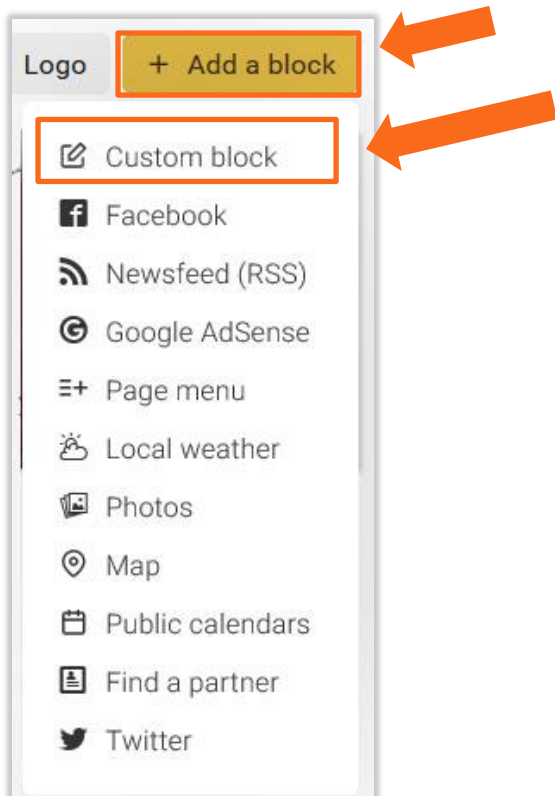


## CUSTOMIZATION OF YOUR HOMEPAGE

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.

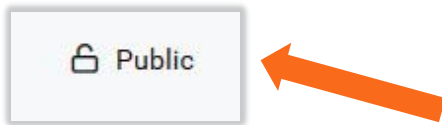


You have at your disposal 12 different types of blocks to integrate on your homepage, in addition to the **"Login"** block which is always present.

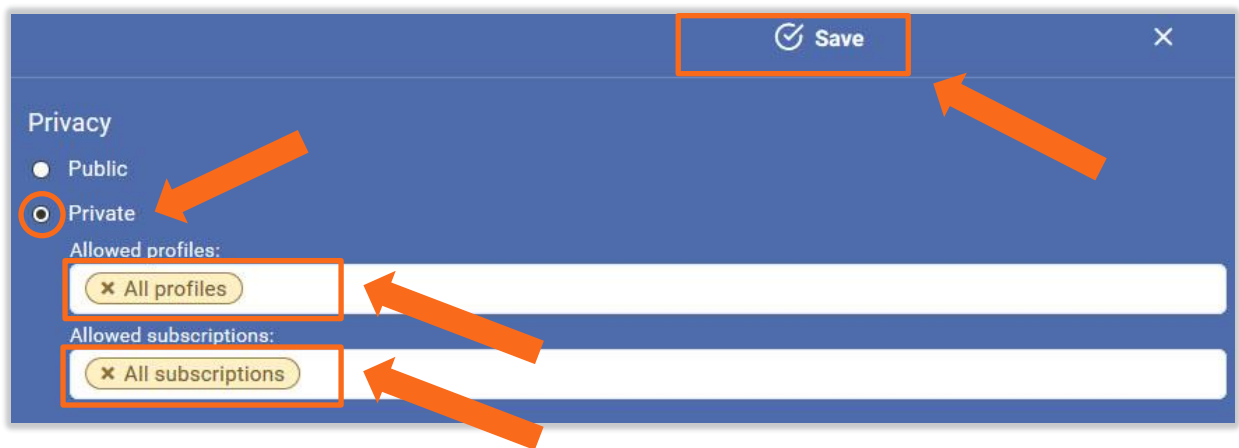


## Level of confidentiality :

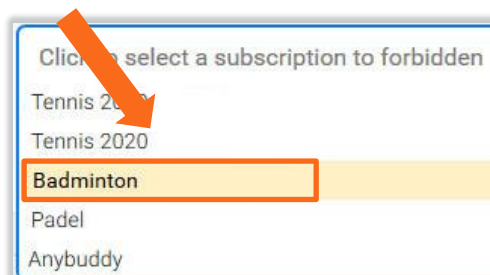
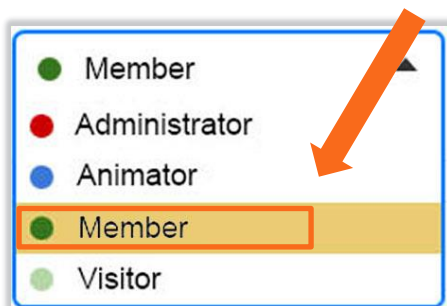
In each block, choose the level of confidentiality of its content (default public) .



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.

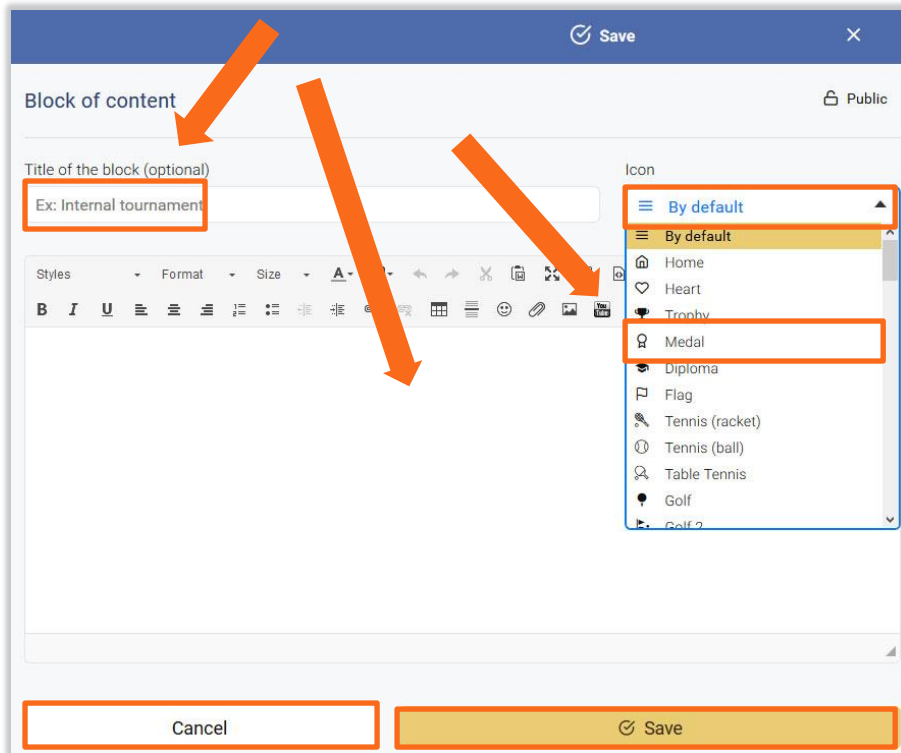


Don't forget to click on the **"Save"** button to validate your choices.



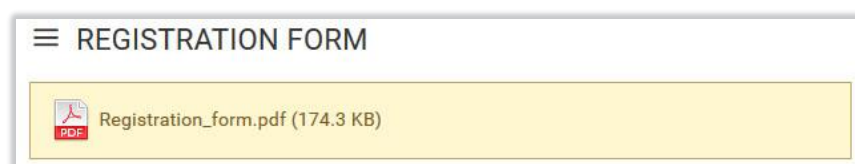
## 1. Custom Block

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.



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.

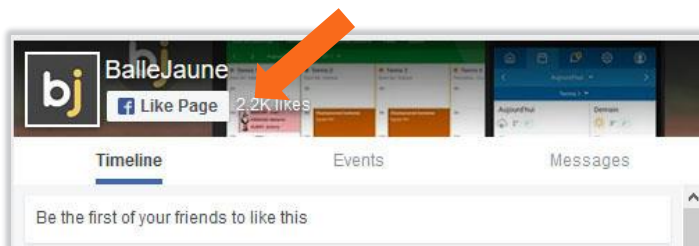
**NOTE :** you can only integrate one page and not a group or a user account.

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

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

### Tabs :

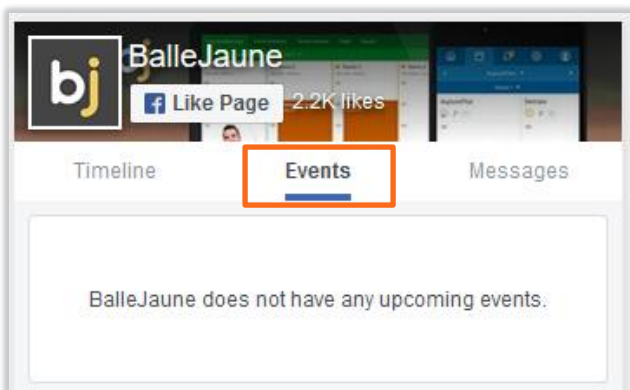
By disabling the 3 tabs, only the **"Like"** button will be displayed.



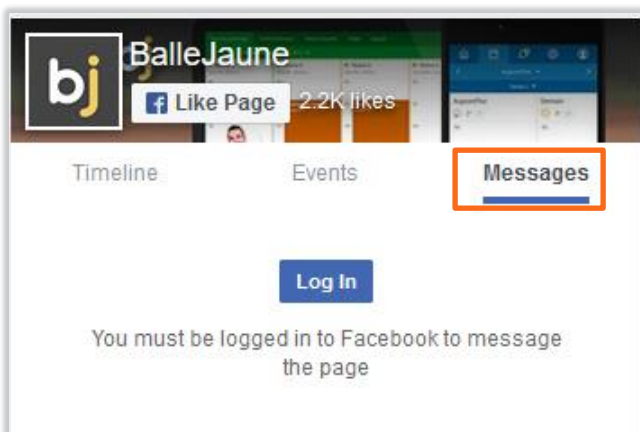
**Log tab** : displays the latest publications of your page



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



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



**Options :**

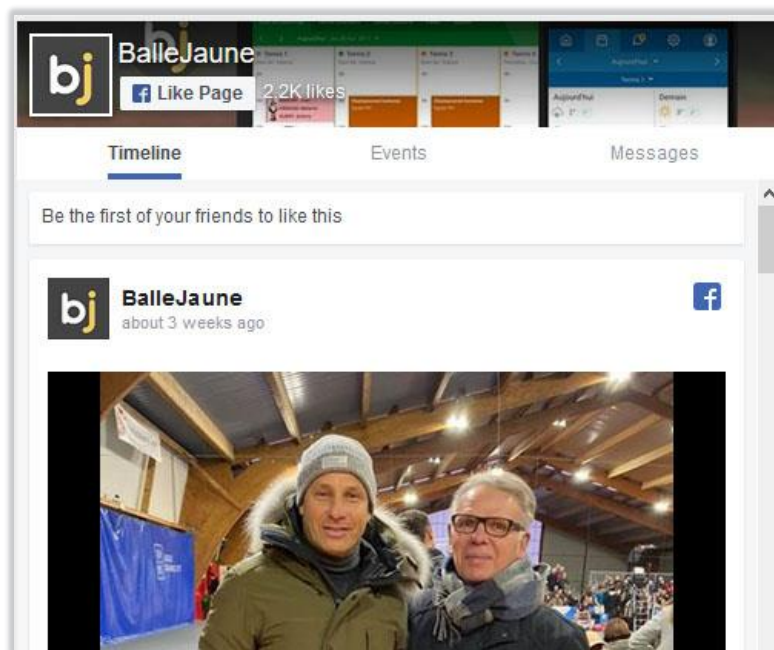
You have the choice to display or not the photos of your page's fans and users' friends, to hide or not the cover photo of your page and to reduce the height of the header.

**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.

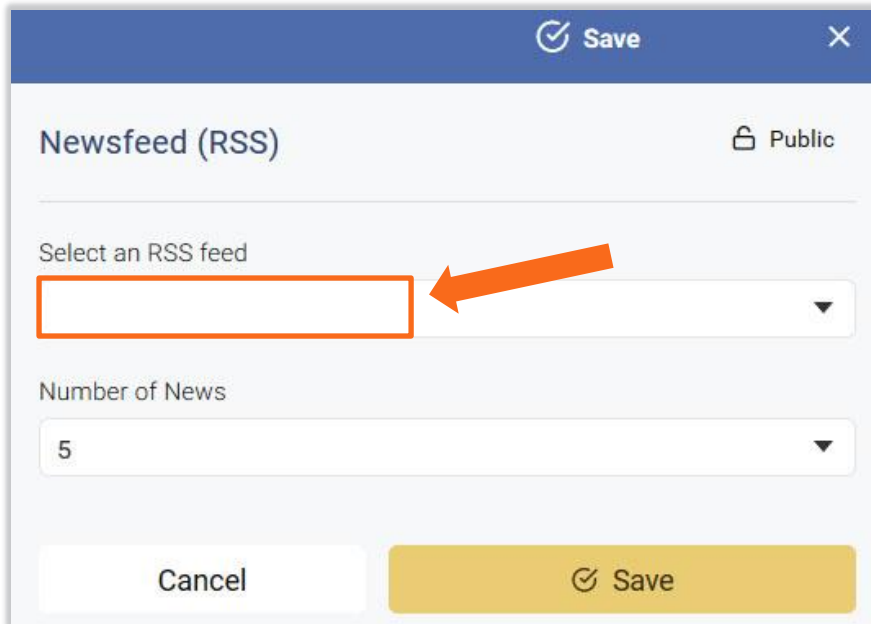
Finally, click on the **"Save"** button.

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



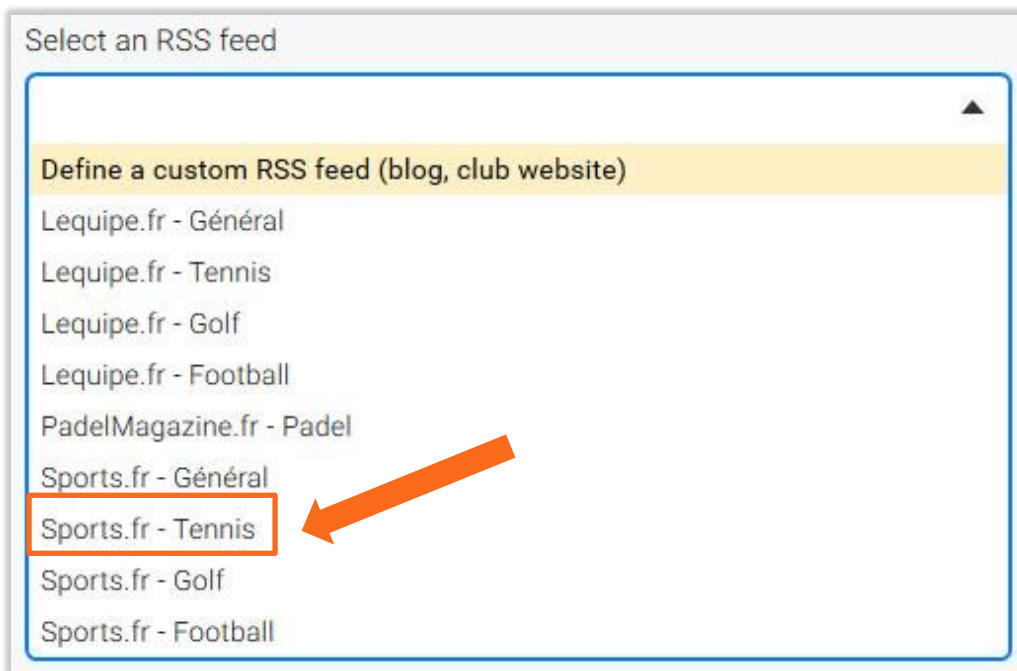
### 3. Newsfeed Block (RSS)

Follow the news in real time on your home page.



The screenshot shows a configuration dialog box titled "Newsfeed (RSS)" with a "Public" lock icon. It features a "Select an RSS feed" dropdown menu, a "Number of News" dropdown menu set to "5", and "Cancel" and "Save" buttons. An orange arrow points to the empty dropdown menu for selecting an RSS feed.

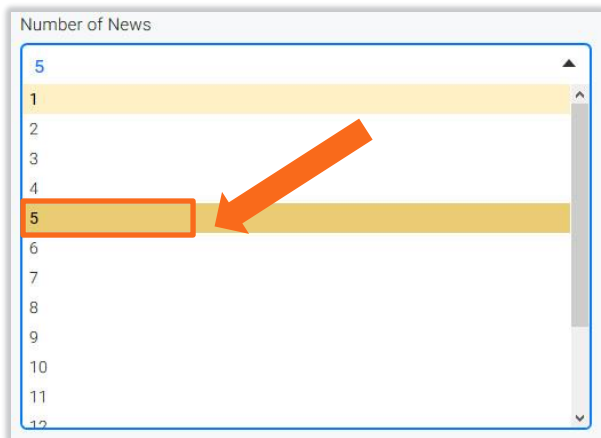
Choose among those proposed the RSS feed to integrate by clicking in the corresponding box and then selecting it from the drop-down list.



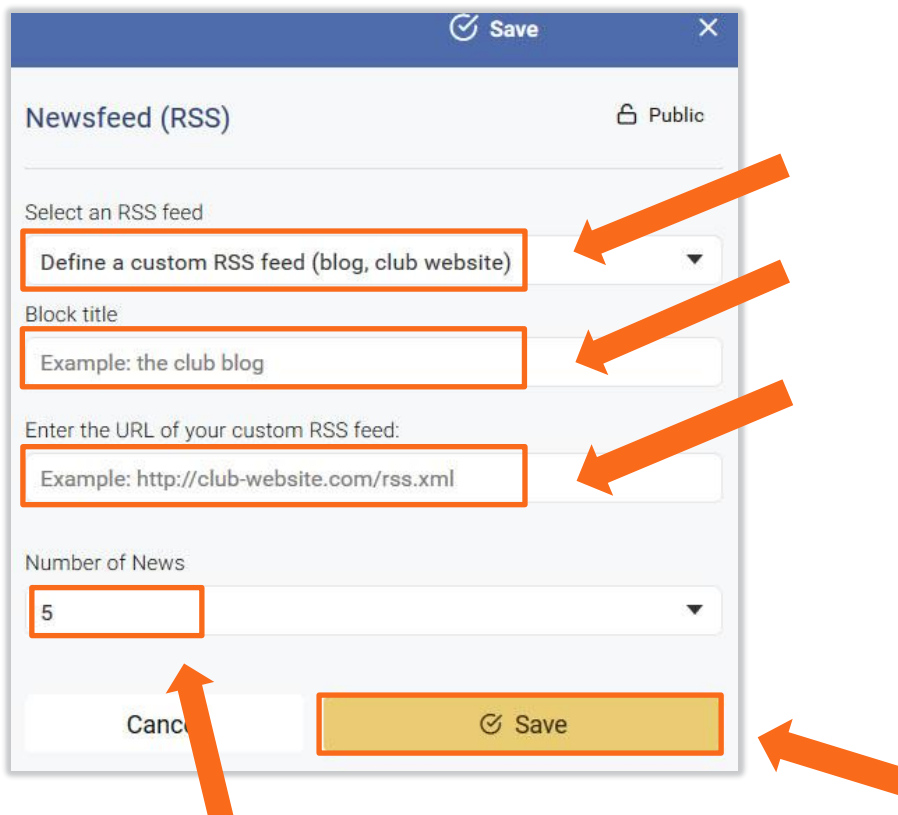
The screenshot shows the expanded "Select an RSS feed" dropdown menu. It lists several options: "Define a custom RSS feed (blog, club website)", "Lequipe.fr - Général", "Lequipe.fr - Tennis", "Lequipe.fr - Golf", "Lequipe.fr - Football", "PadelMagazine.fr - Padel", "Sports.fr - Général", "Sports.fr - Tennis", "Sports.fr - Golf", and "Sports.fr - Football". An orange arrow points to the "Sports.fr - Tennis" option, which is highlighted with a red box.



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).



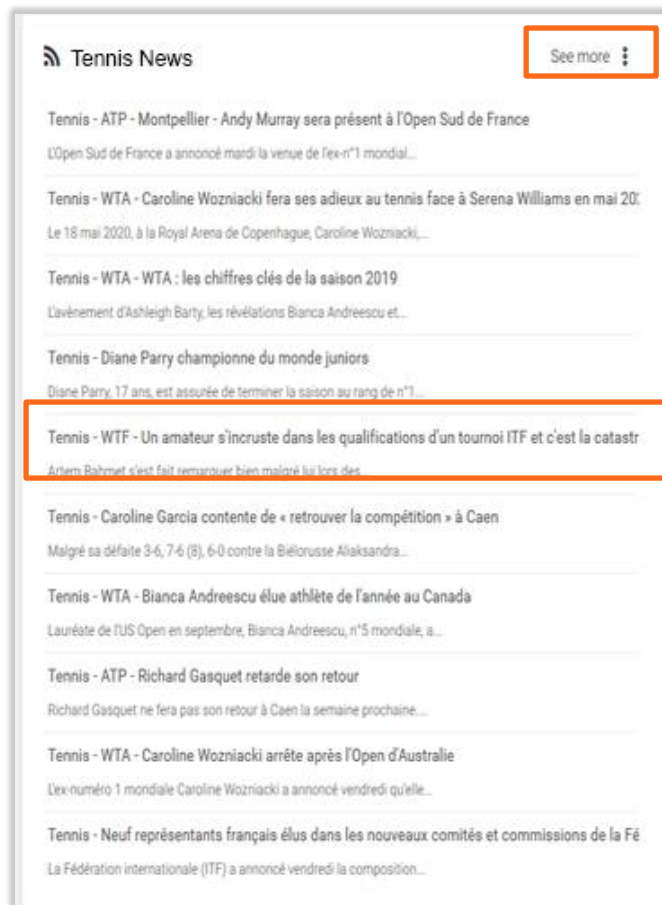
Also set the number of news items to be displayed.

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





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



**Tennis News** See more

**Tennis - ATP - Montpellier - Andy Murray sera présent à l'Open Sud de France**  
L'Open Sud de France a annoncé mardi la venue de l'ex-n°1 mondial...

**Tennis - WTA - Caroline Wozniacki fera ses adieux au tennis face à Serena Williams en mai 2020**  
Le 18 mai 2020, à la Royal Arena de Copenhague, Caroline Wozniacki,...

**Tennis - WTA - WTA : les chiffres clés de la saison 2019**  
L'événement d'Ashleigh Barty, les révélations Bianca Andreescu et...

**Tennis - Diane Parry championne du monde juniors**  
Diane Parry, 17 ans, est assurée de terminer la saison au rang de n°1.

**Tennis - WTF - Un amateur s'incruste dans les qualifications d'un tournoi ITF et c'est la catastrophe**  
Artem Balmet s'est fait remarquer bien malgré lui lors des...

**Tennis - Caroline Garcia contente de « retrouver la compétition » à Caen**  
Malgré sa défaite 3-6, 7-6 (8), 6-0 contre la Biélorusse Aliaksandra...

