

Pay2Play

# ADMINISTRATOR MANUAL

PAY2PLAY (NZ) LTD

1/10/2019

# ADMINISTRATOR

## OPERATION MANUAL

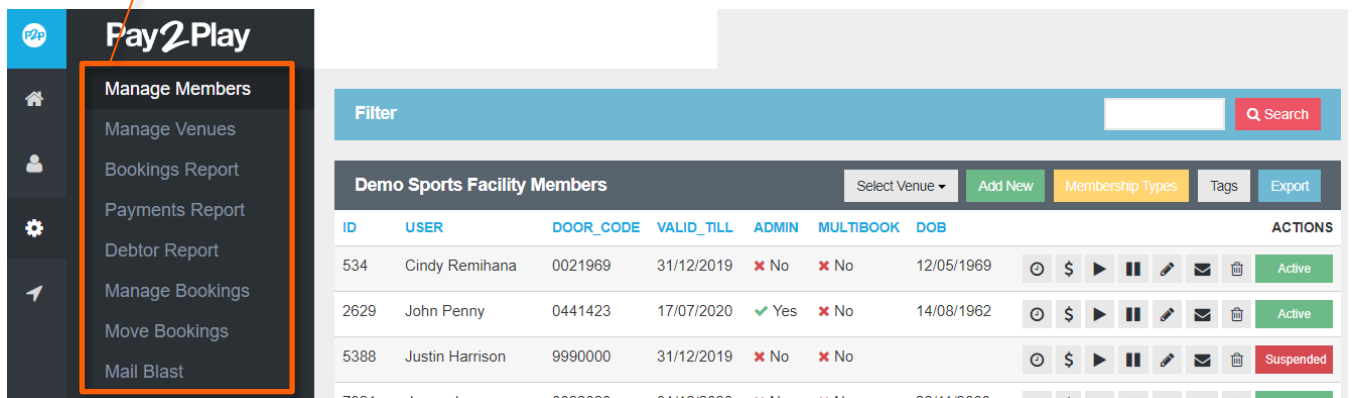
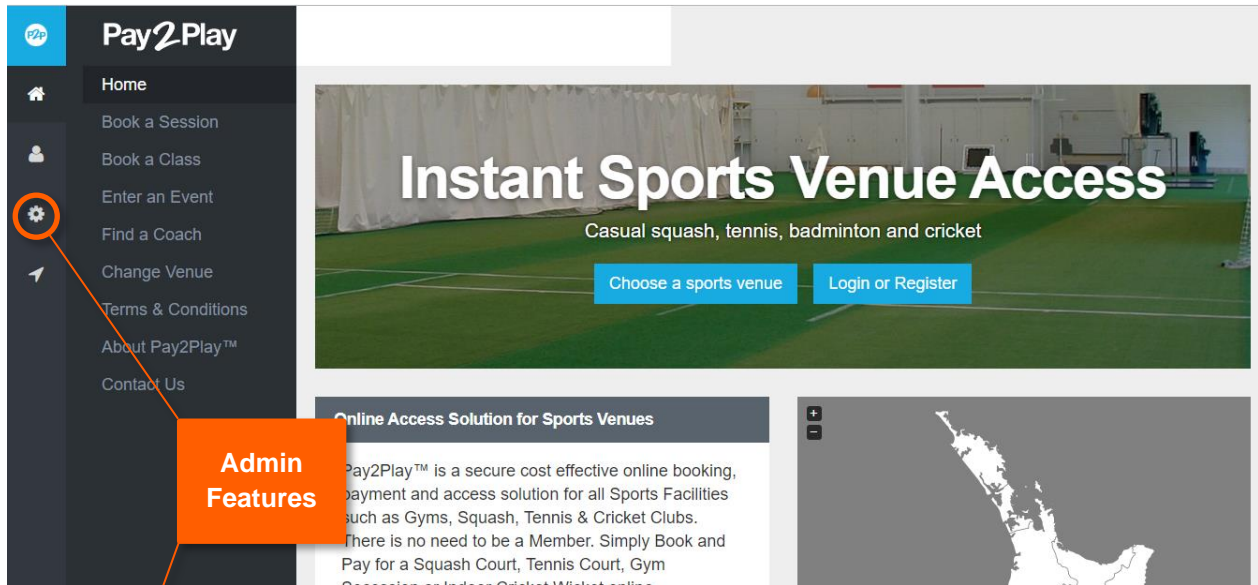
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HOW TO LOGIN

Go to [www.pay2play.co.nz](http://www.pay2play.co.nz) or click on the LOGIN option. As Admin you will note additional options in the navigation panel.



## MANAGE MEMBERS

## MEMBERSHIP TYPES

Pay2Play allows you the flexibility to create your own membership types and groups.

Within the Membership Types area, you can:

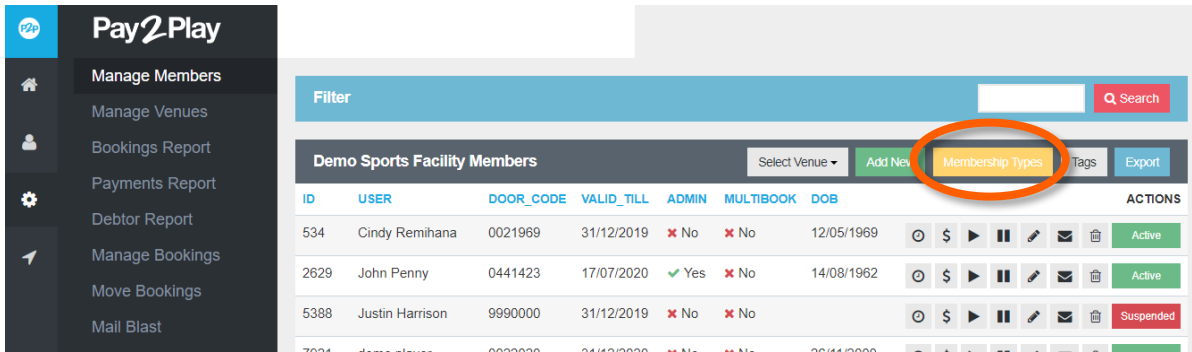
- ✓ Create new membership types
- ✓ Set/change membership fees
- ✓ Set/change membership duration
- ✓ Set/change membership expiry warning period
- ✓ Set/change membership groups
- ✓ Edit existing membership types

## MEMBERSHIP FIELDS

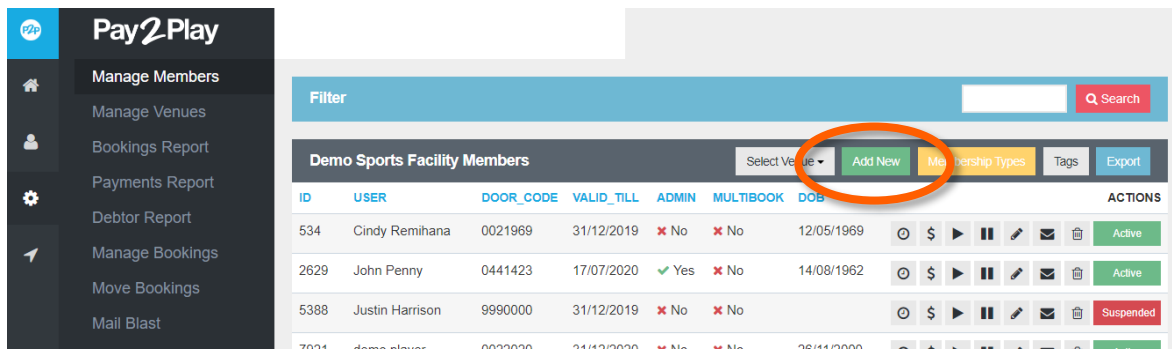
<b>Name</b>	Membership type e.g. Senior Squash / Family etc.
<b>Renewal Period Months</b>	Period of membership in months. For example, 1 for monthly (used for recurring membership billing), 12 for one year.
<b>Advanced Warning Days</b>	No. of days in advance an expiry email reminder is sent out to the member.
<b>Cost</b>	Amount of sub (e.g. \$200.00 enter 200)
<b>Recurring Billing</b>	Tick this box if this type of membership is to auto renew (normally only used for a monthly membership where <i>Renewal Period Months</i> is 1 month).
<b>Hide on Request Membership page</b>	If this is ticked the Membership category will not display on the public 'Request a membership' form on the 'Join' page.
<b>Casual Membership</b>	A casual member has an access code, but it will only work when they have made a court booking online. Casual Membership fees including court fees can be set by the Admin in the Membership area.
<b>Group Type</b>	<p>Identifying if the membership is part of a group that has more than one linked member (e.g. Married Couple or Family). See more on Groups under <a href="#">Group memberships</a>.</p> <p><i>No Group</i> – individual membership types</p> <p><i>Primary</i> – Primary type is the member that will be the key membership record for the group. This membership type usually has the membership fee for the group.</p> <p><i>Secondary</i> - Secondary type is for the other members of the membership group. They will not be the main membership record for the group. There is usually no membership fee against this membership type.</p>
<b>Facility Type</b>	Choose from available options. If you offer more than one sport/facility type, this enables you to set different membership structures or fees. You can choose multiple options.

CREATE A MEMBERSHIP TYPE

1. Click on **MEMBERSHIP TYPES**



2. Click on **ADD NEW**



3. Set membership details (see explanation of [membership fields](#)).

The screenshot shows the 'New Membership Category to: Demo Sports Facility' form. The form fields are as follows:

- Name: Name of Membership Category
- Renewal Period Months: 12
- Advanced Warning Days: 30
- Cost: 100
- Recurring Billing:  (Note: If this is ticked then each member with this category will receive a credit card charge on the day that matches the advanced warning days.)
- Hide on Request Membership page:  (Note: If this is ticked then this Membership category will not display on the public request membership page.)
- Casual Membership:  (Note: A casual member has a pin code but it will only work when they have a booking)
- Group Type: No Group
- Facility Type:
  - Squash
  - Tennis
  - Gym
  - Badminton
  - Lounge

**Tip:** If you would like pricing to be visible on the 'Request Membership' website page, add the membership fee after the category name. The category name and fee amount will then appear in the dropdown menu. For example – Junior \$100

GROUP MEMBERSHIPS

For Group memberships such as a Married Couple or Family membership, you will need to create two membership types for the group - a 'Primary' membership type and a 'Secondary' membership type.

One joining member of the 'Group' must be loaded as the Primary membership type, and the remainder as the Secondary type.

For joint memberships (e.g. married couple, family) you will need to load in a \$0.00 cost membership type for the spouse and other family members. The spouse and family members are loaded as a Child this is just a term to link to the Parent Member (the one paying the bill)

For example:

- Family Membership (as the Primary) – set membership fee e.g. \$300
- Family Membership [Linked] (as the Secondary) – no membership fee.

Instructions

1. Set Primary membership category:

1. Name that you wish to appear on membership options list.

2. Cost for whole membership group.

3. Group type is primary.

2. Set Secondary membership category:

1. Add Linked to name to identify it from the Primary membership type.

2. Cost is \$0 as fee is linked to primary membership.

3. Hide this option from your published membership types.

4. Group type is secondary.

Below is an example of membership types showing Individual type memberships with *No Group* and Married Couples and Family Memberships showing Group Type *Primary* and the Spouse and family members as a Group Type *Secondary*.

