

Tennis Club Organizer™ 2008

Quick Start Guide for the Demo (Learn the Basics)



Tennis Club Management Software

The Demo version of Tennis Club Organizer™ gives you the opportunity to see for yourself most of the products features and evaluate the software for the period of 30 days.

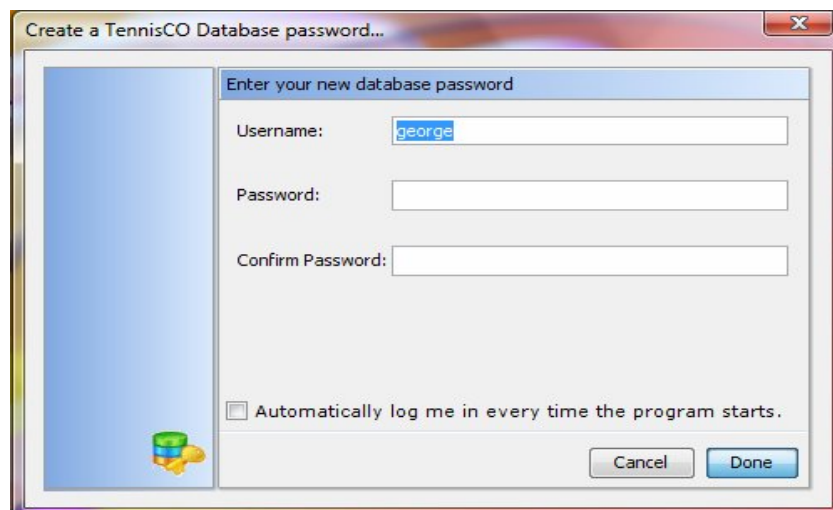
Installation Instructions

TennisCO™ Professional Edition

Place the TennisCO Demo CD in the CD Rom Unit of your computer and open Windows Explorer so that you can see the File Contents of the CD Rom. Double click on file with name **Setup.exe**. After the installation is complete the TennisCO icon will be placed on your desktop:



The next step is the creation of new empty blank database. For this scope and for better security it is required to enter a new database username and password. Run the application by double clicking on TennisCO icon and wait until the following dialog appears:






Enter the username and password of your preference with English characters. On the Confirm Password field re-enter your password and then press Enter. Wait until the program starts.

Configuration of your Tennis Club Properties

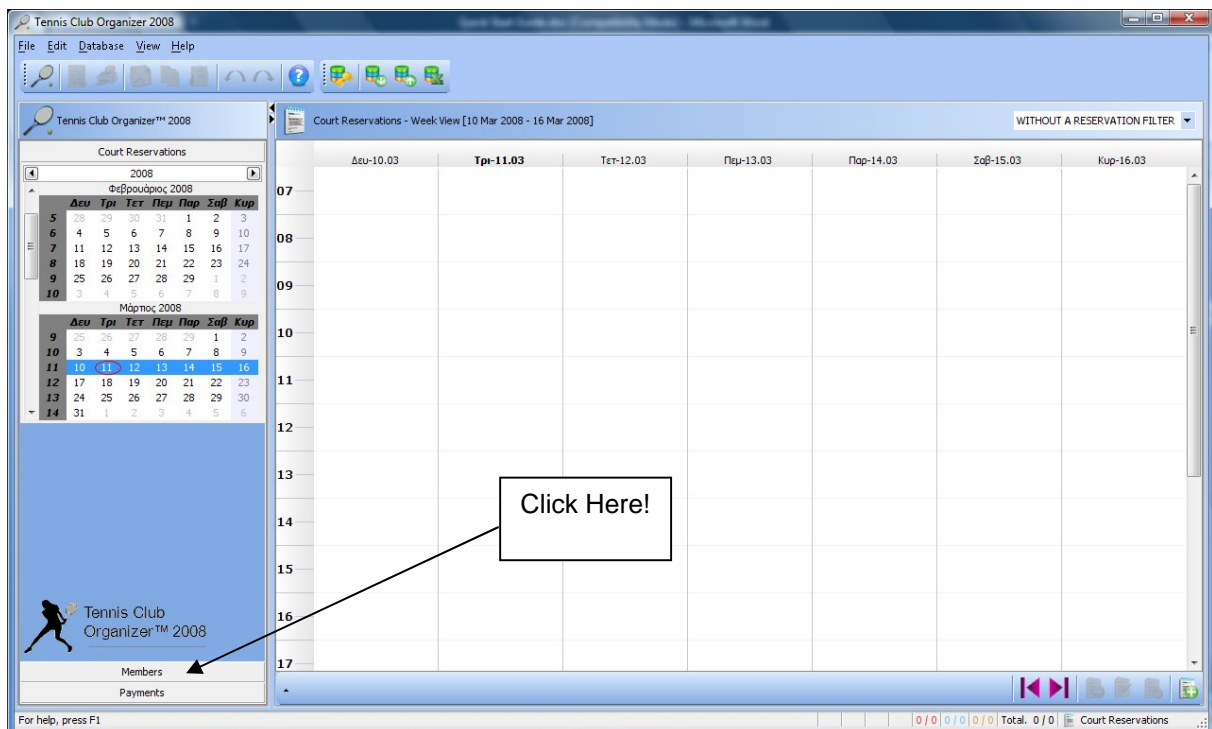
From the program's main menu at the upper left corner of the screen choose "File" and then "Tennis Club Properties" so that the following dialog appears:



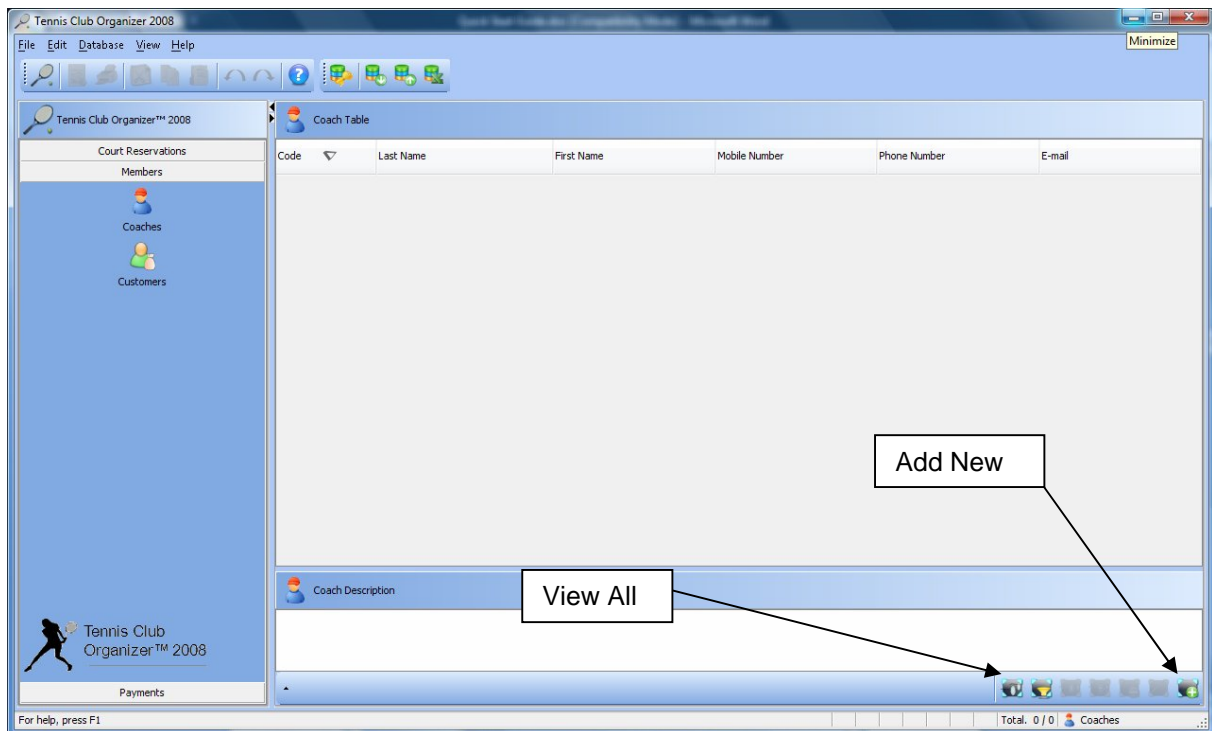
Enter the name of your Tennis Club and then press the prices «  » button so that you can enter the predefined prices (Private Lessons / Group Lessons / League Practicing Lessons / Court Rentals etc) of your tennis club. Then press the next Courts button «  » and insert your courts by using the add button «  ». For every court that you add a random color is chosen for you. To change these colors simply double click at your preferred Courts Name. Press the “Done” button when finished.



