ManageCourt

User Guide

Court booking for sports clubs, on your WordPress site.

Plugin version 0.1.0 · Guide updated 2026-10-20

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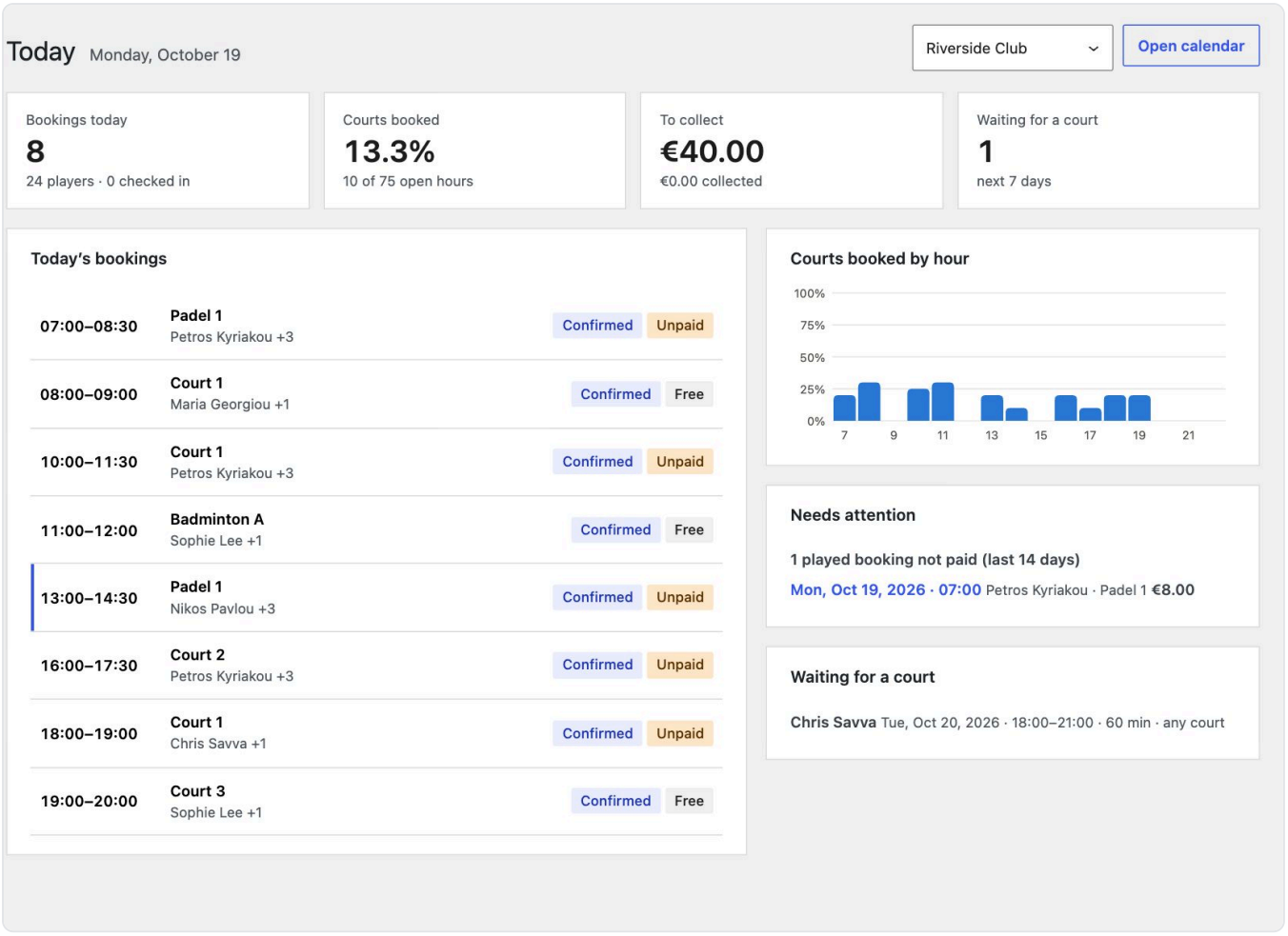
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ManageCourt User Guide

Court booking for sports clubs on your own WordPress site: what ManageCourt does and how this guide is organised.

ManageCourt lets a sports club take court bookings on its own WordPress website — tennis, padel, badminton, pickleball, squash and more — with no per-booking commission. Players see live availability, add the people they play with, pay at the venue or online, and manage their bookings. Staff get a day calendar, a "Today" dashboard, reports, a players directory and full control over rules and prices.



The "Today" screen: the day at a glance for the front desk

What you can do with it

For the club	For players
Several **locations**, each with its own courts, opening hours, address and amenities	Live availability by sport, day and duration, on phone or desktop
Booking rules per location or court: durations, how far ahead, notice, limits per player	Add other players: members, the club's player list, or guests
Price plans: per court or per player, peak hours, lights, member prices, discounts, free bookings, booking fee, VAT	See the exact price and cancellation terms before confirming
Online payments through WooCommerce, with automatic refunds	Pay at the venue or online
A **calendar** to book for players, block courts, check in and record no-shows	"My bookings": cancel, pay, add to calendar
Players directory with CSV import and invitations	"Notify me" when a court frees up
Emails in each player's language, with editable templates	Emails with all the details and a calendar file
Today dashboard and **Reports** with CSV export	

How this guide is organised

- **Setting up** — Getting started, Locations, Courts, Sports and formats, Booking rules, Price plans, Payments.
- **Running the club day to day** — Today, Calendar, Bookings list, Players, Waitlist alerts, Emails, Reports.
- **What players see** — The player experience and Blocks and shortcodes.
- **Reference** — Roles and permissions, Settings, Multilingual sites, Privacy and GDPR, Troubleshooting and FAQ, For developers, Changelog.

> **TIP**
>
> Use the search box at the top (press `/`) to jump straight to a topic, such as "refund", "VAT" or "CSV".

Words used in this guide

Term	Meaning
Location	A club or venue with an address and opening hours. It holds one or more courts.
Court	Something that can be booked: a tennis court, a padel court, a badminton hall.
Member	A player with a WordPress account on your site. Only members can make bookings.
Club-list player	A player in your own player list (added by hand or imported from a spreadsheet) who may not have an account. They can be added to bookings and invited to create an account.
Guest	Anyone else, added to a booking by name.
Booker	The member who made the booking and pays for it.
Block	Time when a court can't be booked (maintenance, coaching, an event).
Price plan	A named set of fees, used by one or more locations or courts.
Court Manager	A staff role that runs bookings, optionally only at some locations.

Getting started

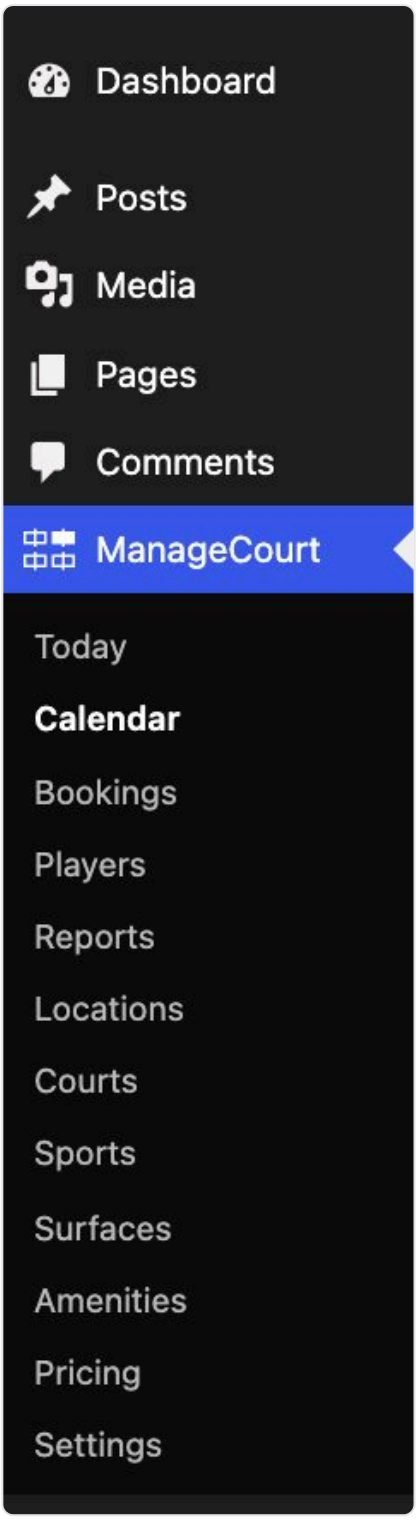
Requirements, installation and a step-by-step first setup, from your first location to taking the first booking.

Requirements

	Minimum
WordPress	6.8 or newer (tested up to 7.1)
PHP	8.1 or newer
Database	MySQL 8.0+ or MariaDB 10.6+
WooCommerce	Optional — only needed for online payments
Theme	Any. Block themes and classic themes both work; ManageCourt uses your theme's fonts and colours.

Install and activate

1. In WordPress, go to **Plugins → Add New → Upload Plugin** and choose the `managecourt.zip` file.
2. Click **Install Now**, then **Activate**.
3. A new **ManageCourt** menu appears in the admin sidebar, with the ManageCourt icon: four courts, one of them ticked as booked. The icon takes the colours of your admin colour scheme.



The ManageCourt menu in the admin sidebar

Licence and updates

ManageCourt is bought at **managecourt.com**. The purchase email (and your customer area) has the download and your **licence key**.

You can also try ManageCourt free for **3 days**, without a card: start the trial from the licence screen. When the trial ends without a purchase, ManageCourt locks (as below) until you activate a licence; nothing you set up is lost.

1. After you activate the plugin, ManageCourt asks for the **licence key**. Paste it and click **Activate License**. Until the licence is activated, ManageCourt is **locked**: its menu shows only the licence screen and booking pages say *Online booking is not available at the moment*. Nothing is deleted; everything works again as soon as the licence is active.
2. Your licence, plan and invoices are under **ManageCourt → Account**. You can also move the licence to another site there (for example from staging to your live site).
3. While the licence is active, new versions appear in **Dashboard → Updates** and on the **Plugins** screen, like any other plugin; WordPress automatic updates work too. Your locations, bookings and settings are kept, and any database changes run by themselves.

Each licence is for **one site**. Licences are **monthly**, **annual** or **lifetime**. A monthly or annual licence renews automatically; if it **expires** (for example a renewal payment fails), ManageCourt **locks** the same way until it is renewed under **ManageCourt → Account**. Nothing is deleted while it is locked. A lifetime licence never expires. If updates stop appearing, see Updates don't appear.

When ManageCourt is activated it creates its database tables, adds the **Court Manager** role and adds a list of common sports (tennis, padel, badminton, pickleball, squash, table tennis and more) with their game formats, such as singles and doubles.