Demo Sports Facility Membership Types <span style="float: right;">Select Venue ▼</span>					
ID	NAME	RENEWAL PERIOD (MONTHS)	EXPIRY WARNING (DAYS)	COST (\$)	GROUP TYPE
1	Senior Squash	12	45	100.00	No Group
2	Married Couple	12	45	200.00	Primary
3	Married Couple [Linked]	12	45	0.00	Secondary
4	Family Membership	12	45	300.00	Primary
5	Family Membership [Linked]	12	45	0.00	Secondary

APPLYING THE GROUP MEMBERSHIP TO THE MEMBERS

1. Select the member who wishes to be the Primary member (responsible for payments and renewals).
2. Choose the Primary membership type (e.g. 'Family Membership').
3. Repeat for all other members of the group (e.g. the other family members), choosing the Secondary [Linked] option.

**Dean is the Primary member for a family membership:**

**Membership for: Dean - Demo Sports Facility**

Membership Number: Senior Squash

Security Code: Married Couple

Valid Till: Married Couple [Linked]

NZ Code: **Family Membership**

NZ Number: Family Membership [Linked]

Student / Staff ID: Junior Squash

Suspended: Monthly Squash Membership

Club Admin: Senior Tennis

Multi Booking: Junior Tennis

Membership Category: Administrator

Member Tags:  Committee,  Masters,  Interclub

**Cindy is one of the family members, so her membership type is the Secondary [Linked] option:**

**Membership for: Cindy - Demo Sports Facility**

Membership Number: Senior Squash

Security Code: Married Couple

Valid Till: Married Couple [Linked]

NZ Code: **Family Membership [Linked]**

NZ Number: Junior Squash

Student / Staff ID: Monthly Squash Membership

Suspended: Senior Tennis

Club Admin: Junior Tennis

Multi Booking: Administrator

Membership Category: Casual Membership

Member Tags:  Committee,  Masters,  Interclub

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## CASUAL MEMBERSHIPS

A Casual Membership type allows you to combine a membership with court hire fees. This means the player is a member of the club with their own access code, however the code is only valid if they have booked a paid for a court.

This feature is useful for creating affiliated memberships, to provide the player with a discounted booking fee.

### Step 1 - Create a new membership category

1. Click on [Manage Members](#)
2. Click on [Membership Types](#)
3. Click on [Add New](#)
4. Enter the [Name](#) (e.g. Casual Squash)
5. Set the [Renewal Period](#) Months, [Advanced Warning Days](#) and [Cost](#).
6. Tick [Casual Membership](#)
7. For [Group Type](#) choose No Group
8. Choose the relevant [Facility Type](#)
9. Click [Submit](#)

### Step 2 - Set the pricing for your Casual Membership

1. Click on [Manage Venues](#)
2. Click on [Membership Types](#)
3. Choose [Manage](#) on the Facilities column
4. Choose a court and select [Edit Prices](#)
5. Click [Add a Price](#)
6. Enter a description (e.g. Casual Member), and complete the details, choosing your new casual membership in the membership column.
7. Repeat if required to create different fees for different time periods and [Save](#) once complete.

You can now go back into the Court and choose to 'Copy' any of the new prices across the other courts.

## TAGS

Tags are a customisable feature that allows you to add information to a member's profile that may be used for features such as sending out emails only relevant to that topic.

For example, in our Demo Sports Facility we have created four tags as per the picture below.

### CREATING OR DELETING A TAG

**To create a tag:** complete the Name field and choose **Save**.

**To delete a tag:** choose **Delete**. This cannot be undone and will remove the tag from all tagged members.

Tags for Demo Sports Facility		
ID	NAME	ACTION
5	Committee	Delete
6	Masters	Delete
15	Interclub	Delete
16	Hotshots	Delete
	<input type="text"/>	Save

Back

### APPLYING A TAG

To apply a tag:

1. In the Admin area (cog icon) Choose **Manage Members**.
2. Select the member you wish to add a tag to. Select the **pen icon** to edit the member.

The screenshot shows the Pay2Play Admin interface. On the left is a sidebar with 'Manage Members' selected. The main content area displays a table of members. The table has columns: ID, USER, DOOR\_CODE, VALID\_TILL, ADMIN, MULTIBOOK, DOB, and ACTIONS. The first row is for Cindy Remihana (ID 534). The pen icon in the ACTIONS column for this member is circled in red.

At the bottom of the member information, you will see the **Member Tags** options. Select by ticking the relevant box.

NZ Number

Student / Staff ID

Suspended

Club Admin

Multi Booking

Membership Category

Member Tags

- Committee
- Masters**
- Interclub**
- Hotshots

3. Click **Submit** to save the change.

**MANAGING MEMBERSHIPS**

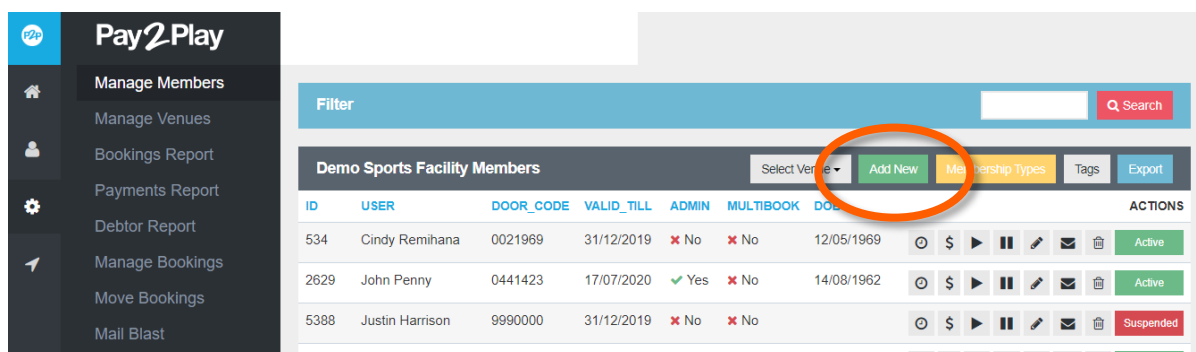
**ADD A NEW MEMBER**

**ONLINE MEMBERSHIP REQUESTS**

Prospective members can request a membership by clicking on *Join* on your Pay2Play venue page. Club Admins will receive an email with the details of the membership request. Only a Member with Admin Authority (Normally a Committee Member or Club Manager) can add a new member.

**Before you start:** the 7-digit door access code the member will use is a combination of their 3-digit membership number and a 4-digit security code. You may wish to allocate one to them or you may ask your member to provide you with a seven-digit code they wish to use. This can be changed later if required.

1. In the Admin area (cog icon) Choose **Manage Members** and the click on the **Add New** button.



2. Select **Create New User**.

If they have requested a membership online, you can enter their ID number which will be on the copy on the email membership request you would have received. If you do not have this, start typing their name and their name and e-mail address should appear.

If they have not requested a membership online, you can register them by clicking on [Create New User](#).

3. Add **Valid Till** date (Subscription expiry date). Click in the field and a calendar will appear, double click on the date across the top of the screen to select the year.

4. Select the year, month and day the membership will expire.
5. To set the member's 7-digit door code, enter the first three digits of the member's door code as the Membership Number, and the last four digits as the Security Code.

6. Click **Submit** and this person is now a member of your club/venue.

## MANUAL MEMBERSHIP REQUESTS

You may need to add a member manually if you use paper forms. You will need the person's email address to complete this process.

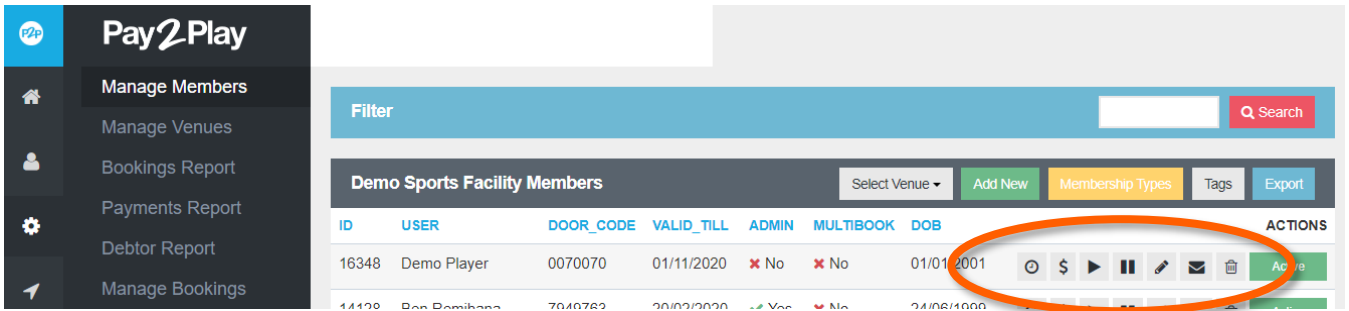
1. Choose **Manage Members** and then click on the **Add New** button.
2. Click on **Create New User**
3. Complete the form details. If you do not have all the information you would like to load, you can edit the Member information at any stage in the future.

4. You can load a profile picture (optional) by clicking on **Select** and choosing a file from your computer. Note these should be cropped square to optimise the display.
5. Click **Save Changes**.
6. After you click **Save Changes** the following screen will appear.

7. Complete the relevant fields (see Add a new member – Online Membership Request) and select their membership type.
8. Click **Submit**.

## MANAGE EXISTING MEMBERSHIPS

In the Manage Members area, you can see a list of all members.



For each member you will see options for managing the membership:

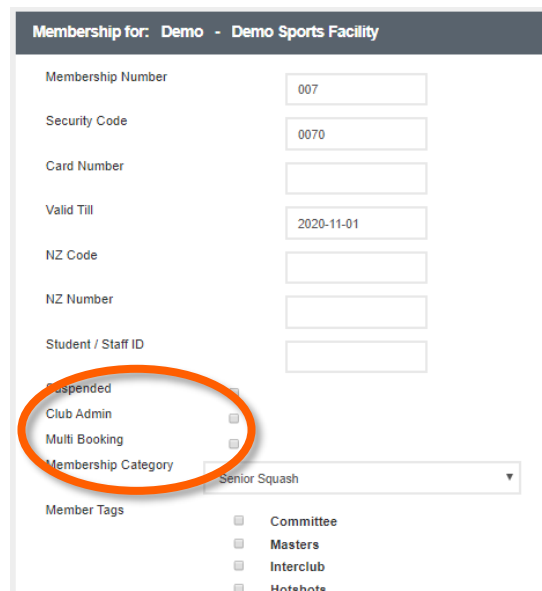
	Membership Payment History	View previous transactions.
	Process Payment	Manually reinstate membership.
	Unsuspend Membership	Reactivate a membership (reactivates access code).
	Suspend Membership	Suspend membership (access code will no longer work).
	Edit Member Details	Manage all aspects of a person's membership.
	Email Member	Send an email to the member (choose from a template and add additional free text below main message).
	Delete Member	Completely removes record (not recommended unless duplicate).

**Note:** members can also update their own details under 'My Profile' when they are logged in.

## MAKE MEMBER AN ADMINISTRATOR

This will give the person access to manage members, memberships, venue settings, reservations and bookings.

1. Choose **Manage Members** and then click on the **Edit** icon (✎).
2. Click in the box next to **Club Admin**.
3. You may also wish to permit your Club Admins to multi-book courts for events etc., in which case, tick the **Multi Booking** box.



## ALLOW MULTI-BOOKING

The Pay2Play system allows you to limit court bookings to ensure fair access. In some instances, you may wish to allow a user to make multiple bookings at one time (e.g. for coaching or events).

To activate this:

1. Choose **Manage Members** and then click on the **Edit** icon (✎).
2. Click in the box next to **Multi Booking** (see above image).

## IMPORT MEMBERS FROM DATABASE

Pay2Play can support venues needing to process a large number of new memberships by importing data from a CSV file. Please contact us for assistance.