**Tennis - WTA - Bianca Andreescu élue athlète de l'année au Canada**  
Lauréate de l'US Open en septembre, Bianca Andreescu, n°5 mondiale, a...

**Tennis - ATP - Richard Gasquet retarde son retour**  
Richard Gasquet ne fera pas son retour à Caen la semaine prochaine...

**Tennis - WTA - Caroline Wozniacki arrête après l'Open d'Australie**  
L'ex-numéro 1 mondiale Caroline Wozniacki a annoncé vendredi qu'elle...

**Tennis - Neuf représentants français élus dans les nouveaux comités et commissions de la Féd**  
La Fédération internationale (ITF) a annoncé vendredi la composition...

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.

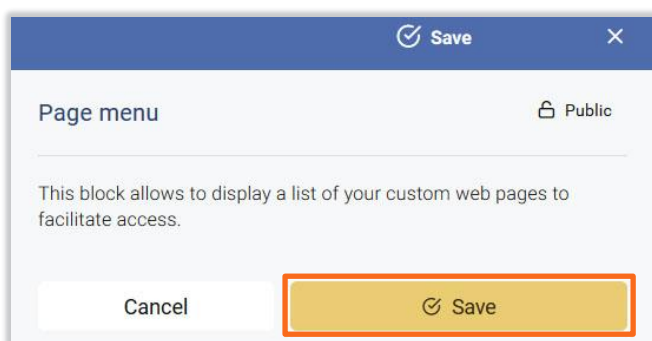
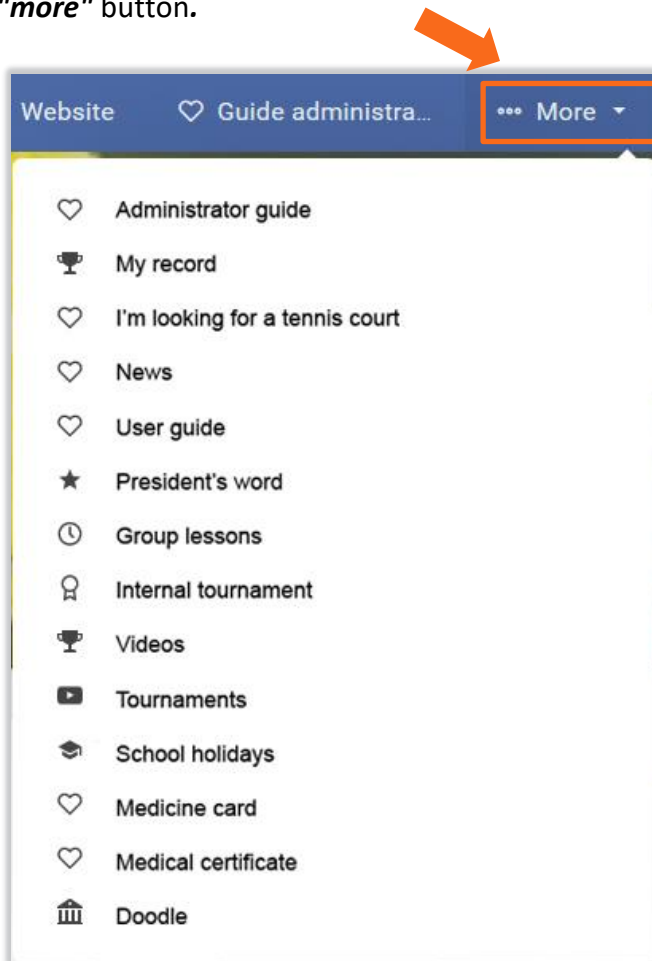


## 5. Page Menu block

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](#).

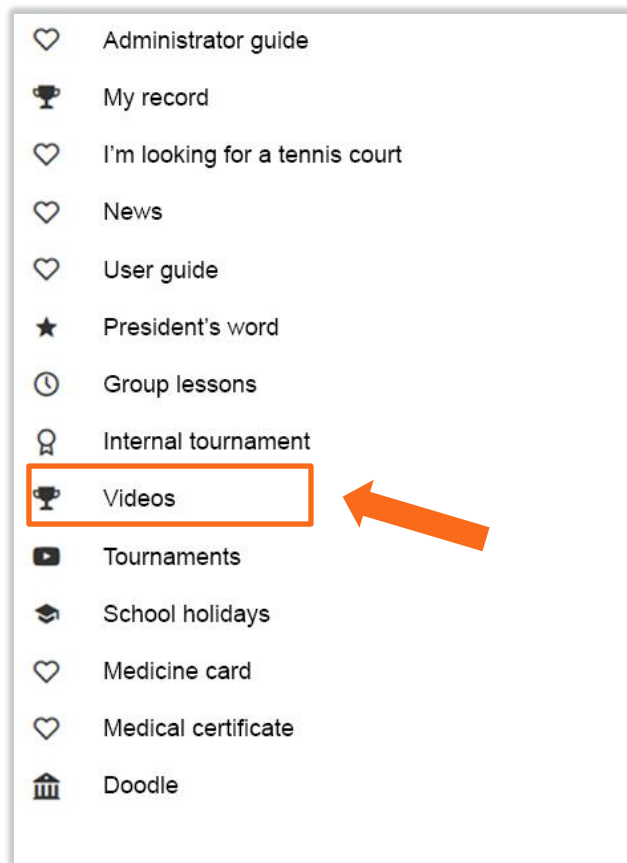
The list is also accessible through the top banner of your homepage by clicking on the **"more"** button.



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



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

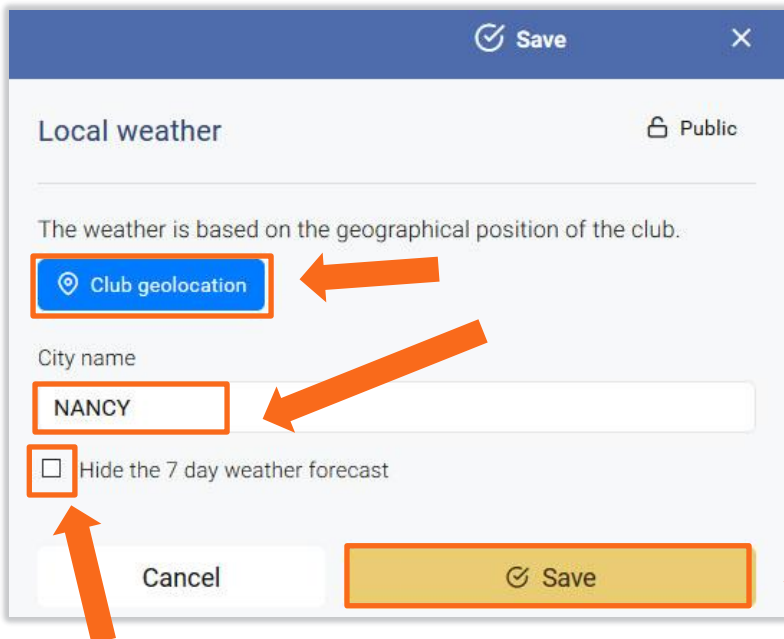


By clicking on the name of one of the pages, the user will be redirected to the page in question.



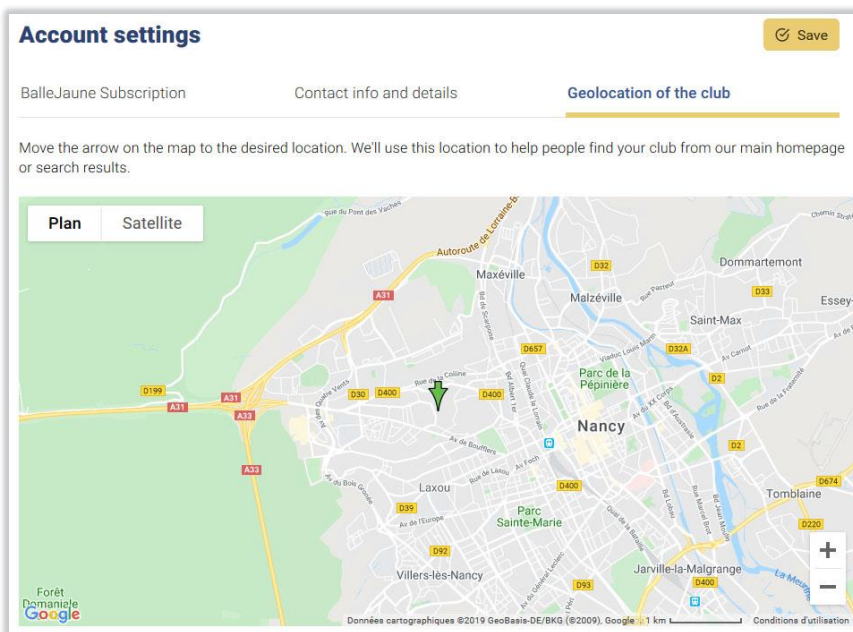
## 6. Local weather block

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



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:**

 Weather at Nancy

 **4°**  
Partly Cloudy  
Sunset at 4:41 PM

 13 km/h South  
 0.00 mm/h  
 35%  
Humidity 84%  
Pressure 1028 hPa

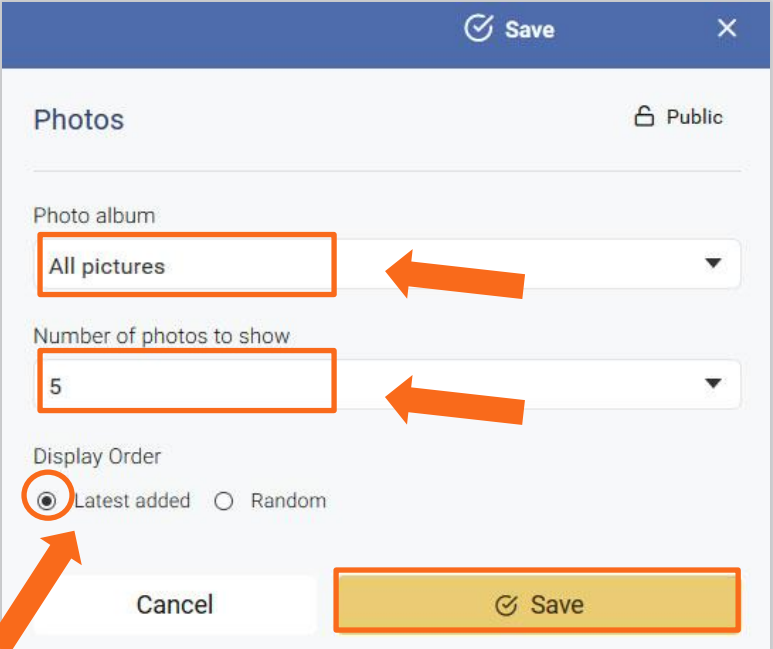
Today		4°	0°	 10 km/h SW	 0.01 mm/h
Tomorrow		6°	1°	 18 km/h SW	 <b>0.29 mm/h</b>
Thursday		4°	2°	 <b>21 km/h SW</b>	 0.19 mm/h
Friday		10°	4°	 <b>29 km/h SW</b>	 <b>0.74 mm/h</b>



## 7. Photos block

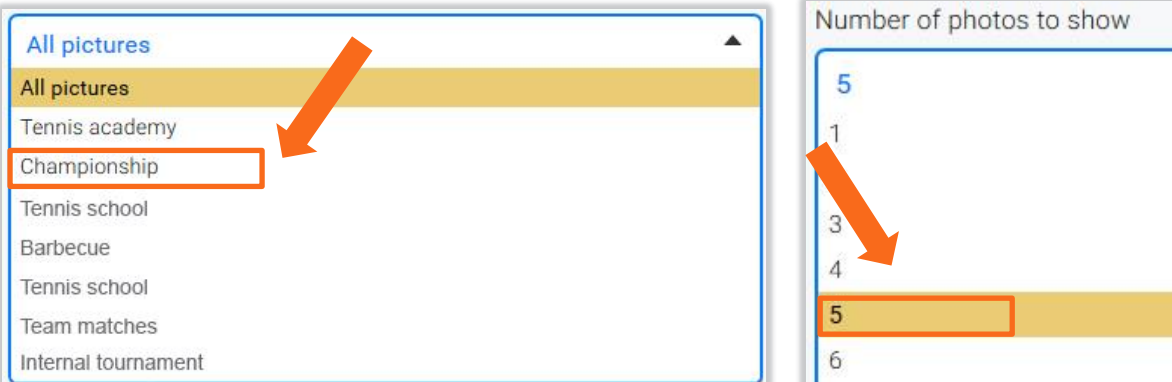
Display a photo gallery on your homepage.

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



The screenshot shows a configuration dialog box titled "Photos" with a "Save" button in the top right corner. The dialog is set to "Public". It contains three main sections: "Photo album" with a dropdown menu currently showing "All pictures"; "Number of photos to show" with a dropdown menu currently showing "5"; and "Display Order" with two radio buttons, "Latest added" (which is selected) and "Random". At the bottom, there are "Cancel" and "Save" buttons. Orange arrows point to the "All pictures" dropdown, the "5" dropdown, the "Latest added" radio button, and the "Save" button.

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.



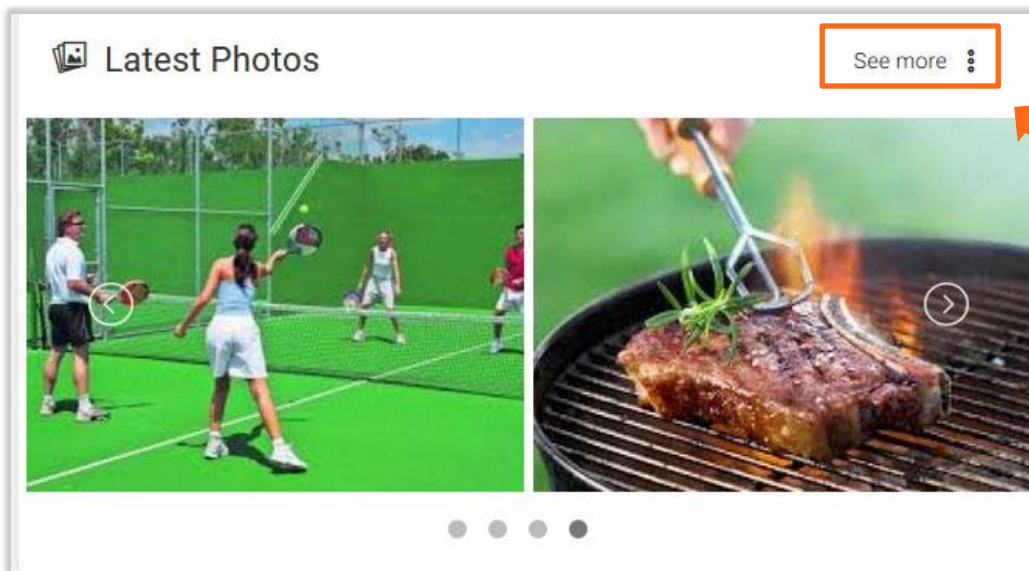
The image shows two close-up views of the configuration options. On the left, the "Photo album" dropdown menu is open, showing a list of albums: "All pictures" (highlighted in yellow), "Tennis academy", "Championship" (highlighted with an orange box), "Tennis school", "Barbecue", "Tennis school", "Team matches", and "Internal tournament". An orange arrow points to the "Championship" option. On the right, the "Number of photos to show" dropdown menu is open, showing a list of numbers: "5" (highlighted in yellow), "1", "3", "4", "5" (highlighted with an orange box), and "6". An orange arrow points to the "5" option.

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:



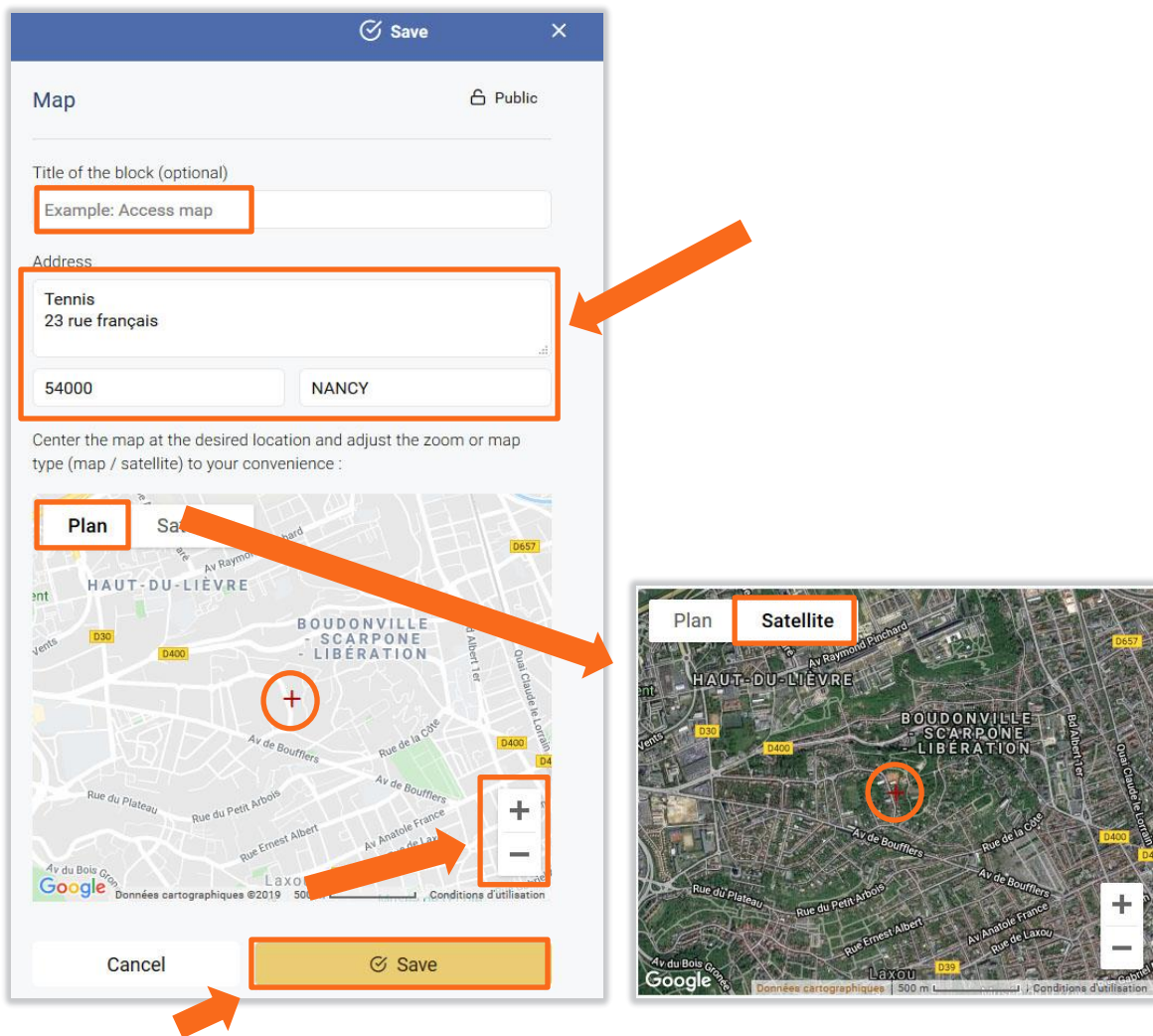
By clicking on the **"See more"** button, the user opens the photo album page and can choose to view an album.





## 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.

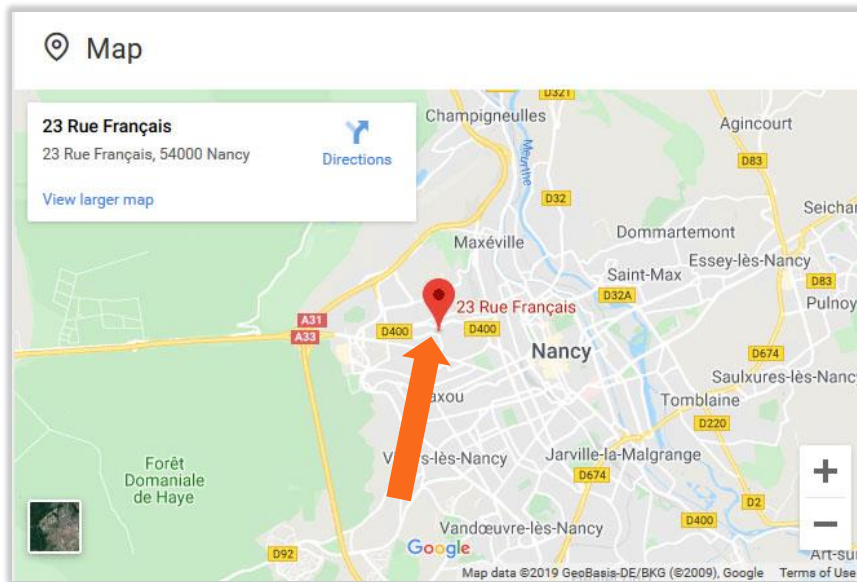


Adjust the zoom using the "+" or "-" buttons and choose the type of display: plan or satellite.

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.

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 menu **SETTINGS>Public calendars (GUIDE 2)**.

Define a new configuration by clicking on the corresponding button.

Public calendars + New configuration

Tennis Club

Reservations/Localities



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

The screenshot shows a 'Settings' configuration window with a blue header containing a 'Save' button and a close 'X' icon. The window is divided into two tabs: 'Settings' (active) and 'HTML integration'. The 'Settings' tab contains several fields: 'Configuration Name' (empty text box), 'Calendars' (dropdown menu with 'Select calend.'), 'Number of days' (dropdown menu with 'Today only'), 'Zoom' (dropdown menu with '100% - By default'), 'Rotation Interval' (input field with '15' and 'seconds'), and a checkbox for 'Show names of members'. At the bottom, there are 'Cancel' and 'Save' buttons. Orange boxes and arrows highlight the 'Settings' tab, the 'Configuration Name' field, the 'Calendars' dropdown, the 'Number of days' dropdown, the 'Zoom' dropdown, the 'Rotation Interval' field, the 'Show names of members' checkbox, and the 'Save' button.

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

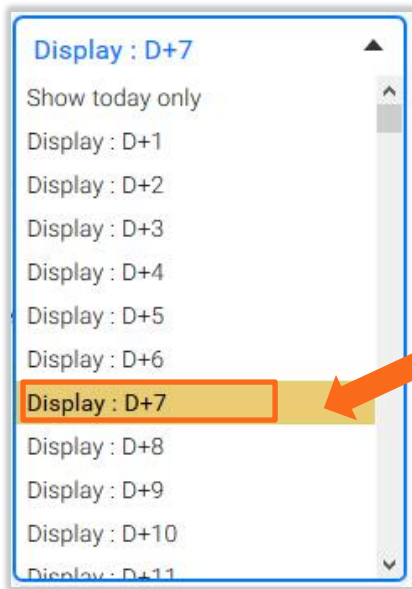
The screenshot shows a 'Select calendar' dropdown menu with a list of options: 'Padel 1', 'Philippe CHATRIER', 'Padel n°2', and 'Table 1'. Each option is preceded by a colored circular icon. The 'Philippe CHATRIER' option is highlighted with an orange box and an arrow pointing to it.