Adding a New Coach - Member to the Database

From the program's main screen choose the Members Bar by clicking on the Members Button as shown in the following picture:



When the Members Bar is shown click on the “Coaches” button so that the Coach Table appears on the right side of the screen, as shown below:



Press on the View All button «» to see all the coaches that exist in the database and then press the Add New button «» to insert a new coach in the database (see below):

The 'Add New Coach' dialog box is shown. It has a 'Properties' section with a table of fields and values. The fields are: Code (100), First Name (GEORGE), Last Name (PASSMORE), Address (25 THE CRESCENT), Postal Code (N11 4YY), City (CHELSEA), State/Province (LONDON), Occupation (COACH ATHLET), Mobile Number (+44 242 3423445), Phone Number (+44 242 3423445), E-mail (george@tennisacademy.co.uk), Private Lessons Charge Price (40), Group Lessons Charge Price (30), and League Lessons Charge Price (30). Below the table is a 'Description' text area containing the text 'TWO TIMES NATIONAL CHAMPION'. At the bottom right, there are 'Cancel' and 'Add' buttons.

Field	Value
Code	100
First Name	GEORGE
Last Name	PASSMORE
Address	25 THE CRESCENT
Postal Code	N11 4YY
City	CHELSEA
State/Province	LONDON
Occupation	COACH ATHLET
Mobile Number	+44 242 3423445
Phone Number	+44 242 3423445
E-mail	george@tennisacademy.co.uk
Private Lessons Charge Price	40
Group Lessons Charge Price	30
League Lessons Charge Price	30



Description
TWO TIMES NATIONAL CHAMPION

Cancel Add

At the “Charge Price” Fields insert the prices that this coach charges your club for each type of lesson (Private / Group / League / VIP). After you are done press the “Add” button.

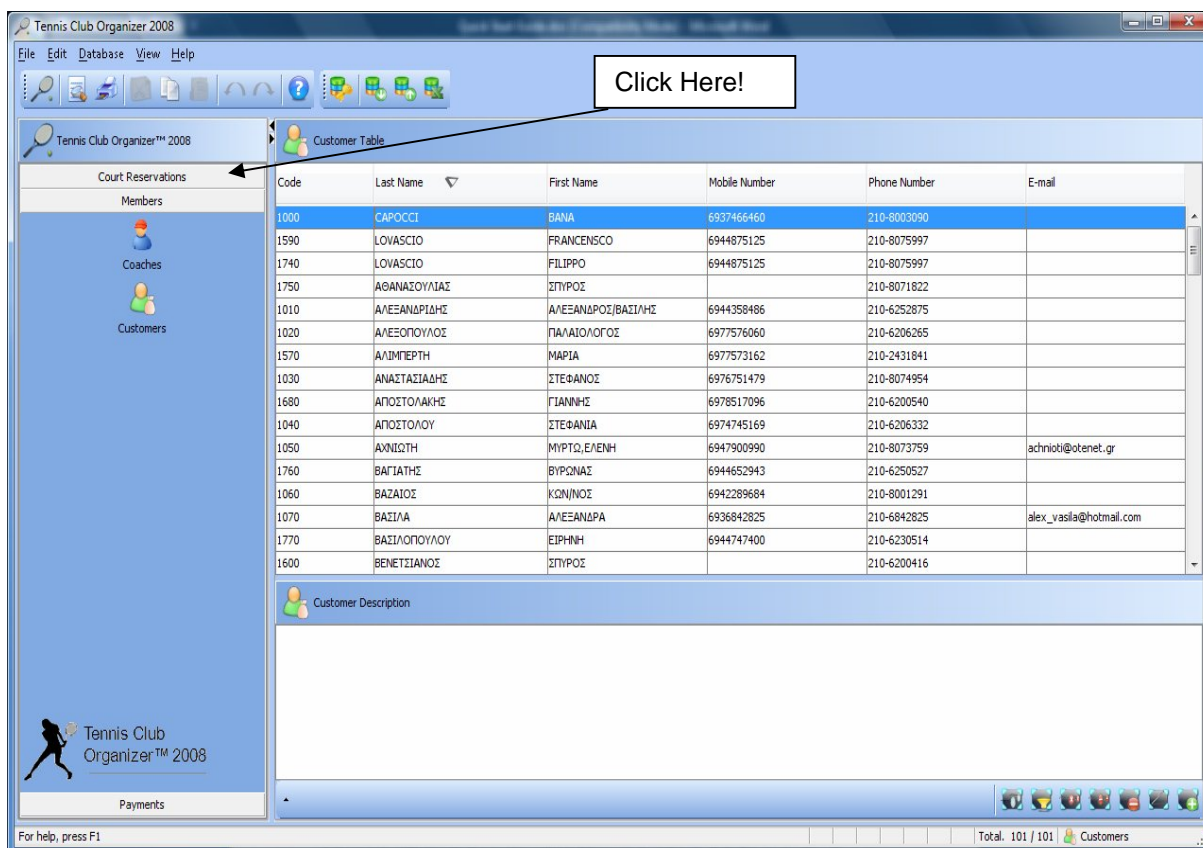
Repeat the same steps to add more coaches.