## ADDITIONAL FEATURES

1. Search for a member by name.
2. Export list to MS Excel.
3. Sort by any heading. Click once for ascending value (A-Z/oldest date to newest/smallest to largest number), click a second time for descending values.

The screenshot displays the 'Manage Members' section of the Pay2Play system. A table titled 'Demo Sports Facility members' is shown with columns for ID, USER, DOOR\_CODE, VALID\_TILL, ADMIN, MULTIBOOK, and DOB. The table contains four rows of member data. Annotations include a search box at the top right, an 'Export' button, and a 'Sort Search Export' callout box pointing to the table headers. The 'MULTIBOOK' column has a red 'X' next to 'No' for the second and third rows, indicating that multi-booking is disabled for those members.

ID	USER	DOOR_CODE	VALID_TILL	ADMIN	MULTIBOOK	DOB	ACTION
14136	Club Administration	0003004	31/12/2022	✓ Yes	✓ Yes	19/01/1980	Active
15679	Naomi Fergusson	1112222	21/01/2021	✓ Yes	✗ No	19/01/1980	Active
2629	John Penny	0441423	17/07/2020	✓ Yes	✗ No	19/01/1980	Active
15455	Jacko Remihana	1234321	26/05/2020	✓ Yes	✗ No	19/01/1980	Suspended

EMAIL COMMUNICATIONS

The Pay2Play Mail Blast system is used for sending automated and/or templated emails to your members. Note that members can opt out of emails, so may not receive communications not related to bookings.

Clicking on the Mail Blast item in the menu list will show the following screen, which enables you to:

- Filter the members you wish to email and preview the list.
- Create your email using a template plus addition information ('free text') to include in the email.
- Manage your email templates.

1. Select members to email  
2. Email templates  
3. Email details (content)

ID	NAME	MEMBERSHIP	EMAIL	VALID UNTIL	ADMIN	TAGS	DOB	SUSPENDED
18654	demo player	Senior Squash	info@pay2play.co.nz	31/12/2029	false		26/11/2000	false
14136	Club Administration	Administrator	jack@remihana.co.nz	31/12/2022	true	Committee		false
16348	Demo Player	Senior Squash	pay2playmarketing@gmail.com	01/11/2021	true	Committee	01/01/2001	false
15679	Naomi Fergusson	Senior Squash	naomi@pay2play.co.nz	21/01/2021	true	Committee		false
14125	Dean Remihana	Senior Squash	dean@pay2play.co.nz	31/12/2020	true	Committee Masters	14/12/1965	false

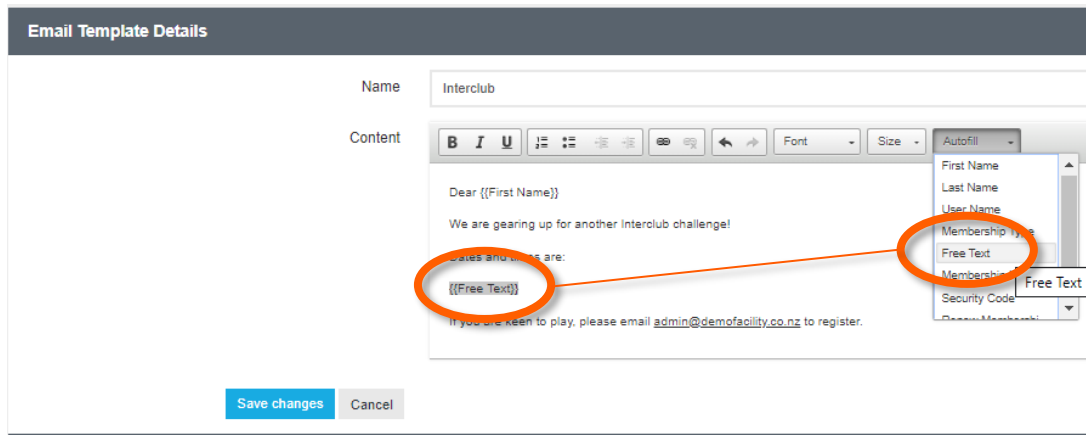
SET UP EMAIL TEMPLATES

1. Click on **Email Templates**.

2. Choose **Add New**

ID	NAME	Actions
2	Working Bee	Edit Delete
3	Interclub	Edit Delete

3. Complete the fields. The template offers basic editing features (bold, italics, underline, numbered or bulleted lists, hyperlinks and options for font type and size).
4. To include fields that will autofill, move the cursor to the place you wish to add the information, select **Autofill** and choose the field.



- When you have finished editing your template, click **Save changes**.

## CHOOSE MEMBERS TO EMAIL

You can filter which members you wish to email using any of the following criteria. You can choose more than one criteria, or to email all members do not enter any parameters.

- Date of birth
  - Membership renewal period
  - Expired (suspended) members (tick box)
  - Tag
  - Membership type.
- Select the members you wish to email. In the example below, we have selected members with the tag 'Interclub'.
  - Once you have entered your criteria, click **Summary** to view a list of the members that will receive the email. The list shown below are those members with the Interclub tag who will receive the email.

ID	NAME	MEMBERSHIP	EMAIL	VALID UNTIL	ADMIN	TAGS	DOB	SUSPENDED
2629	John Penny	Senior Squash	john@pay2play.co.nz	17/07/2020	true	Masters Interclub	14/08/1962	false
13356	Kelly Brenton	Senior Tennis	mtsports@xtra.co.nz	31/03/2020	true	Interclub		false
14125	Dean Remihana	Senior Squash	dean@pay2play.co.nz	31/12/2020	true	Committee Masters Interclub	14/12/1965	false
14128	Ben Remihana	Senior Squash	ben@remihana.co.nz	20/02/2020	false	Interclub	24/06/1999	false
15455	Jacko Remihana	Senior Squash	jackremihana@gmail.com	26/05/2020	false	Interclub	08/10/1996	false
15679	Naomi Fergusson	Senior Squash	naomi@pay2play.co.nz	21/01/2021	true	Committee Interclub		false
16348	Demo Player	Senior Squash	pay2playmarketing@gmail.com	01/11/2021	true	Committee Interclub	01/01/2001	false

PREPARE EMAIL TO SEND

Complete the Email Details fields:

1. **Subject** – this will show in the receiver’s inbox.
2. **Template** – choose the template you wish to send. We will send an email based on the Interclub template for this example.
3. If your template includes a free text field, complete the information in the **Free Text** field. (See Interclub template example in Email Templates. We have written the Free Text to be included below).

The screenshot shows the 'Email Details' section of the 'Demo Sports Facility Members' interface. The 'Subject' field is circled in orange and contains the text 'Interclub Registrations are open!'. The 'Template' dropdown menu is also circled in orange and set to 'Interclub'. The 'Free Text' field is circled in orange and contains the following text: 'Wednesday's 22 April - 9 June', 'Final and Prize Giving - Friday 19 June', 'Early round 6pm', and 'Late round 7.30pm'. A red 'Preview' button is circled in orange on the right side of the form. Below the form is a table of members.

ID	NAME	MEMBERSHIP	EMAIL	VALID UNTIL	ADMIN	TAGS	DOB	SUSPENDED
2629	John Penny	Senior Squash	john@pay2play.co.nz	17/07/2020	true	Masters Interclub	14/08/1962	false
13356	Kelly Brenton	Senior Tennis	mtsports@xtra.co.nz	31/03/2020	true	Interclub		false
14125	Dean Remihana	Senior Squash	dean@pay2play.co.nz	31/12/2020	true	Committee Masters Interclub	14/12/1965	false
14128	Ben Remihana	Senior Squash	ben@remihana.co.nz	20/02/2020	false	Interclub	24/06/1999	false
15455	Jacko Remihana	Senior Squash	jackremihana@gmail.com	26/05/2020	false	Interclub	08/10/1996	false
15679	Naomi Fergusson	Senior Squash	naomi@pay2play.co.nz	21/01/2021	true	Committee Interclub		false
16348	Demo Player	Senior Squash	pay2playmarketing@gmail.com	01/11/2021	true	Committee Interclub	01/01/2001	false

4. **Preview** your email. To make changes, you will need to choose the browser option to go back to the previous screen.
5. Once you are happy with your email you can click **Send** from the Preview screen.

MANAGE VENUES

Pay2Play allows you the flexibility to manage and customise your venue information, courts, communication, and more.

### Venue Details

[Display Kiosk](#) | [Edit Details](#) | [Bookings](#)

**ID:** 21  
**Name:** Demo Sports Facility  
**Address:**  
**Email:** dean@pay2play.co.nz  
**Phone:** 021 468618  
**Cost:** 12.00  
**Notification Email:** dean@pay2play.co.nz  
**Honesty Box:** No  
**Venue Notes:** *Venue information and details about the club - this is your opportunity to promote why they should join.*  
  
 Example: **Welcome to the Demo Squash & Tennis Club**  
 We have 10 Squash Courts, 20 Tennis Courts, and offer an extensive array of club activities from coaching and competitions to social events. We welcome new members and can assist you with finding a suitably matched playing partner if required.

**MEMBERSHIPS**

- Senior \$239.00 pa
- Junior (u19) \$78.00 pa
- Married Couple \$380.00 pa
- Family \$460.00 pa
- Casual Membership \$100 pa plus \$10 per court booking

**Club Days**

Juniors Coaching and Dinner - Fridays during school terms (online registration required).

Fitness Group - Thursday 12pm - 1pm (online booking required).








Interclub - Wednesday's Oct to Dec (contact Club Administrator to register by 1 Sept).

**Contacts**

- Dean Remihana 021 468 618
- John Penny 021 249 9778
- Kim Bone 021 790 690

### Facilities

[Manage](#) | [Lighting](#)

Squash Court 1		<a href="#">Upload Logo</a>
Squash Court 2		<a href="#">Upload Logo</a>
Tennis Court 1		<a href="#">Upload Logo</a>
Tennis Court 2		<a href="#">Upload Logo</a>
Gym Session 1		<a href="#">Upload Logo</a>
Badminton 1		<a href="#">Upload Logo</a>
Badminton 2		<a href="#">Upload Logo</a>
Club Room Hirex	<a href="#">Sponsor Logo</a>	<a href="#">Upload Logo</a>

### Memberships

[CSV +](#) | [Entry Log](#) | [Manage](#)


Admins	5
Members	8
Suspended	4

### Reservations

[Manage](#)

Coaching	Class	<a href="#">Edit</a>
Court Sanding	Block	<a href="#">Edit</a>
Business House	Tournament	<a href="#">Edit</a>
Cindy Remihana	Member Reservation	<a href="#">Edit</a>

### Google Map



**Booking Notes:**

**DEMO SQUASH TENNIS GYM SPORTS CLUB**  
*Enter your venue/clubs contact details here, with any information they need to be aware of prior to booking (e.g. any policies, health and safety information, or directions if your venue or access is not clear.*

*This information should include a reminder that once the guest has paid, they will receive a booking confirmation including their single-use door access code in their email.*

*Clicking on continue will take them through to the payment page.*

**Lights**  
*If your guest would like to book an evening court, you will need to include instructions to turn the lights on, or if using our lighting controller, advise them that lighting will come on automatically and turn off at the end of the booked session.*

**Need a racket?**  
*Don't forget to mention if you offer loan equipment, and how to access the equipment.*

**Join the Club!**  
*You may also choose to include a link to your website and membership information.*

**Booking Instructions:**

**This information is shown during the booking process but prior to payment.**

This information should include any policies, terms and conditions for your facility they must be aware of prior to booking. If you operate video surveillance for security, please note this here.

**Cancellations and Refunds**

State your process for refunds here including contact details.