> **NOTE**
> Deactivating ManageCourt never deletes anything. Your data is only removed if you choose to, see Privacy & data.

First setup in ten minutes

Follow these steps once. Each one links to the full section.

1. Check the global booking rules

Go to **ManageCourt → Settings → Booking rules**. These are the defaults for every location and court: durations players can choose, how far ahead they can book, cancellation terms and more. The box **What players will see** summarises them in plain words. You can override any rule later for a single location or court. See Booking rules.

2. Add your first location

Go to **ManageCourt → Locations → Add New**. Give it a name (for example *Riverside Club*), a description and a featured image, then fill in the address, contact details, amenities and **opening hours**. Make sure **Players can book at this location** is on. See Locations.

3. Add courts

Go to **ManageCourt → Courts → Add New** for each court. Choose its **location**, **sport** and **surface**, and whether it's indoor or floodlit. See Courts.

4. Set your fees (optional)

Courts are free until you choose a price plan. Create one under **ManageCourt → Pricing** and choose it as the default in **Settings → Booking rules → Price plan**. See Price plans.

5. Add the booking pages

Create these pages (**Pages → Add New**) and add the matching block:

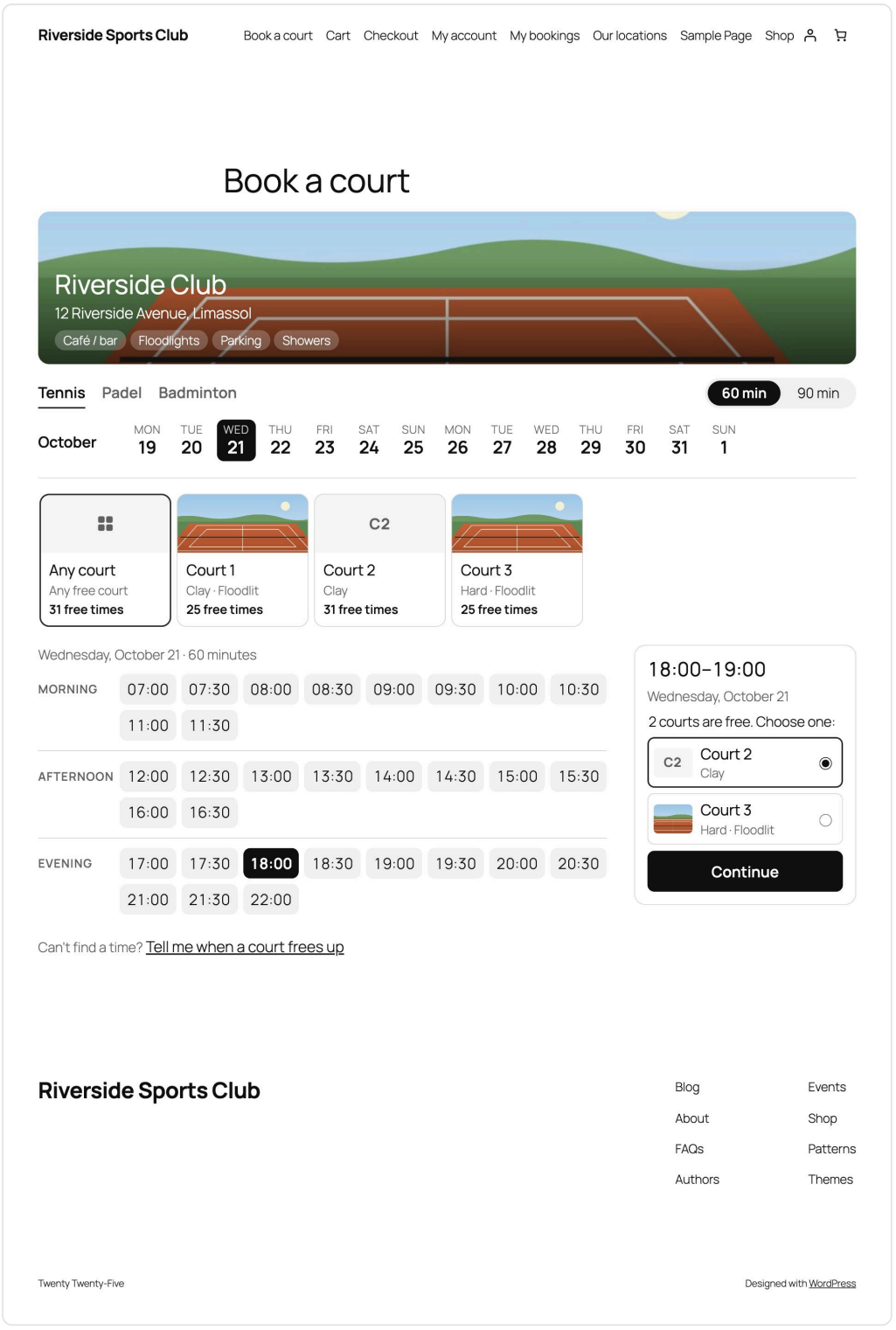
Page	Block	Shortcode alternative
Book a court	**Court Booking**	`[managecourt]`
My bookings	**My Court Bookings**	`[managecourt view="my-bookings"]`
Our locations (optional)	**Court Locations**	`[managecourt view="locations"]`

Then go to **Settings → Emails** and choose your *My bookings* page in **"My bookings" page (linked from emails)**, so the links in emails and invitations go to the right place. See Blocks and shortcodes.

Every location also gets its own page automatically (for example `/locations/riverside-club/`) with its details and the booking page for that location only.

6. Make a test booking

Open your *Book a court* page while logged in, pick a slot and confirm. The booking appears straight away in **ManageCourt → Calendar** and on **Today**.



The booking page players see

7. Set up emails and reliable background jobs

Emails (confirmations, reminders, cancellations) are sent in the background. On low-traffic sites, ask your host for a real cron job so they go out promptly — see Background jobs.

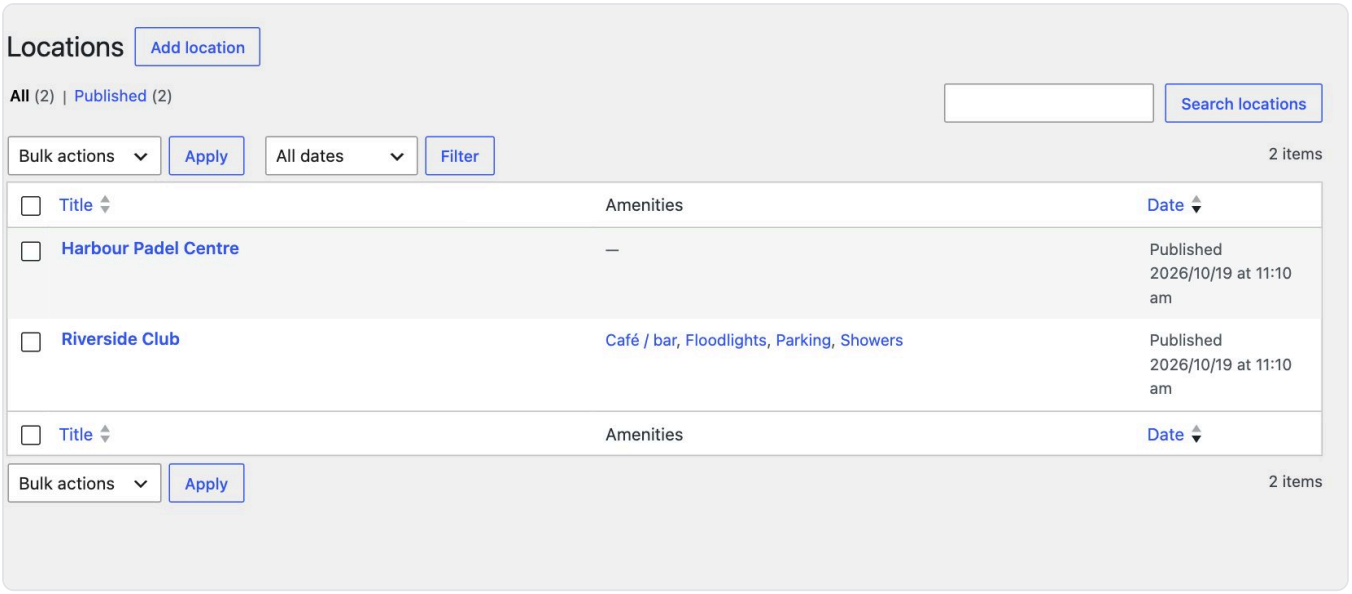
Optional: online payments

To let players pay online, install and activate **WooCommerce**, set up a payment gateway (Stripe, PayPal, Viva Wallet, JCC…), then turn on **Pay online (WooCommerce)** in the booking rules. See Payments.

Locations

Add each club or venue with its address, contact details, amenities, opening hours and its own booking rules.

A **location** is a club or venue. Every court belongs to one location. Locations are listed under **ManageCourt → Locations**.