Set the default zoom value in the drop-down list.

The screenshot shows a 'Zoom' dropdown menu with a list of options: '100% - By default', '50% - Summary', '75%', '125%', '150% - Wide', '175%', and '200% - Very wide'. The '100% - By default' option is highlighted with an orange box and an arrow pointing to it.



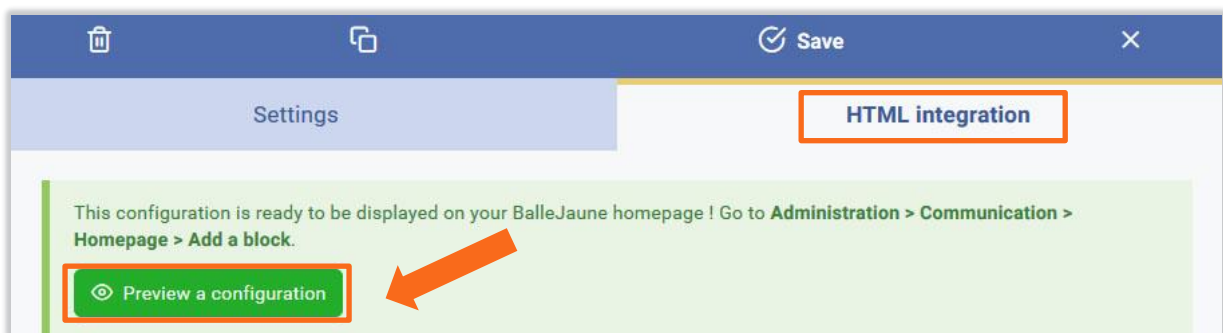
Set the number of days to be displayed on the calendar.



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"** .

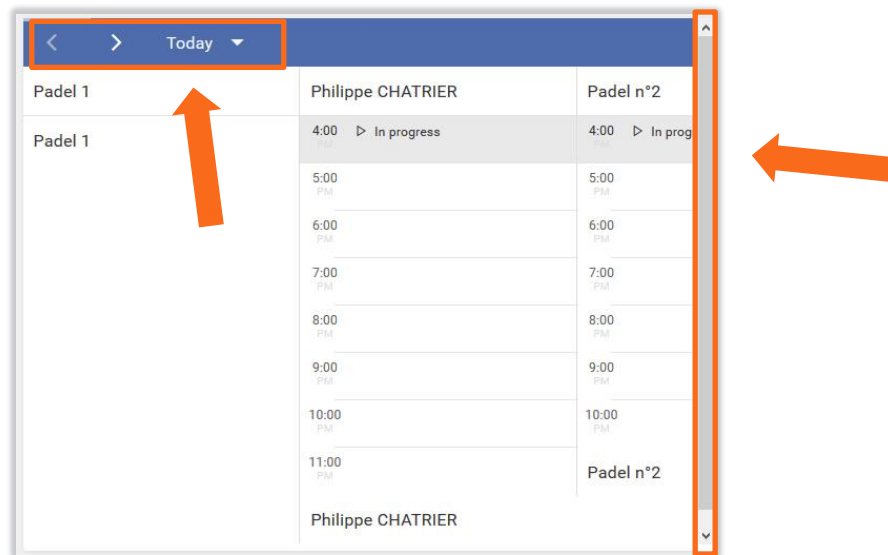
In the **"HTML Integration"** tab, preview the display of your calendars on the homepage by clicking on the green **"Preview a configuration"** button.



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



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



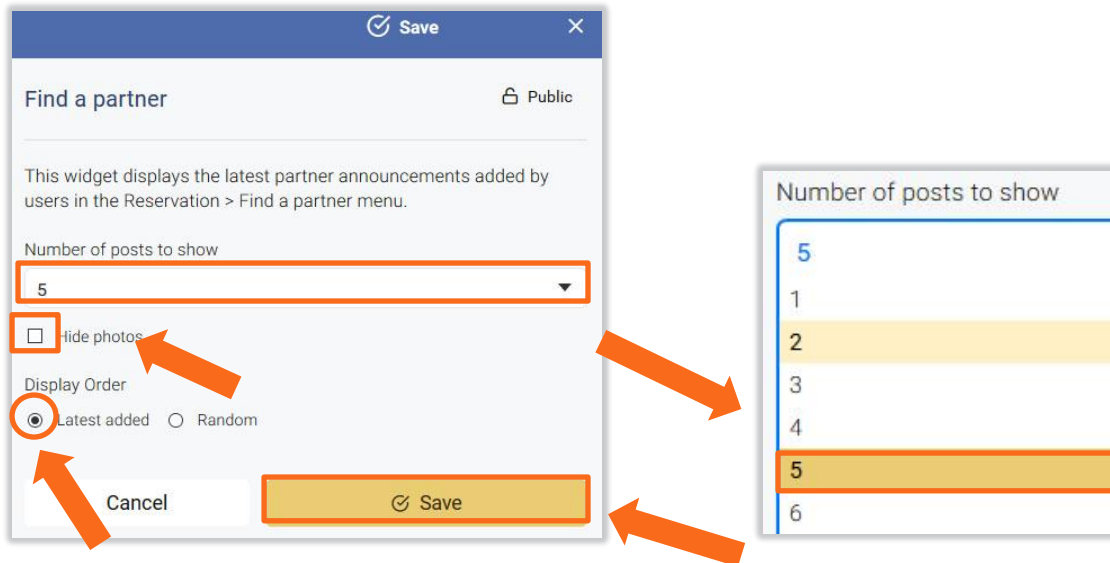
The user has the possibility to navigate in the reservation tables horizontally and vertically if not all calendars are visible.



## 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.

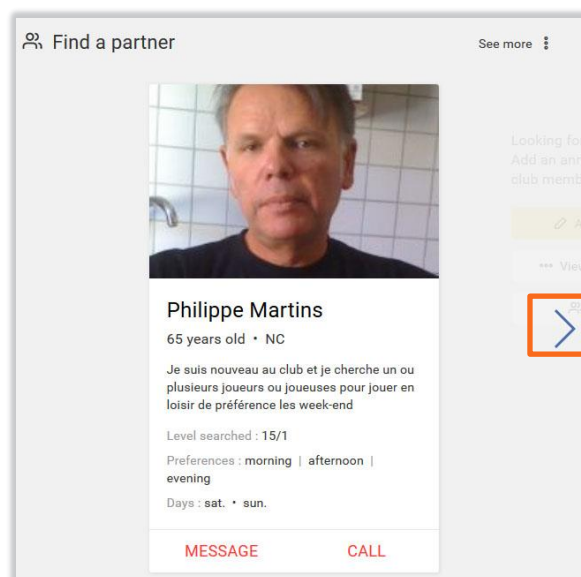


Hide the photos on the ads by ticking the corresponding box.

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 @).

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

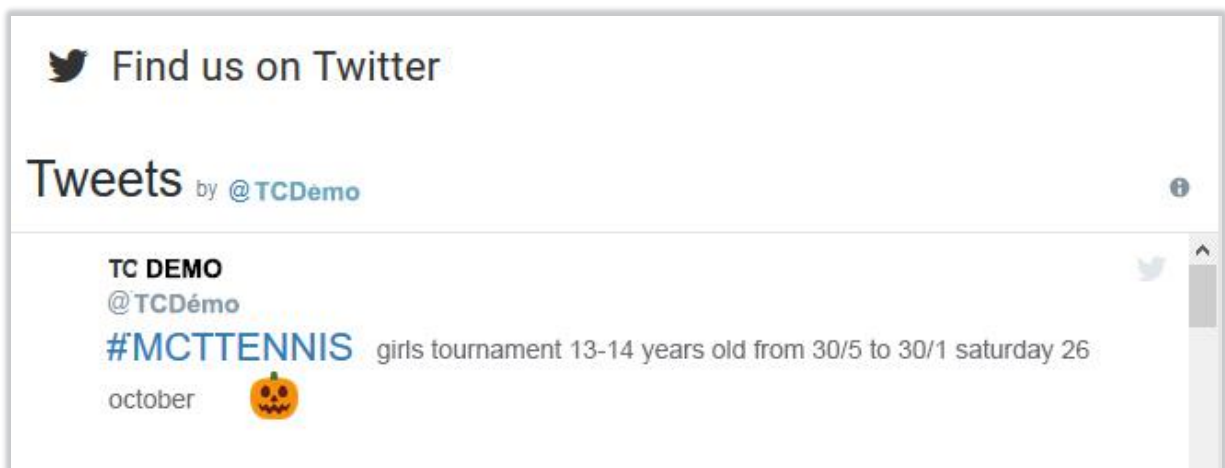
Cancel Save

Display type

- Tweets
- Follow button
- Tweet Button
- Button Hashtag

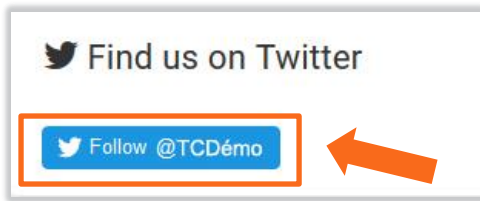
Choose the type of display to be integrated by clicking on the corresponding box and selecting it from the drop-down list.

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





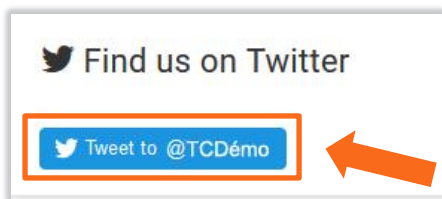
**Follow button:** to allow users to subscribe to your account



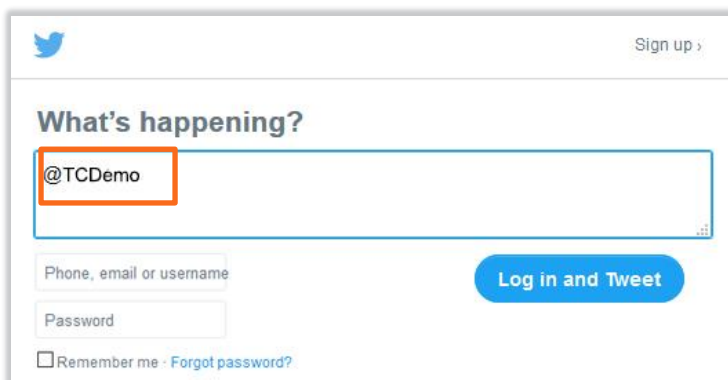
By clicking on the blue button, the user will have access to the following screen.



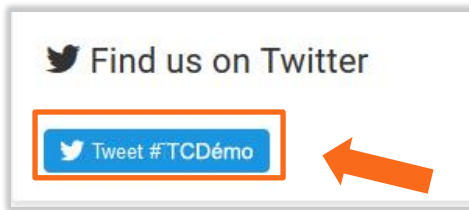
**Tweet button:** to allow users to send you a tweet



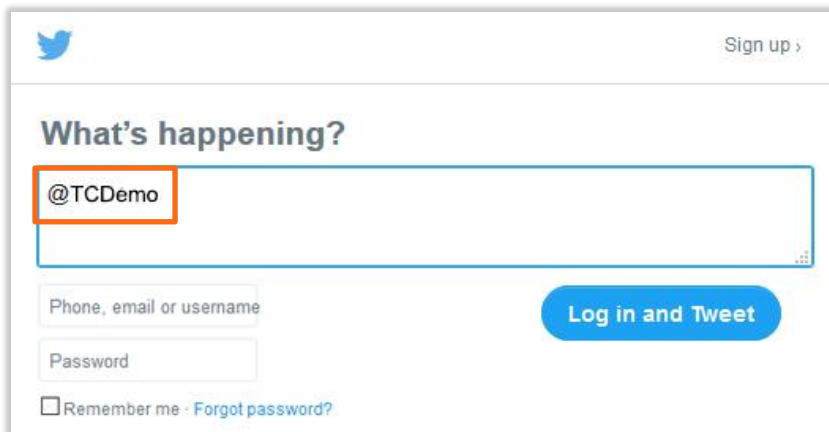
By clicking on the blue button, the user will have access to the following screen.



**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 :**

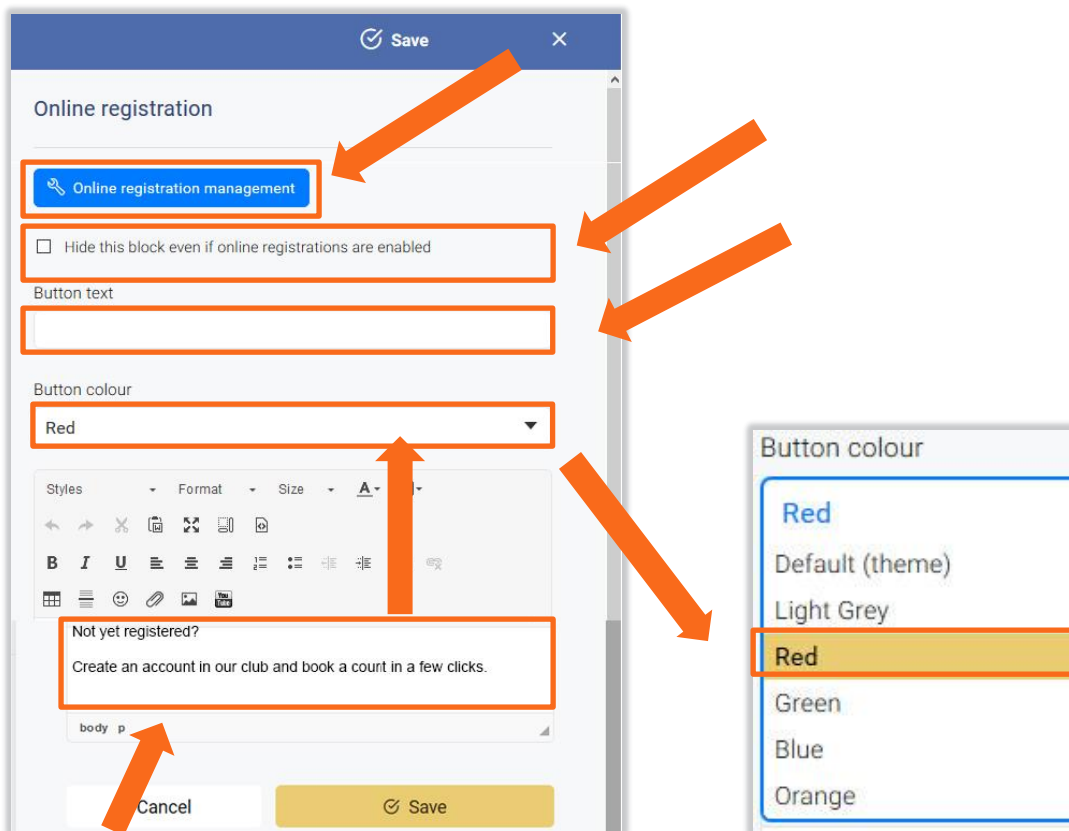


## 12. Online registration block



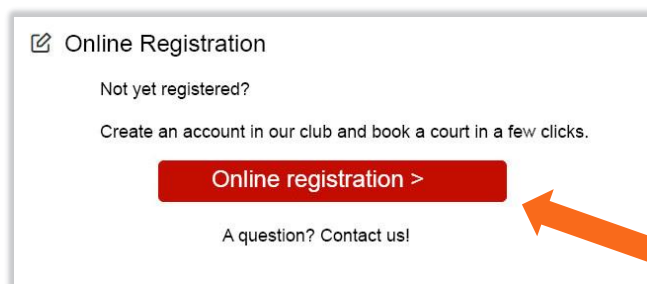
It's always present (you can't delete it) but it can be hidden or not. If you don't allow online registration, it will not be visible. If you allow them, you can also temporarily hide it if you enable the **"Hide this block"** option.

The blue button **"Online registration management"** allows you to access their configuration in the menu **USERS>Online registration (Guide 2) 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 :



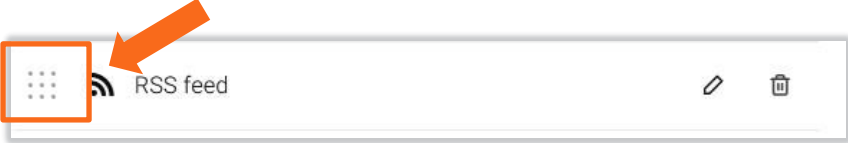
Button



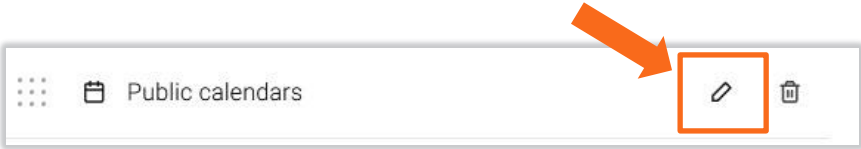
**Management of your blocks:** after the creation of all your blocks, view these blocks on 2 columns in the order in which they will appear on the home page.

LEFT COLUMN	RIGHT COLUMN
⋮ Login / Welcome	⋮ Find a partner <span>✎</span> <span>🗑️</span>
⋮ Local weather <span>✎</span> <span>🗑️</span>	⋮ Online registration <span>✎</span>
⋮ Map <span>✎</span> <span>🗑️</span>	⋮ Facebook <span>✎</span> <span>🗑️</span>
⋮ RSS feed <span>✎</span> <span>🗑️</span>	⋮ Public calendars <span>✎</span> <span>🗑️</span>
⋮ Photos <span>✎</span> <span>🗑️</span>	⋮ Page menu <span>✎</span> <span>🗑️</span>

**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.

Homepage

Banner Logo + Add a block

Modify banner

Hide the banner

Custom banner

Accepted formats: JPEG (.jpg, .jpeg), GIF (.gif), PNG (.png)  
Maximum file size: 16 MB  
Largeur minimale requise : 1170  
Recommended maximum height : 1170

Choose a file

Display type

Full width

Centered with the content

Save

Hyperlink (Optional)

Fill in a URL which will open when an Internet user clicks on the banner below.  
Leave the field blank to disable the link.

URL address:

For example: <https://mysiteweb.com/page.html>

Save

Tennis

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.

Homepage

Banner Logo + Add a block

Modifier le logo du club

Formats acceptés : JPEG (.jpg, .jpeg), GIF (.gif), PNG (.png)  
Poids maximal du fichier : 16 Mo

Choisir une photo

Déposez votre photo ici ou cliquez sur le bouton ci-dessus.

Supprimer le logo

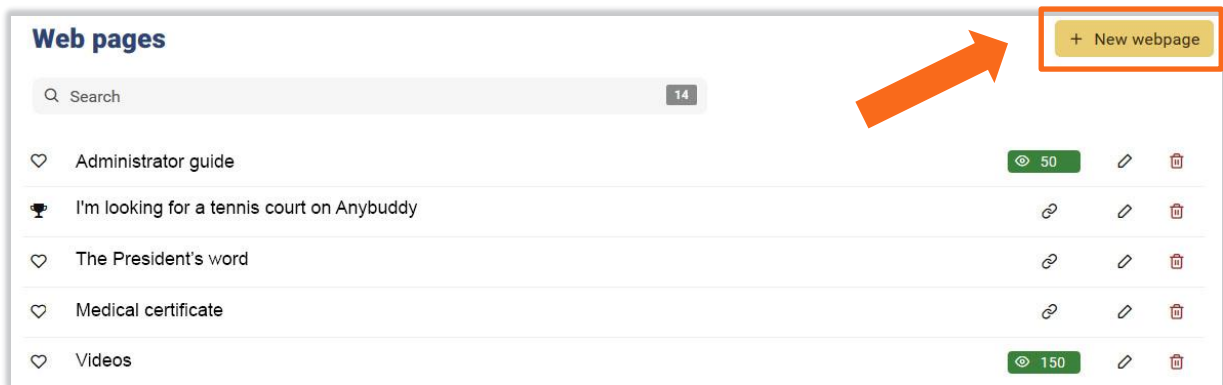
Delete your logo by clicking on the **"Remove logo"** button.

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



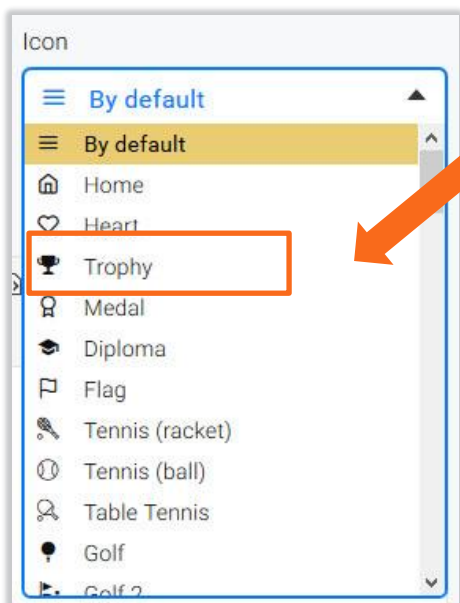
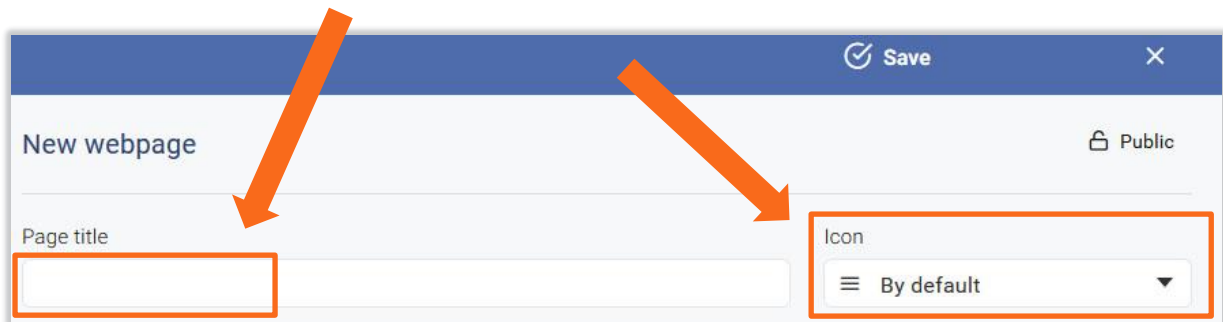
## WEBSITE & COMMUNICATION>WEB PAGES

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



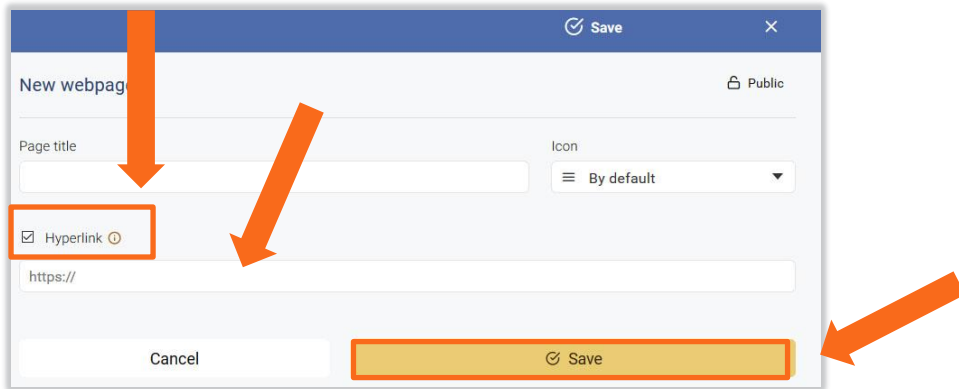
Create a page by clicking on the **"New webpage"** button.