**Multi Slot Bookings:** Allowed

**Sport:** Tennis & Squash

**Region:** Hawke's Bay

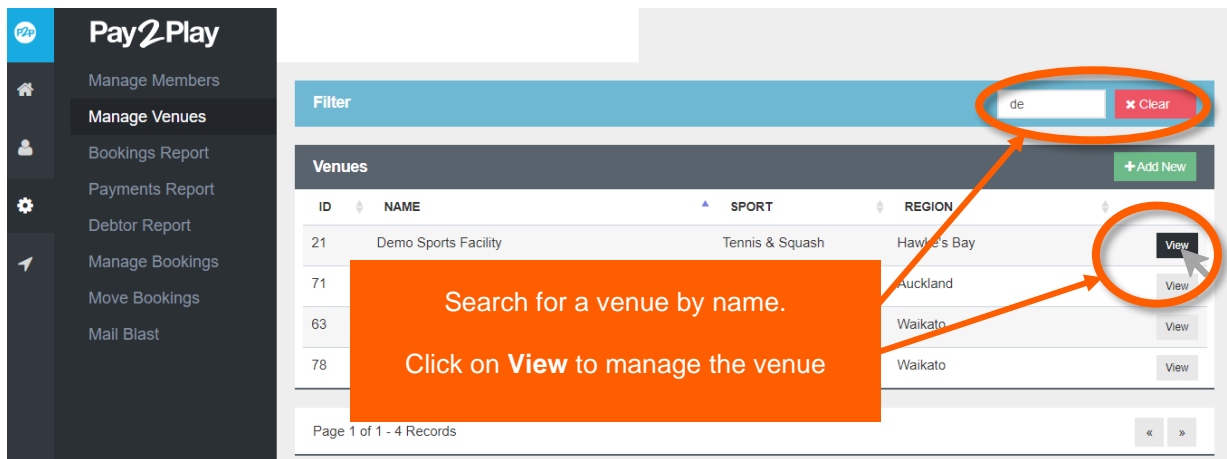
**Last Contact:** Door Time

**Within Manage Venues area, you can:**

- ✓ Edit Details of your Club/Venue
- ✓ Set up a Display Kiosk
- ✓ Set up courts/facilities/rooms for booking or access control
- ✓ Manage court/facility/room availability and costs
- ✓ Manage lighting of courts/facilities/rooms
- ✓ Manage Bookings
- ✓ Create reservations
- ✓ Set/change membership duration
- ✓ Set/change membership expiry warning period
- ✓ Set/change membership groups
- ✓ Edit existing membership types

**SELECT VENUE**

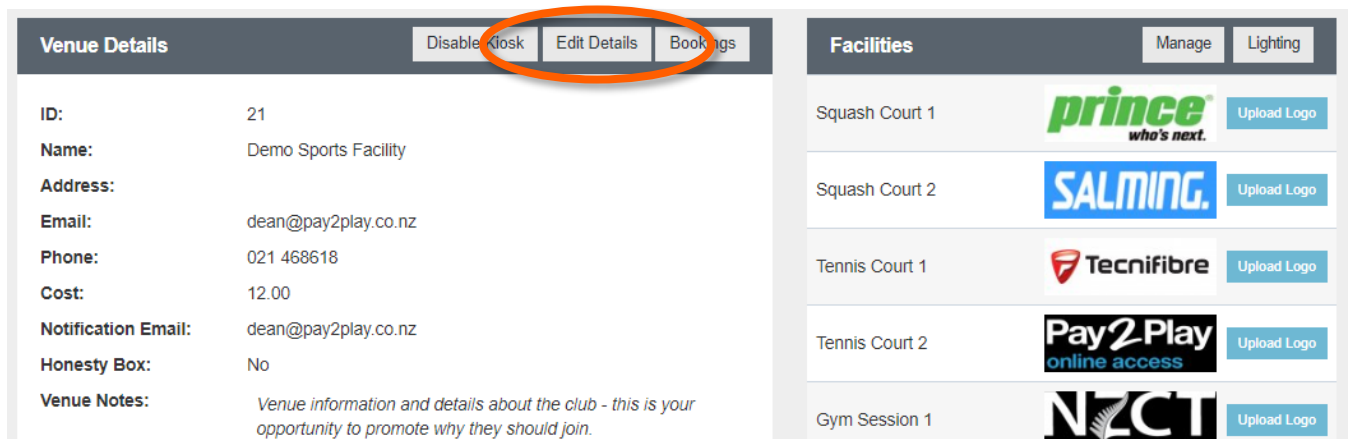
If you have more than one venue you will need to select the venue you wish to manage.



**EDIT VENUE DETAILS**

The venue details are the information potential players and members will see when they view your venue/club on the Pay2Play website. An overview of the editable fields and instructions are listed below.

To begin editing your venue/club details, click on **Edit Details**.



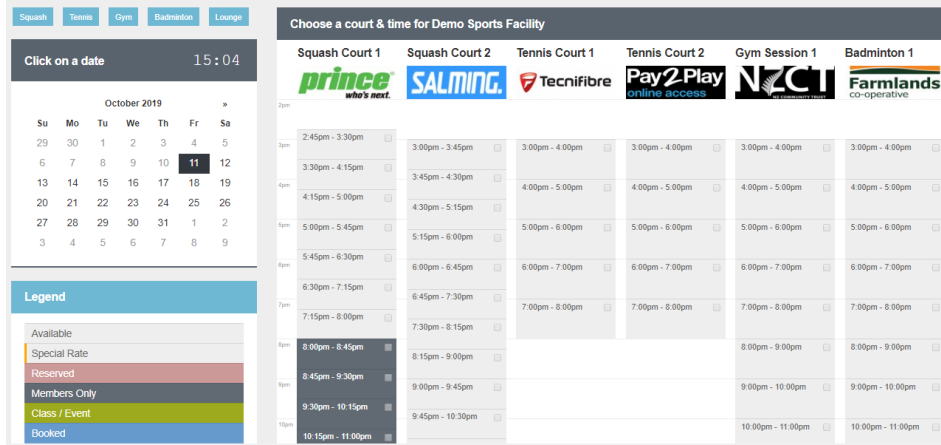
## OVERVIEW OF 'EDIT DETAILS' OPTIONS

SECTION	CONTENT	NOTES
<b>VENUE DETAILS</b>	Name	The name shown on the 'Find Venue' page.
	Sport	Choose your sports code(s) from dropdown list. If your venue type is not listed, please contact Pay2Play.
	Facility type	Choose from Club or Coach (Coaches are set up as a 'venue' in Pay2Play).
	Phone	
	Email	General contact details for any enquiries.
	Address	
	Region	Choose region from dropdown list. This field is used to filter venues.
	Display order	Used to determine the list order for the 'Manage Venues' view when you have more than one venue,)
<b>VENUE IMAGE</b>	Booking window	Number of days in advance a court/facility may be booked.
	260px x 150px .jpeg or .png file.	Please ensure image is correctly sized to prevent distortion. We recommend an image of your physical building to help guests recognise your location when driving.
<b>VENUE LOGO</b>	150px x 150px .jpeg or .png file.	Please ensure image is correctly sized to prevent distortion.
<b>MAP</b>	Venue location map (auto generates)	This map is generated by entering an HTTP link in the Google Maps Link field (see further below).
<b>VENUE ADMINS</b>	Dropdown List	Choose a member to make an admin, or delete a member as an admin.
<b>VENUE NOTES</b>	(Free text)	(shown if the 'more info' button is clicked for your venue)
<b>BOOKING NOTES</b>	(Free text)	(shown during booking process)
<b>BOOKING INFORMATION</b>	(Free text)	(shown after booking process is completed)
<b>EMAIL REMINDER TO RENEW MEMBERSHIP</b>	(Free text with database fields)	Email template issued when membership is due.
<b>GOOGLE MAPS LINK</b>	URL (HTTP link.)	To generate the link, open Google web browser and enter your venue's physical address in the search field. Click on the Google Map image. This will generate a full screen map image of your location. Copy the URL show in the browser and paste into this field. The system will generate a Google Maps image on your venue information page.
<b>CASUAL COST</b>	Value	The fee payable by a guest to book a court.
<b>NON-MEMBER OPPONENT COST</b>	Value	The fee payable by a non-member to play a member of the club (optional).
<b>SYSTEM NOTIFICATION EMAIL</b>	Email address	The email to which notifications such as membership requests will be sent.

DISPLAY KIOSK

This feature is for displaying the court booking system at the venue for members to view.

Members can log in to book a court on-site (please ensure they are reminded to log out to return the screen to kiosk mode).



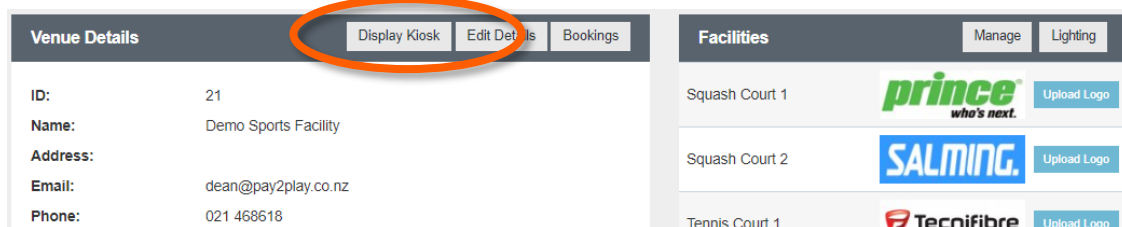
The Kiosk can also be used to link lighting automation to booking confirmations (see more in the

Overview of 'Edit Details' options).

**Tip:** If you wish to prevent users from using the kiosk for general internet browsing, this can be done using Windows 10 Pro. [Click here for instructions.](#)

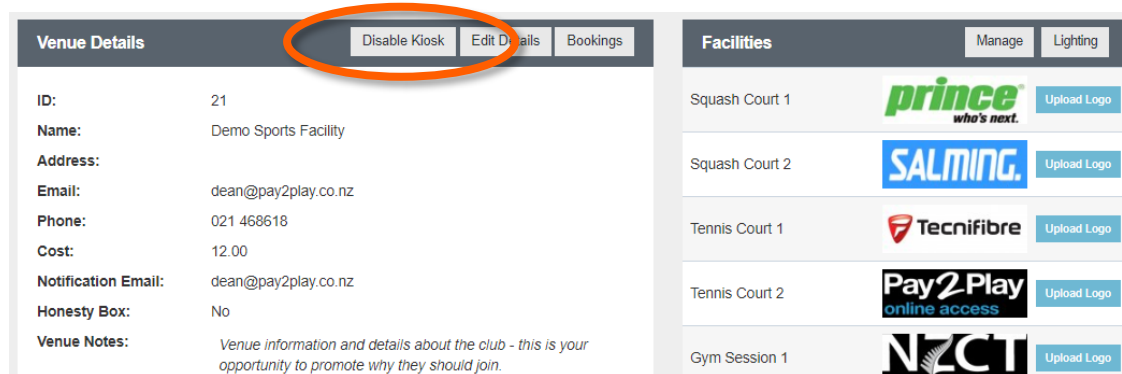
### TO ACTIVATE DISPLAY KIOSK

Click on Display Kiosk - this will open the court booking system in a new window of your internet browser.



### TO DEACTIVATE DISPLAY KIOSK

When the Display Kiosk is live, the button changes to 'Disable Kiosk'. Click on this button to turn off the Display Kiosk feature.



## ENTRY LOG

The system allows you to view a list of who has accessed the venue for a specific day.