The locations list

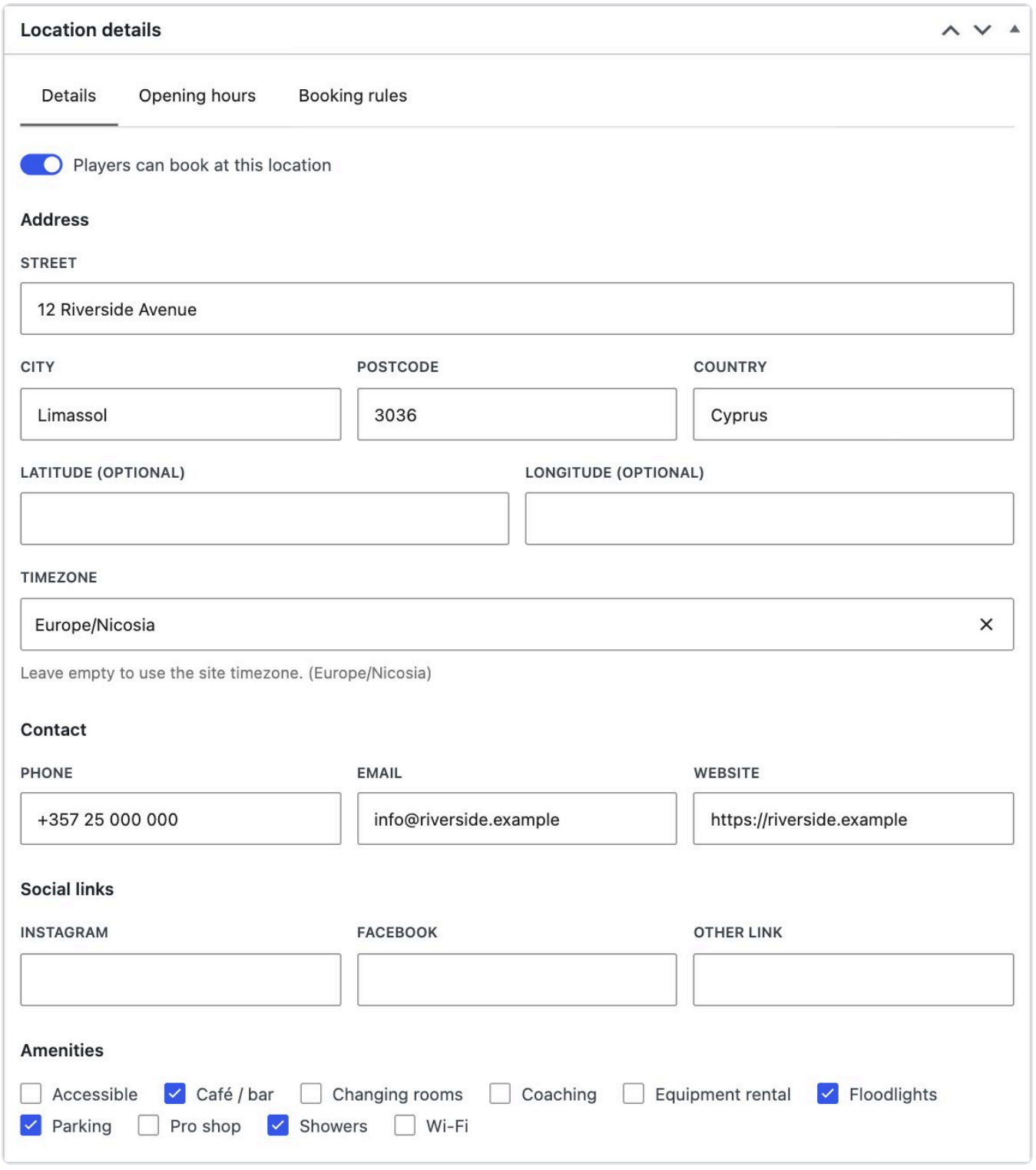
Add or edit a location

Go to **ManageCourt → Locations → Add New** (or click a location to edit it).

- **Title** — the location's name, shown to players.
- **Description** (the editor) — a few sentences about the venue, shown on its page and in the locations list.
- **Featured image** — shown on the location card and page, and as the banner at the top of the booking page.

Below the editor, the **ManageCourt** box has three tabs.

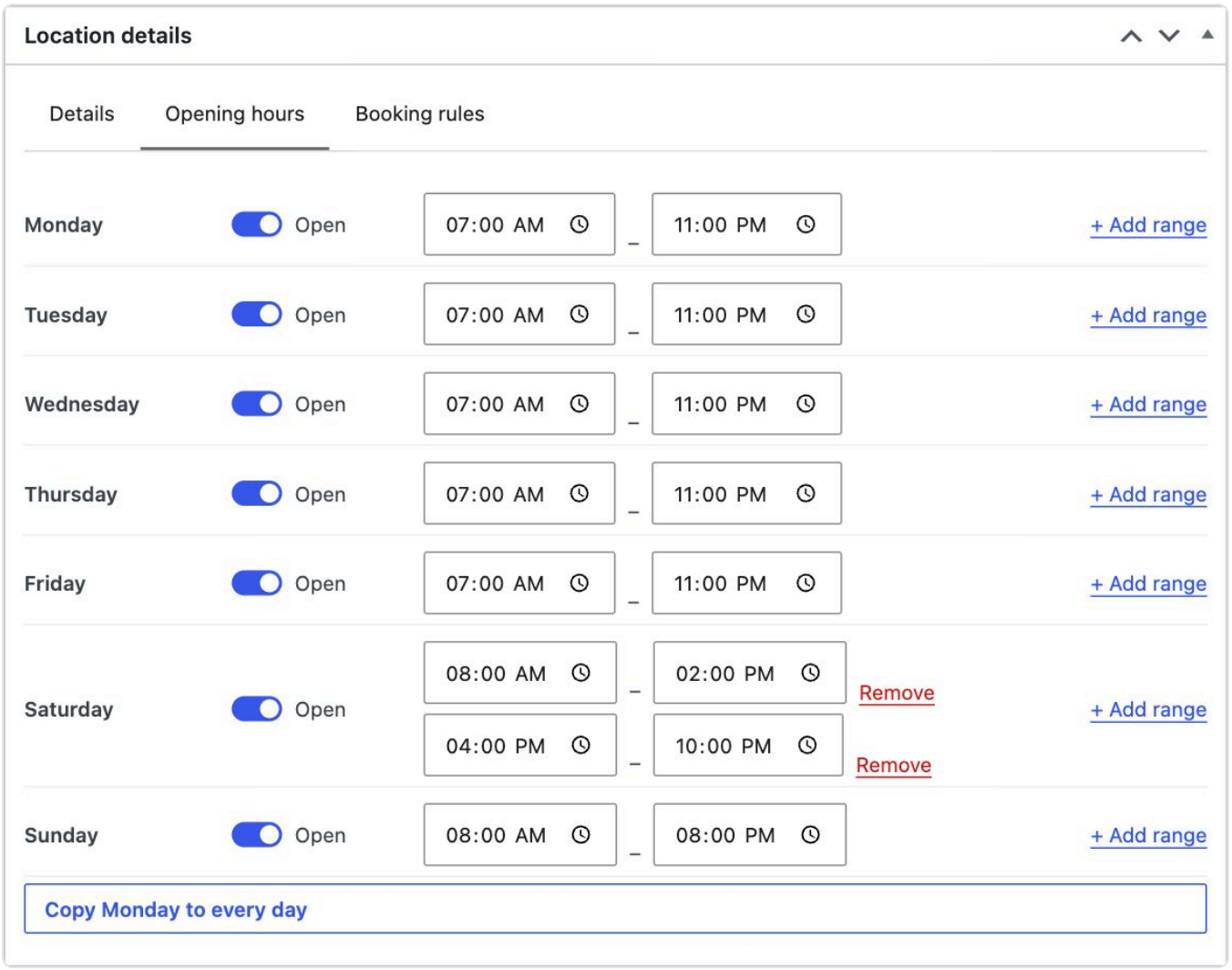
Details



Location details: address, contact, amenities and social links

Field	What it's for
Players can book at this location	Turn off to keep the location visible but stop new bookings (for example during a renovation). Staff can still book from the calendar.
Address (street, city, postcode, country, optional latitude and longitude)	Shown to players and in emails.
Timezone	The local time used for this location's opening hours and bookings. Defaults to the site's timezone. Change it only if the location is in another time zone.
Contact (phone, email, website)	Shown on the location page.
Amenities	Tick what the venue offers (parking, showers, café, floodlights…). Manage the list under **ManageCourt → Amenities**.
Social links	Facebook, Instagram and other links shown on the location page.

Opening hours

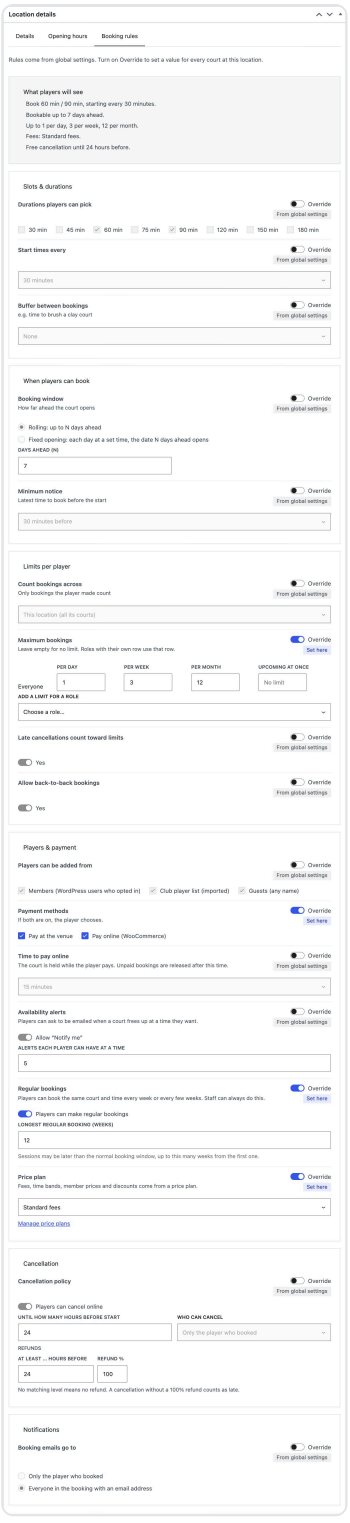


Weekly opening hours, with more than one range per day

Set the hours for each weekday. A day can have several ranges (for example *08:00–14:00* and *16:00–22:00*); a day with no ranges is closed. Players can only book inside these hours. A court can have its own hours if they differ — see Courts.

> **TIP**
>
> For one-off closures (holidays, tournaments, maintenance) don't change the opening hours — **block** the time in the calendar instead. See Block court time.