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.

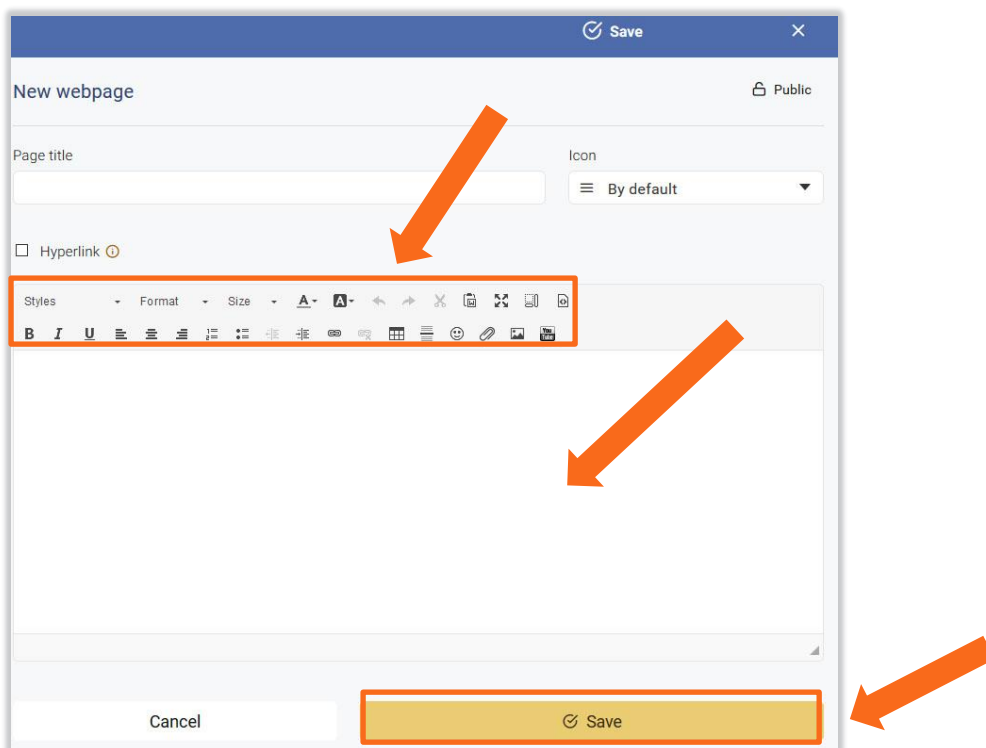


You can define 2 types of pages:

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



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



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



Manage your pages by viewing their list.

Page Name	Views	Link	Edit	Delete
Administrator guide	50			
I'm looking for a tennis court on Anybuddy				
The President's word				
Medical certificate				
Videos	150			

Edit a page,

The President's word

or delete a page

Videos

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.

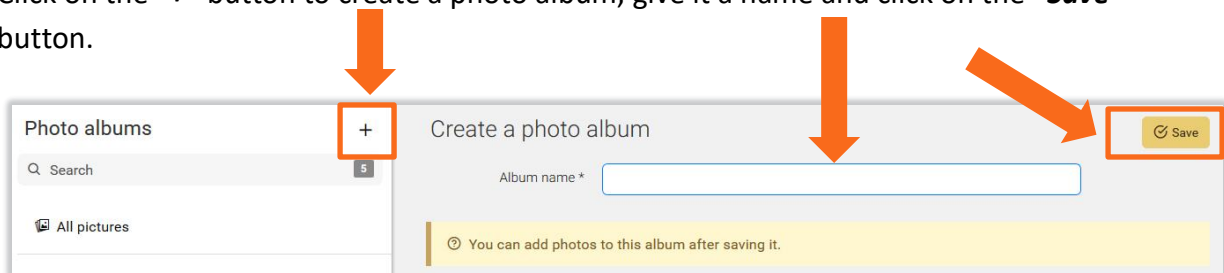




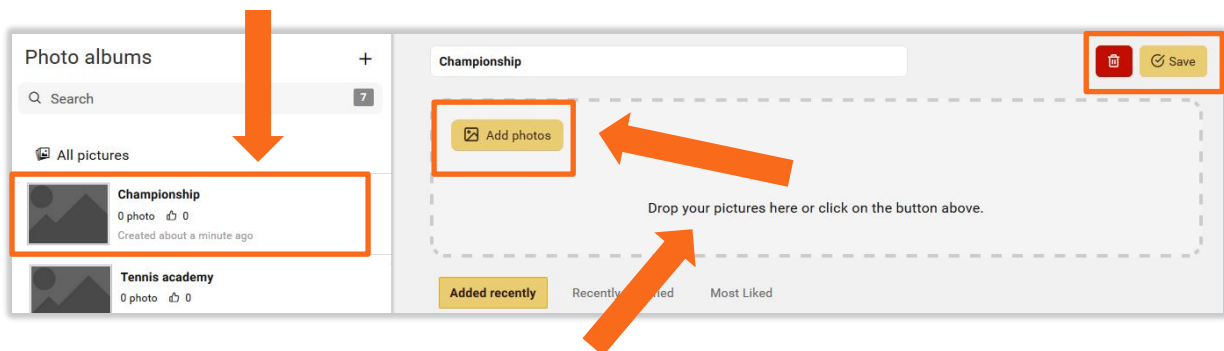
## WEBSITE & COMMUNICATION > PHOTOS ALBUMS

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.

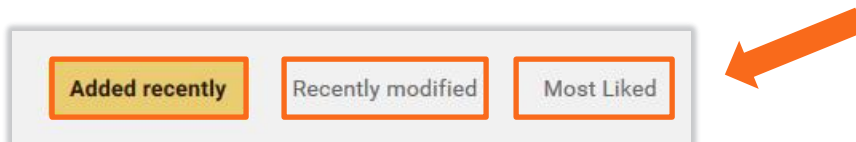


Then add your photos to this album by clicking on its name in the album list.

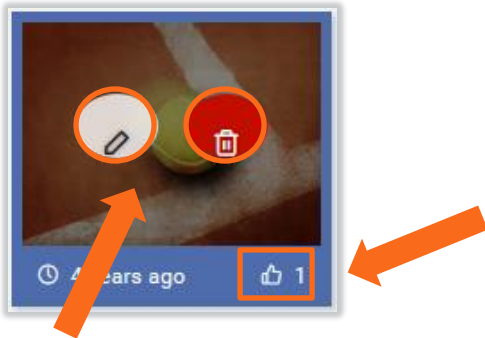


Drop your photos directly into the area provided or click on the **"Add photos"** button and select them from a directory.

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

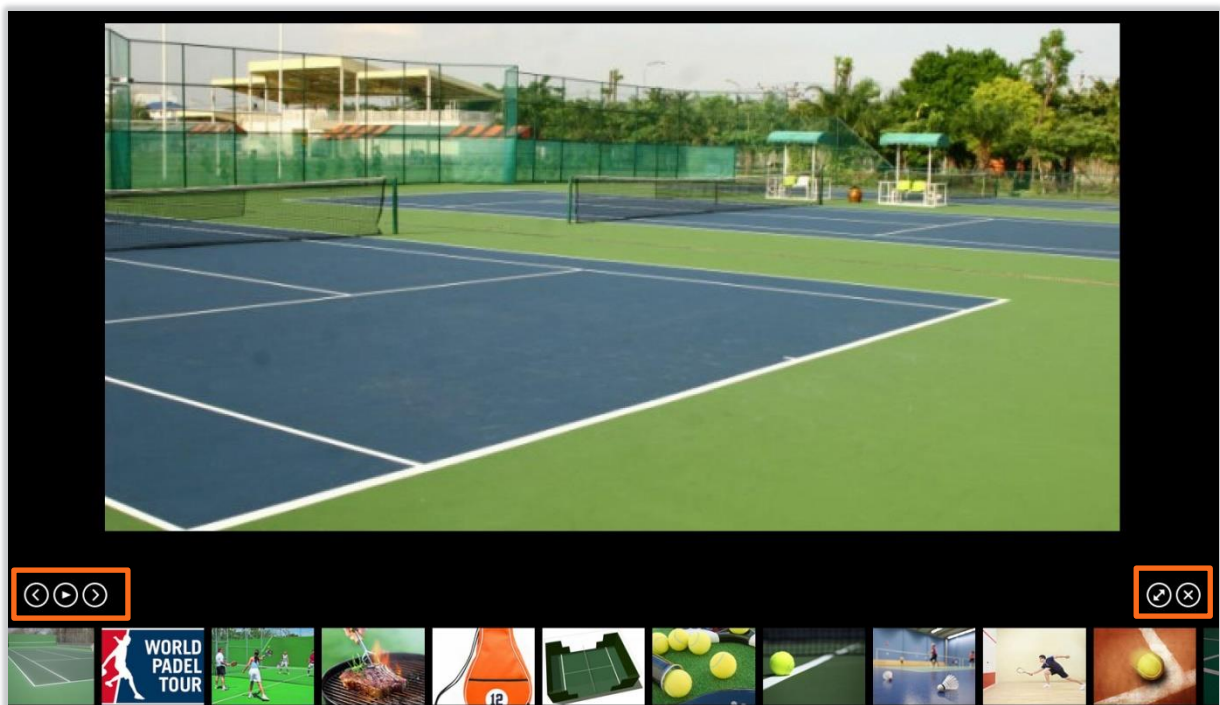


Photos have a **"Like"** button to allow users to indicate that they like a photo (independent of Facebook).



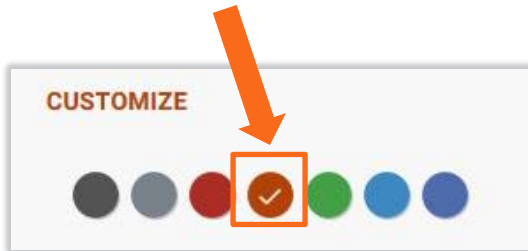
You can select a photo by clicking on it to modify it by clicking on the **"pencil"** pictogram or delete it by clicking on the **"trash"** pictogram.

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.

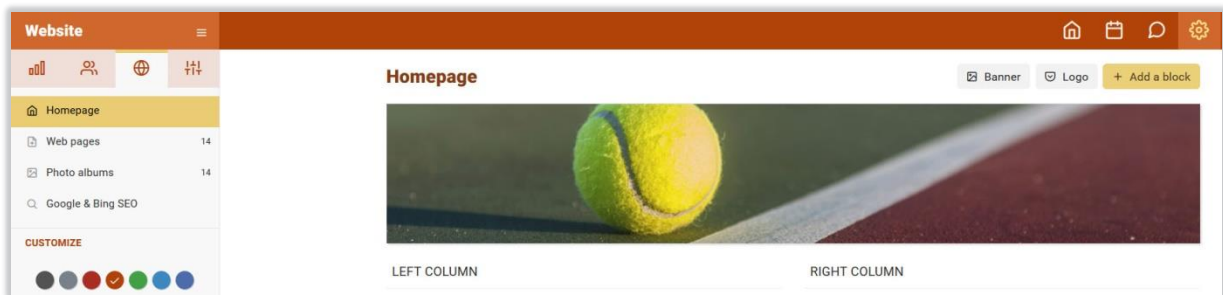


## WEBSITE & COMMUNICATION>CUSTOMIZE

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** 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%		

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

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

**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

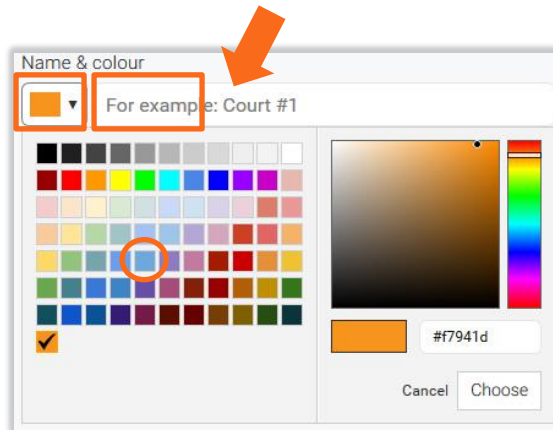
Text of the option Spartime: Gatekeeper

Cancel Save

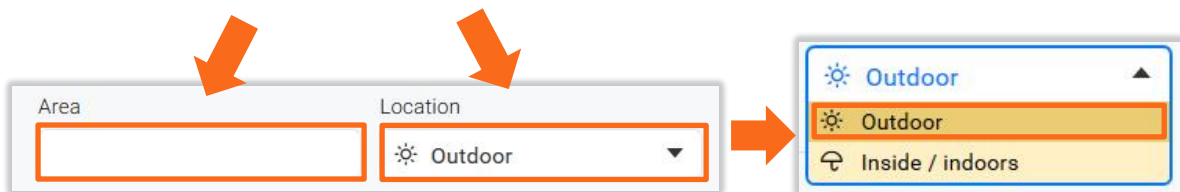


## 1) Settings tab

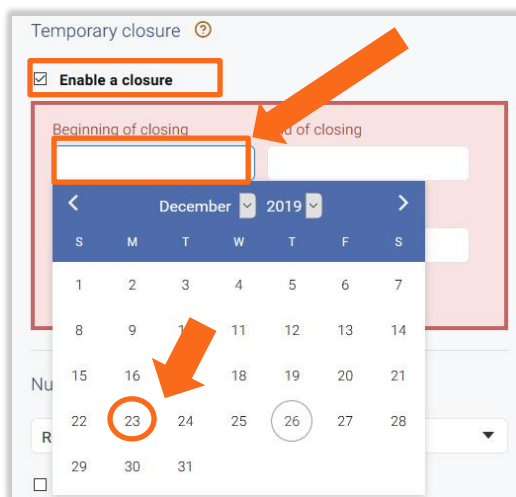
Set the name and color.



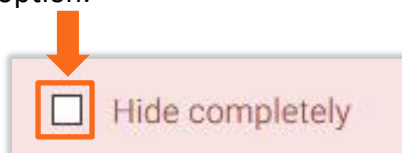
Indicate the area by typing directly into the field and choose the situation by clicking in the drop-down list.



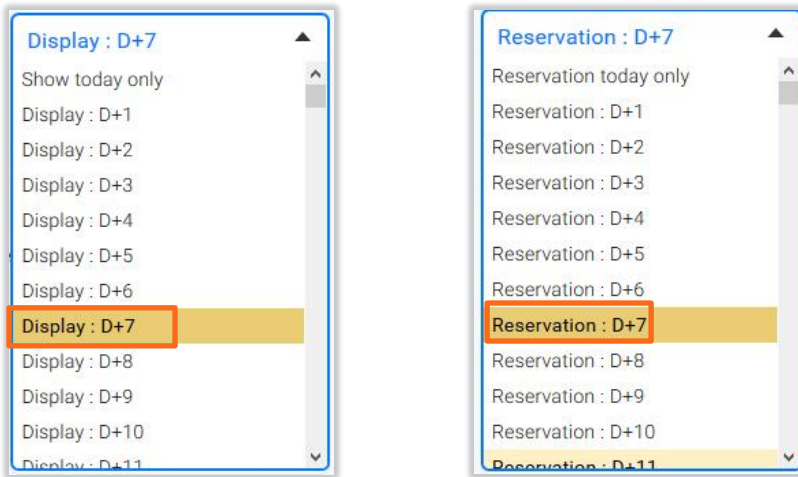
Activate a temporary closure (e.g. for work) by ticking the corresponding box and specifying the start and end dates in the calendar that opens by clicking on the date selector.



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

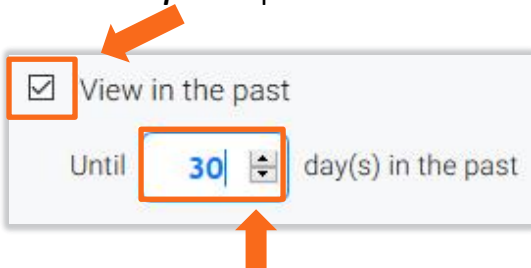


Set the default display period and the default reservation period (the number of sliding days on which the user can browse and reserve respectively).



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

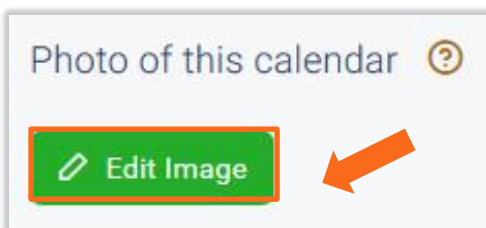
The user will be able to view the past calendar over a set number of days, if you tick the **"View in the past"** option.



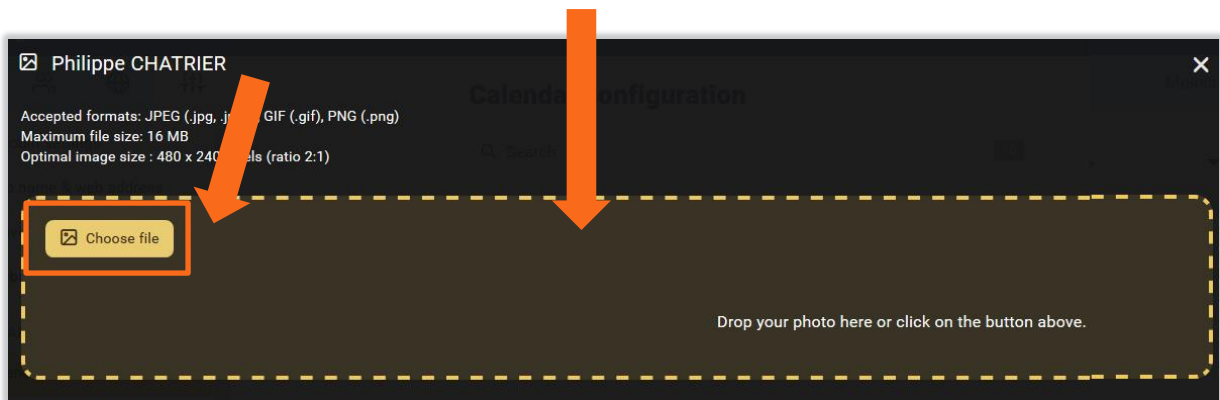
Type the number of days directly or click on the arrows to increase or decrease the value.

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.

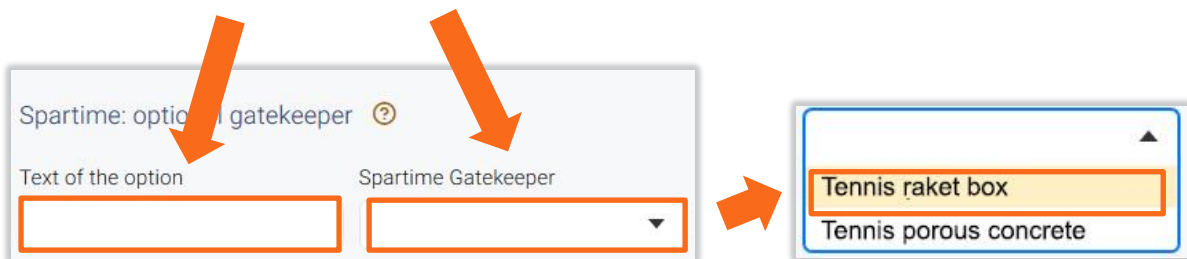


Then upload a photo of the court (or of one of your partners) by clicking on the **"Choose file"** button or by dragging and dropping your file directly into the area provided.



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 to 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 the 'Hours' settings tab. At the top, there are icons for trash, copy, save, and close. Below are tabs for 'Settings', 'Hours', and 'Message'. The 'Name & colour' section has a dropdown menu with a red square and the text 'Philippe CHATRIER'. Below this is a checkbox labeled 'Define different calendars depending on the days of the week'. The 'Hours' section has a time range field with '8:00 AM' and '11:55 PM' and a 'Time slot duration' field with '60 minutes'. There is a '+ Add time range' button and a 'Save' button at the bottom. Orange arrows point to the checkbox, the time range field, the duration field, the '+ Add time range' button, and 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.

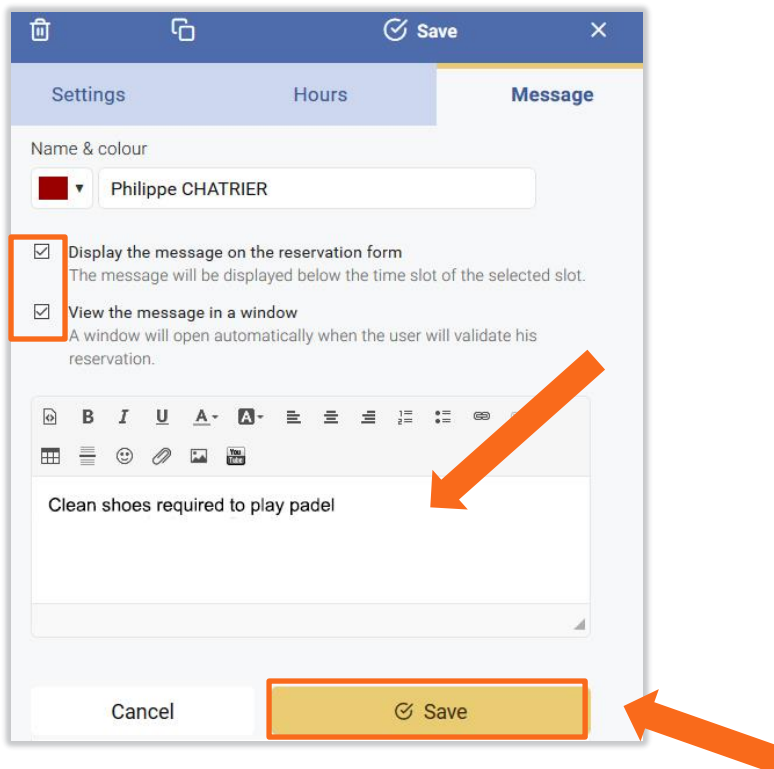
Finally, click on the **"Save"** button at the end of your settings.



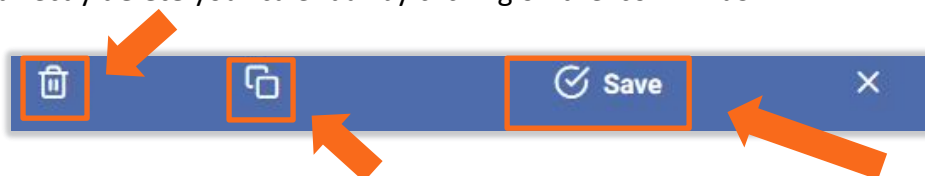


### 3) Message tab

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!).