1. In the Manage Venue screen, navigate down to the Memberships area.

The screenshot shows the 'Venue Details' and 'Facilities' sections of the Pay2Play Administration System. The 'Venue Details' section includes fields for ID, Name, Address, Email, Phone, Cost, Notification Email, Honesty Box, and Venue Notes. The 'Facilities' section lists various courts and rooms with their respective logos and 'Upload Logo' buttons. Below the facilities is a 'Memberships' table with columns for membership type and count. The 'Entry Log' button in the Memberships table is circled in orange.

Venue Details		Display Kiosk	Edit Details	Bookings
ID:	21			
Name:	Demo Sports Facility			
Address:				
Email:	dean@pay2play.co.nz			
Phone:	021 468618			
Cost:	12.00			
Notification Email:	dean@pay2play.co.nz			
Honesty Box:	No			
Venue Notes:	<p><i>Venue information and details about the club - this is your opportunity to promote why they should join.</i></p> <p>Example: <b>Welcome to the Demo Squash &amp; Tennis Club</b></p> <p>We have 10 Squash Courts, 20 Tennis Courts, and offer an extensive array of club activities from coaching and competitions to social events. We welcome new members and can assist you with finding a suitably matched playing partner if required.</p> <p><b>MEMBERSHIPS</b></p> <ul style="list-style-type: none"> <li>Senior \$239.00 pa</li> <li>Junior (u19) \$78.00 pa</li> <li>Married Couple \$380.00 pa</li> <li>Family \$460.00 pa</li> <li>Casual Membership \$100 pa plus \$10 per court booking</li> </ul> <p><b>Club Days</b></p> <p>Juniors Coaching and Dinner - Fridays during school terms (online registration required).</p>			

Facilities		Manage	Lighting
Squash Court 1		Upload Logo	
Squash Court 2		Upload Logo	
Tennis Court 1		Upload Logo	
Tennis Court 2		Upload Logo	
Gym Session 1		Upload Logo	
Badminton 1		Upload Logo	
Badminton 2		Upload Logo	
Club Room Hirex		Upload Logo	

Memberships		Entry Log	Manage
Admins		5	
Members		4	
Suspended		8	

2. Click on **Entry Log**
3. Choose the date and click **Submit**.

The report will display the time, name, and code used to access the venue for the selected date.

## FACILITIES

Facilities refers to a venue's courts, rooms, equipment or other bookable amenities.

Each facility can be customised to have its own name, logo (usually naming sponsor), booking periods (with separate availability for guest bookings), duration, facility type (e.g. gym) and price.

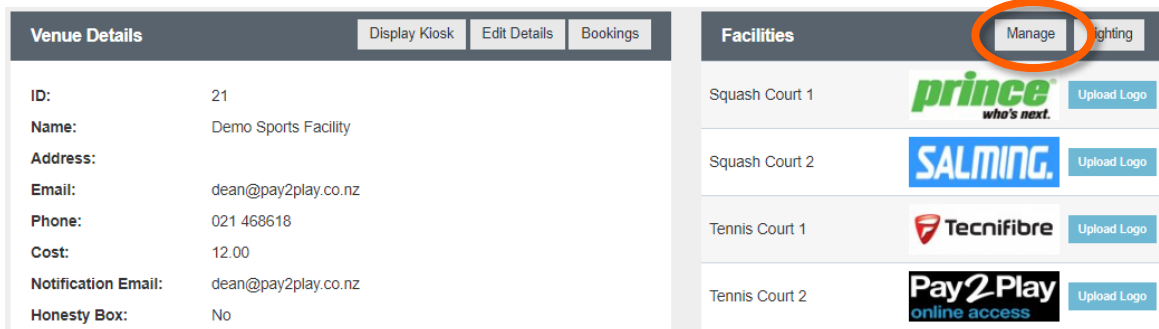
The screenshot shows the 'Venue Details' and 'Facilities' sections of the Pay2Play Administration System. The 'Facilities' section is highlighted with an orange circle. The 'Venue Details' section includes fields for ID, Name, Address, Email, Phone, Cost, Notification Email, Honesty Box, and Venue Notes. The 'Facilities' section lists various courts and rooms with their respective logos and 'Upload Logo' buttons.

Venue Details		Display Kiosk	Edit Details	Bookings	Facilities	Manage	Lighting
ID:	21						
Name:	Demo Sports Facility						
Address:							
Email:	dean@pay2play.co.nz						
Phone:	021 468618						
Cost:	12.00						
Notification Email:	dean@pay2play.co.nz						
Honesty Box:	No						

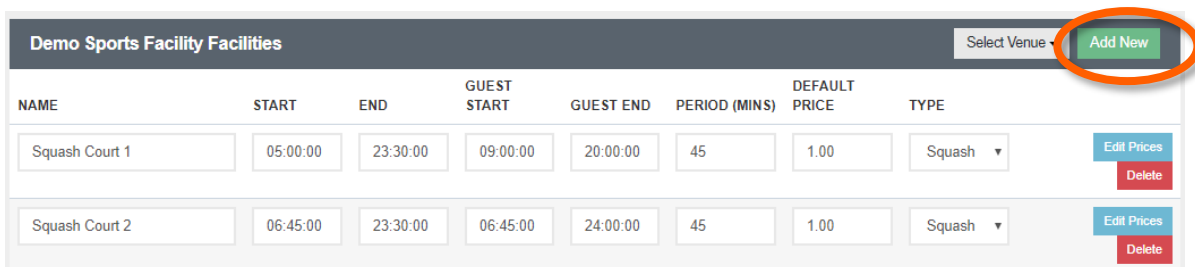
Squash Court 1		Upload Logo
Squash Court 2		Upload Logo
Tennis Court 1		Upload Logo
Tennis Court 2		Upload Logo

ADD A FACILITY

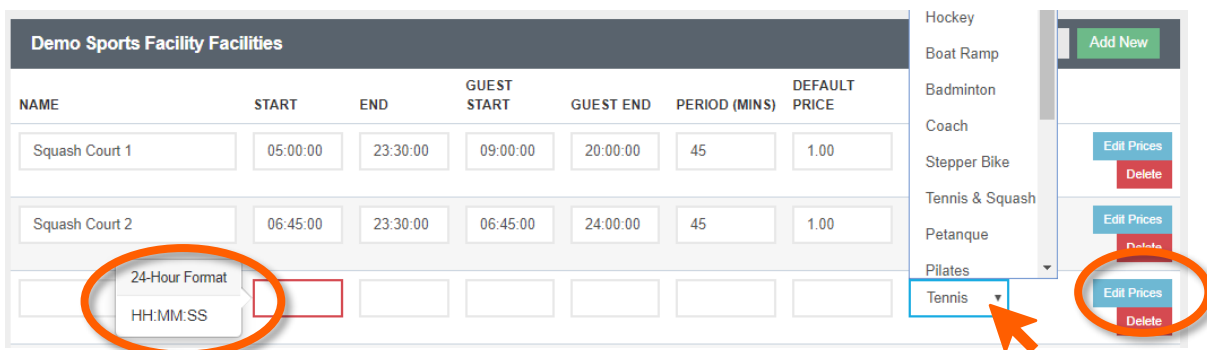
1. Click on **Manage** in the Facilities area of the Manage Venues screen.



2. Click on **Add New**. This will add a row to the list of facilities.



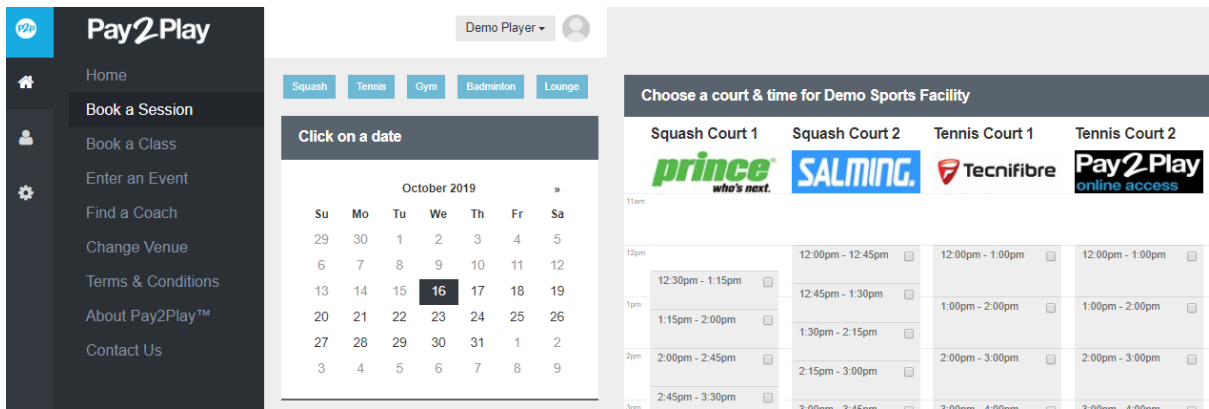
3. Complete the fields. Use 24-hour format for times.
  - a. *Start | End* – this the bookable period for members.
  - b. *Guest Start | Guest End* – this is the bookable period for guests (usually off-peak times).
  - c. *Period* – duration one booking slot is for (in minutes).
  - d. *Default Price* – standard booking price for guests. You can create different prices based on membership type by clicking on **Edit Prices**.
  - e. *Type* – The type of facility.



4. Once you have completed the fields, make sure you click on **Save** (bottom of page).

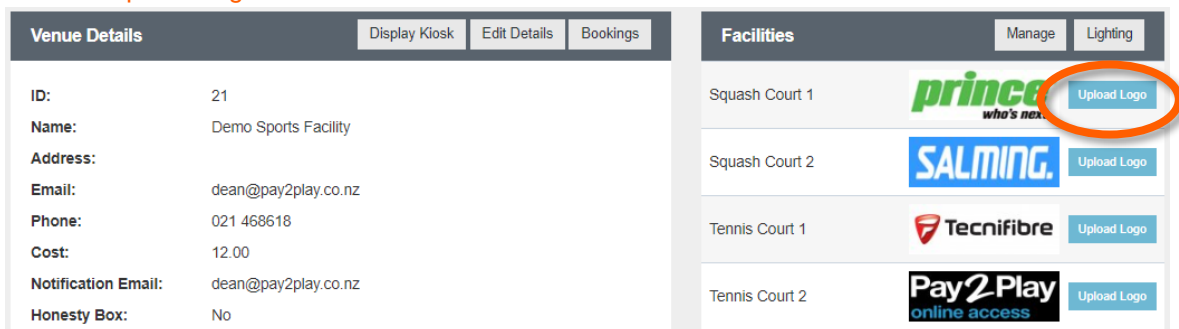
## ADD FACILITY LOGO

For each court or facility, you can upload a logo which will display on your booking page.



To load a logo:

1. Ensure your logo is sized to 150px x 50px (incorrect dimensions will cause image distortion).
2. Click on **Manage** in the Facilities area of the Manage Venues screen.
3. Click on **Upload Logo**



4. Choose the file from your computer.
5. Click **OK**.

## DELETE FACILITY

To permanently remove a facility:

1. Click on **Manage** in the Facilities area of the Manage Venues screen.
2. Find the facility you wish to delete and click on **Delete**.
3. Click on **Save** (bottom of page).

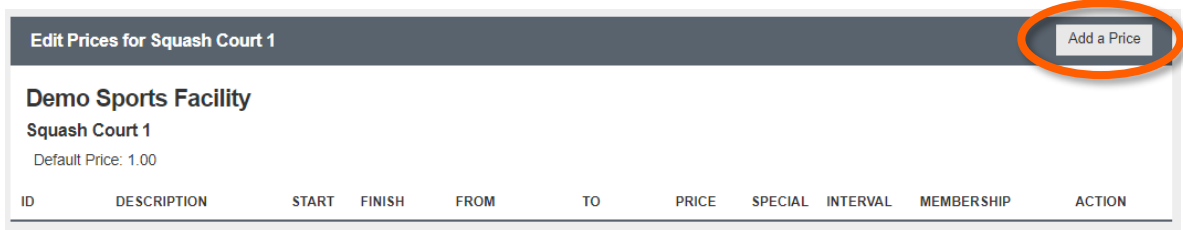
## EDIT FACILITY PRICES

If you wish to create different pricing based on membership category (for example, a discounted rate for affiliated memberships), you can customise the pricing for any facility.