Adding a new Customer - Member to the database

The procedure of adding a new customer – member to the database is quite similar to adding a new coach. Simply click on the customers button «  » so that the Customer Table shows on the right side of the screen. Then click on the Add New button «  » and insert a new customer into the database. Repeat the same steps to add more customers.

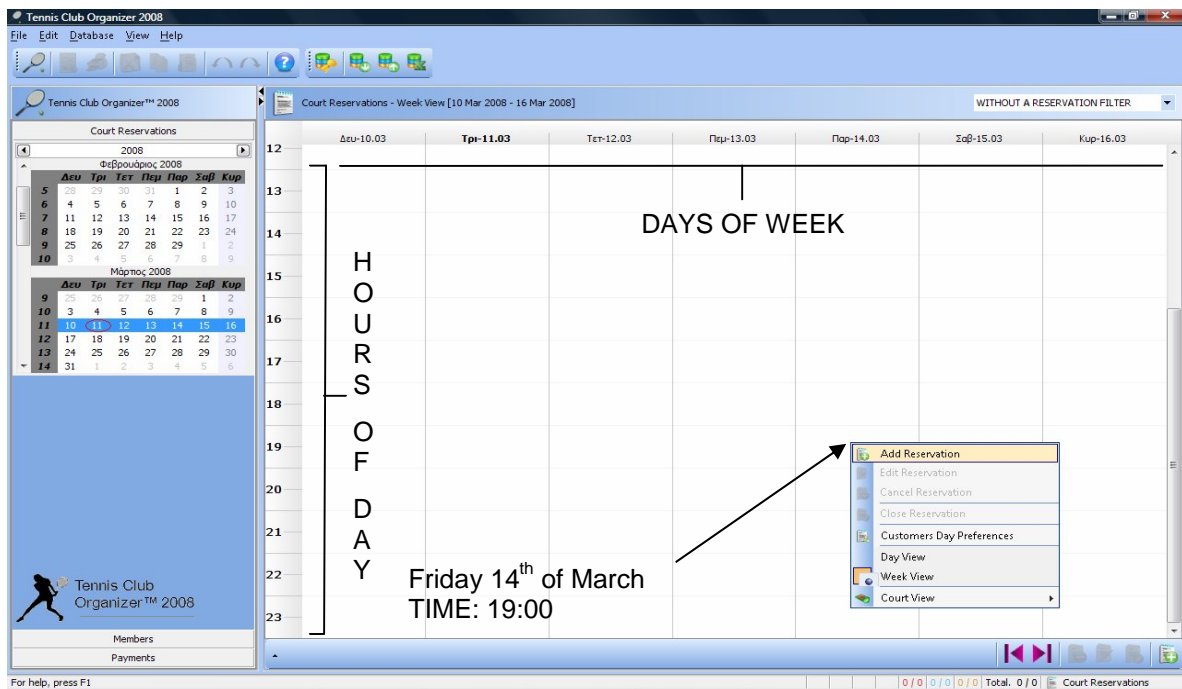
Making a new Court Reservation

From the application's main screen choose the Court Reservations Management Bar by clicking on the Court Reservations button, as show below:



At the Court Reservations Timetable that will show choose the day and time of the reservation simply by choosing the appropriate square box, making a right click and selecting “Add Reservation” as shown below:

In the next screen we have chosen a new reservation for Friday 14th March 2008 at 19:00.



The Create New Reservation Dialog appears:

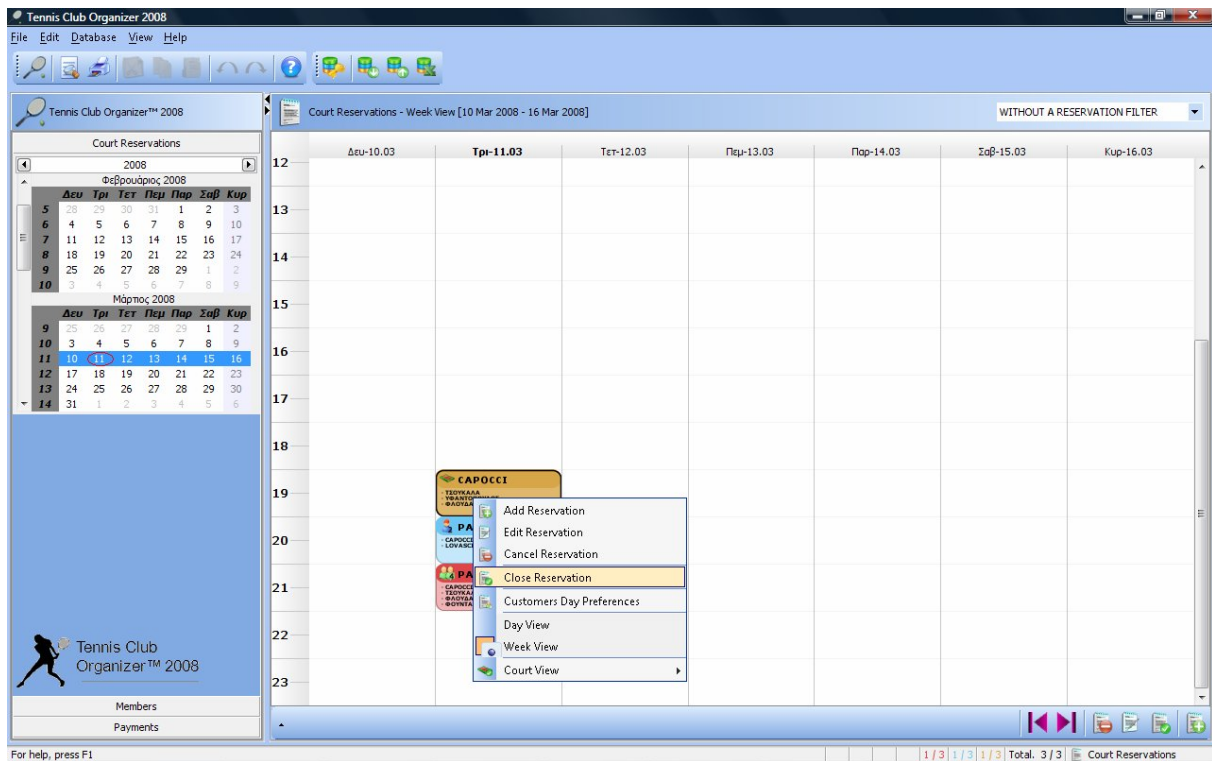
Choose the duration (set to hours for the demo), the tennis court and the reservation type and then press next ">>" to continue. After choosing customers and coaches press "Finish" and your reservation will be stored automatically in the database.