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 <span>0.7%</span>  
⋮ Philippe CHATRIER	Occupancy rates <span>0.7%</span>  
⋮ Padel n°2	Occupancy rates <span>0.5%</span>  
⋮ Table 1	Occupancy rates <span>0.5%</span>  
⋮ Mini Golf n°1	Occupancy rates <span>0.2%</span>  
⋮ Badminton n°1	Occupancy rates <span>0.0%</span>  
⋮ Futsal n°2	Occupancy rates <span>0.0%</span>  

**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

13h ⚠ 45 min.

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

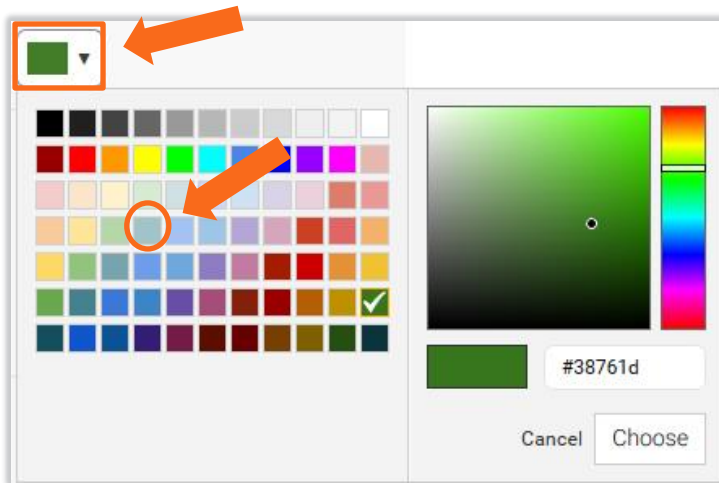
Show text only when mouse is hovering

Background  
Text

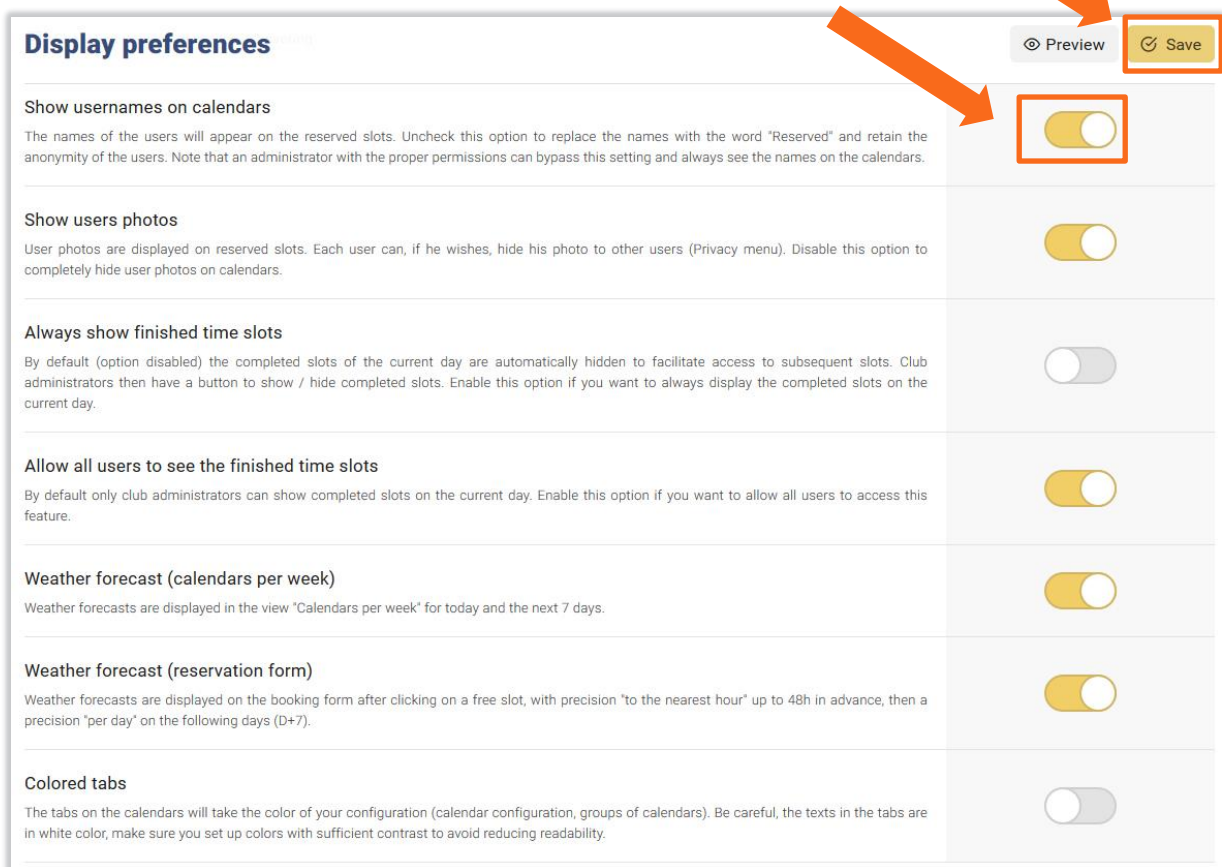
Display this text continuously or only when hovering with the mouse by ticking the box.



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"**.

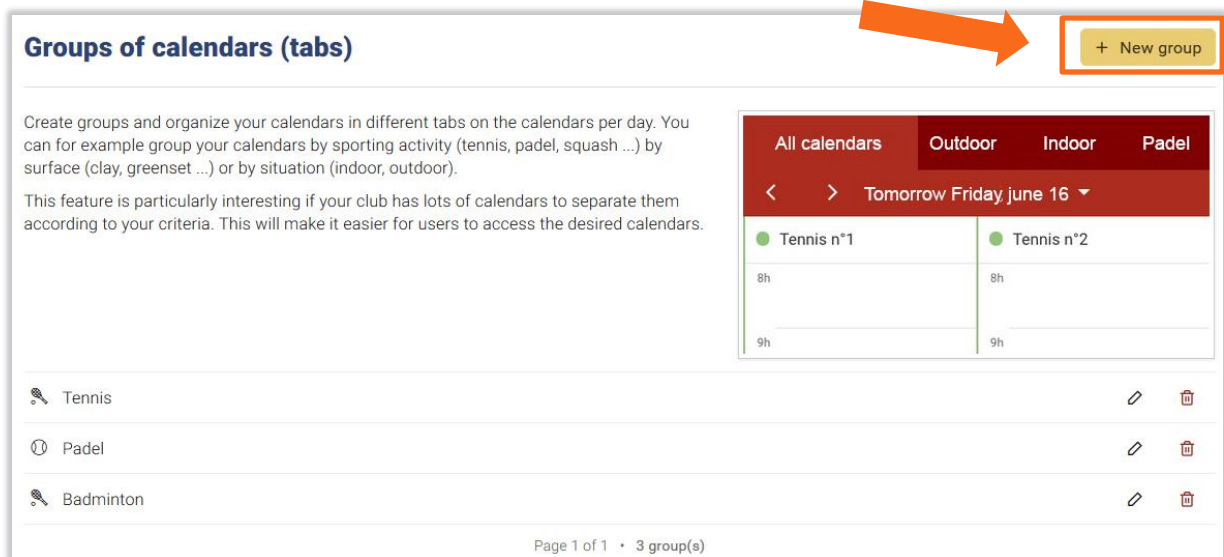


Save your preferences by clicking on the **"Save"** button.



## 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.

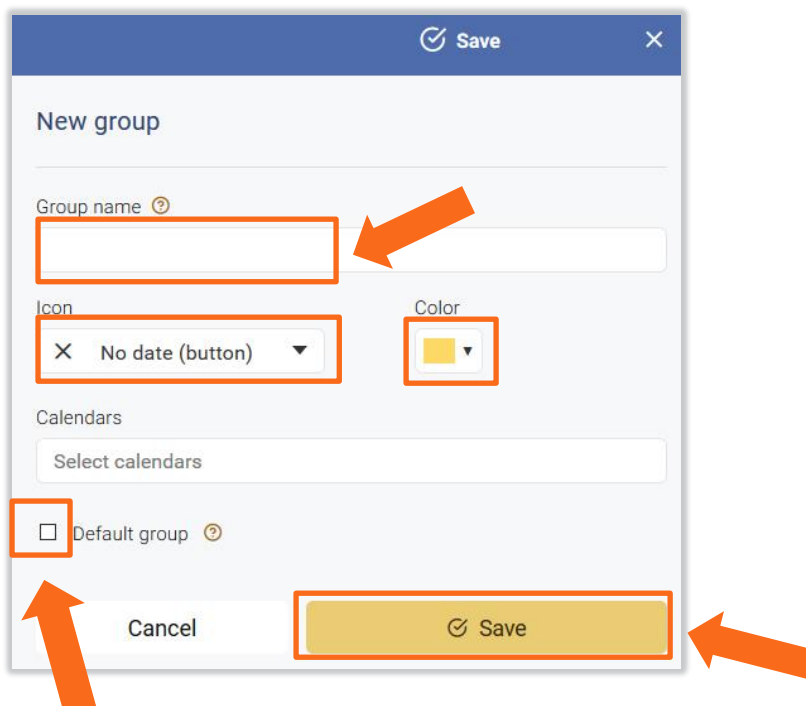
All calendars Outdoor Indoor Padel  
Tomorrow Friday June 16  
Tennis n°1 Tennis n°2  
8h 8h  
9h 9h

Tennis Padel Badminton

Page 1 of 1 · 3 group(s)

**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: No date (button)

Color: Yellow

Calendars: Select calendars

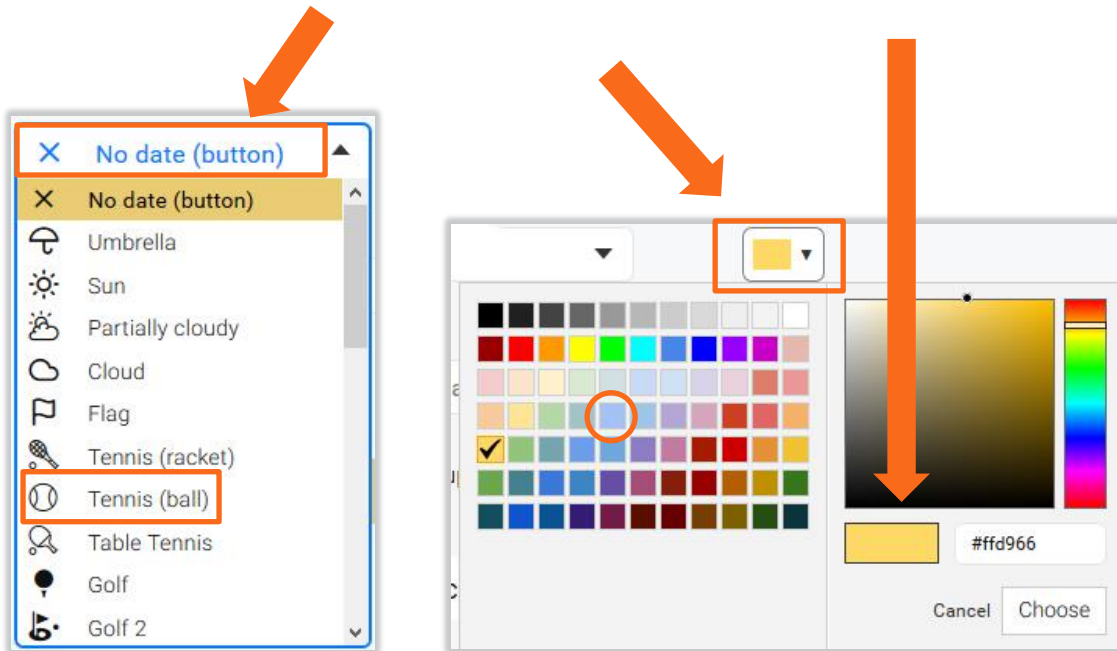
Default group

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.



**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"**.

**Cancel incomplete bookings**

Enable automatic cancellation of incomplete reservations

From  hour(s) before the start of the booked slot,  
cancel incomplete bookings added more than  hour(s) ago.

Allow incomplete reservations less than 1 hour(s) in advance  
Incomplete bookings added within this period will not be cancelled.

Prohibit incomplete reservations less than 1 hour(s) in advance  
Incomplete bookings added within this period will be prohibited.  
Incomplete bookings added within this period will not be cancelled.

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.

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

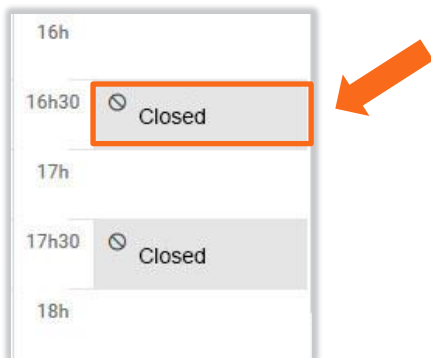
Choose the color of your planning in the color grid that opens by clicking on the color square.

#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.

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
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

Once you have defined your advanced planning, you must assign these plans 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.

<span style="color: green;">●</span> Outside holidays Club	 
<span style="color: orange;">●</span> Outside holidays Town hall	 
<span style="color: green;">●</span> Holidays Club	 
<span style="color: orange;">●</span> 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	<span style="color: green;">●</span> Outside holidays Club		
10/20/2019 → 11/03/2019	<span style="color: green;">●</span> Holidays Club		✕
12/22/2019 → 01/05/2020	<span style="color: green;">●</span> Holidays Club		✕
02/16/2020 → 03/01/2020	<span style="color: green;">●</span> Holidays Club		✕

**- for the Town Hall subscription:**

Advanced planning

[Planning management](#)

Default planning	<span style="color: orange;">●</span> Outside holidays Town hall		
10/20/2019 → 11/03/2019	<span style="color: orange;">●</span> Holidays Town hall		✕
12/22/2019 → 01/05/2020	<span style="color: orange;">●</span> Holidays Town hall		✕
02/16/2020 → 03/01/2020	<span style="color: orange;">●</span> 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.



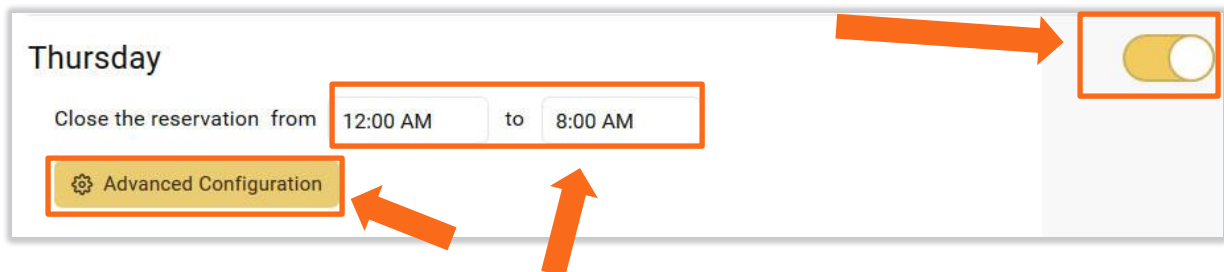
**System time closures** Save

Enable time closures

Monday

Tuesday

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

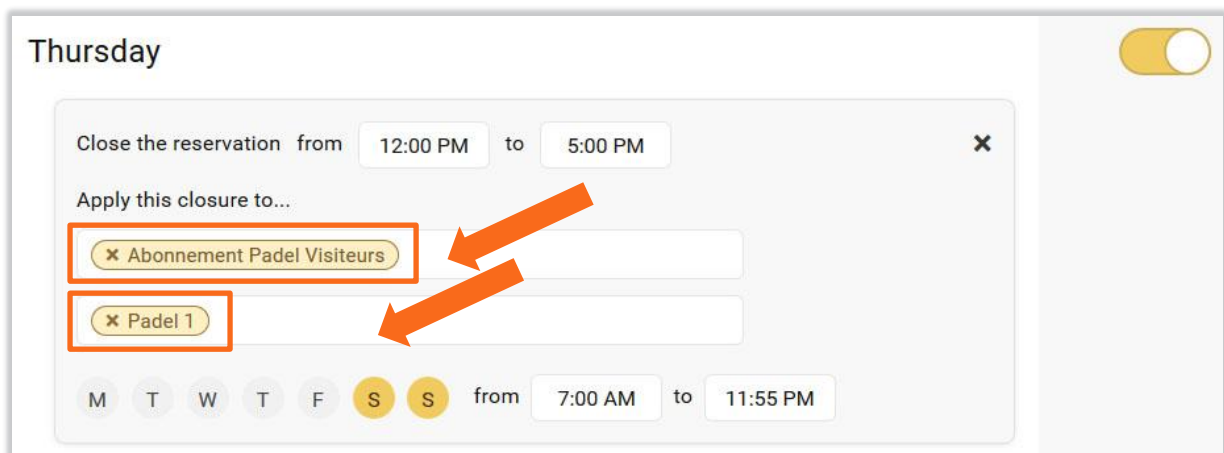


**Thursday**

Close the reservation from  to

Set the closing start and end times.

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



**Thursday**

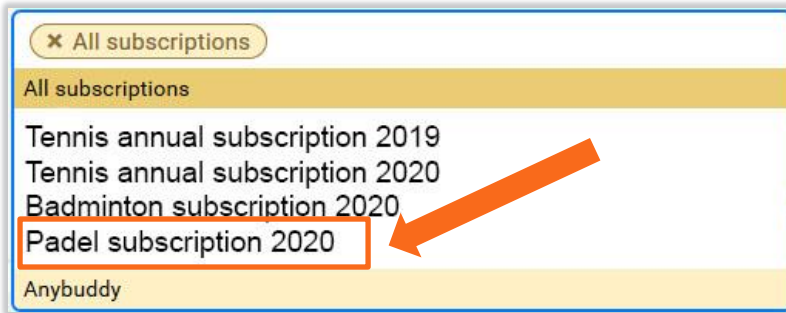
Close the reservation from  to  ×

Apply this closure to...

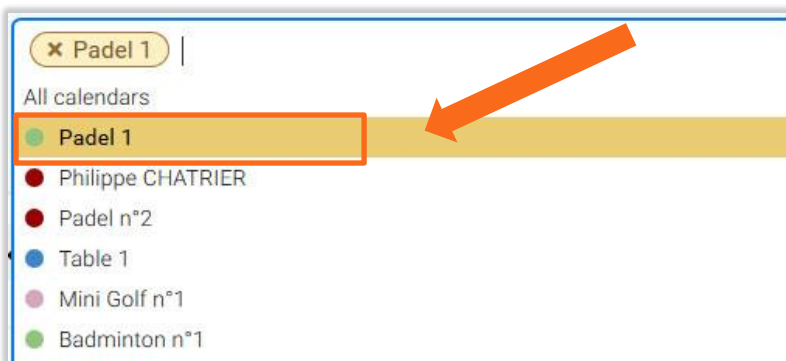
M T W T F **S** S from  to



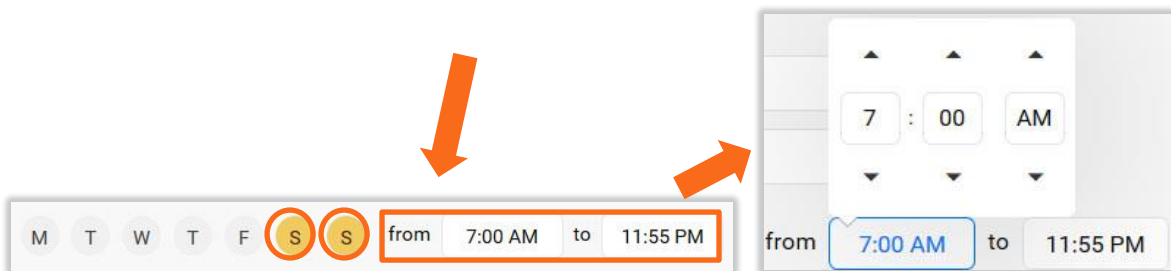
Restrict this closure to certain subscriptions by clicking on the **"All subscriptions"** button (default) and select them successively from the drop-down list.



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



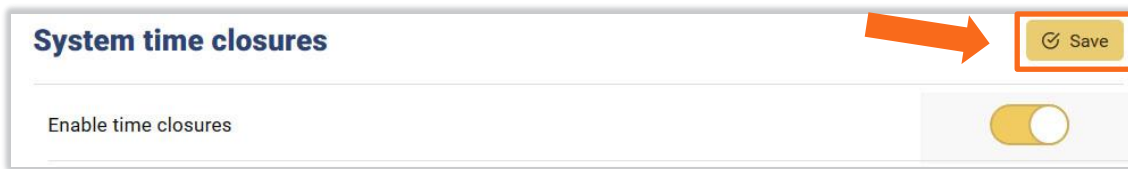
Then elect the days and times to which the reservation closure will apply by ticking/unticking the days (default every day, colored day = selected day) and setting the start and end times.



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.

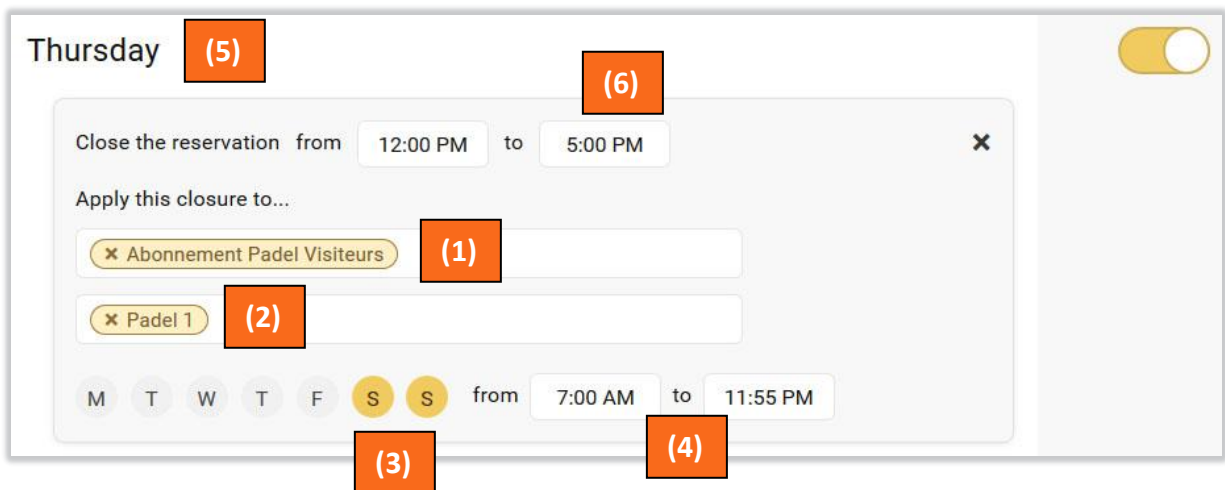


Finally, click on the **"Save"** button at the end of your closing programming.