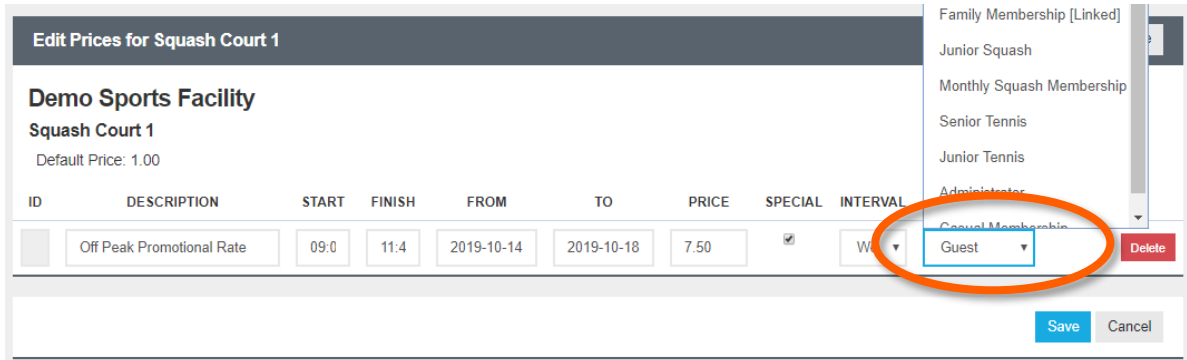
**Note** – you can copy pricing from one facility across all others, see *Copy pricing to all facilities*.

1. Click on **Manage** in the Facilities area of the Manage Venues screen.

2. Find the facility you wish to update and click on **Edit Prices**.
3. Click on **Add a Price**.



4. Complete the fields and choose the membership category you want it to apply to.



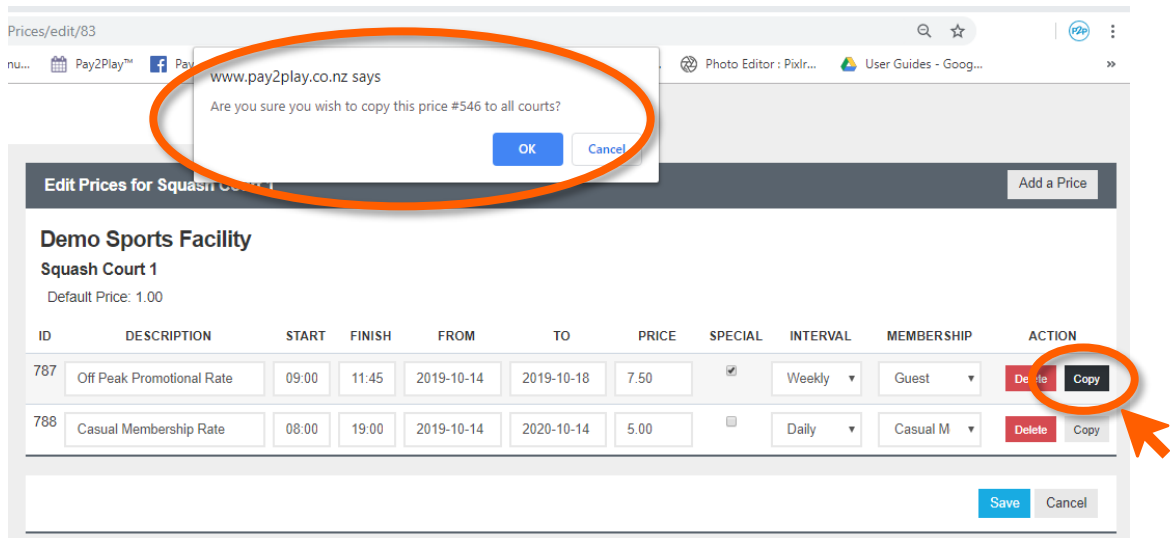
5. Once you have completed the fields, make sure you click on **Save** (bottom of page).

Note: This will automatically return you to the facilities list. To add more prices, click **Edit Prices** and repeat the steps to add more pricing options to a facility.

### COPY PRICING TO ALL FACILITIES

To add a pricing line across all facilities:

1. Find the price you wish to copy.
2. Click on **Copy**.
3. Click **OK**.
4. Click on **Save**.



## DELETE FACILITY PRICING

To delete, simply click on **Delete** for the pricing line you wish to remove.

## MANAGE FACILITY LIGHTING

Control the lighting automation for each facility.

1. Click on **Lighting** on the Manage Venues page.

The screenshot shows the 'Manage Venues' interface. On the left, the 'Venue Details' section includes fields for ID (21), Name (Demo Sports Facility), Address, Email (dean@pay2play.co.nz), Phone (021 468618), Cost (12.00), Notification Email (dean@pay2play.co.nz), and Honesty Box (No). On the right, the 'Facilities' section has a 'Manage' tab and a 'Lighting' tab (circled in orange). Below these are four facility entries: Squash Court 1 (Prince logo), Squash Court 2 (Salming logo), Tennis Court 1 (Tecnifibre logo), and Tennis Court 2 (Pay2Play online access logo). Each entry has an 'Upload Logo' button.

2. For each facility, complete the fields (in seconds).
  - a. *Pre start | Post finish* – this is how many seconds before and after booking the lights will turn on and turn off.
  - b. *Booking duration* – how long the facility will be used in a booking.
  - c. *Darken duration* – period lights will turn off for between bookings (in seconds).

3. Click **Save** at the bottoms of the page to activate your changes.

Demo Sports Facility Facilities					Select Venue ▾
NAME	PRE START (SECS)	POST FINISH (SECS)	BOOKING DURATION (MINS)	DARKEN DURATION (SECS)	
Squash Court 1	120	120	45	120	

## BOOKINGS

This displays a list of bookings by date. You can view all bookings (all facilities) or filter by facility (for example Squash Court 1).

The screenshot shows the 'Manage Venues' interface. On the left, the 'Venue Details' section includes fields for ID (21), Name (Demo Sports Facility), Address, Email (dean@pay2play.co.nz), Phone (021 468618), Cost (12.00), Notification Email (dean@pay2play.co.nz), Honesty Box (No), and Venue Notes (Venue information and details about the club - this is your opportunity to promote why they should join). On the right, the 'Facilities' section has a 'Manage' tab and a 'Lighting' tab. Below these are five facility entries: Squash Court 1 (Prince logo), Squash Court 2 (Salming logo), Tennis Court 1 (Tecnifibre logo), Tennis Court 2 (Pay2Play online access logo), and Gym Session 1 (NZCT logo). Each entry has an 'Upload Logo' button. The 'Bookings' tab in the Venue Details section is circled in orange.

View bookings by date.  
Filter bookings list by Facility

## RESERVATIONS

A list of reservations is shown on the Manage Venue screen.

The Reservations button on the Manage Venue screen provides you with the ability to add, view and search reservations.

Reservations are used by administrators to book a facility for a reservation, class, tournament, member reservation, to block out courts, or for an event. These can be set up for set dates as a one-off or recurring (daily/weekly/monthly) reservation. You can also opt to disable the door lock system.

Reservations		Manage
Coaching	Class	Edit
Court Sanding	Block	Edit
Business House	Tournament	Edit
Cindy Remihana	Member Reservation	Edit

NAME	START DATE	FINISH DATE	TYPE	INTERVAL	
Business House	October 30th 2019	December 18th 2019	Tournament	Weekly	View Delete
Centenary Weekend	November 22nd 2019	November 23rd 2019	Event	Daily	View Delete
Cindy Remihana	November 15th 2019	November 15th 2019	Member Reservation	Daily	View Delete
Coaching	October 18th 2019	December 20th 2019	Class	Weekly	View Delete
Court Sanding	October 28th 2019	October 30th 2019	Block	Daily	View Delete

Once loaded, reservation types that require participant registration are displayed on the Pay2Play website ('Enter an Event' tab).

Pay2Play

- Home
- Book a Session
- Book a Class
- Enter an Event
- Find a Coach
- Change Venue
- Terms & Conditions
- About Pay2Play™
- Contact Us

ID	NAME	START DATE	FINISH DATE	DESCRIPTION	SPACES	PRICE	
38342	Business House	October 30th 2019	December 18th 2019	Business House Challenge		\$ 75.00	Book
38364	Centenary Weekend	November 22nd 2019	November 23rd 2019	Centenary Celebrations	32	\$ 45.00	Book

Page 1 of 1 - 2 Records

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**RESERVATION TYPES**

There are a set of reservation types that you can choose from when creating a reservation:

TYPE	MUST LINK TO A FACILITY	ONLINE BOOKING	OVERVIEW
<b>RESERVATION</b>	Yes	No	Use for facility bookings where no participant registration or payment is required. For example, school bookings.
<b>CLASS</b>	Yes	Yes (Book a Class)	Requires participant registration, but no entry cut-off date. For example, a group fitness session.
<b>TOURNAMENT</b>	Yes	Yes (Enter an Event)	Requires participant registration and entry cut-off date. For example, Club Champs.
<b>MEMBER RESERVATION</b>	Yes	No	Requires booking to be linked to a member. For example, a member booking a function room.
<b>BLOCK</b>	Yes	No	Prevents booking of a court/facility. For example, when a facility is undergoing maintenance.
<b>EVENT</b>	No	Yes (Enter an Event)	Not linked to a facility but requires participant registration. For example, a club celebration on or off-site).

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**ADD A RESERVATION**

To add a reservation:

1. Click on **Add New**.
2. Complete the fields. Use 24-hour format for times. The fields will vary based on the **Reservation Type** selected.
  - a. *Reservation Type* – choose from dropdown menu.
  - b. *Reservation Name* – enter the name.
  - c. *Member* – for member reservations, select member from dropdown box.
  - d. *Facility* – Tick all facilities the reservation applies to (e.g. for a tournament, multiple courts).
  - e. *Daily Start Time | Daily End Time* – the duration the booking is for. E.g. 09:00 – 15:30
  - f. *Start Date | Finish Date* – for one-off reservations, this is the same date. For recurring reservations, this is the date of the first event, and the date of the last event.
  - g. *Entry Cut Off* – date and time in 24-hour format
  - h. *Max Participants* – the maximum number of entries.
  - i. *Price* – cost to enter the tournament or book a class. Note: If the price is set to \$0, the event will be listed on the events/class pages, but no online registration option will display.
  - j. *Members only* – tick this box to limit entries to active members only.
  - k. *Frequency* – select the frequency the event will recur on.
  - l. *Hold the doors open* – tick this box to disable the door lock during the reservation time.
  - m. *Paid* – for member reservations, tick if the booking fee has been paid.
  - n. *Description* – Information about the reservation.
3. Click **Save** to complete the reservation.

## VIEW RESERVATION SERIES

In the reservations screen, select the reservation series you wish to view by clicking **View**. This will display a list of the individual reservations associated with the series.

Filter					Filter...	Q Search
<b>Manage Demo Sports Facility Reservations</b>						+ Add New
NAME	START DATE	FINISH DATE	TYPE	INTERVAL		
Business House	October 30th 2019	December 18th 2019	Tournament	Weekly	View	Delete
Cindy Remihana	November 15th 2019	November 15th 2019	Member Reservation	Daily	View	Delete

## EDIT A RESERVATION

Note: You cannot edit the master booking for a recurring series. You will need to delete the reservation and complete a new one.