Booking rules

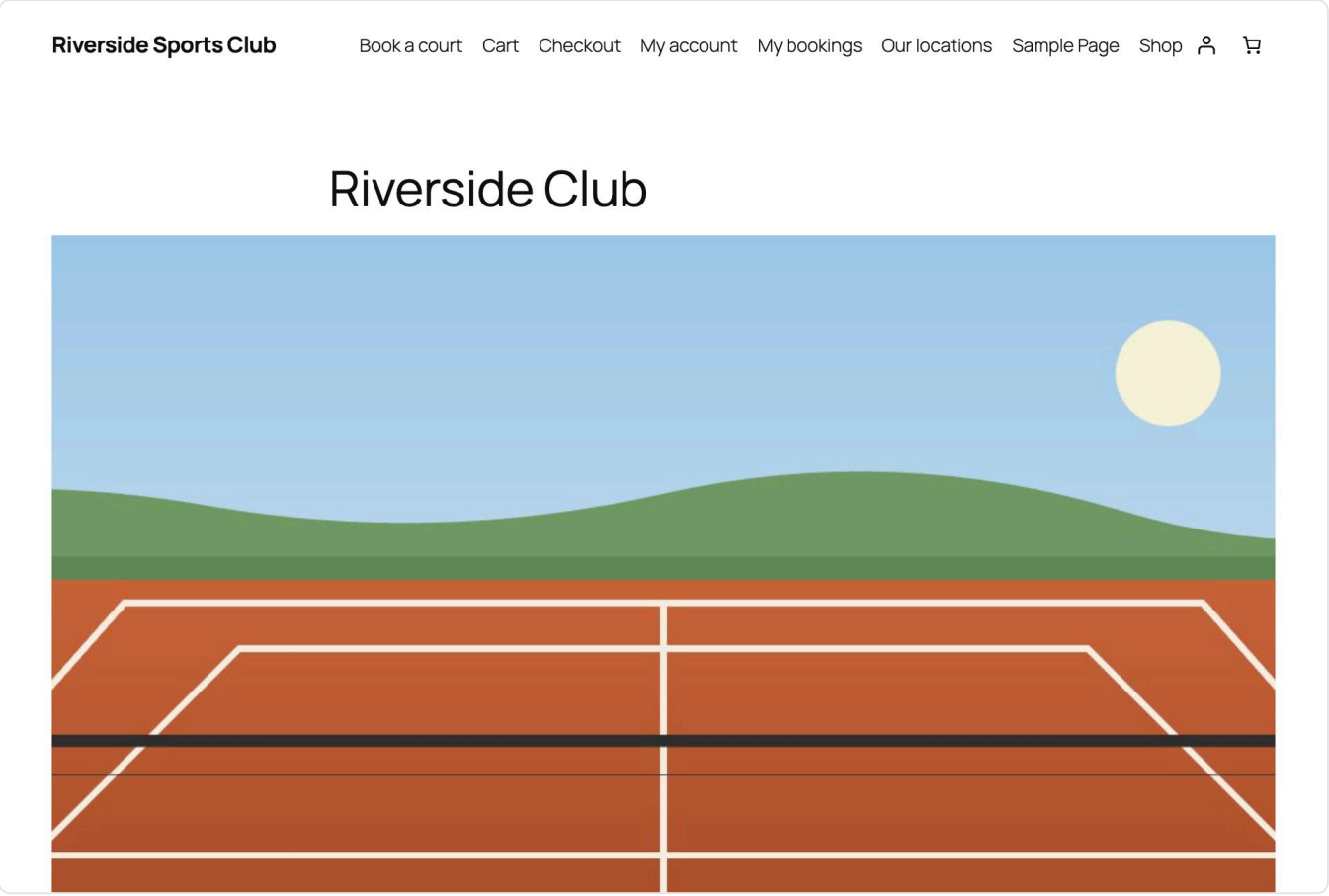


Rules inherited from the global settings, with overrides for this location

Every rule shows where its value comes from (**From global settings**). Turn on **Override** next to a rule to set a different value for all courts at this location. Turn it off again to go back to the global value. The box at the top, **What players will see**, summarises the result in plain words. See Booking rules for what each rule does.

The location page

Each published location gets its own public page automatically, with its description, address, amenities and the booking page for its courts. Use it in your menus or link to it from the **Court Locations** block.



A location page: details and booking for that location

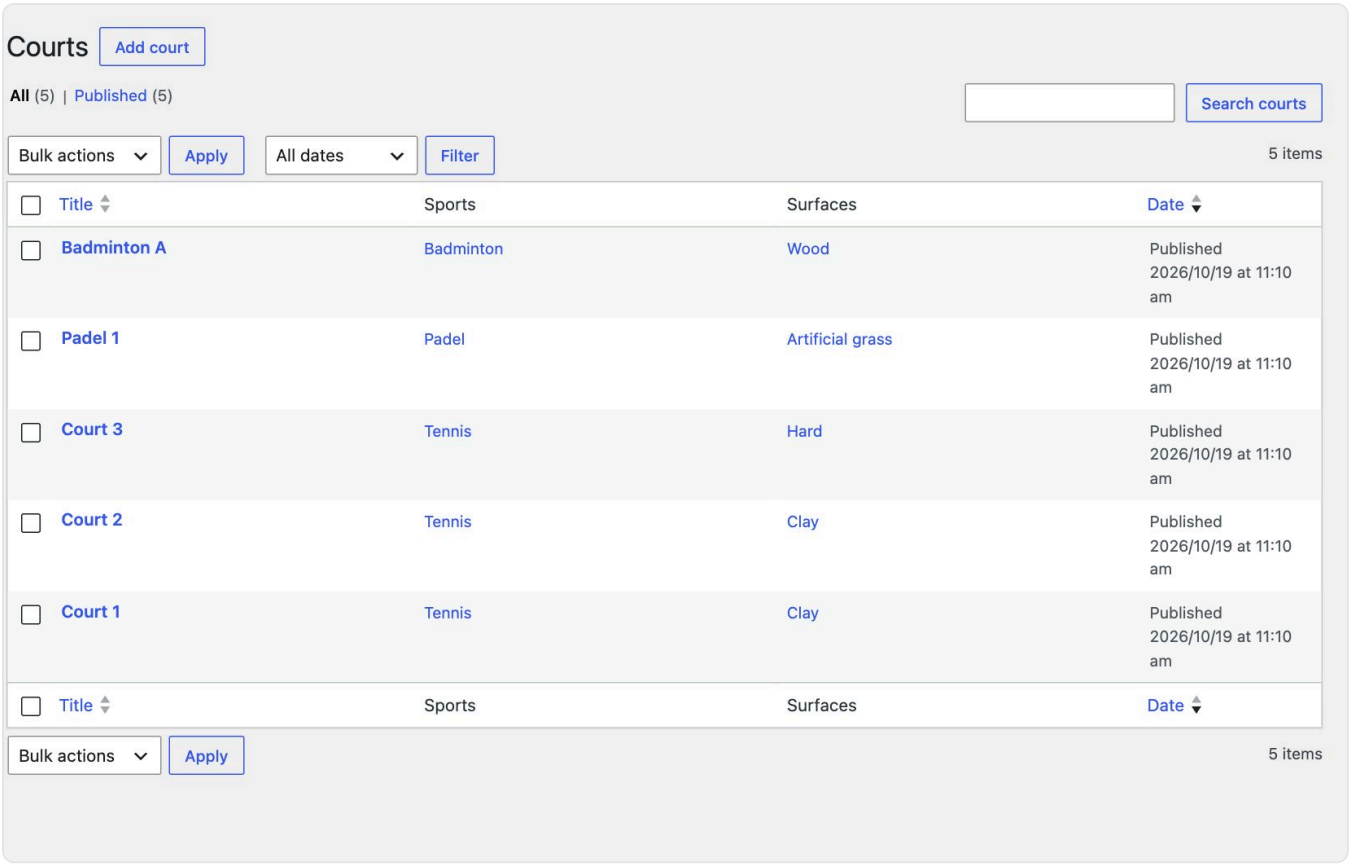
Delete a location

Move the location to the Trash like any other post. Its courts stay, but they can't be booked until you assign them to another location. Existing bookings are kept.

Courts

Add each bookable court with its location, sport, surface, status and optional own opening hours and rules.

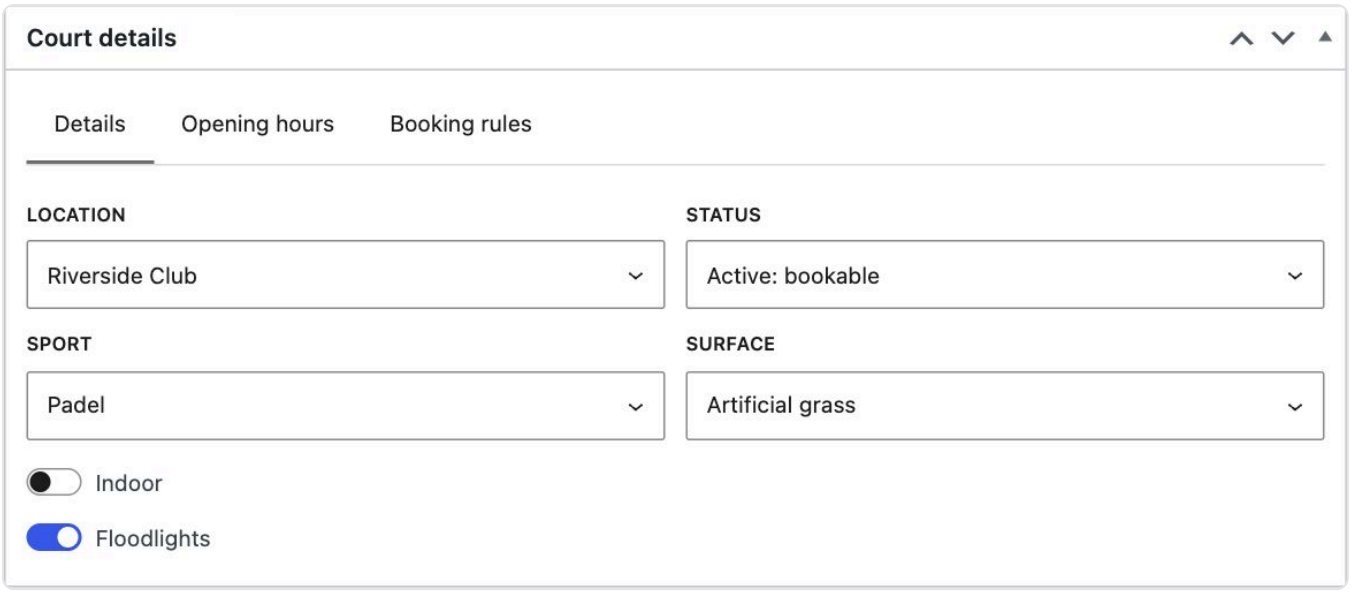
Courts are listed under **ManageCourt → Courts**. Each court belongs to one location and plays one sport.



The courts list

Add or edit a court

Go to **ManageCourt → Courts → Add New**. Enter the court's name (for example *Court 1* or *Padel 2*), an optional description and **featured image** (shown on the court's card on the booking page), then use the **ManageCourt** box.



Court details

Details

Field	What it's for
Location	Where the court is. Required.
Sport	The sport played (decides the game formats, such as singles or doubles). See Sports and formats.
Surface	Clay, hard, artificial grass, wood… Shown to players. Manage the list under **ManageCourt → Surfaces**.
Indoor / **Floodlights**	Shown to players next to the court name.
Status	**Active: bookable** · **Under maintenance: shown, not bookable** · **Hidden from players**.

Opening hours

By default a court uses its location's hours. Turn on its own hours if, for example, an indoor court opens earlier.

