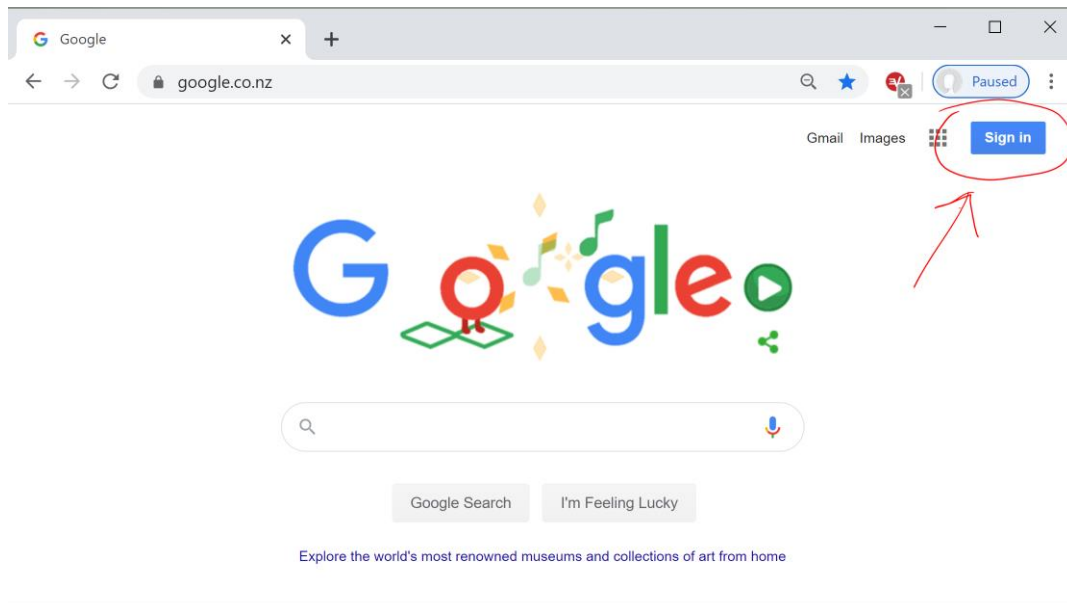


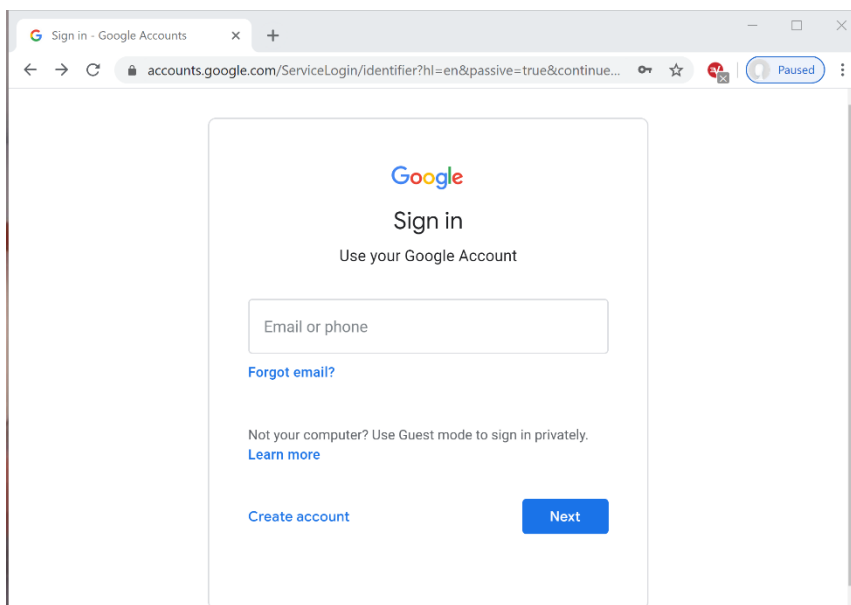
Instructions for booking Dairy Flat Tennis Club courts (using the DFTC Court-Booking Google calendar)