To edit an event within the series:

1. In the reservations screen, select the reservation series you wish to view by clicking **View**. This will display a list of the individual reservations associated with the series.

View Tournament for: Business House						
ID	RESERVATION DATE	START TIME	FINISH TIME	DESCRIPTION	ACTIONS	
38342	October 30th 2019	17:00:00	22:30:00	Business House Challenge	Edit	Delete
38343	November 6th 2019	17:00:00	22:30:00	Business House Challenge	Edit	Delete
38344	November 13th 2019	17:00:00	22:30:00	Business House Challenge	Edit	Delete
38345	November 20th 2019	17:00:00	22:30:00	Business House Challenge	Edit	Delete
38346	November 27th 2019	17:00:00	22:30:00	Business House Challenge	Edit	Delete
38347	December 4th 2019	17:00:00	22:30:00	Business House Challenge	Edit	Delete
38348	December 11th 2019	17:00:00	22:30:00	Business House Challenge	Edit	Delete
38349	December 18th 2019	17:00:00	22:30:00	Business House Challenge	Edit	Delete

2. Select the reservation within the series that you wish to edit by clicking **Edit**.
3. Update the fields as required.
4. Click **Save**.

## MANAGE PARTICIPANTS

For reservation types that allow registrations, administrators can perform the following actions for participants:

- Add a participant manually, including notes.
- Delete a participant.
- Record payments.
- Copy the email addresses of all participants (e.g. for emailing via Outlook)

To manage participants:

1. Go to Reservations area on Manage Venue page and click on **Manage**.
2. For the event you wish to manage participants for click on **View**.
3. Choose the event you wish to manage participants for and click **Edit**. If the event is not part of a recurring series, only one event will be shown.
4. Click **Manage** in the Participants area.

5. You will now have administration options showing to **Add New** and **Copy Emails**.
6. **Add New** – you can add members or non-members. When adding a member, typing their name will produce a list of members to select from.
7. **Copy Emails** – click this button to copy all emails to your clipboard for pasting in any other programme.
8. If you have participants in the system, the option to **Delete** or mark a participant as **Paid** will appear next to their name.

Manage participants for Centenary Weekend on Friday 22nd Nov 2019					Add New	Copy Emails	Cancel
NAME	MOBILE	EMAIL	PAID	NOTES			
Albert James	021555 555	thisaddress@aserver.com	✘	Will pay cash on the day.		Paid	Delete
John Penny	1234567	john@pay2play.co.nz	✔				Delete
Dean Remihana	021468618	dean@pay2play.co.nz	✔				Delete

## MANAGING BOOKINGS

The system provides two methods for managing bookings:

**Manage Bookings** - move an individual booking

**Move Bookings** - bulk move bookings

## MANAGE BOOKINGS

The Manage Bookings option allows the administrator to **move a single booking**. The user will be notified

This function provides a view of bookings on all facilities within your desired date range as a list.

Filter		From	To	Demo Sports Facility		Submit	
<b>Bookings</b>							
ID	DATE	TIME	FACILITY	NAME	PHONE	EMAIL	EDIT
275306	2019-10-23	10:00:00	Tennis Court 1	Dean Remihana	021468618	dean@pay2play.co.nz	Move Delete
275383	2019-10-23	18:45:00	Squash Court 2	Demo Player	021 555 5550	pay2playmarketing@gmail.com	Move Delete
275381	2019-10-23	19:30:00	Squash Court 2	Dean Remihana	021468618	dean@pay2play.co.nz	Move Delete

Note: the list dates are automatically set to the current day. To generate the list for this date, click Submit.

1. Find the booking you wish to move by selecting the date range, facility, and clicking on **Submit**.
2. Select the booking by clicking on **Move**.
3. Enter a **Reason** and click **Submit**.

### Move Booking

Reason

4. Select the time and date you wish to move the booking to and click **Continue**.

Select the time and date you would like the booking moved to.

Click on a date

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

**Legend**

- Available
- Special Rate
- Reserved
- Members Only
- Class / Event
- Booked
- Guest Booking
- Your Bookings

Choose a court & time for Demo Sports Facility

	Squash Court 1	Squash Court 2	Tennis Court 1	Tennis Court 2	Gym Session 1	Badminton 1	Badminton 2	Club Room
10am	10:30am - 11:15am							
11am	11:00am - 11:45am	11:15am - 12:00pm	11:00am - 12:00pm	11:00am - 12:00pm	11:00am - 12:00pm	11:00am - 12:00pm	11:30am - 12:30pm	11:00am - 3:00pm
12pm	11:45am - 12:30pm	12:00pm - 12:45pm	12:00pm - 1:00pm	12:00pm - 1:00pm	12:00pm - 1:00pm	12:00pm - 1:00pm	12:30pm - 1:30pm	
1pm	12:30pm - 1:15pm	12:45pm - 1:30pm	1:00pm - 2:00pm	1:00pm - 2:00pm	1:00pm - 2:00pm	1:00pm - 2:00pm	1:30pm - 2:30pm	
2pm	1:15pm - 2:00pm	1:30pm - 2:15pm	2:00pm - 3:00pm	2:00pm - 3:00pm	2:00pm - 3:00pm	2:00pm - 3:00pm	2:30pm - 3:30pm	
3pm	2:00pm - 2:45pm	2:15pm - 3:00pm	3:00pm - 4:00pm	3:00pm - 4:00pm	3:00pm - 4:00pm	3:00pm - 4:00pm	3:30pm - 4:30pm	3:00pm - 7:00pm
4pm	2:45pm - 3:30pm	3:00pm - 3:45pm	3:00pm - 4:00pm	3:00pm - 4:00pm	3:00pm - 4:00pm	3:00pm - 4:00pm	4:30pm - 5:30pm	
5pm	3:30pm - 4:15pm	3:45pm - 4:30pm	4:00pm - 5:00pm	4:00pm - 5:00pm	4:00pm - 5:00pm	4:00pm - 5:00pm	5:30pm - 6:30pm	
6pm	4:15pm - 5:00pm Coaching	4:30pm - 5:15pm Coaching	5:00pm - 6:00pm	5:00pm - 6:00pm	5:00pm - 6:00pm	5:00pm - 6:00pm	6:30pm - 7:30pm	
7pm	5:00pm - 5:45pm Coaching	5:15pm - 6:00pm Coaching	6:00pm - 7:00pm	6:00pm - 7:00pm	6:00pm - 7:00pm	6:00pm - 7:00pm	7:30pm - 8:30pm	
8pm	5:45pm - 6:30pm	6:00pm - 6:45pm	6:00pm - 7:00pm	6:00pm - 7:00pm	6:00pm - 7:00pm	6:00pm - 7:00pm	7:00pm - 8:00pm	
9pm	6:30pm - 7:15pm Dean Remihana	6:45pm - 7:30pm	7:00pm - 8:00pm	7:00pm - 8:00pm	7:00pm - 8:00pm	7:00pm - 8:00pm	7:30pm - 8:30pm	
10pm	7:15pm - 8:00pm	7:30pm - 8:15pm						

Note: you will be unable to move the booking to a timeslot within the booking stand-down window (e.g. if you only allow one court booking in 24hrs, it will not let you select another time slot within 24hrs of the original booking. You can use the 'Move Booking' function to move a booking within the same day.

- The player will receive an email which includes the new booking time, reason for the change (as entered when moving booking), and contact person if not suitable (person who made the change).

# Pay2Play

Your Booking has been moved. Court consolidation

## Demo Sports Facility Bookings

	FACILITY	DATE	TIME SLOT	OPPONENT
FROM:	Squash Court 2	2019-11-01	19:30:00 - 20:14:59	
TO:	Squash Court 1	2019-11-02	17:00:00 - 17:44:59	

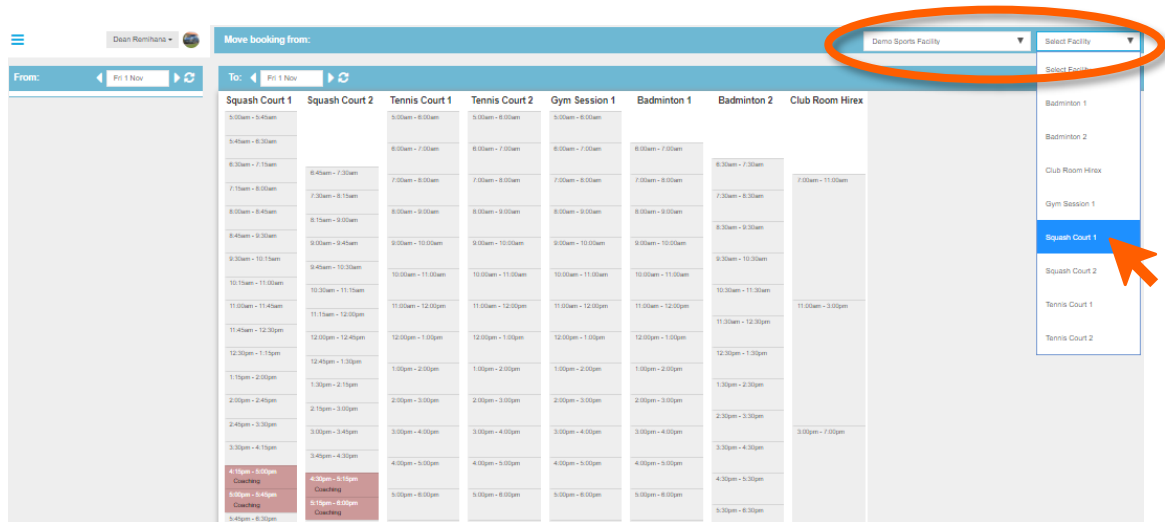
If this change is not suitable please contact me. Dean Remihana at [dean@pay2play.co.nz](mailto:dean@pay2play.co.nz).

## MOVE BOOKINGS

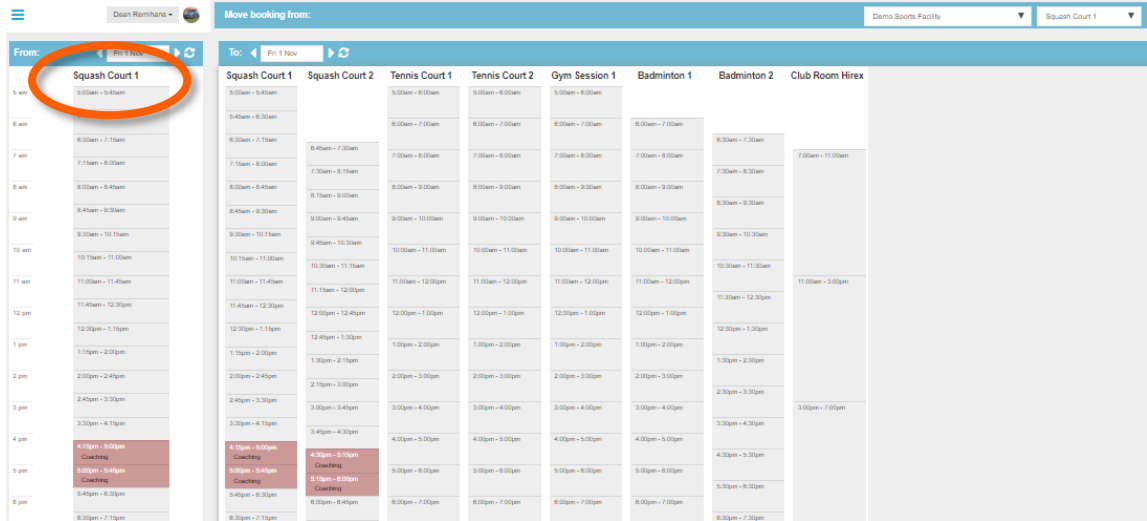
The Move Bookings option allows the administrator to **bulk move bookings**. This does not email the users.

