

Online Court Booking Steps

1. Click [Log in Screen](#)
(Link on OK Mission Home Page or by downloading APP Love our club)
2. You will arrive at **YOUR** [Home Page](#)
(Your Name will Appear in middle of screen if your here)
3. Click the **Calendar** below you name on [your home page](#) to arrive at booking screen.
4. **CLICK** in the time you wish to play and then you will get to a screen that will show you an option with a drop box that you can **choose either a singles or double match**. This is the **only** thing you need to change on this tab. Then you **MUST go to the MEMBERS tab** where you will see alphabet listed. Click the **letter of the first name** of the other people you want to play to select them as playing members with you. If you are doing the booking your name automatically appears.
5. **ALL PLAYERS must be listed on court sheet prior to entering the courts.**
6. Once all members are selected **click book**.
7. You and all other members listed on your booking at that point then if they are active registered members **will receive an email** with your court booking confirmed.
8. If by chance you have a change in your players go to all the same steps and then just deselect the player not playing and add the new player.
9. **IMPORTANT** that all cancellations must be cancelled 3 hours prior to your cancellation to allow time for other members to take your court if your not able to attend. Any bookings not cancelled in this time will use one of your allotted time slots. All cancelled bookings will also receive email notification of the cancelled court.
10. When you go back now to your home page your booking will show.

Others nice Features of the program !

Active Members List – **All Member First Names and Last Names** appear as you all agreed to in the membership form. However, if as a member you would also like to provide other members with your Name, Phone Number, and Email, so you can be contacted by other members to play you can also go to your name at the top corner of your home page and **MY PROFILE** then go to **PREFERENCES** and **UNCHECK** any information that you want to be visible for other members to see.

Mobile APP Available – Check in Out !