

# TennisFolder

## Website Usage

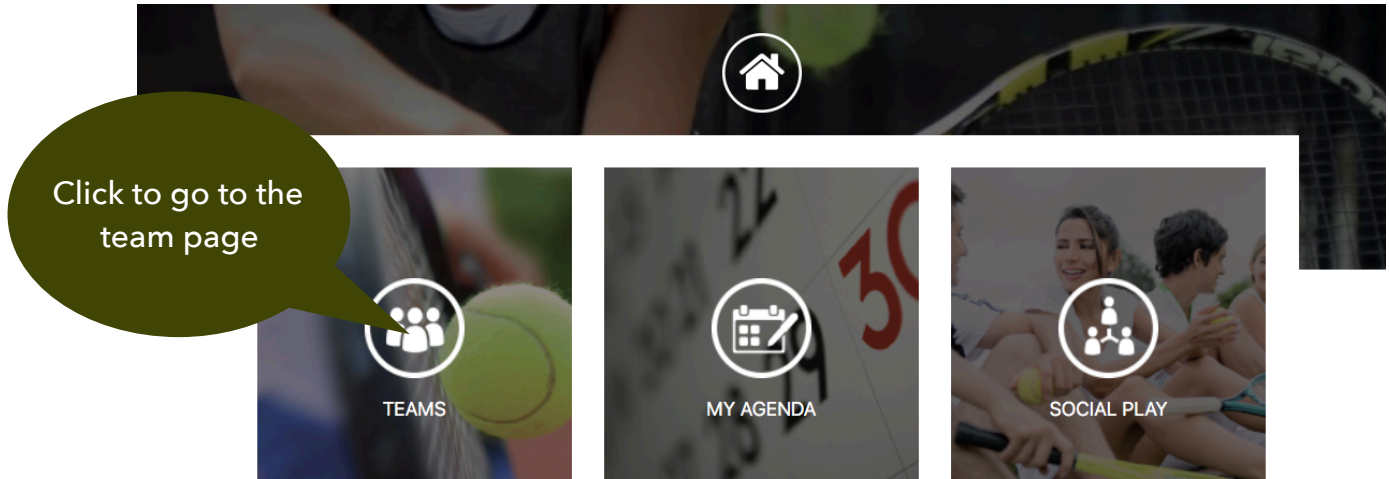
The Captain or Co-captain of a team can create team practices. When a team practice is created, the players get an email and app notification of the new practice(s). Players can RSVP to the practice by clicking a button in the email or on the mobile App or desktop.

A practice stays open until it is either filled or you finalize it. Once it is finalized or closed, players can no longer RSVP to it.

Once a practice is finalized, players who marked themselves available are sent a confirmation via email and notification.

## Adding Practices

Go to the practices section on the team page:



© 2020 SportFolder, Inc. All Rights Reserved  
U.S. Patent No 9,744,424 B1

The team page will show the rostered players, followed by team practices followed by the team matches. **Scroll down past the roster to see the practices:**

Click to create a practice

Practices [Add Practice](#)

<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Available: 2	Confirmed: 0	Wed, Apr 29, 2020 12:00 PM	>
<input checked="" type="checkbox"/> Confirmed	Available: 4	Confirmed: 4	Wed, Apr 29, 2020 6:00 PM	>
No Response	Available: 4	Confirmed: 4	Sun, May 3, 2020 3:00 PM	>
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Available: 3	Confirmed: 0	Tue, May 5, 2020 6:00 PM	>

## New Practice

Add Description

If you have a court reserved, or other notes

Maximum Number of Participants

Once this maximum is reached, the Practice will automatically Finalize and a confirmation will be sent to participants

Even Number Only?