The default view will show you today's bookings as a facility overview.

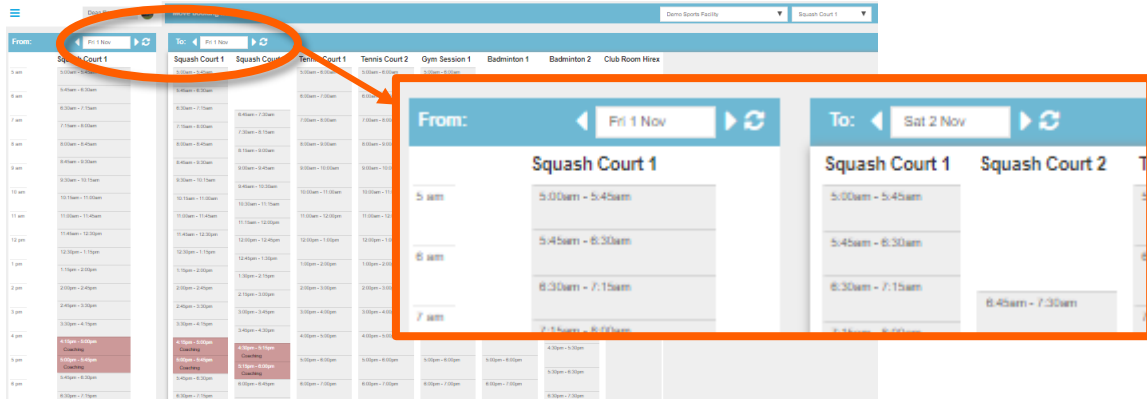
- Select the venue and the facility you wish to move bookings from.



- The chosen facility will now show in the left-hand column.



3. Select the 'From' date and the 'To' date that you wish to move bookings between.



4. Click on the booking block you wish to move in the LEFT-HAND column and drag it across to the slot you wish to book in the RIGHT-HAND column.



The booking will now disappear from the left-hand column and show on the right-hand side, where you placed it.

If you wish to move it again (or any other booking) you will need to select the facility again (see step 1) to show the bookings in the left-hand column.

REPORTS

BOOKINGS REPORT

This report allows you to view booking activity by date range for your venue(s).

From 2019-11-01 To 2019-11-01 All Venues All Facilities **Export** **Summary** **Submit**

ID	DATE	START	FINISH	VENUE	FACILITY	NAME	PHONE	EMAIL	DETAILS
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1. Choose your date range and venue. If you wish to review bookings for one specific facility, you can do so, or leave as 'All Facilities' to see a full report.
2. You can choose to see either a line by line list of all bookings or a summary. You can also download the data as an Excel spreadsheet.

**Export** – download as Excel spreadsheet.

ID	DATE	START	FINISH	VENUE	FACILITY	NAME	PHONE	EMAIL	DETAILS
2	270645	2019-10-14	10:00	11:00	Demo Sports Facility	Tennis Court 2	Dean Remihana	021468618	dean@pay2play.co.nz
3	274111	2019-10-21	18:00	19:00	Demo Sports Facility	Gym Session 1	Dean Remihana	021468618	dean@pay2play.co.nz
4	274112	2019-10-22	08:45	09:30	Demo Sports Facility	Squash Court 1	Dean Remihana	021468618	dean@pay2play.co.nz
5	275306	2019-10-23	10:00	11:00	Demo Sports Facility	Tennis Court 1	Dean Remihana	021468618	dean@pay2play.co.nz
6	275383	2019-10-23	18:45	19:30	Demo Sports Facility	Squash Court 2	Demo Player	021 555 5550	pay2playmarketing@gmail.com
7	275381	2019-10-23	19:30	20:15	Demo Sports Facility	Squash Court 2	Dean Remihana	021468618	dean@pay2play.co.nz
8	275382	2019-10-24	14:00	14:45	Demo Sports Facility	Squash Court 1	Dean Remihana	021468618	dean@pay2play.co.nz
9	117930	2019-10-18	16:30	17:30	Demo Sports Facility	Squash Court 1	Coaching	RESERVATION	RESERVATION Juniors Squash C
10	117932	2019-10-25	16:30	17:30	Demo Sports Facility	Squash Court 1	Coaching	RESERVATION	RESERVATION Juniors Squash C
11	117951	2019-10-28	00:15	23:45	Demo Sports Facility	Squash Court 1	Court Sanding	RESERVATION	RESERVATION No bookings per
12	117953	2019-10-29	00:15	23:45	Demo Sports Facility	Squash Court 1	Court Sanding	RESERVATION	RESERVATION No bookings per
13	117955	2019-10-30	00:15	23:45	Demo Sports Facility	Squash Court 1	Court Sanding	RESERVATION	RESERVATION No bookings per

**Summary** – lists bookings by person with a count of the total number for the period.

TYPE	VENUE	PLAYER	PHONE	EMAIL	BOOKINGS COUNT
RESERVATION	Demo Sports Facility	Business House			1
RESERVATION	Demo Sports Facility	Championships			1
RESERVATION	Demo Sports Facility	Cindy Remihana			1
RESERVATION	Demo Sports Facility	Coaching			4
RESERVATION	Demo Sports Facility	Court Sanding			6
RESERVATION	Demo Sports Facility	Interclub 2			1
MEMBER	Demo Sports Facility	Dean Remihana	021468618	dean@pay2play.co.nz	6
MEMBER	Demo Sports Facility	Demo Player	021 555 5550	pay2playmarketing@gmail.com	1

**Submit** – lists all bookings individually (in date order from oldest to newest).

ID	DATE	START	FINISH	VENUE	FACILITY	NAME	PHONE	EMAIL	DETAILS
270645	2019-10-14	10:00	11:00	Demo Sports Facility	Tennis Court 2	Dean Remihana	021468618	dean@pay2play.co.nz	J
274111	2019-10-21	18:00	19:00	Demo Sports Facility	Gym Session 1	Dean Remihana	021468618	dean@pay2play.co.nz	
274112	2019-10-22	08:45	09:30	Demo Sports Facility	Squash Court 1	Dean Remihana	021468618	dean@pay2play.co.nz	
275306	2019-10-23	10:00	11:00	Demo Sports Facility	Tennis Court 1	Dean Remihana	021468618	dean@pay2play.co.nz	
275383	2019-10-23	18:45	19:30	Demo Sports Facility	Squash Court 2	Demo Player	021 555 5550	pay2playmarketing@gmail.com	
275381	2019-10-23	19:30	20:15	Demo Sports Facility	Squash Court 2	Dean Remihana	021468618	dean@pay2play.co.nz	
275382	2019-10-24	14:00	14:45	Demo Sports Facility	Squash Court 1	Dean Remihana	021468618	dean@pay2play.co.nz	
117930	2019-10-18	16:30	17:30	Demo Sports Facility	Squash Court 1	Coaching	RESERVATION	RESERVATION	Juniors Squash Coaching with A. Coach
117932	2019-10-25	16:30	17:30	Demo Sports Facility	Squash Court 1	Coaching	RESERVATION	RESERVATION	Juniors Squash Coaching with A. Coach
117951	2019-10-28	00:15	23:45	Demo Sports Facility	Squash Court 1	Court Sanding	RESERVATION	RESERVATION	No bookings permitted - court sanding.
117953	2019-10-29	00:15	23:45	Demo Sports Facility	Squash Court 1	Court Sanding	RESERVATION	RESERVATION	No bookings permitted - court sanding.
117955	2019-10-30	00:15	23:45	Demo Sports Facility	Squash Court 1	Court Sanding	RESERVATION	RESERVATION	No bookings permitted - court sanding.
118528	2019-10-22	12:00	13:15	Demo Sports Facility	Squash Court 1	Championships	RESERVATION	RESERVATION	
117931	2019-10-18	16:30	17:30	Demo Sports Facility	Squash Court 2	Coaching	RESERVATION	RESERVATION	Juniors Squash Coaching with A. Coach
117933	2019-10-25	16:30	17:30	Demo Sports Facility	Squash Court 2	Coaching	RESERVATION	RESERVATION	Juniors Squash Coaching with A. Coach
117952	2019-10-28	00:15	23:45	Demo Sports Facility	Squash Court 2	Court Sanding	RESERVATION	RESERVATION	No bookings permitted - court sanding.
117954	2019-10-29	00:15	23:45	Demo Sports Facility	Squash Court 2	Court Sanding	RESERVATION	RESERVATION	No bookings permitted - court sanding.
117956	2019-10-30	00:15	23:45	Demo Sports Facility	Squash Court 2	Court Sanding	RESERVATION	RESERVATION	No bookings permitted - court sanding.
117922	2019-10-30	17:00	22:30	Demo Sports Facility	Tennis Court 1	Business House	RESERVATION	RESERVATION	Business House Challenge
118529	2019-10-30	16:00	20:00	Demo Sports Facility	Gym Session 1	Interclub 2	RESERVATION	RESERVATION	
117959	2019-10-16	07:00	12:45	Demo Sports Facility	Club Room Hirex	Cindy Remihana	RESERVATION	RESERVATION	21st birthday for Ben.

## PAYMENTS REPORT

This report allows you to view payments received within a date range for your venue.

1. Choose your date range and venue.
2. Choose **All** to see all transactions for the period.

The screenshot shows the 'All Payments' report. The filter bar includes 'From' (2019-10-01), 'To' (2019-11-01), 'Demo Sports Facility', and a dropdown menu set to 'Membership'. The 'All' button is circled in red. The table below shows two payment entries.

ID	DATE	TIME	NAME	PHONE	EMAIL	TYPE	DETAIL	AMOUNT
25848	07-10-2019	14:43	Demo Player	021 555 5550	pay2playmarketing@gmail.com	Manual Membership Payment		100
4038	16-10-2019	01:32	Cindy Remihana			Manual Reservation Payment	07:00 -> 12:45 16-10-2019	100.00

3. Choose **Memberships** to see only membership payments

The screenshot shows the 'Membership Payments' report. The filter bar is the same as above, but the dropdown menu is set to 'Memberships' and the 'All' button is circled in red. The table below shows one membership payment entry.

ID	MEMBERSHIP ID	MEMBERSHIP	DATE	NAME	EMAIL	PHONE	AMOUNT	MONTHS
25848	16348	Senior Squash	07-10-2019	Demo Player	pay2playmarketing@gmail.com	021 555 5550	100.00	12

## DEBTOR REPORT

This report allows you to view money owing received within a date range for your venue.

**Classes Report** – shows all transactions for the date period (coaching report).

**Debtors Report** – shows all outstanding payments owed to the venue for the date period.

**Revenue Report** – shows income by facility for the date period.

The screenshot shows the 'Classes' report interface. The filter bar includes 'From' (2019-11-04), 'To' (2019-11-04), 'Demo Sports Facility', and a dropdown menu set to 'Classes Report'. There are 'Print', 'Export', and 'Find' buttons. A dropdown menu is open showing 'Classes Report', 'Debtors Report', and 'Revenue Report'. The 'Update' button is also visible. The table header below shows columns for 'FACILITY', 'DESCRIPTION', 'DATE', 'START', 'FINISH', 'PARTICIPANT', 'EMAIL', 'AMOUNT', and 'PAID'.

1. Select date period, the venue (if you have more than one) and the report type.
2. Choose venue
3. Choose the report type and click **Find** or **Update** to refresh.
4. You can choose to **Print** your report or **Export** as a spreadsheet to save a copy.