Booking rules

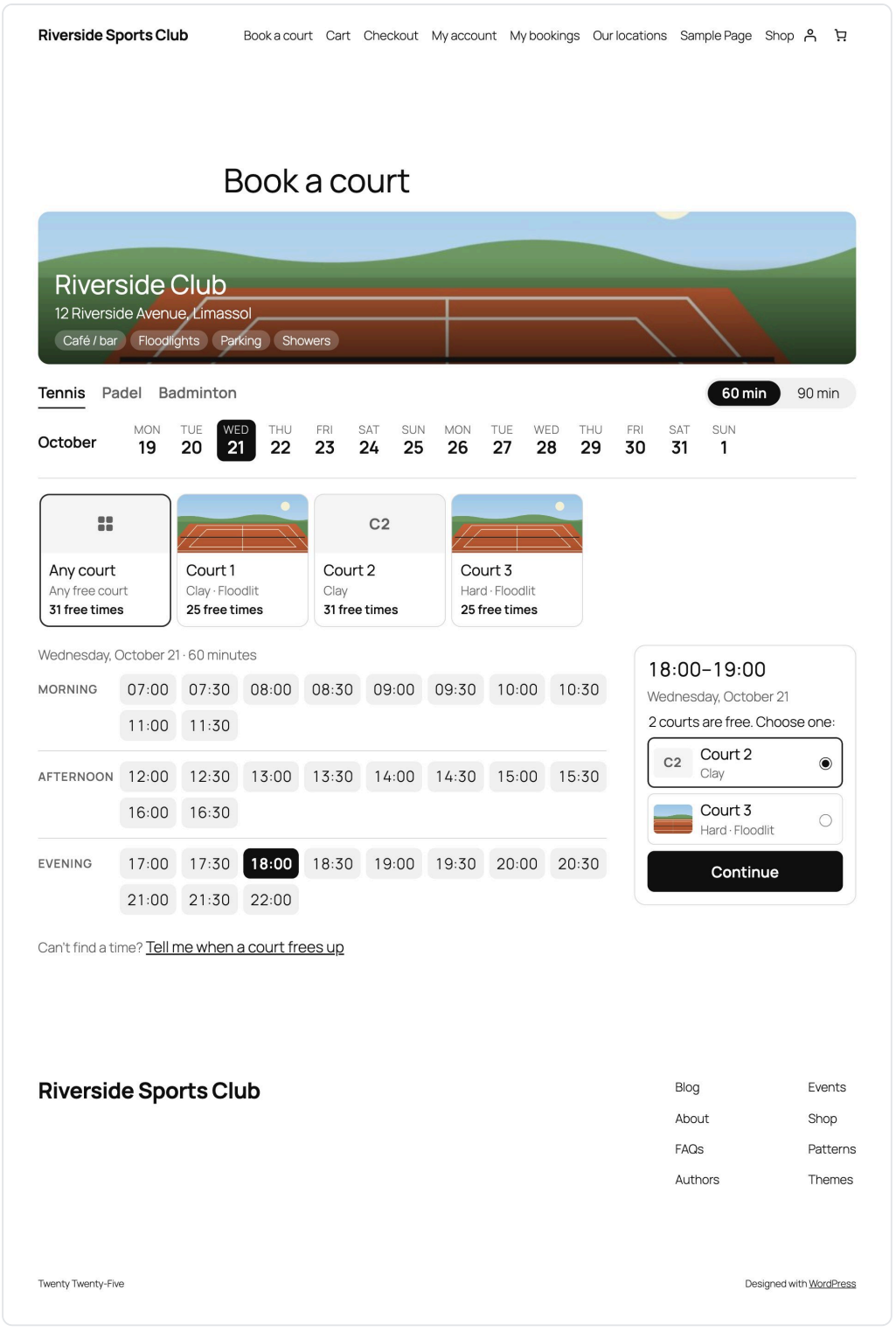
Like a location, a court can **override** any rule. Court overrides win over location overrides, which win over the global settings. Typical uses: longer durations on one court, a different price plan for a premium court, or members-only player sources.

Ordering courts

Courts appear to players in the order set by **Order** in the court's *Page attributes* box (lower numbers first), then by name.

What players see

On the booking page each court is a card in the court bar, with its **featured image** (or its initials when it has none), its surface, *Indoor* / *Floodlit*, and how many start times are free that day. Players pick a court — or *Any court* — then a free time; booked and blocked times are not shown, but blocks with a label (for example *Coaching*) are listed under the times. See The player experience.



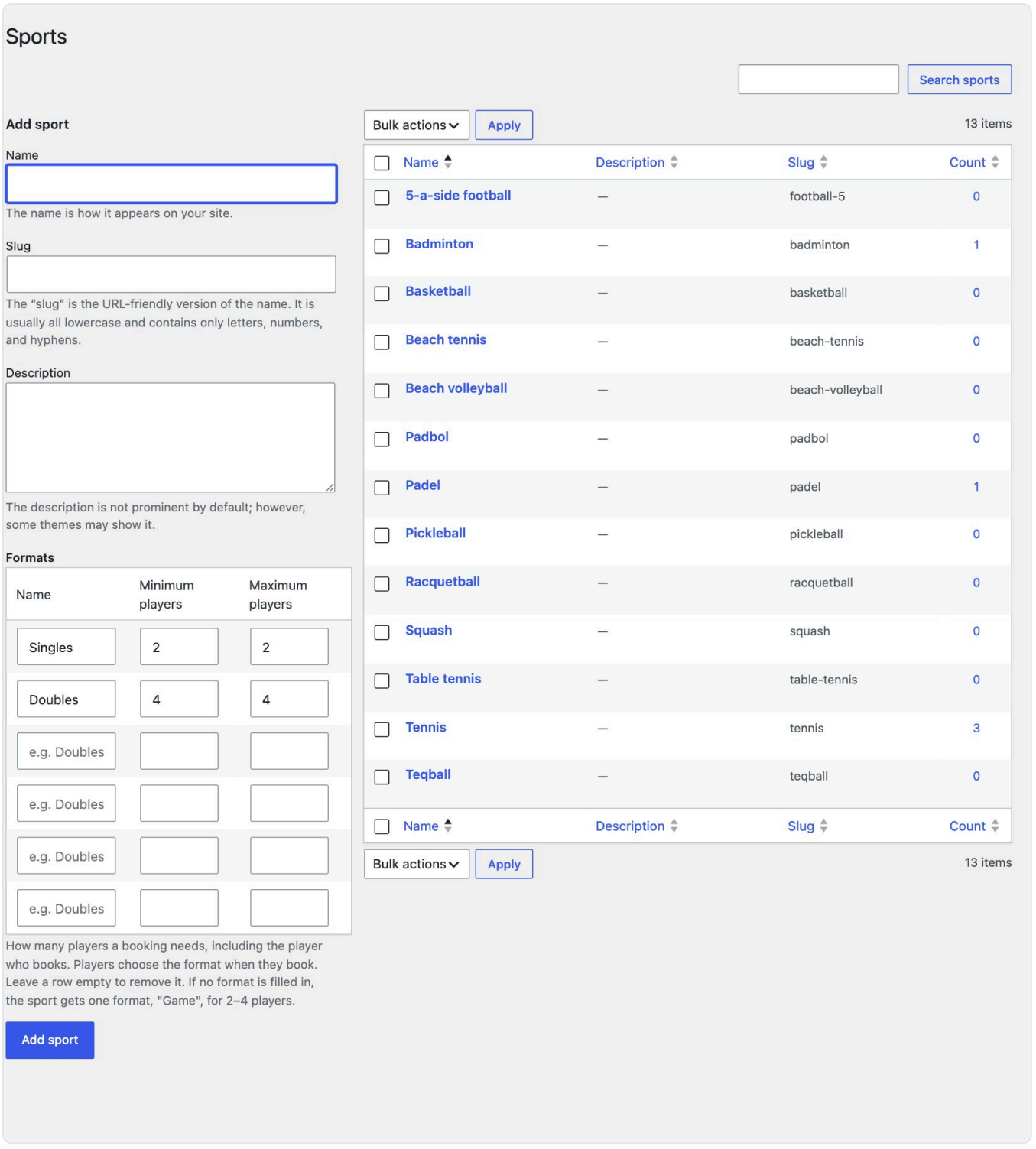
Court cards and free times on the booking page

Sports and formats

The sports list, game formats (how many players each game needs), surfaces and amenities.

Sports

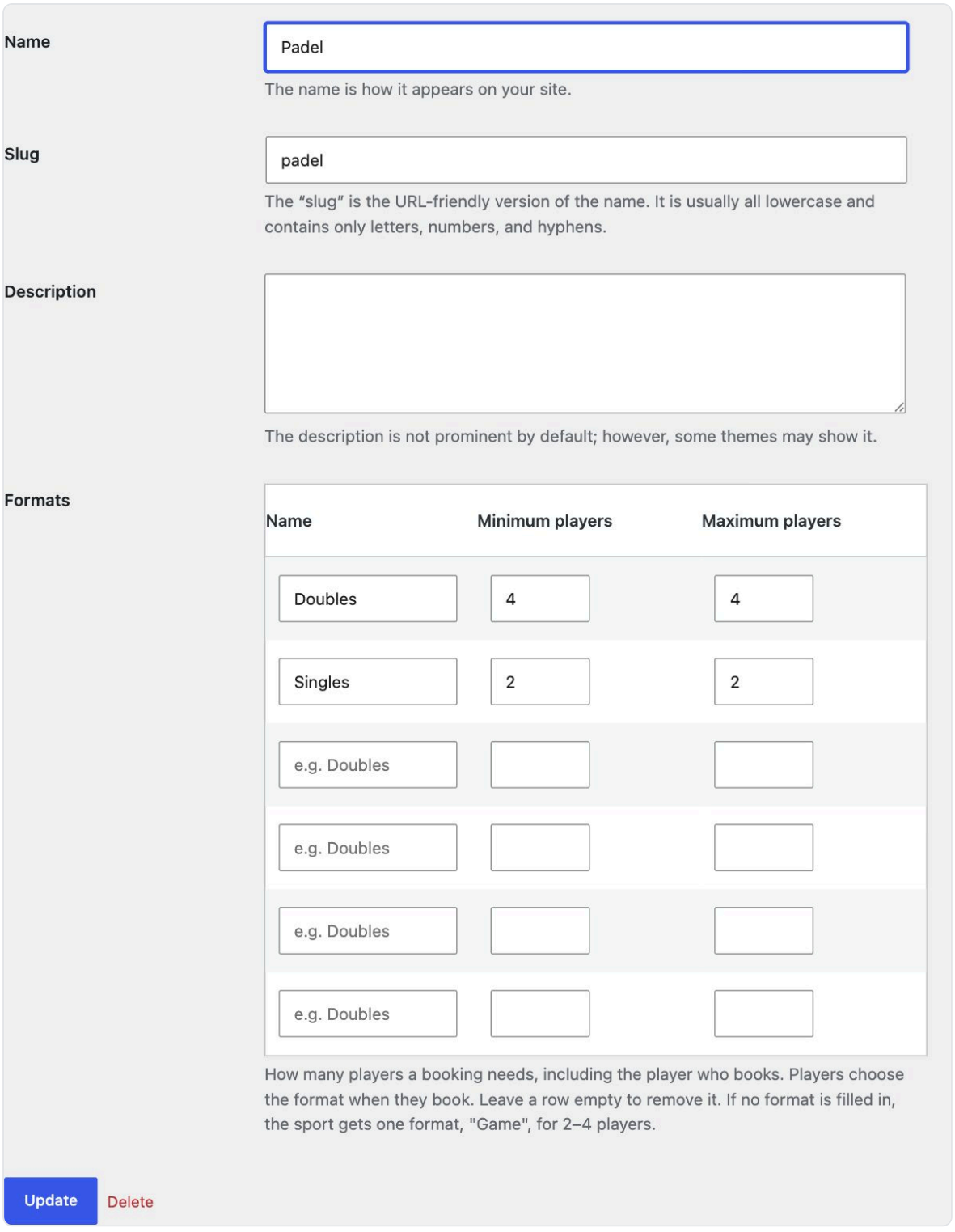
ManageCourt → Sports lists the sports your courts can play. ManageCourt adds common ones when it's activated, each with its usual formats: tennis, padel, badminton, pickleball, squash, table tennis, racquetball, beach tennis, beach volleyball, teqball, padbol, 5-a-side football and basketball. Add your own with **Add New Sport**.