Step 1 - Login to Google DFTC Court Booking account, via www.google.co.nz

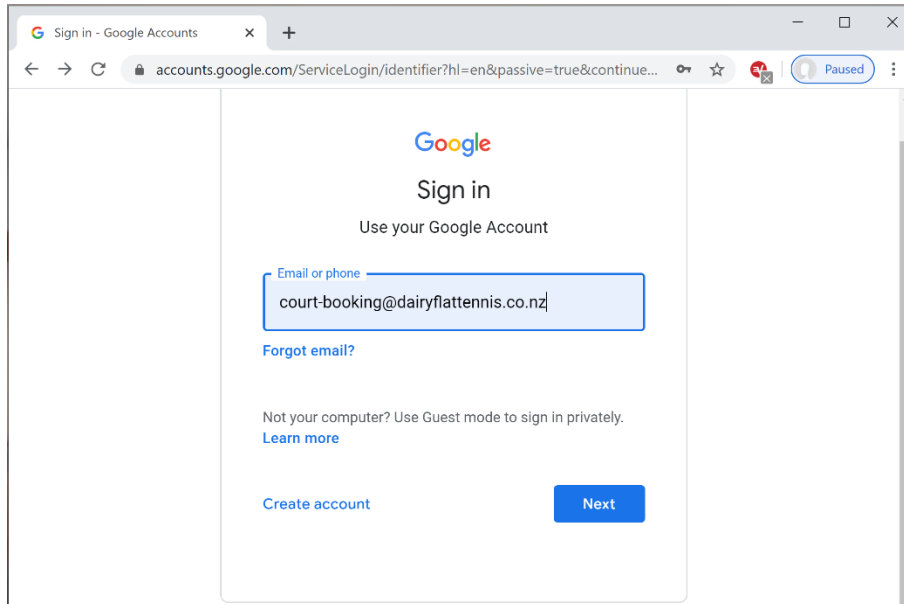
- Use the box in the top right-hand side corner



- You will get login box and first time you will need to sign-in with the DFTC Court-Booking account:

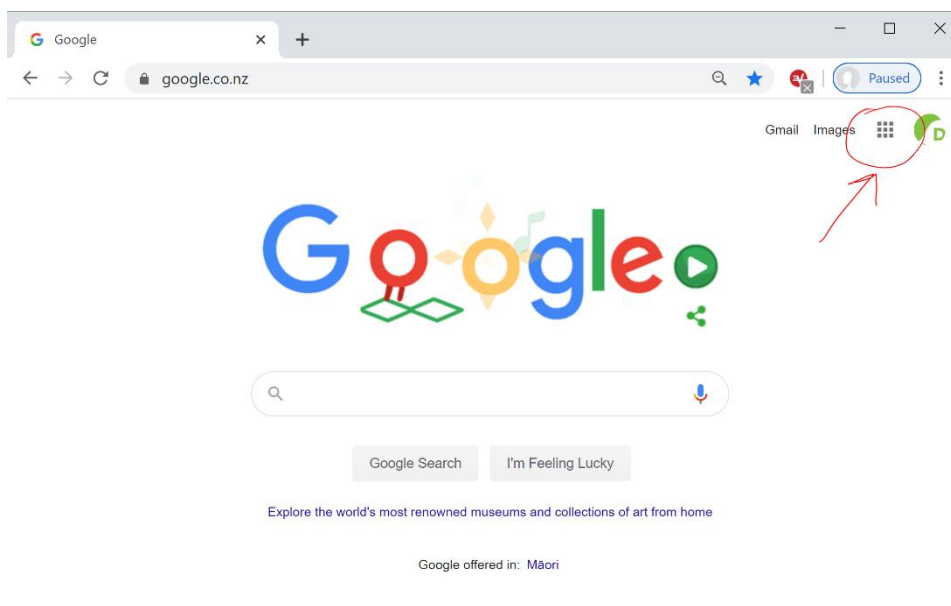


- New user account details:
 - Email: **court-booking@dairyflattennis.co.nz**
 - Password: **DFTC-courts**

