

How to Schedule a Recurring PL (1-2), GPL (3+), or PHS

1. Once in Clubautomation, select Schedule a Lesson, then Recurring Lesson.

Tennis Bitsy Grant

Reserve a Court Schedule Lesson Events Block Time Rain Court Staff Scheduling

Event frequency Who will teach this lesson? Lesson type Who are the students?

Single lesson
Recurring lesson
Prepaid recurring lesson

Select a pro Please select Add another Student

Court 2 (Soft- Court 2) Court 3 (Soft- Court 3) Court 4 (Soft- Court 4) Court 5 (Soft- Court 5)

PL: Valle Costa

2. You **Must** edit your date range first for the recurring lesson.

Event frequency Who will teach this lesson?

Recurring lesson Select a pro

Mondays
Dates 11/04/2024 - 11/04/2024 [edit](#)

Show Courts

3. Once you select the date range, select the Pro (1), select lesson type (2), type in names of the student(s) (3)

Tennis ▾ Chastain Park ▾

Reserve a Court | Schedule Lesson | Events | Block Time | Rain Court | Staff Scheduling

(1) (2)

Event frequency: Single lesson ▾

Who will teach this lesson?:

Lesson type: Please select ▾

Who are the students?:

« left | Court 1 | Court 2 | Court 3 | Court 4 | Court 5 | Court 6

4. Select the time of the Lesson. The time will turn purple.

Tennis ▾ Chastain Park ▾

Reserve a Court | Schedule Lesson | Events | Block Time | Rain Court | Staff Scheduling

Event frequency: Single lesson ▾

Who will teach this lesson?:

Lesson type: Private Lesson ▾

Who are the students?: Gina Woods (Primary) x

	Court 1 (Hard- Court 1)	Court 2 (Hard- Court 2)	Court 3 (Hard- Court 3)	Court 4 (Hard- Court 4)	(Ha
8am					
9am					
10am					
11am			Group class Andrei Ionescu		

5. Select "Save Reservation."

Who are the students?

Gina Woods (Primary) |

Per Court/Hour ▾ \$ -default-

[Cancel Reservation](#)
[Reservation Summary](#)

Court 4 (Hard- Court 4) | Court 5 (Hard- Court 5) | Court 6 (Hard- Court 6) | Court 7 (Hard- Court 7) | Court 8 (Hard- Court 8) | Co (Hard- right >>

6. Select "Confirm." You will see the day/time, court number and the amount for the lesson.

Reservation Summary X

Day/Time: Fri 10:00AM-11:00AM

Court: 1 (Chastain Park)

Start Date: 09/13/2024

End Date: 09/13/2024

Duration: 1 week

Holidays: --

The following members will be invoiced for the reservation:

No photo

Gina Woods

Invoice #1: \$90.00 (billed on 09/13/2024)



Cancel
Confirm

7. The lesson will now be on schedule.

Tennis
▼

Chastain Park
▼

 Reserve a Court

 Schedule Lesson

 Events

 Block Time

 Rain Co

	Court 1 (Hard- Court 1)	Court 2 (Hard- Court 2)	Court 3 (Hard- Court 3)	Court 4 (Hard- Court 4)	Court 5 (Hard- Court 5)
8am					
9am					
10am	<div style="font-size: 0.8em; padding: 2px;">Pl: Joe Hill</div> <div style="font-size: 0.8em; padding: 2px;">Woods</div>				
11am			Group class		