The sports list

Game formats

Each sport has one or more **formats** that decide how many players a booking needs. For example tennis has *Singles* (2 players) and *Doubles* (4 players); a team sport can have *5-a-side* with 10.



Formats of a sport: name and minimum / maximum players

Formats are set on the sport itself: click the sport in **ManageCourt → Sports** (or fill them in when you add a new sport) and use the **Formats** table. A new sport starts with *Singles* (2) and *Doubles* (4) filled in, ready to change.

Column	Meaning
Name	What players see, e.g. *Doubles*.
Minimum players	The booking can't be confirmed with fewer players (including the booker).
Maximum players	The most players that can be added.

Leave a row empty to remove a format. If you remove them all, the sport gets one format, *Game*, for 2–4 players. Renaming a format is safe: existing bookings keep pointing to it.

Players choose the format when they book; staff booking from the calendar can go below the minimum if needed.

> **NOTE**
> Every player must be named, so the club knows who is on court. Guests can be added by name only.

Surfaces and amenities

- **ManageCourt → Surfaces** — clay, hard, grass, artificial grass, carpet, wood, concrete… Assign one to each court.
- **ManageCourt → Amenities** — parking, showers, changing rooms, café, pro shop, floodlights… Tick them on each location.

Both lists are ordinary WordPress taxonomies: you can rename, add or delete terms, and translate them with WPML or Polylang.

Booking rules

Durations, start times, how far ahead players can book, limits per player, payment methods, price plan, alerts and cancellation — and how rules are inherited.

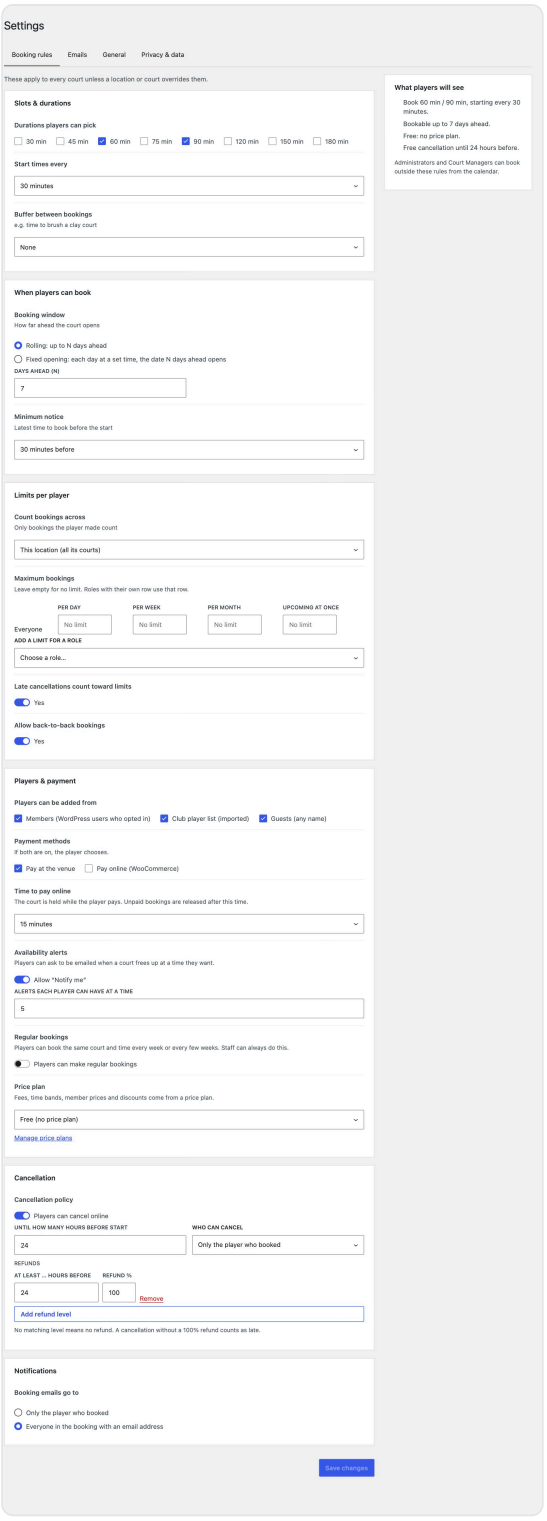
Booking rules decide what players can book and when. They apply to bookings players make themselves; staff booking from the calendar can ignore most of them (see Staff bookings ignore the rules).

How inheritance works

Rules are set at three levels:

1. **Global** — **ManageCourt → Settings → Booking rules**. The defaults for everything.
2. **Location** — the **Booking rules** tab of a location. Overrides the global value for all courts there.
3. **Court** — the **Booking rules** tab of a court. Overrides the location and the global value for that court only.

At location and court level each rule has an **Override** switch and shows where its current value comes from (*From global settings*, *From the location*, *Set here*). Only the rules you override are stored, so changing a global rule later still reaches every location and court that didn't override it.



Global booking rules, with "What players will see" on the right

> **TIP**
>
> Read the **What players will see** box after a change. It describes the effective rules in plain words, exactly as they'll apply.

Slots and durations

Rule	What it does	Default
Durations players can pick	The lengths a player can book, e.g. 60 and 90 minutes. The player picks one above the court cards.	60, 90 min
Start times every	How often a booking can start: every 15, 30 or 60 minutes.	30 min
Buffer between bookings	Free time kept after each booking, e.g. to brush a clay court.	None

When players can book

Rule	What it does	Default
Booking window	**Rolling**: up to *N* days ahead at any time. **Fixed opening**: each day at a set time (e.g. 08:00), the date *N* days ahead opens — useful when popular evenings sell out and everyone should get a fair chance.	Rolling, 7 days
Minimum notice	The latest a player can book before the start (e.g. 30 minutes before).	30 min

Example — fixed opening: with *7 days* and *08:00*, on Monday at 08:00 the following Monday becomes bookable. Until then, players who pick that date see *"Booking for this date opens on Mon 15 Oct, 08:00."*

Limits per player

Rule	What it does	Default
Count bookings across	Whether limits count bookings at this location (all its courts), for this sport, or at all locations.	This location
Maximum bookings	Per day, per week, per month and *upcoming at once*. Leave a box empty for no limit. Add rows to give a WordPress role different limits (e.g. *Gold members*: 2 a day).	No limits
Late cancellations count toward limits	A booking cancelled after the free-cancellation deadline still counts.	Yes
Allow back-to-back bookings	Whether a player may book two consecutive slots.	Yes

Limits count the bookings a player **made** (as booker), not the ones they were added to.

Players and payment

Rule	What it does	Default
Players can be added from	Which kinds of players can be added: **Members** (WordPress users who can be found in the player search), **Club player list** and **Guests** (any name).	All three
Payment methods	**Pay at the venue** and/or **Pay online (WooCommerce)**. If both are on, the player chooses. See Payments.	Venue
Time to pay online	How long a court is held while a player pays online. Unpaid bookings are released after this time.	15 min
Availability alerts	Allow "Notify me" and set how many alerts each player can have at a time. See Waitlist alerts.	On, 5
Price plan	Which price plan sets the fees. *Free (no price plan)* means no charge.	Free

Cancellation

Rule	What it does	Default
Players can cancel online	Turn off to make players contact the club.	On
Until how many hours before start	The online cancellation deadline.	24 h
Who can cancel	Only the player who booked, or any member in the booking.	The booker
Refunds	Levels such as *at least 24 hours before → 100%*, *at least 6 hours before → 50%*. No matching level means no refund.	24 h → 100%

A cancellation that doesn't get a 100% refund is a **late cancellation** (it can count toward limits and shows in Reports). Refunds only matter for bookings paid online; venue payments are settled at the desk.

Example: levels *48 h → 100%* and *12 h → 50%* with a 6-hour deadline:

Player cancels	Result
3 days before	Full refund
20 hours before	50% refund, late cancellation
8 hours before	No refund, late cancellation
4 hours before	Not allowed online — the player must contact the club

Notifications

Rule	What it does	Default
Booking emails go to	Only the player who booked, or everyone in the booking with an email address.	Everyone

Regular bookings

Rule	What it does	Default
Players can make regular bookings	Players can book the same court and time every week or every few weeks. Staff always can.	Off
Longest regular booking (weeks)	How far ahead a player's series may reach, counted from its first session (2–52). Sessions may be later than the booking window; every other rule applies to each session.	12

See Regular bookings.

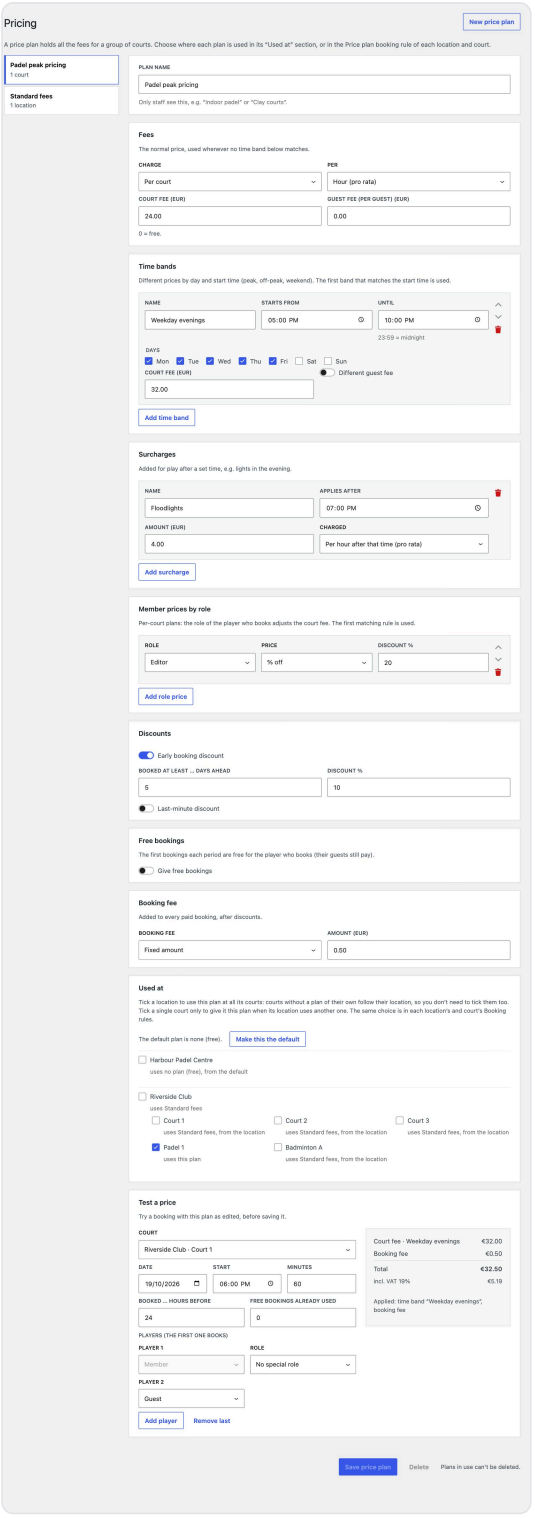
Staff bookings ignore the rules

When staff book from the calendar, **Ignore booking rules** is ticked by default: the booking window, notice, limits, opening hours, player counts and the regular-booking rule don't apply. Double bookings and blocked times are always refused.