**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)** .

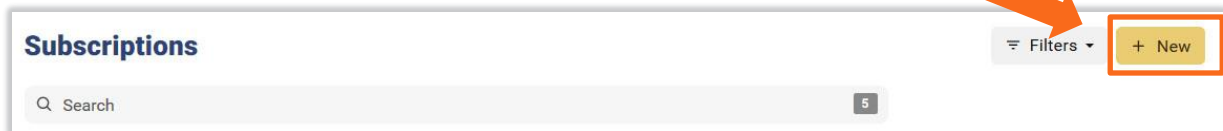




## USERS>PERMISSIONS> SUBSCRIPTIONS

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.

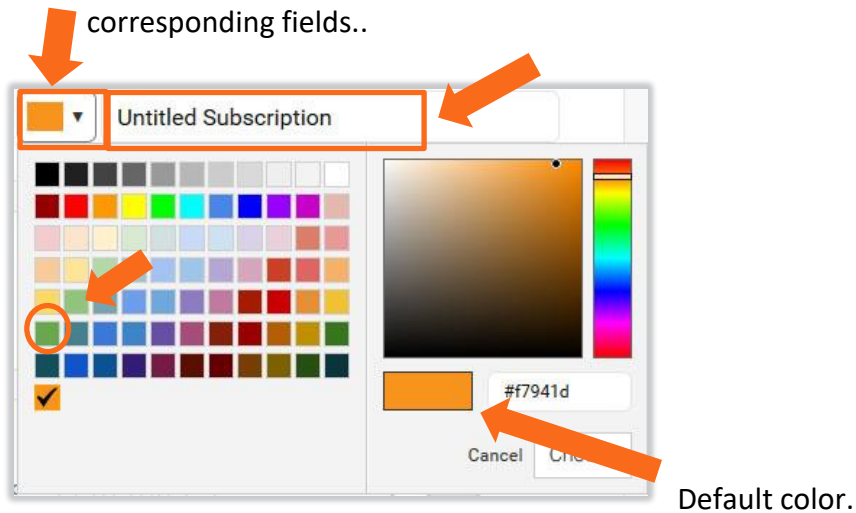
Some options are optional.

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

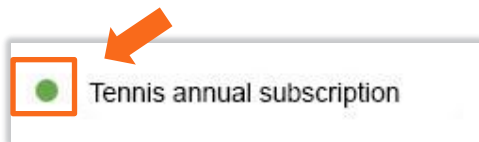


## 1) General tab

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



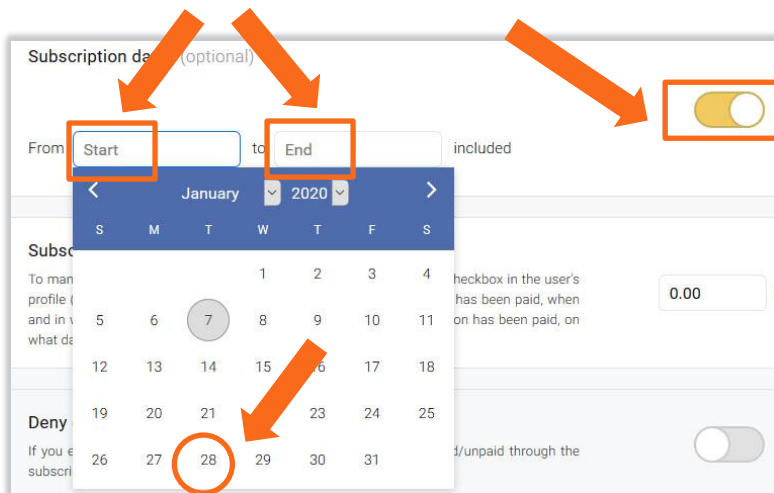
The color will appear in the dot in front of the name in the subscription list.



- 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

Profile Photo

Postal address

Date of birth

Telephone 1

Ranking

Telephone 2

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.

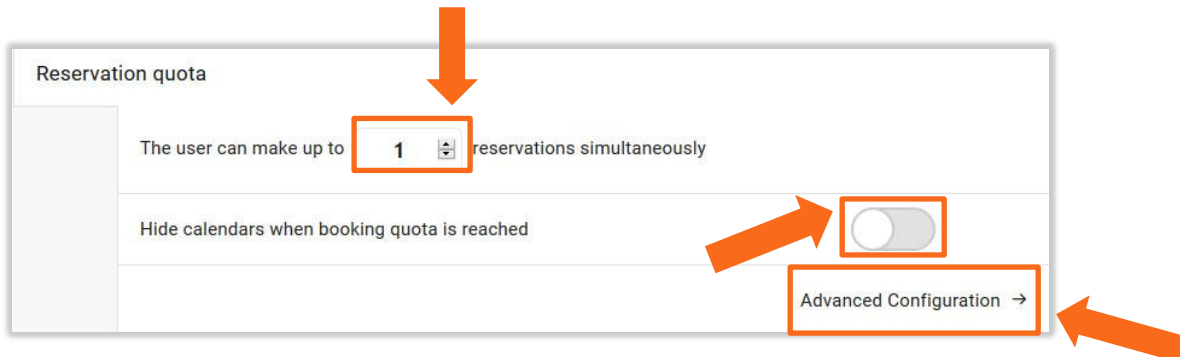
Keywords (optional)



## 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

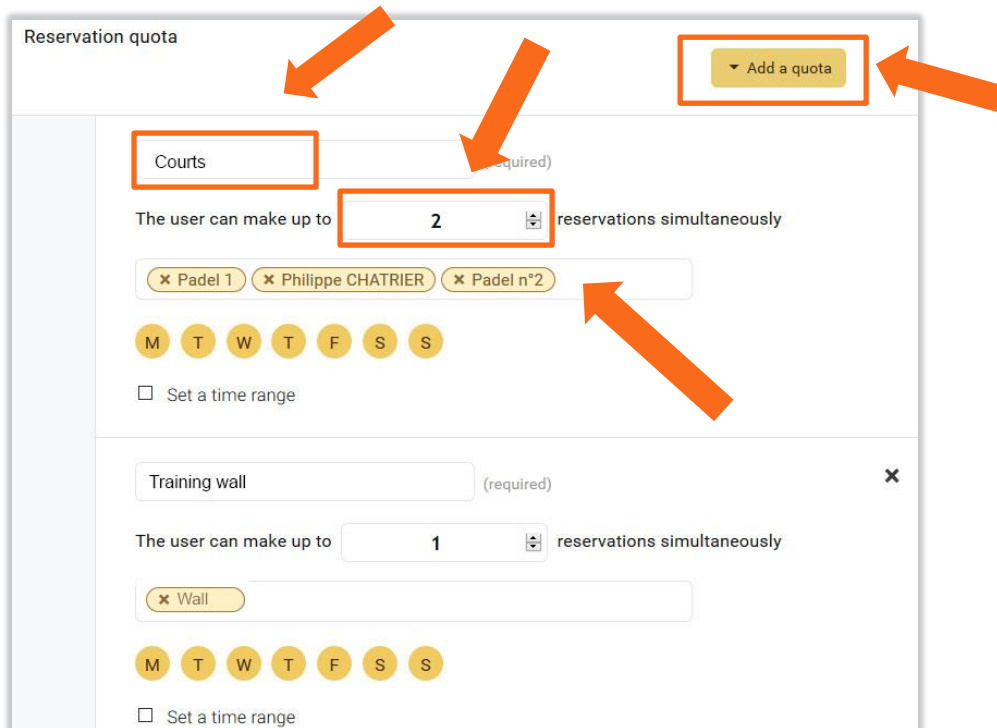
Hide calendars when booking quota is reached

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

× Padel 1 × Philippe CHATRIER × 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

× Wall

M T W T F S S

Set a time range



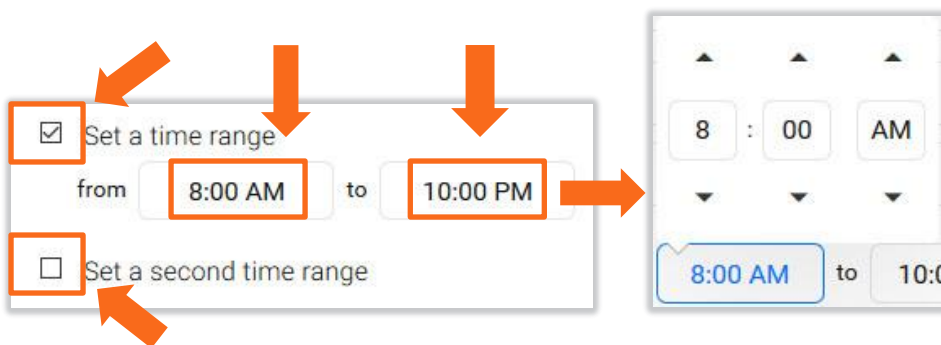
Choose the calendars on which this quota will apply by clicking on the corresponding line and select them in the drop-down list by clicking on their name. Start again to add more calendars to your list.



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



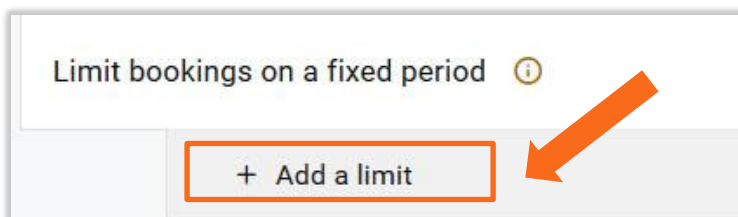
Specify the start time and end time if you want to define a time slot for applying the quota by ticking the **"Set a time range"** box beforehand.



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

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

M T W T F S S

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  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  hours before the start of the slot. 

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

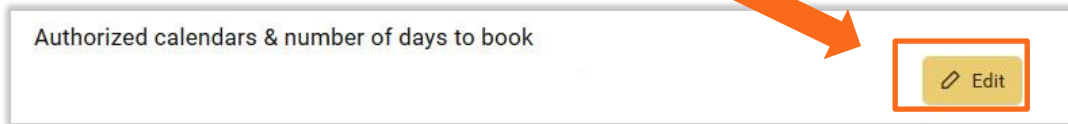




### 3) Permissions tab

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.



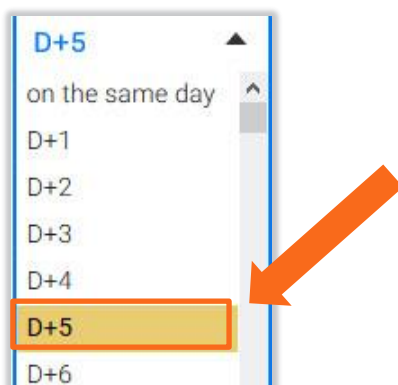
In the new window that opens, tick the calendars.

	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	...

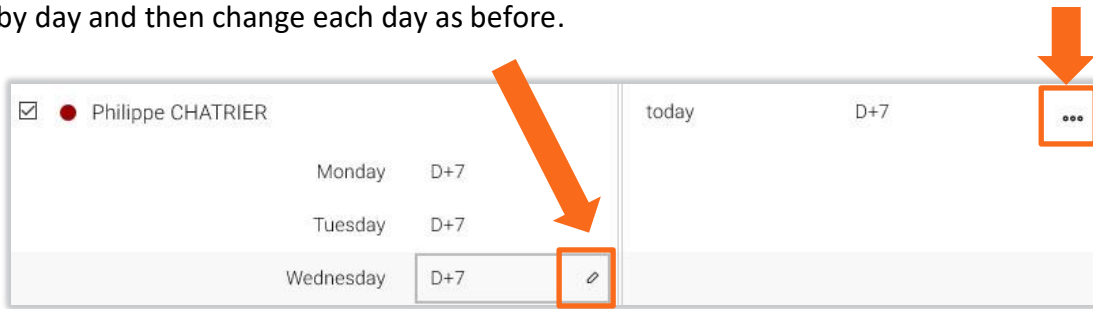
For each calendar chosen, you can then define the time allowed for the booking and for the display (with a minimum and a maximum) by clicking on the **"Modify"** buttons.



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

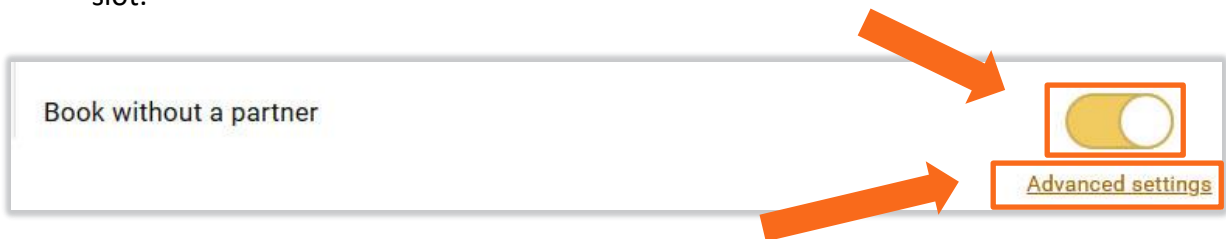


Refine your booking deadlines by clicking on the **"3 points"** button to open the settings day by day and then change each day as before.



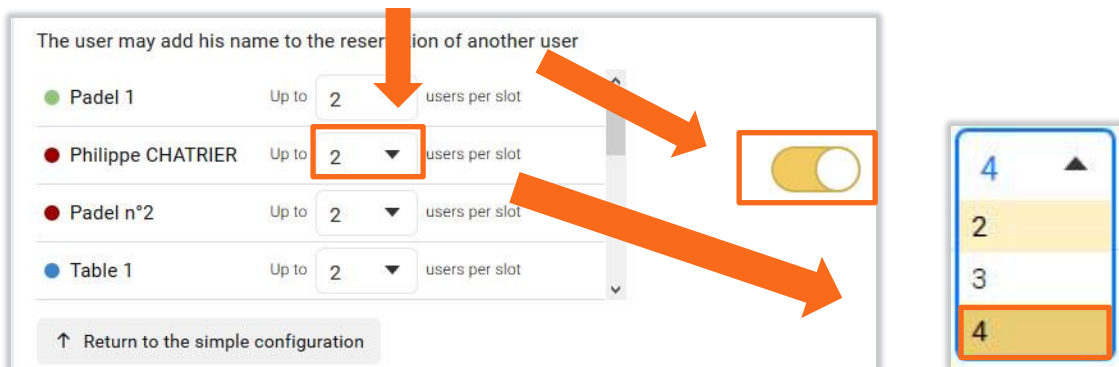
**NOTE:** *If you don't change the values, the default values are applied.*

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



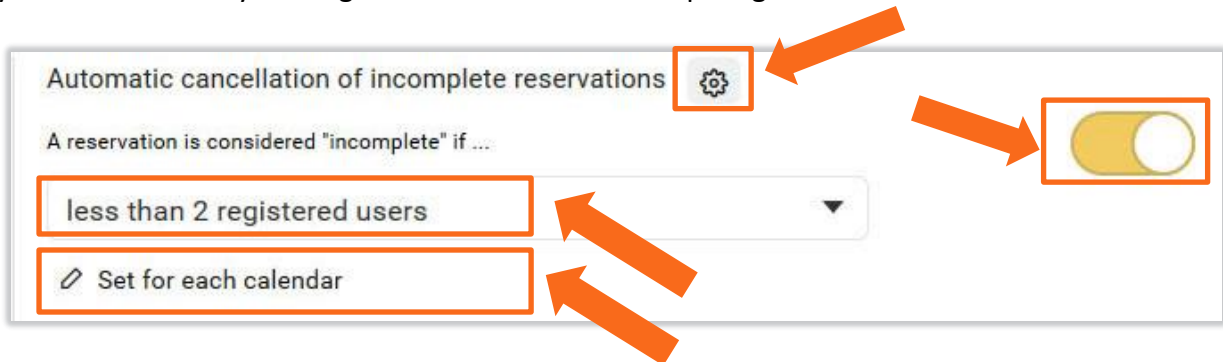
By clicking on the **"Advanced Settings"** button, you can access other settings.

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.

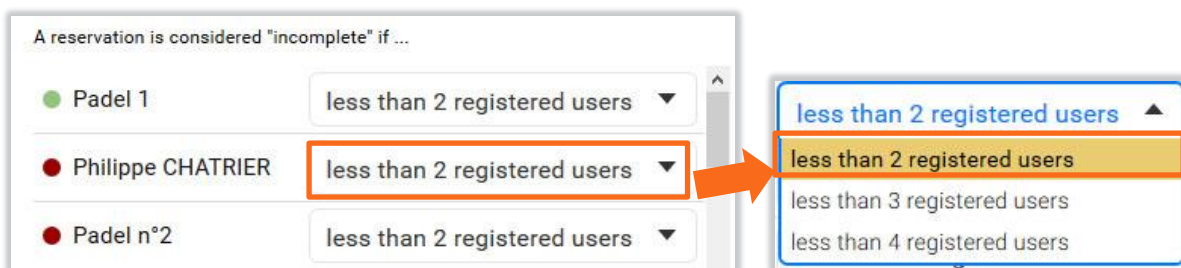


Automatically cancel incomplete reservations by setting the number of hours before the start of the time slot to free up slots while allowing time for a registered user to find a partner(s).

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



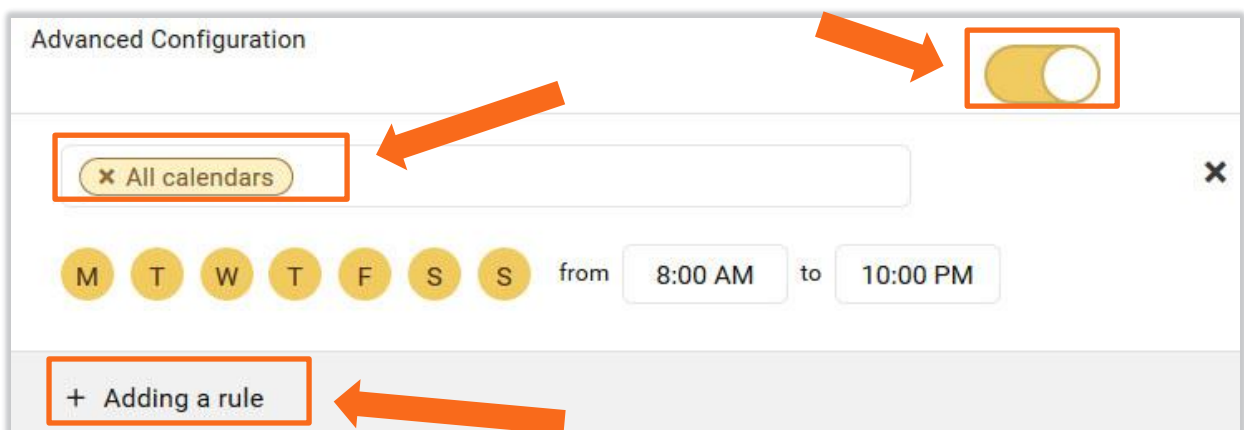
First define an **"incomplete reservation"** either for all calendars or on a case-by-case basis for each calendar by clicking on the **"Set for each calendar"** button.



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 "**.

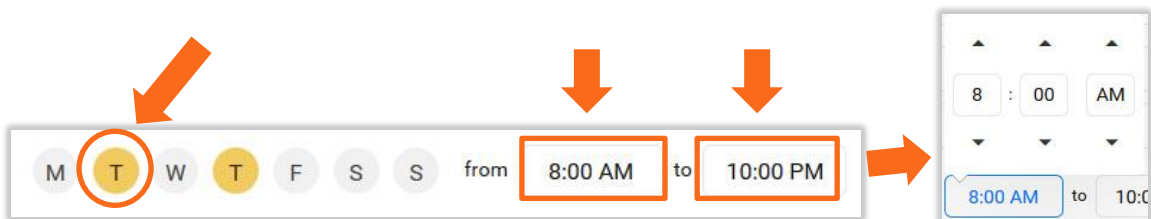
Select the calendars concerned by clicking on the line **"All calendars"** (default).



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.

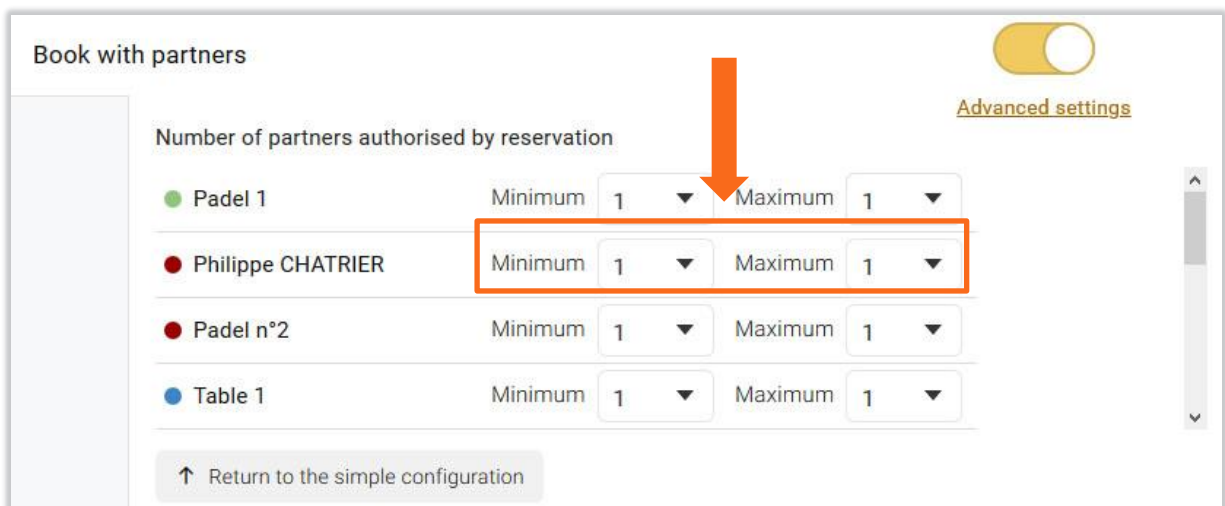


Add more rules by clicking on the **" + Adding a rule "** button and repeating the procedure.

- 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.

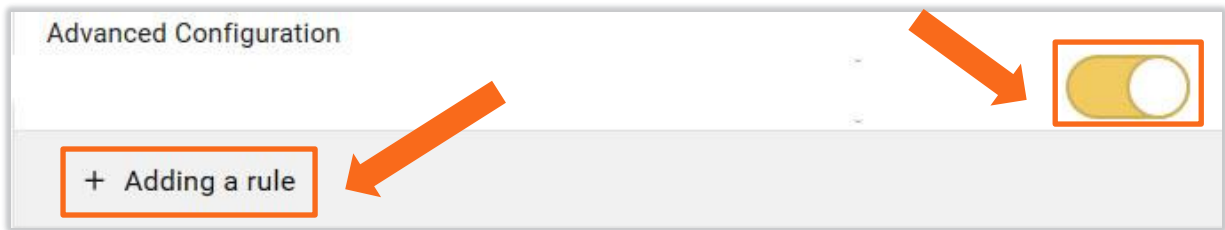
If the user chooses the number of partners indicated, before validating his reservation a message will be displayed and he will have to tick or untick the box according to the option chosen by default and depending on whether or not he wants to take advantage of this extra playing time.