Note that in the demo version you can create up to 100 reservations.

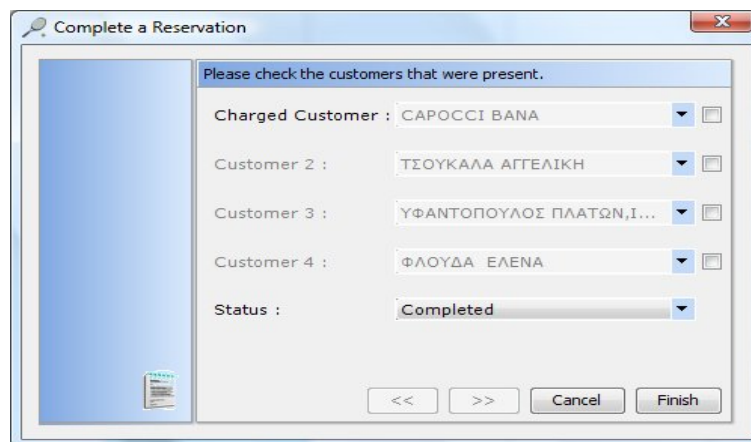
Closing a Completed Reservation

You must close a reservation after that reservation is completed successfully or canceled due to bad weather or customer/coach illness. The closed reservations are those that can be paid (to Coaches and from Customers) using the TennisCO payment mechanism.

To close a reservation, make a right click over the reservation and in the popup menu that appears choose Close Reservation, as shown below:



Then, the following dialog appears:



At this point you must declare the attendance of all members by checking the customers that were present in this reservation. To check a customer as present simply click on his box «☐» so that the tick «☒» shows. At the "Status" drop down list simply choose the completion status of this reservation


and press Finish.

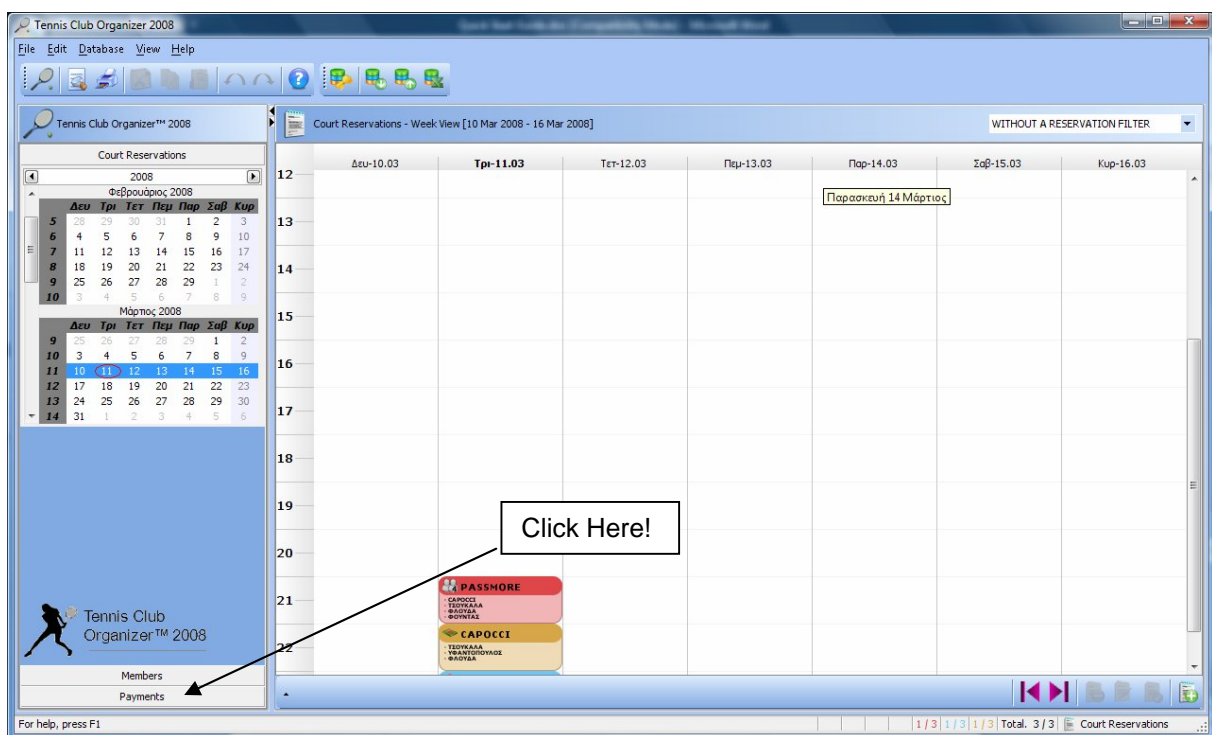
Notice that the reservation type icon has changed to gray scale, notifying you that this reservation is completed.



