

ONEC Tennis Court Booking

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Booking Policy

- The online booking systems allows bookings to be made exactly one week in advance.
- Members are only permitted to book one court at a time. If you plan to play with a group on more than one court, please have each court booked by a different member.
- **To give all our tennis members equitable access to our fantastic courts, *double booking* (i.e., pre-booking a court for back-to-back slots) is not permitted.** The only exception is for doubles matches from 12pm to 4pm (in these cases, members may book for one hour and ask staff to extend the booking by another hour).
- To ensure this policy is being followed, we apply the following requirements:
 - It is required that the person making a booking indicate whether they will be playing singles or doubles.
 - The names of all players must be entered into the reservation at least 24 hours before the scheduled booking time.
 - **If all names (2 for a singles booking, 4 for a doubles booking) are not added 24 hours before the scheduled booking time, staff will cancel the booking.**
- If you will not be using your court, please delete the reservation or advise staff as soon as possible.
- If a booked court remains empty for 15 minutes after the booking start time, it will be considered 'open', and any member will be able to book it for the rest of the hour.
- ONEC management / pavilion staff reserve the right to move a booking to a different court if necessary (for example, to facilitate court repair or maintenance).
 - We will always attempt to keep the surface the same (e.g. clay court to clay court, hard court to hard court), but we cannot guarantee a specific court.
- **ONEC will be closing the pavilion and clay courts at 7pm on Saturdays and Sundays. The hard courts will remain open and can be booked by members after 7pm.**

If you have any questions, please e-mail info@onec.ca.

Creating a Booking

- 1) Visit the [ONEC Booking System](#).
- 2) Click on “Reservations” > “Schedules” to see grid of court bookings by court by day and hour.
- 3) Click on desired court and timeslot – this will open the Reservation.
- 4) Ensure the Reservation is showing the correct court and timeslot.
- 5) Under “Participants”, enter the name of other player(s) and select them in the drop-down list. If you cannot find their name in the list or you are playing with a guest, add the name in the text field under “Description”.
- 6) Select “Singles” or “Doubles”.
- 7) Click “Create”.

Editing a booking

- 1) Click on your existing reservation in the grid.
- 2) You can add or delete participants / invitees, change time, change court (subject to availability).
- 3) Click “Update” - All participants will receive an e-mail with the updated details.

Deleting a booking

- 1) Click on your existing reservation in the grid.
- 2) Click “More” > “Delete”.
- 3) Confirm that you want to delete.