Select Practice Date

By default, this is set to YES meaning if an odd number of players respond YES, only the first even number will be confirmed if the practice is manually Finalized

Start Time

Date and Time

Repeat Count

For weekly Practices, you can create multi-week Practices

Create Practice

Click HERE to create the practice(s)

## Delete Practice

Click on the Practice you wish to delete, and click the Delete button:

**Practices** Add Practice

<input checked="" type="checkbox"/> <input type="checkbox"/>	Available: 2	Confirmed: 0	Wed, Apr 29, 2020 12:00 PM	>
<input checked="" type="checkbox"/> Confirmed	Available: 4	Confirmed: 4	Wed, Apr 29, 2020 6:00 PM	>
No Response	Available: 3	Confirmed: 0	Sun, May 3, 2020 3:00 PM	>
<input checked="" type="checkbox"/> <input type="checkbox"/>	Available: 3	Confirmed: 0	Tue, May 5, 2020 6:00 PM	>

Click on a practice

### Club One SR 40 3.5AW

**Practice**  
May 5, 2020 6:00 PM

Number of Practices: 1  
Max Participants: 8  
Finalize Practice Delete Practice

Click to delete

**Notes** Show more...

Courts 6 and 7

Maximum Participants: 8

Even Number Only?

**Participants**

Order by: Availability First Name Last Name

	Player	Available
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Kassie Brown	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Bonnie Chan	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Julie Davis	<input checked="" type="checkbox"/> <input type="checkbox"/>

## Finalize a Practice

Sometimes, the maximum number cannot be reached because enough team players are not available. For example, you may have set the Max number to 8 hoping to get 2 Doubles courts, but only 6 players are Available. You may decide to Finalize the Practice and have one court of Singles and one of Doubles. To Finalize a Practice, click on the Practice, and click the Finalize Practice button:

### Club One SR 40 3.5AW

#### Practice

May 5, 2020 6:00 PM

Available: 3

Max Participants: 8

Finalize Practice
Delete Practice

**Notes** Show more...

Courts 6 and 7

Maximum Participants

Even Number Only?