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

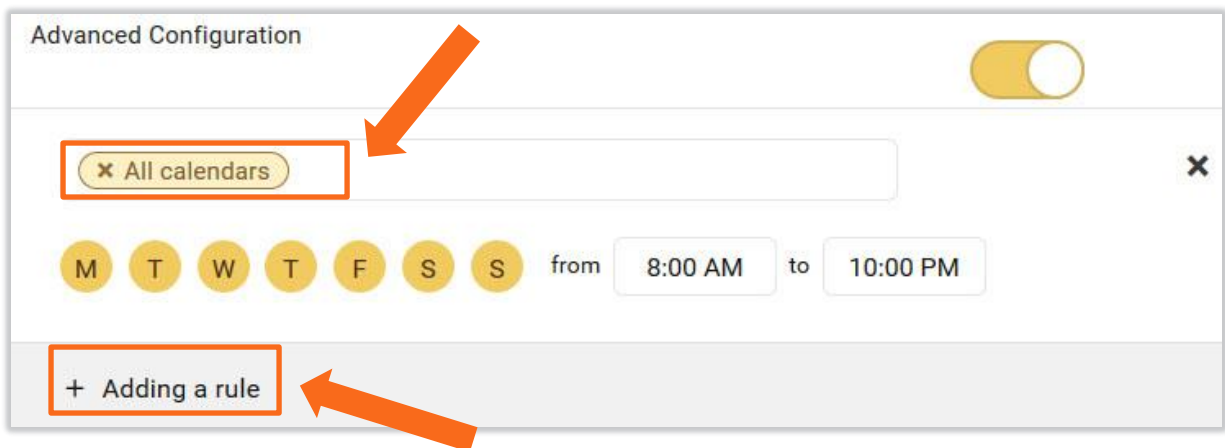
Yes, I would like to take advantage of this extra 30 minutes.



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



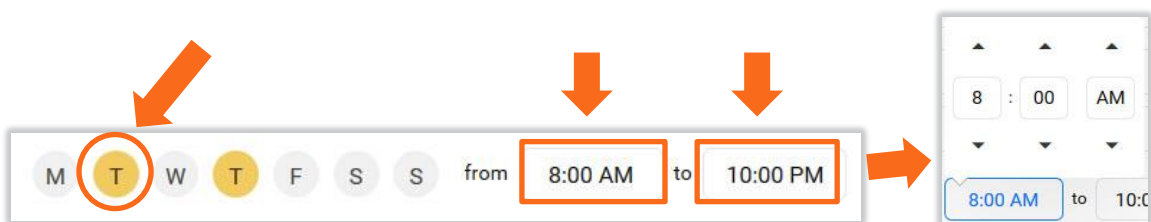
Select the calendars concerned by clicking on the line **"All calendars"** (default).



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.



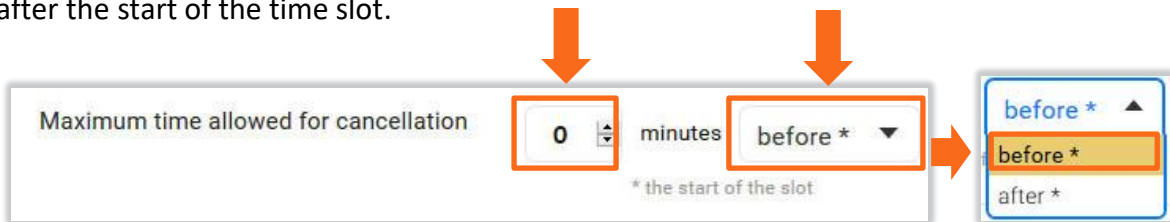
Add more rules by clicking on the **" + Adding a rule "** button and repeating the procedure.



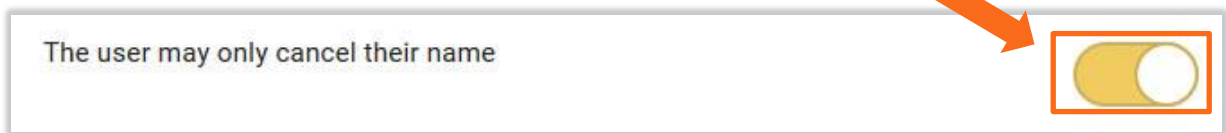
- Allow the subscriber to cancel reservations. This will make the slot available to other subscribers.



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



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.



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



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

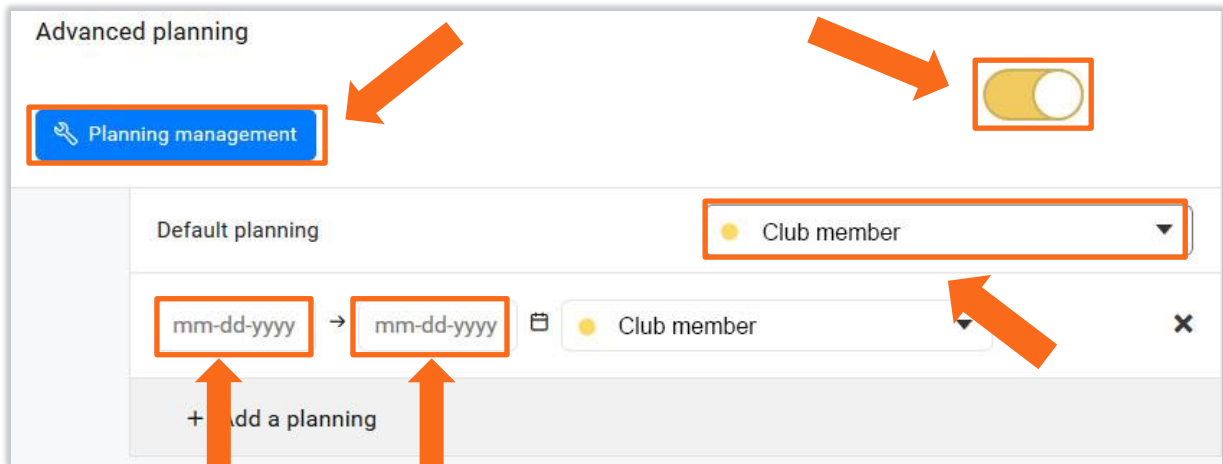
**Inter=30, min=60, max=90 with adjustable start time**





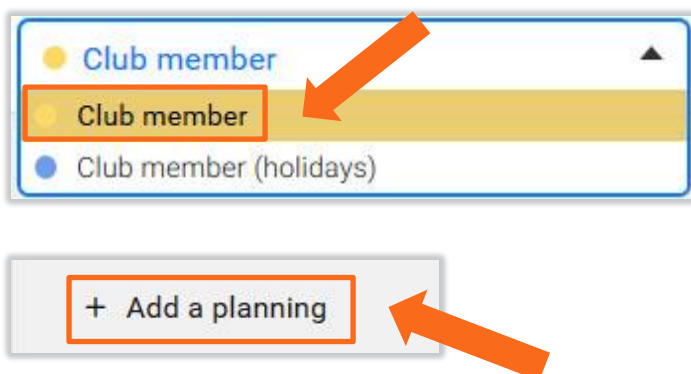
- Configure advanced planning and determine the slots allowed for subscriber reservations. You can define different calendars for different periods (holidays, public holidays, non-vacation days, ...).

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



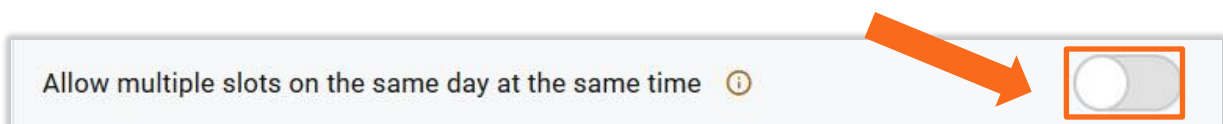
Set the start date and end date to determine a period during which the subscriber will be able to book and assign a schedule to your subscription by clicking on the corresponding line.

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

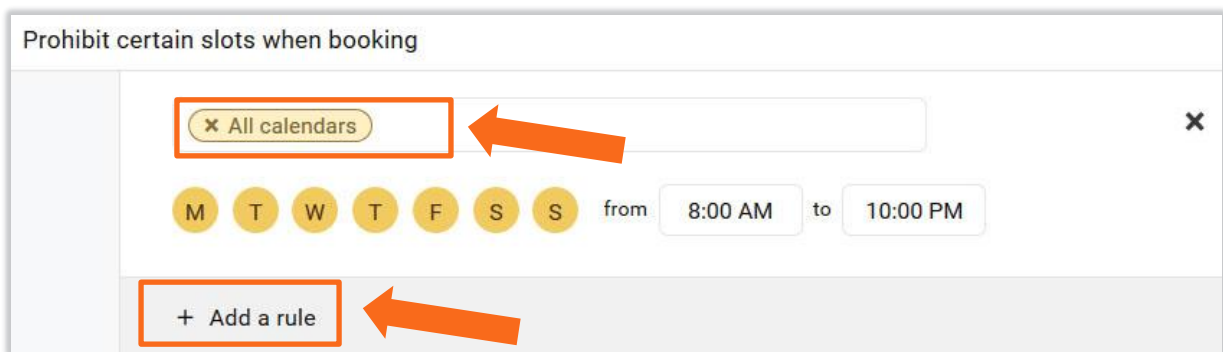
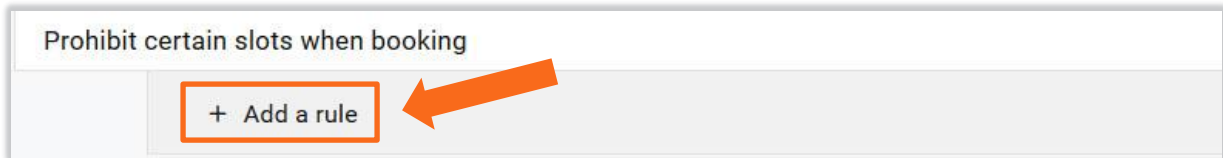


#### 4) Rules tab

Define booking prohibitions.

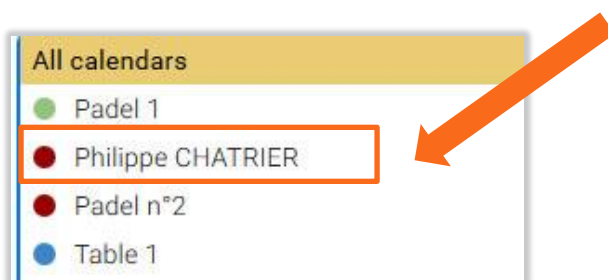
- Prohibit slots when booking.

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

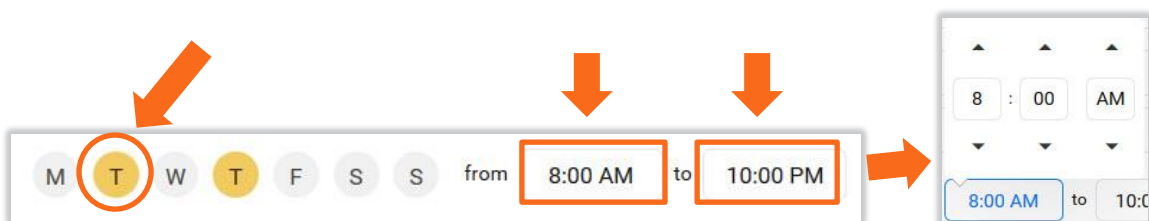


Then select the calendars concerned by clicking on the line **"all calendars"** (default).

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.



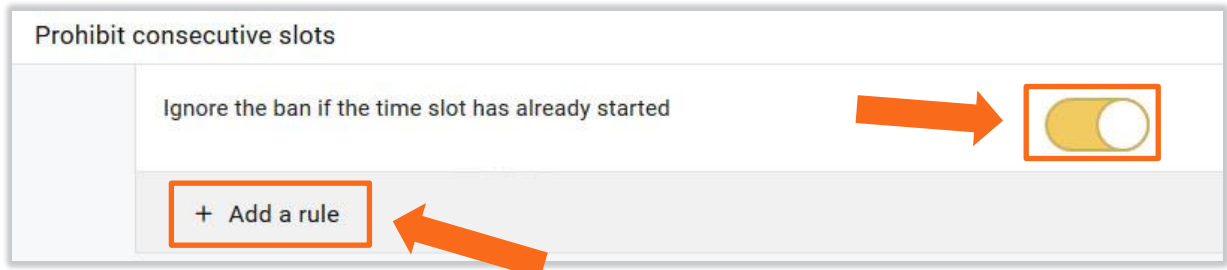
Add more rules by clicking on the **"Add a rule"** button and repeating the procedure.



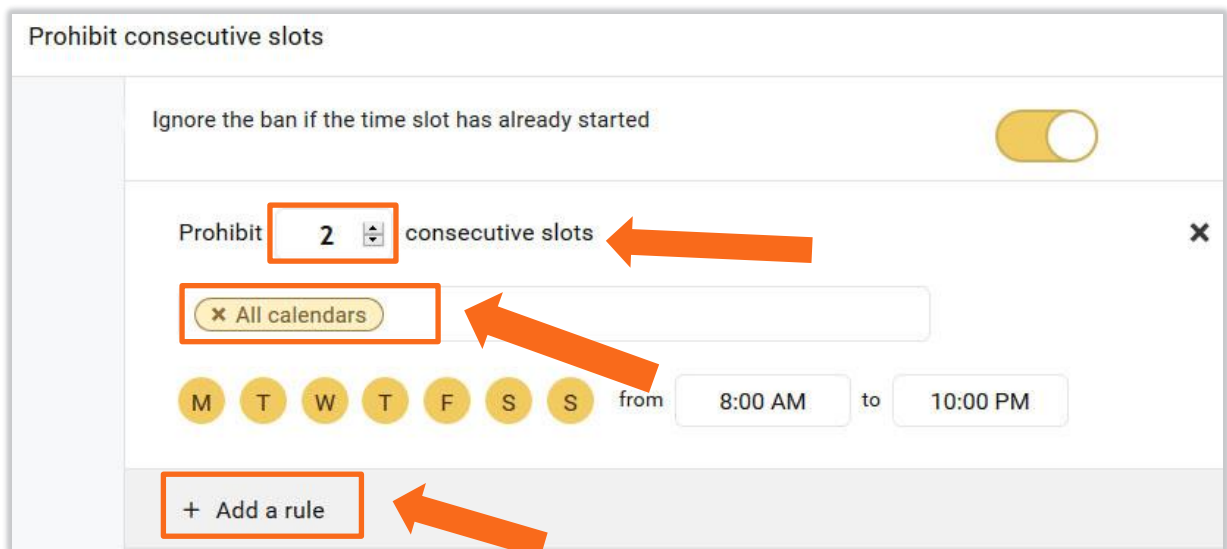
- Prohibit booking consecutive slots.

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.

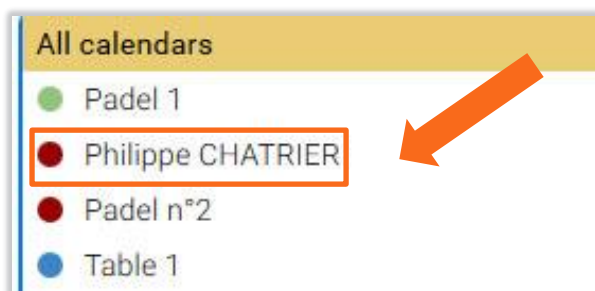


First activate the option by clicking on the **"+ Add a rule"** button.

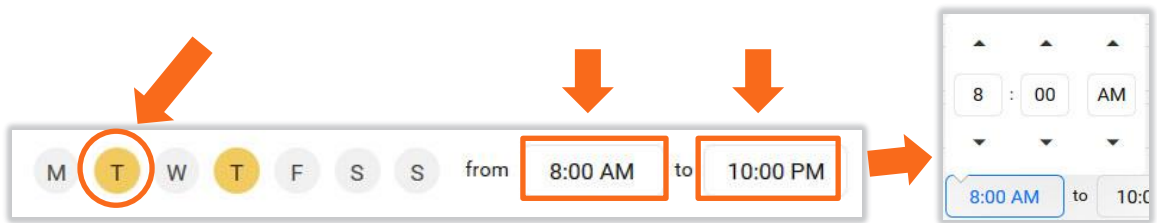


Then set the number of prohibited consecutive slots and select the relevant calendars by clicking on the line **"all calendars"** (default).

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

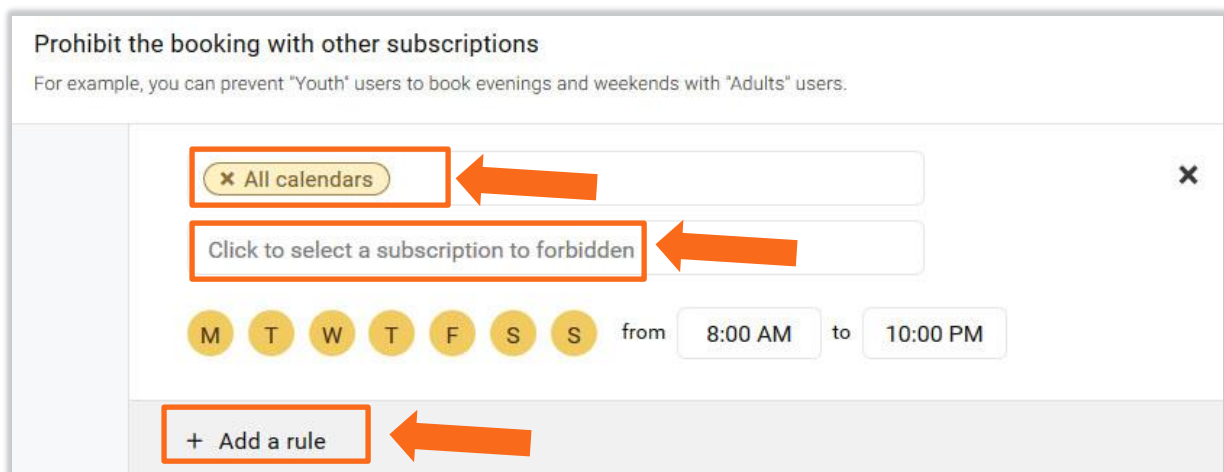


Tick the relevant days (by default every day) and set the start and end times.



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.

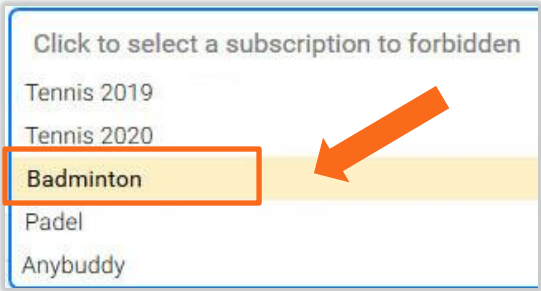


Then select the calendars concerned by clicking on the line **"all calendars"** (default).

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

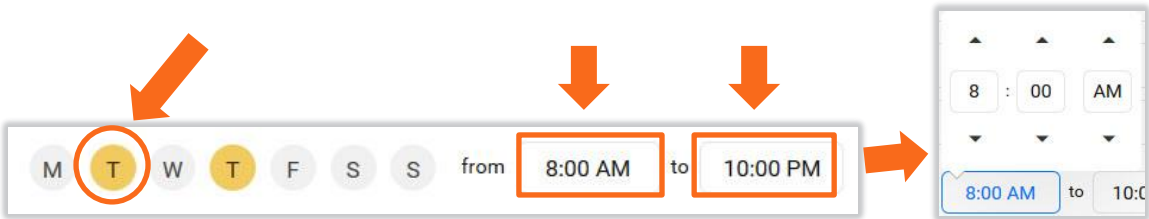


Then choose a subscription to prohibit by clicking on the corresponding line and then selecting it from the drop-down list.



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).

- Activate the ticket system.

Enable the ticket system

Duration of a ticket  
Tickets will be charged according to the length of the reservation. 1 ticket = 60 minutes

Add tickets when creating the user's account 0 ticket(s)

Advanced Configuration

Choose the calendars on which to activate tickets by clicking on the **"All calendars"** button and then selecting them from the drop-down list that opens. Repeat the process to add more calendars to your list.

All calendars

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

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

Set the duration of a ticket in the drop-down list. Depending on the case, a ticket will be debited at each reservation whatever its duration, at each slot whatever its duration or at each selected period in minutes.

1 ticket = 60 minutes

1 ticket = 1 reservation

1 ticket = 1 slot

1 ticket = 5 minutes

1 ticket = 10 minutes

1 ticket = 15 minutes

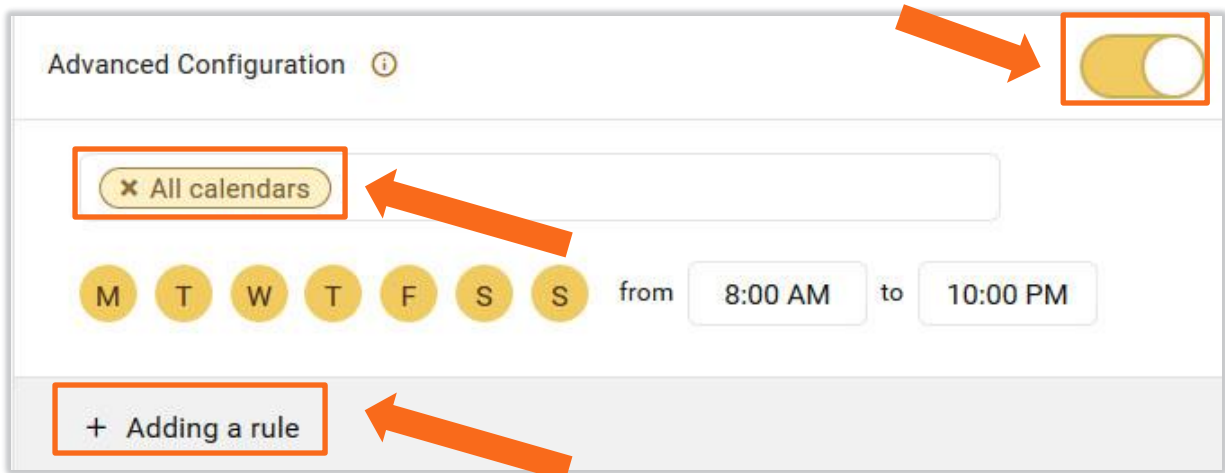
1 ticket = 20 minutes



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.