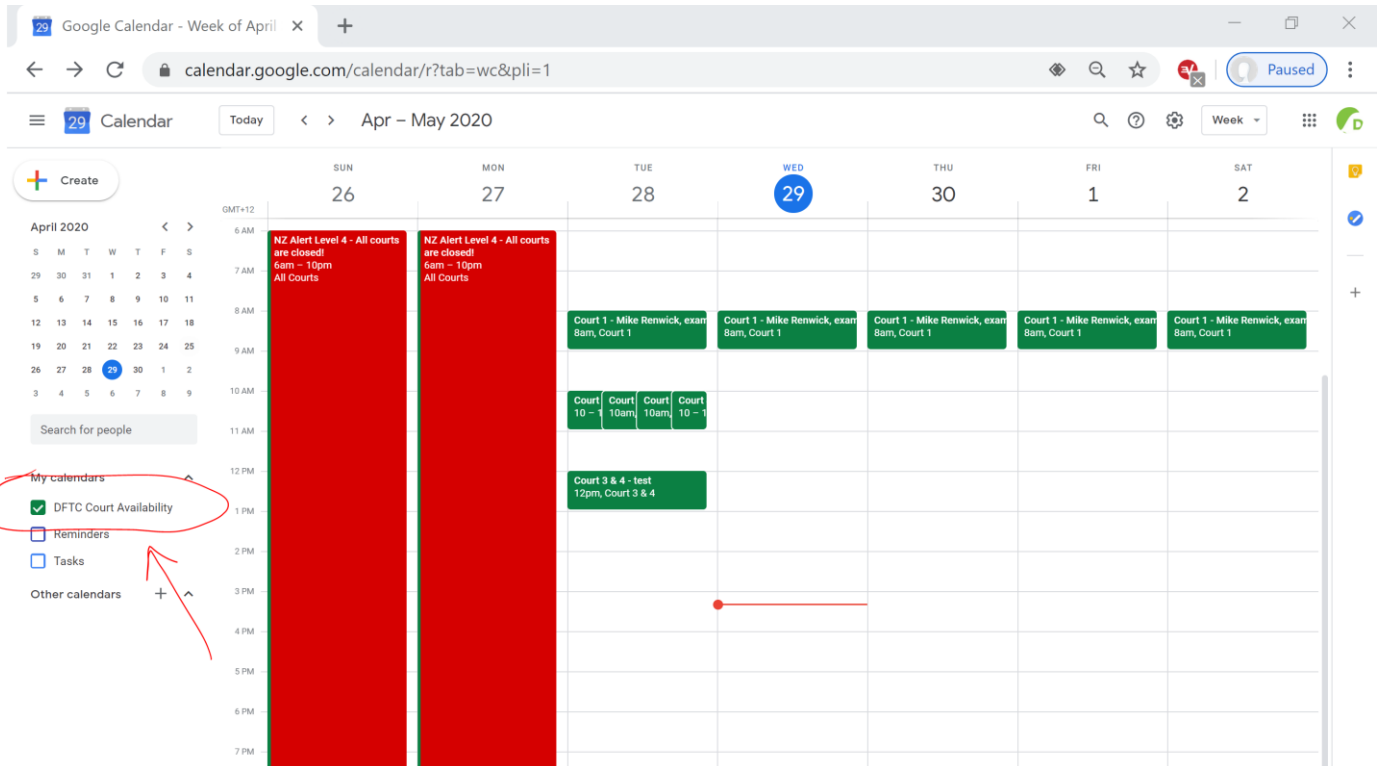


Step 2 - Select the court-booking Google Calendar

- You need to select the Google **“Calendar”**, via the “Apps”  selection box in top right-hand corner:

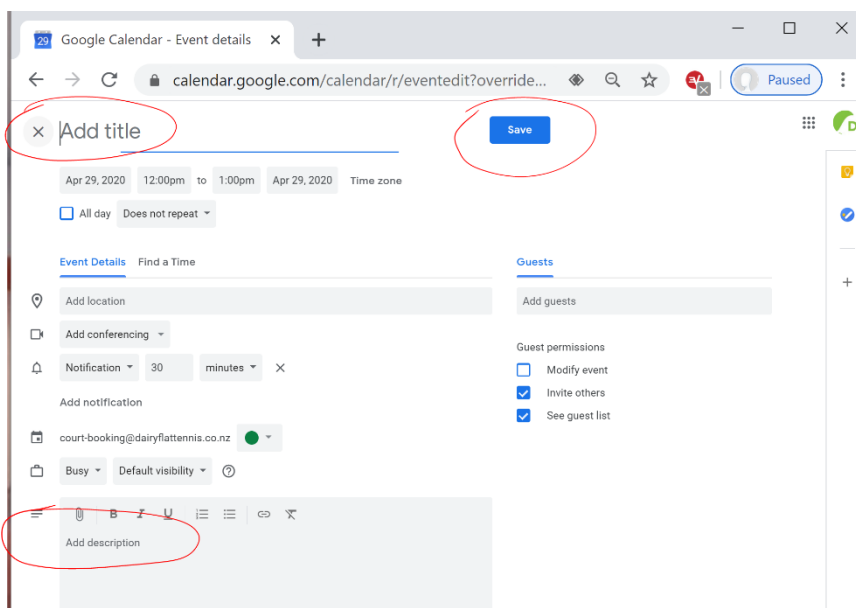


- You should see a calendar as shown below – “DFTC Court Availability”:



Step 3 - Make a court booking:

- Double-click on the required day/date and time for your booking
- Fill-out the court booking information, including:
 - Add Title:** Court number and your name
 - Add Description:** any other details, e.g., names of those playing with you
 - Save** your booking



Step 4 – Check that it shows on the main DFTC Court Availability website:

- Click on: <http://www.dairyflattennis.co.nz/court-availability>
- If you already have the page open, please refresh the page to update and see the new calendar entry

Step 5 – If you have not already done so, please complete the Contact Tracking form:

- Click on: <https://www.tennis.kiwi/checkin>

Please Note:

- During Alert Level 3, tennis is only permitted within your bubble. Players should not arrange to meet anyone outside of their bubble. This means no coaching or social play between members who are not in the same bubble. Please support all the good work across New Zealand by adhering to this rule.