Price plans

Named price plans: per court or per player fees, guest fees, peak and weekend prices, lights, member prices by role, discounts, free bookings, booking fee and VAT — with a "test a price" tool.

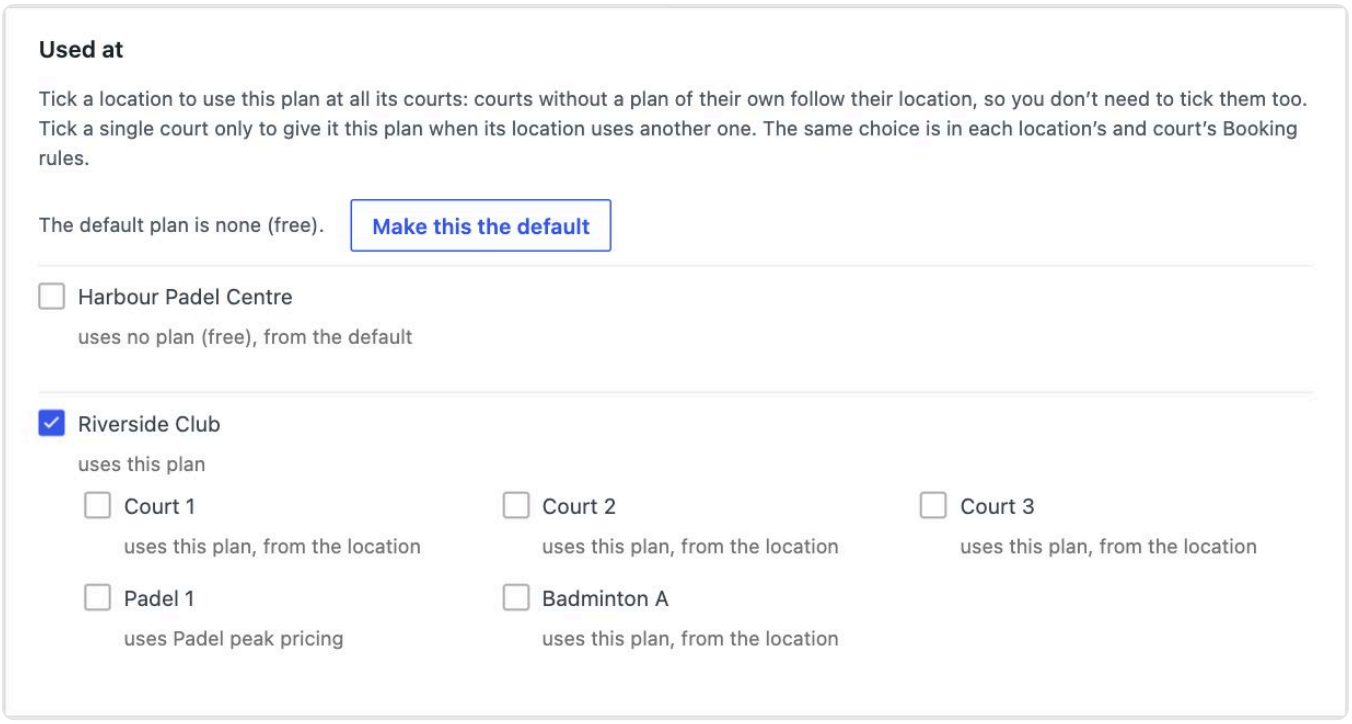
All fees come from **price plans**. A plan is a named set of fees — for example *Standard fees*, *Indoor padel* or *Clay courts* — that you choose for the whole club, a location or a single court, just like any other booking rule. Plans live under **ManageCourt → Pricing**.



The Pricing screen: plans on the left, the selected plan's settings on the right

Choose which plan applies

1. Create the plan under **ManageCourt → Pricing → New price plan** and save it.
2. In the plan's **Used at** section, tick the locations and courts that use it, or click **Make this the default** for every court that has no plan of its own.



Used at: Riverside Club uses this plan; Padel 1 has its own

Ticking a **location** applies the plan to **all its courts**: a court without a plan of its own follows its location, so you don't tick the courts too. Tick a single **court** only to give it this plan when its location uses another one. Each line says which plan a location or court uses and where it comes from (*from the location*, *from the default*).

A new plan must be saved first; **Used at** appears as soon as it is. Ticking a place that uses another plan of its own asks first, because it replaces that choice; unticking makes it use its location's plan or the default again.

The same choice is the **Price plan** booking rule: **Settings → Booking rules** (the default), a location's or a court's **Booking rules** tab. Both places change the same setting.

The plan list shows where each plan is used (*Default · 2 locations · 1 court*). A plan that is in use can't be deleted.

Fees (the normal price)

Setting	Meaning
Charge	**Free court** (only guests may pay), **Per court** (one price for the court) or **Per player**.
Per	**Hour (pro rata)** — a 90-minute booking costs 1.5 × the hourly price — or **Booking** (a fixed price whatever the length).
Court fee	Per-court plans: the price of the court.
Members, **Club-list players**	Per-player plans: what each member and each club-list player pays (per hour or per booking). **0 = free.**
Guests (per guest) / **Guest fee (per guest)**	What each guest pays: a fixed amount per guest, whatever the length. 0 = free.

Member prices by role can change a member's price, for example a *Gold* membership that plays free.

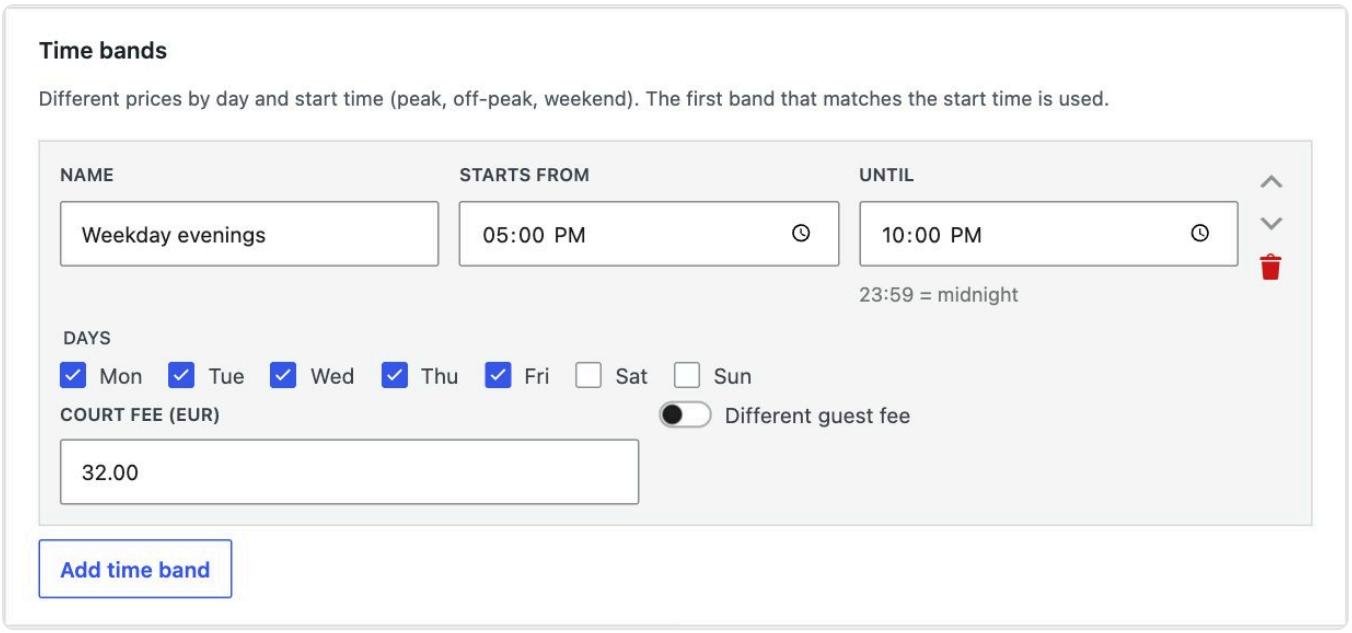
Example — members free, guests pay: *Per player*, members €0, club-list players €0, guests €8. A doubles booking with two members and two guests costs €16.

Example — members cheaper than the club list: *Per player*, per hour, members €3, club-list players €5, guests €8. One hour with a member, a club-list player and a guest costs €16.

Example — court hire: *Per court*, €20 per hour. A 90-minute booking costs €30, however many play.

Time bands (peak, off-peak, weekends)

Time bands change the price depending on the **day** and the **start time**. Each band has days, a start and end time, its own price — the court fee, or in per-player plans a price for **members** and for **club-list players** — and (optionally) its own guest fee. The **first band that matches** the booking's start time is used; outside every band the normal price applies. Use the arrows to change the order.



A weekday-evenings band

Example: normal price €24/hour; band *Weekday evenings* (Mon–Fri, 17:00–22:00) at €32/hour; band *Weekend* (Sat–Sun, all day) at €28/hour. A Tuesday 18:00 booking costs €32, a Tuesday 10:00 booking €24, a Saturday 18:00 booking €28.

Surcharges (lights)

A surcharge is added for play after a set time — typically floodlights. Choose **Per hour after that time (pro rata)** or **Once per booking**.

Example: *Floodlights from 19:00, €4 per hour*. An 18:30–20:00 booking pays €4 (one hour after 19:00).

Member prices by role

Give members with a particular WordPress role a different price: **Free**, a **% off** or a **Fixed price**. In per-player plans each member is priced by their own role; in per-court plans, the role of the player who books adjusts the court fee. The first matching rule is used.

Example: role *Gold member* → Free; role *Junior* → 50% off.

> **TIP**
>
> Roles come from WordPress (**Users**). A membership plugin that adds roles (for example "Gold member") works with this automatically.

Discounts

- **Early booking discount** — booked at least *N* days ahead, *X*% off.
- **Last-minute discount** — booked *N* hours or less before the start, *X*% off (fills empty slots).