If you wish to turn back your reservation to an uncompleted state simply double click on this reservation give your username and password and it turns back to state non-completed.

Accepting Customer Payments

A customer can pay for his hourly-charged reservations (Private Lessons and Court Rentals) at anytime and for his monthly charged reservations (Group and League Lessons) at the end of every month using the TennisCO payment mechanism. To see the Customer Payments Panel chose the

Payments Bar and then click on the Customer Payments button «  ».



Press the view all «  » button to see all season-payments that exist in the database and then press Add New «  » to insert a new Customer Payment to the database. The following dialog appears:

Add New Payment

Define the reservations you want to pay

Payment Code : Amount Owing :

Customer : Amount Paid :

Customer Reservations Until Today

Reservation Type	Date	Time	Present	Game Status	Price
<input type="checkbox"/> Court Rental	Tpi, 11 Mar, 2008	22:00 - 23:00	Yes	Completed	4.00 €
<input type="checkbox"/> Private - 2 People	Tpi, 11 Mar, 2008	23:00 - 00:00	Yes	Completed	5.00 €
<input type="checkbox"/> Group 3-4 People (1 t/w)	Mar-2008	21:00 - 22:00	1/1	Completed (1/1)	40.00 €

<< >> Cancel Finish

The "Payment Code" is used for sorting and filtering and it is automatically created for you. At the "Customer" field type the last name of the customer that wished to pay or simply select that customer from the drop down list by pressing the down arrow.

After selecting your customer you can see the complete bill of completed reservations at the "Customer Reservations until Today" panel. You can also see the state of attendance the reservation type and the amount owing for each of those reservations. In the case of a group reservation that is charged on a per-month-basis for the demo the price shown is for the whole month. Group Reservations must be paid at the end of each month.

To chose which of the reservations the customers wishes to pay simply click on the square box ☐ so that the tick appears ☒. Then press the next button to see the final bill. (see below:)

Add New Payment

Confirm the data and define any discount

You have totally selected to pay:
1 Private Lessons, 1 Court Rentals, 0 Group Lessons

Total for Private Lessons :

Total for Court Rentals :

Total for Group Lessons :

Total :

Discount :

Total Payment Amount :


Description

DISCOUNT 3 EUROS DUE TO CUTOMER ILLNESS ON COURT RENTAL

<< >> Cancel Finish

On the Discount field you can put the discount amount that you wish to subtract from the Total. Use the description text area to add notes. When you are ready press the Finish button, the payment is being made.


Paying Coaches

The procedure of paying a coach is quite similar to customer payments. Simply press the coach payment button «  » so that the Coach Payments Table appears. Then, press Add New and insert a new coach payment at the database. Repeat the same steps to add more payments.

Αναφορές

Tennis Club Organizer™ 2008 offers some very useful printable reports such as:

- Weekly / Daily Reservation Timetable (Filtered per Type / Court / Coach or Customer)
- Statistical analysis of Court Usage per Hour / Day / Month / Week
- Annual Season Reports per Coach per Customer
- Annual Club Season Income Reports using Filters

These reports appear according to your currently selected panel. You can view them by pressing the print preview button located on the toolbar «  ».

Club specific payment Types and Reservations

In the case that your club handles custom types of payments and lesson reservations than the predefined ones, please request a customization scenario of TennisCO via mail to info@nomitech.gr. Customization can take up to 3 days depending on the scenario.