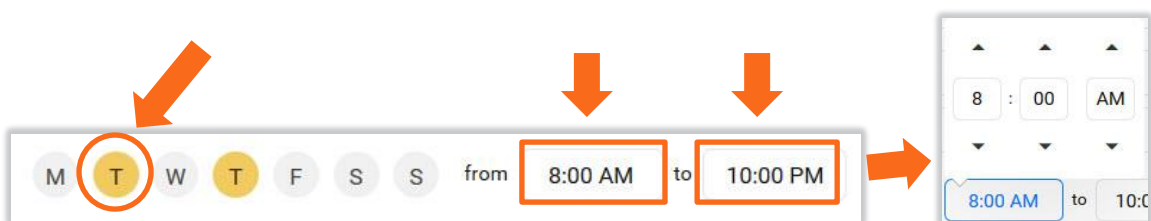


Choose the calendars on which to define an activation rule by clicking on the line **"all calendars"** (default).

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



Then tick the days concerned (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.





- Sell tickets through an online payment system.

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).  
Click on the button "**Add a price**" to define another pack of tickets.

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

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

- Offer a ticket if the reservation is made 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.






## 6) Guests tab

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










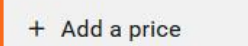
Allow bookings with guests 

- 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: <input type="text" value="10"/>   EUR
 10 ticket(s) 	Price: <input type="text" value="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.

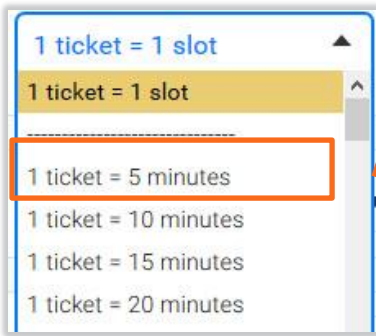
Tickets included in the subscription     ticket(s)

- 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 ⓘ

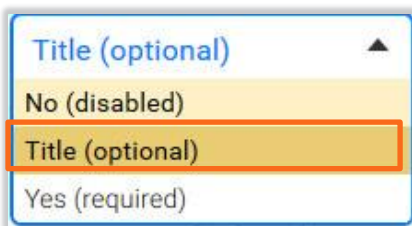
1 ▼ maximum

- 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.



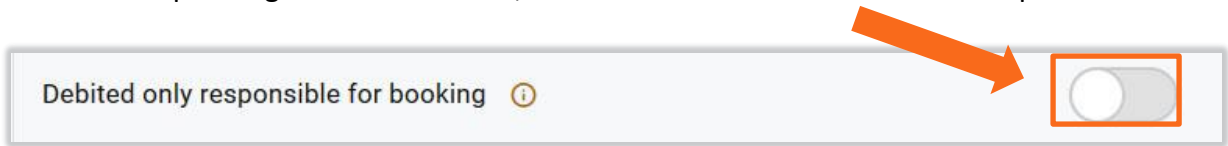
- If you want to pass on important information, write a message in the field provided. This message will be displayed before the subscriber validates the reservation and also in his **"My subscription"** menu.

Show an information message

Express yourself...



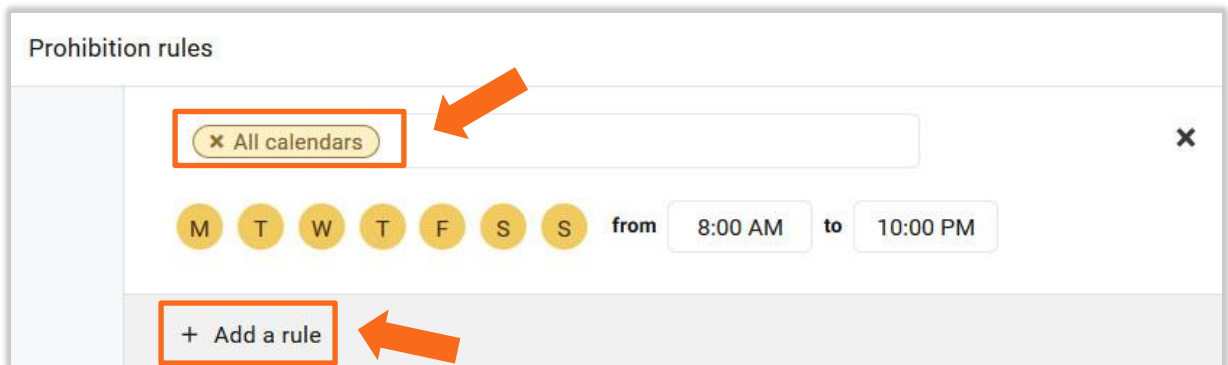
- Debit only the person responsible for the reservation (first name on the slot) or the 2 persons who made the reservation (if the subscriber is allowed to book with other partners). If the option is deactivated, the 2 subscribers must each have the corresponding number of tickets, otherwise the reservation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



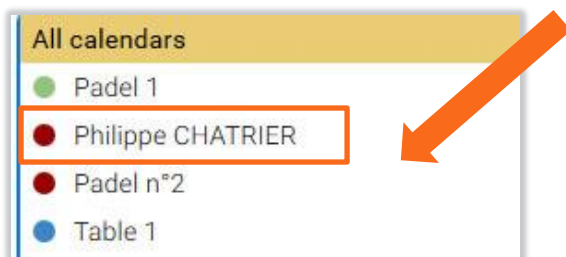
- Add prohibition rules.

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

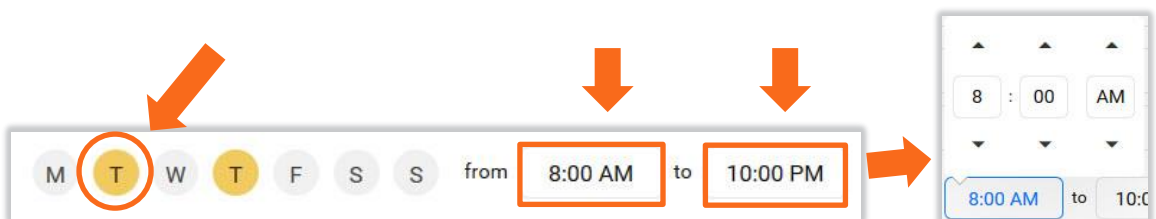
Select the calendars concerned by clicking on the line **"all calendars"** (default).



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



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).

Allow booking with labels

Select a label  Unlimited

+ Add a label

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

Select a label

- Adult training
- **Championship match**
- Club reservation
- Private lesson
- Team match
- Tennis academy
- Football

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 \(GUIDE 2\)](#).

- Ignore quotas and limits.

Ignore Quota and Booking Limits ⓘ

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

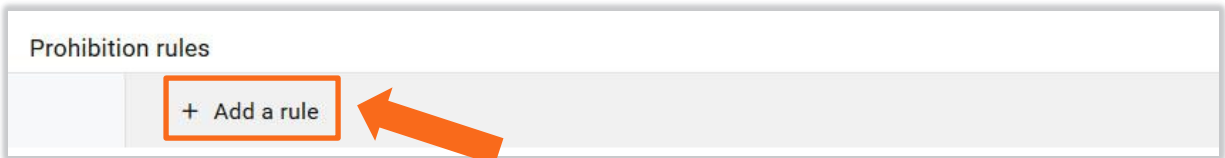
Allow consecutive slots ⓘ



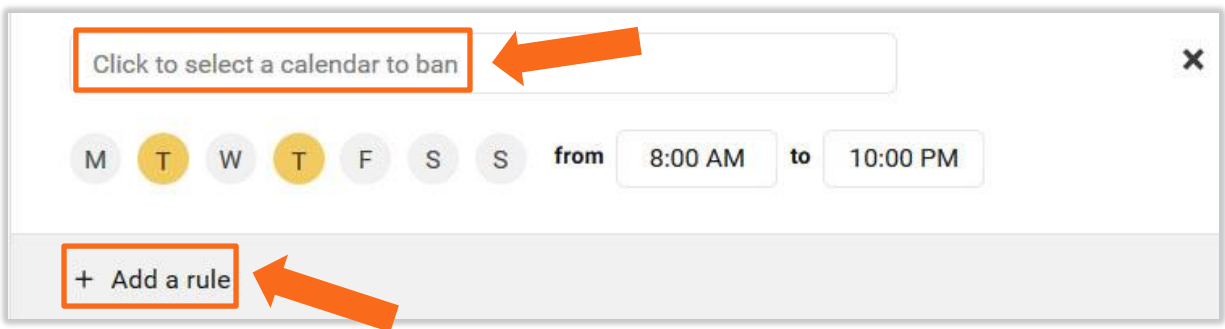
- Allow comments to be added to the label.



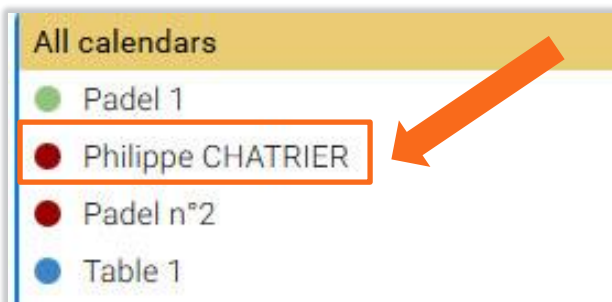
- Prohibit the use of labels on certain calendars, days or times by clicking on the button "**+ Add a rule**".



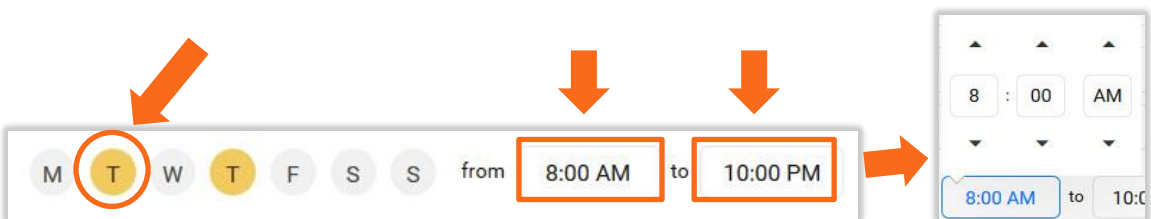
Then choose the calendars concerned by clicking on the corresponding button.



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




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



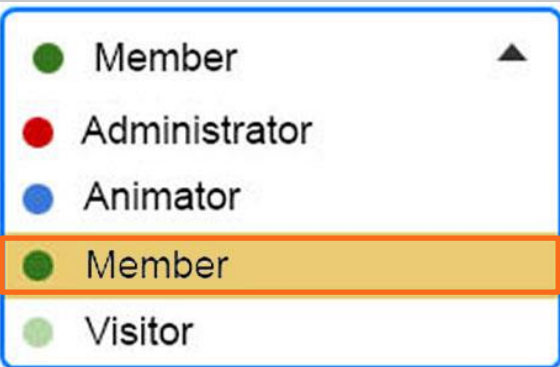
## 8) (Online) registrations tab

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 




- Member
- Administrator
- Animator
- Member
- Visitor

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

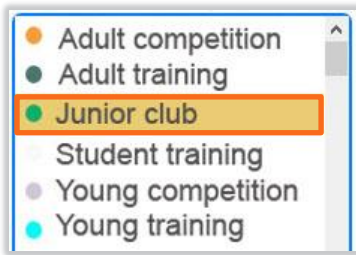
E-mail notifications 

- 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.



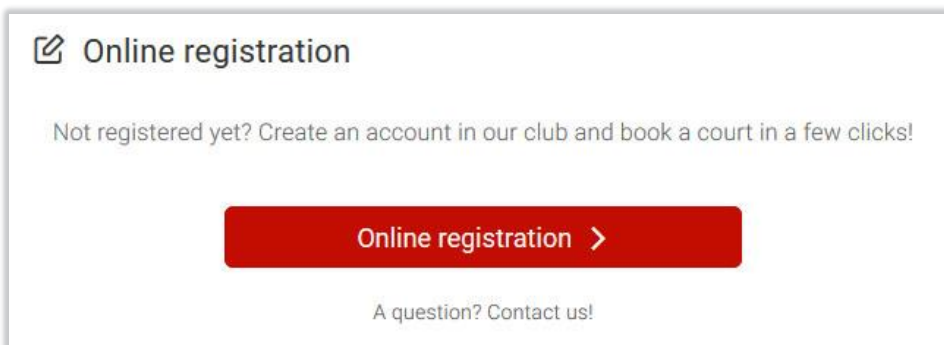
- Set a number of reservation tickets to be allocated to the subscriber when his registration is validated. Change the number of tickets by clicking on the arrows.



- 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](#)).



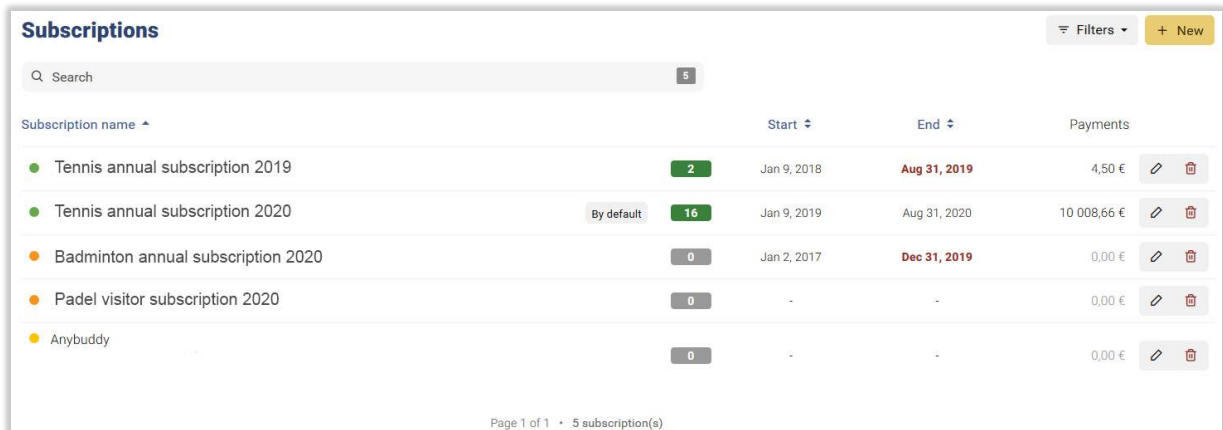
Users will click on the **"Online registration"** button to log in.















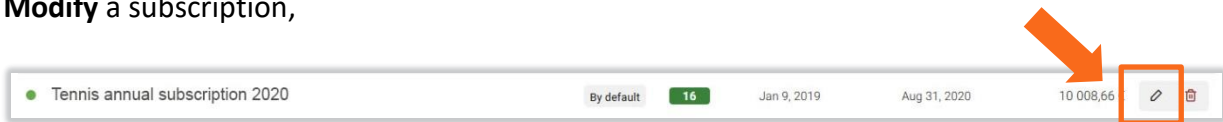
Don't forget to save your configurations by clicking on the **"Save"** button in all tabs.

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

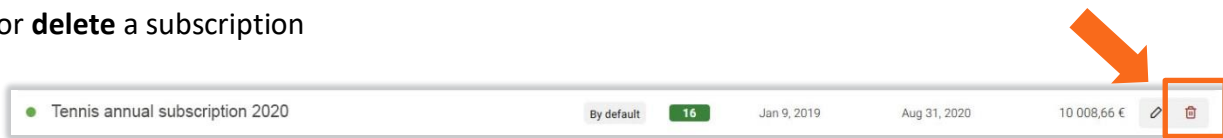


Subscription name		Start	End	Payments	
Tennis annual subscription 2019	2	Jan 9, 2018	Aug 31, 2019	4,50 €	 
Tennis annual subscription 2020	By default 16	Jan 9, 2019	Aug 31, 2020	10 008,66 €	 
Badminton annual subscription 2020	0	Jan 2, 2017	Dec 31, 2019	0,00 €	 
Padel visitor subscription 2020	0	-	-	0,00 €	 
Anybuddy	0	-	-	0,00 €	 

**Modify** a subscription,

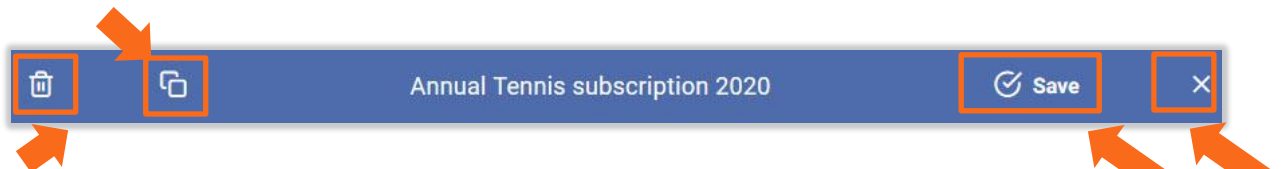


or **delete** a subscription



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

Profile	Count	Default
Administrator	2	
Animator	2	
Member	267	Par défaut
Visitor	0	

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.

My account | Reservation | Messages | Administration

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

Administrator

#cc0000

Cancel Choose



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

Save

My account   Reservation   Messages   Administration

▼

- View and modify my personal data
- Change my login and password
- Change my photo
- My subscription
- My reservations
- My payments
- My statistics
- E-mail & SMS notifications
- Privacy settings

Cancel   Save

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

Save

My account   **Reservation**   Messages   Administration

▼

- Calendars per day  
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.
- Calendars per week  
Allow access to viewing over several days making it possible to see a calendar in particular over several days.
- Find a partner  
Access classified ads, add an ad, and see the of club's member directory in order to find a partner.

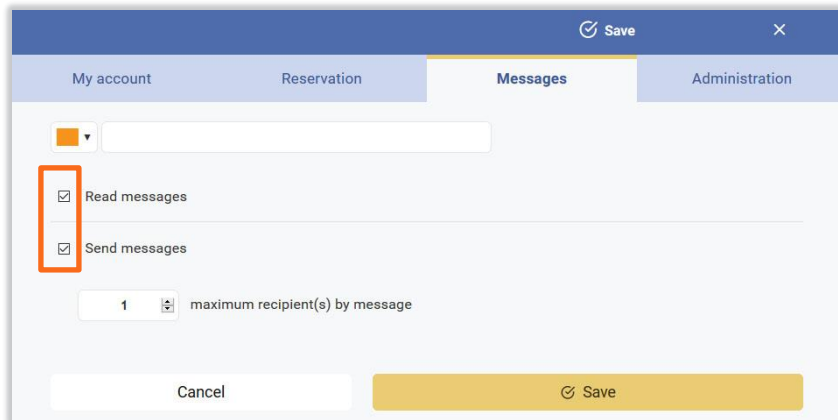
**Booking Management**

- Reserve for other users
- Reserve with a club label
- Reserve with a sticker
- Reserve with repetition
- Overwrite/cancel existing reservations
- Not visible on the members reservation form

Cancel   Save

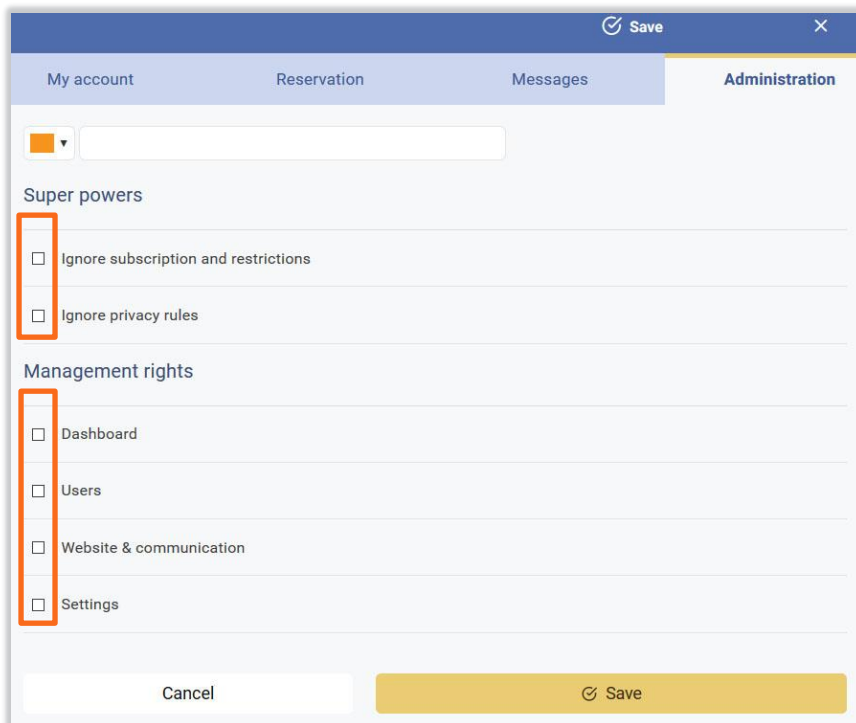


3) **Messages tab:** Set the access permissions for the internal mailbox.



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 is a search bar with a dropdown arrow. The main content area contains two checked checkboxes: 'Read messages' and 'Send messages', both highlighted with a red box. Below these is a dropdown menu set to '1' with the text 'maximum recipient(s) by message'. At the bottom, there are 'Cancel' and 'Save' buttons.

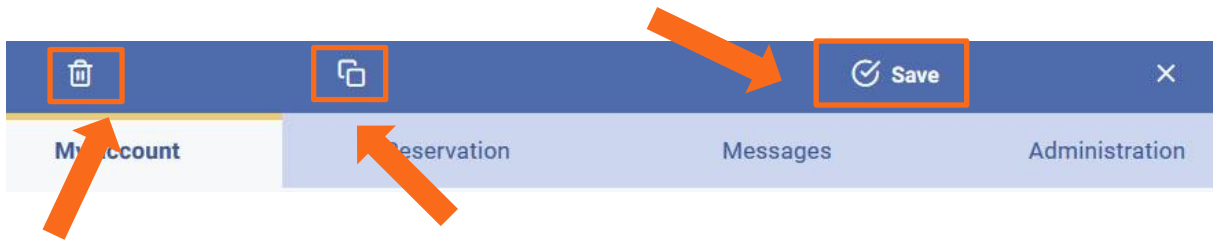
4) **Administration tab:** Define management rights.



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 is a search bar with a dropdown arrow. The main content area is divided into two sections: 'Super powers' and 'Management rights'. Under 'Super powers', there are two unchecked checkboxes: 'Ignore subscription and restrictions' and 'Ignore privacy rules', both highlighted with a red box. Under 'Management rights', there are four unchecked checkboxes: 'Dashboard', 'Users', 'Website & communication', and 'Settings', all highlighted with a red box. At the bottom, there are 'Cancel' and 'Save' buttons.



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.





## THE YELLOW BALL MASCOT

The mascot is more than a fetish character: she gives often to the company's image by associating itself with its logo.

- Bob, the blue bear of Butagaz - Dogcow, the Macintosh developers' mascot
- Sajou, the mascot for YellowBall...

*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 YellowBall 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 YellowBall 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**