Request Club Teams

Request Social Players

**Participants**

Order by Availability First Name Last Name

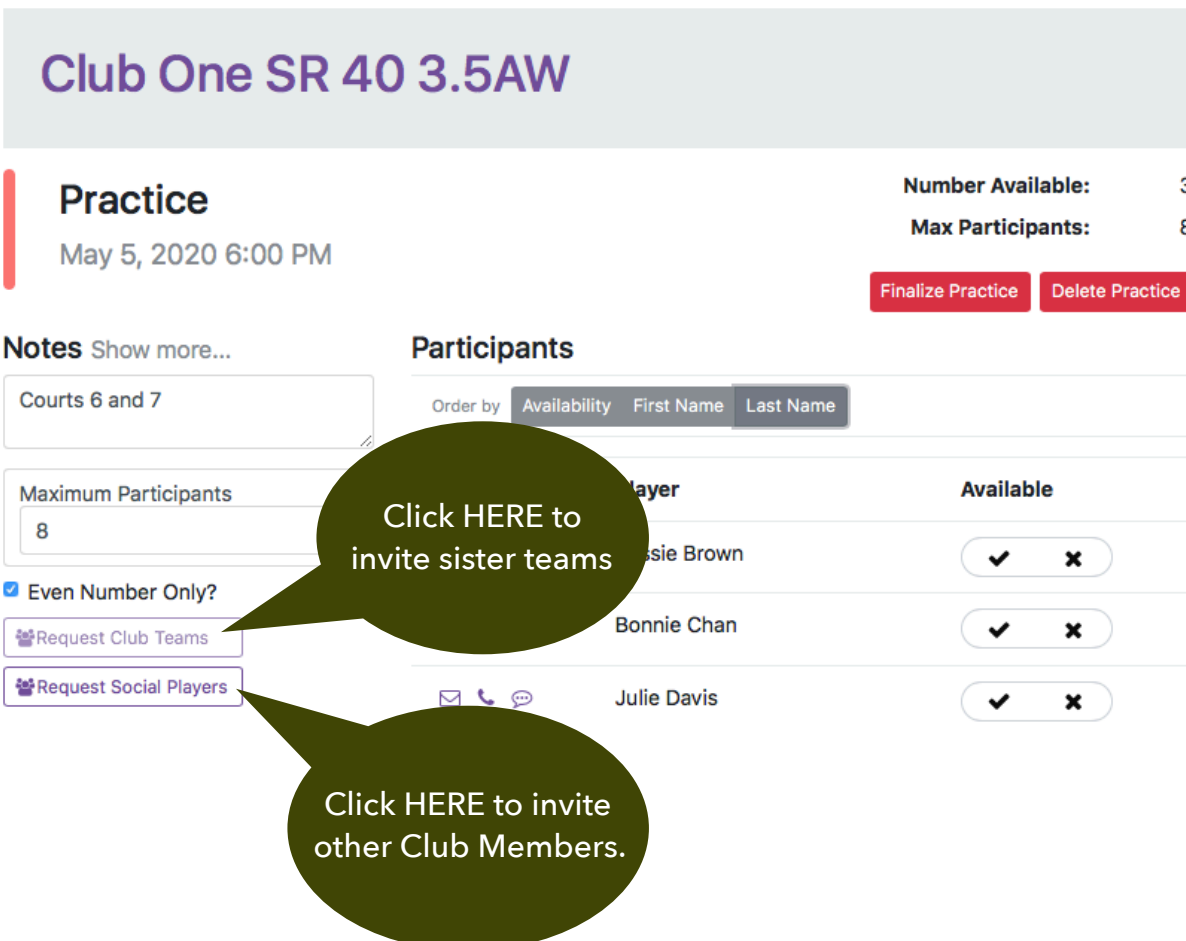
	Player	Available
✉ ☎ 💬	Kassie Brown	<input checked="" type="checkbox"/> <input type="checkbox"/>
✉ ☎ 💬	Bonnie Chan	<input checked="" type="checkbox"/> <input type="checkbox"/>
✉ ☎ 💬	Julie Davis	<input checked="" type="checkbox"/> <input type="checkbox"/>



Page 5

## Fill the Practice

Sometimes, there just aren't enough players available on the team to field a full practice. We have a feature to help you find others to fill the Practice easily. For example, maybe you set a maximum of 8 for the Practice, but only 7 players are Available. In this case, you have 2 options. You can either invite a sister team to fill the spot, or invite the general tennis members at the Club to fill the spot. We will automatically invite the right set of members based on rating and gender to fill the spot(s). In this example, the "Request Club Teams" is greyed out because there are no other women 4.0 teams for this Practice. Click on the Practice:



**Club One SR 40 3.5AW**

**Practice**  
May 5, 2020 6:00 PM

**Number Available:** 3  
**Max Participants:** 8

[Finalize Practice](#) [Delete Practice](#)

**Notes** Show more...  
Courts 6 and 7

**Participants**  
Order by: Availability First Name Last Name

Player	Available
Missie Brown	<input checked="" type="checkbox"/> <input type="checkbox"/>
Bonnie Chan	<input checked="" type="checkbox"/> <input type="checkbox"/>
Julie Davis	<input checked="" type="checkbox"/> <input type="checkbox"/>

Maximum Participants: 8

Even Number Only?

Click HERE to invite sister teams

Click HERE to invite other Club Members.

Since, in this example, the team is a Women 3.5 team, you are given the option to invite a half-rating above and below the target rating. If you don't select those, only 3.5 Women will be invited. "Friends Only" will invite all of your Friends in case you want to open up the Practice to a list of members, and not the entire Club. Once the Practice fills to the Max number, it will automatically Finalize and the confirmation will go to the players that are participating (including the guests that have entered into this Practice):

### Request Social Players ×

---

Social Players, who may not be team-members, will be requested to participate in the practice.


All Matching Club Players       Friends Only

Invite 3.0 USTA Rated players?

Invite 4.0 USTA Rated players?

---

Cancel Ok



Page 7