If both apply, the bigger discount is used. Discounts apply to all fees and surcharges, but not to the booking fee.

Free bookings

Give free bookings makes a player's first *N* bookings each **week** or **month** free for them — their own share only; guests they bring still pay. Optionally only for some roles (for example a membership that includes 2 free hours a week). Bookings the player made at any location count; bookings staff made for them don't use up the allowance.

Booking fee

A fixed amount or a percentage added to every paid booking, after discounts. It's never added to free bookings.

VAT and taxes

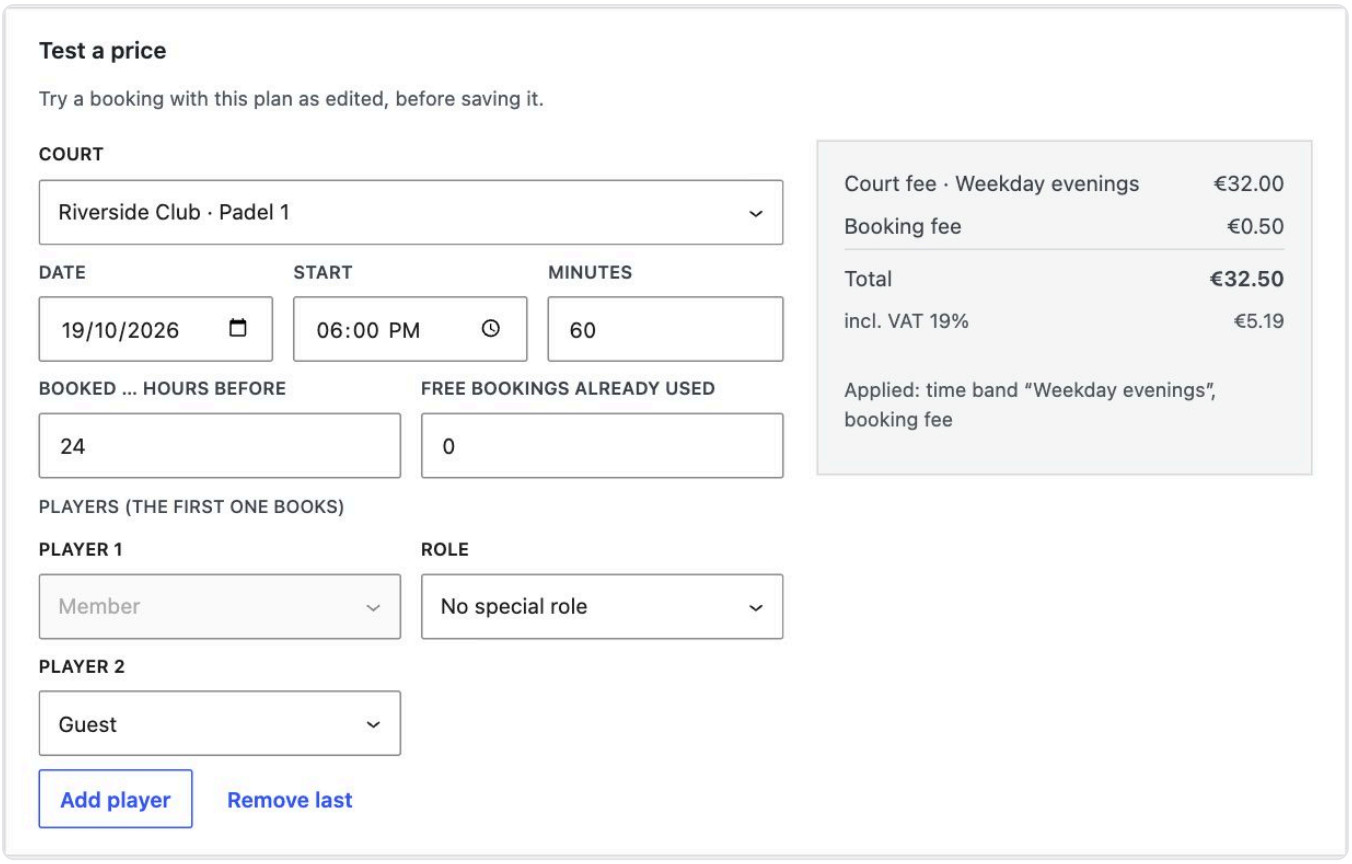
Prices you enter **include VAT**. How VAT is shown depends on your setup:

- **With WooCommerce taxes enabled** — bookings use WooCommerce's tax rates for your shop's address. Choose the **Tax class for bookings** in **Settings → General** (for example a reduced rate for sport). Orders show the VAT separately and it appears in WooCommerce's tax reports.
- **Without WooCommerce taxes** — enter a **VAT rate (%)** in **Settings → General** to show "incl. VAT" on quotes and emails, or leave it at 0 to hide VAT.

Example: a €8.00 booking at 19% shows "Includes VAT 19%: €1.28".

Test a price

At the bottom of every plan, **Test a price** prices a sample booking with the plan **as you're editing it**, before you save. Choose the court, date, start time, length, how far ahead it's booked, how many free bookings are already used, and the players (member with a role, club list or guest). The result lists every line and which rules applied.



Testing a price: weekday evening band plus booking fee

How a price is worked out

1. The first matching **time band** gives the price (otherwise the normal price).
2. Each player's share — or the court fee — is calculated, with **member role** prices and **guest fees**.
3. **Free bookings** remove the booker's own share while they have some left.
4. **Surcharges** are added.
5. The best **discount** is taken off.
6. The **booking fee** is added.
7. VAT is shown as included in the total.

The booker pays the whole booking; the split per player is shown on the summary, emails and staff screens for information.

Payments

Pay at the venue or online through WooCommerce: holds, order and payment pages, automatic refunds, payment links and taxes.

ManageCourt supports two payment methods, chosen per location or court in the **Payment methods** rule:

- **Pay at the venue** — the booking is confirmed straight away; staff mark it paid at the desk.
- **Pay online (WooCommerce)** — the player pays on WooCommerce's payment page with any gateway you've set up.

If both are on, the player chooses when booking. Free bookings never ask for payment.

Pay at the venue

The booking shows as **Unpaid** until staff open it (from **Today**, the **Calendar** or the **Bookings** list) and click **Mark as paid**. Unpaid bookings that have already been played appear under **Needs attention** on Today.

Online payments with WooCommerce

Set up

1. Install and activate **WooCommerce** and set up a payment gateway (Stripe, PayPal, Viva Wallet, JCC...). Check your shop's currency.
2. In **ManageCourt → Settings → Booking rules** (or a location / court), tick **Pay online (WooCommerce)**.
3. Optionally change **Time to pay online** (how long a court is held while paying, default 15 minutes).

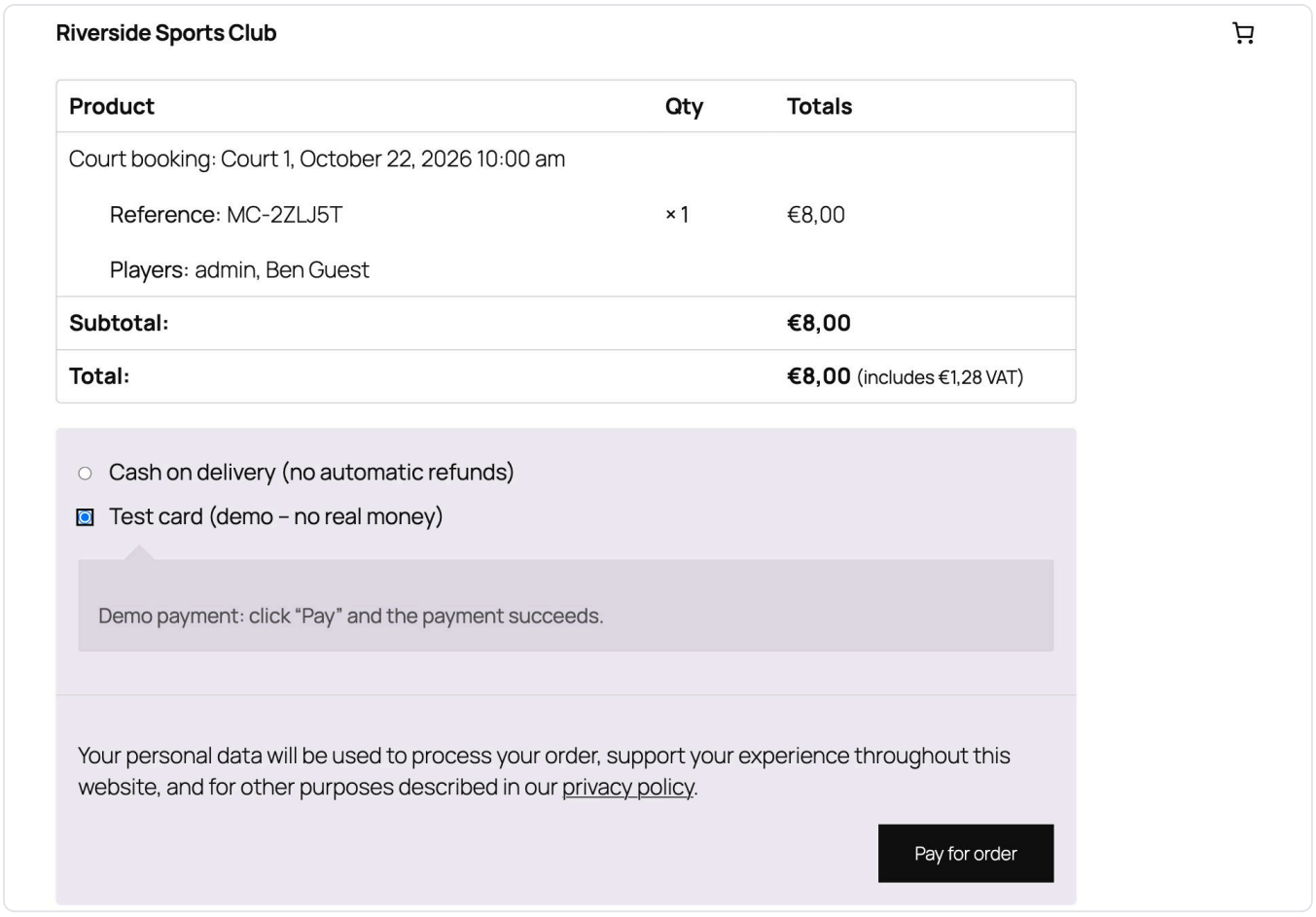
ManageCourt never uses the shop cart. Each online booking gets its own WooCommerce order with one line, *Court booking: Court 1, 11 October 2026 12:00*, showing the reference and players. WooCommerce sends its usual order emails as well as ManageCourt's booking emails.

> **NOTE**
>
> ManageCourt creates a hidden, virtual product called **Court booking** for these orders. Don't delete it; it never appears in your shop.

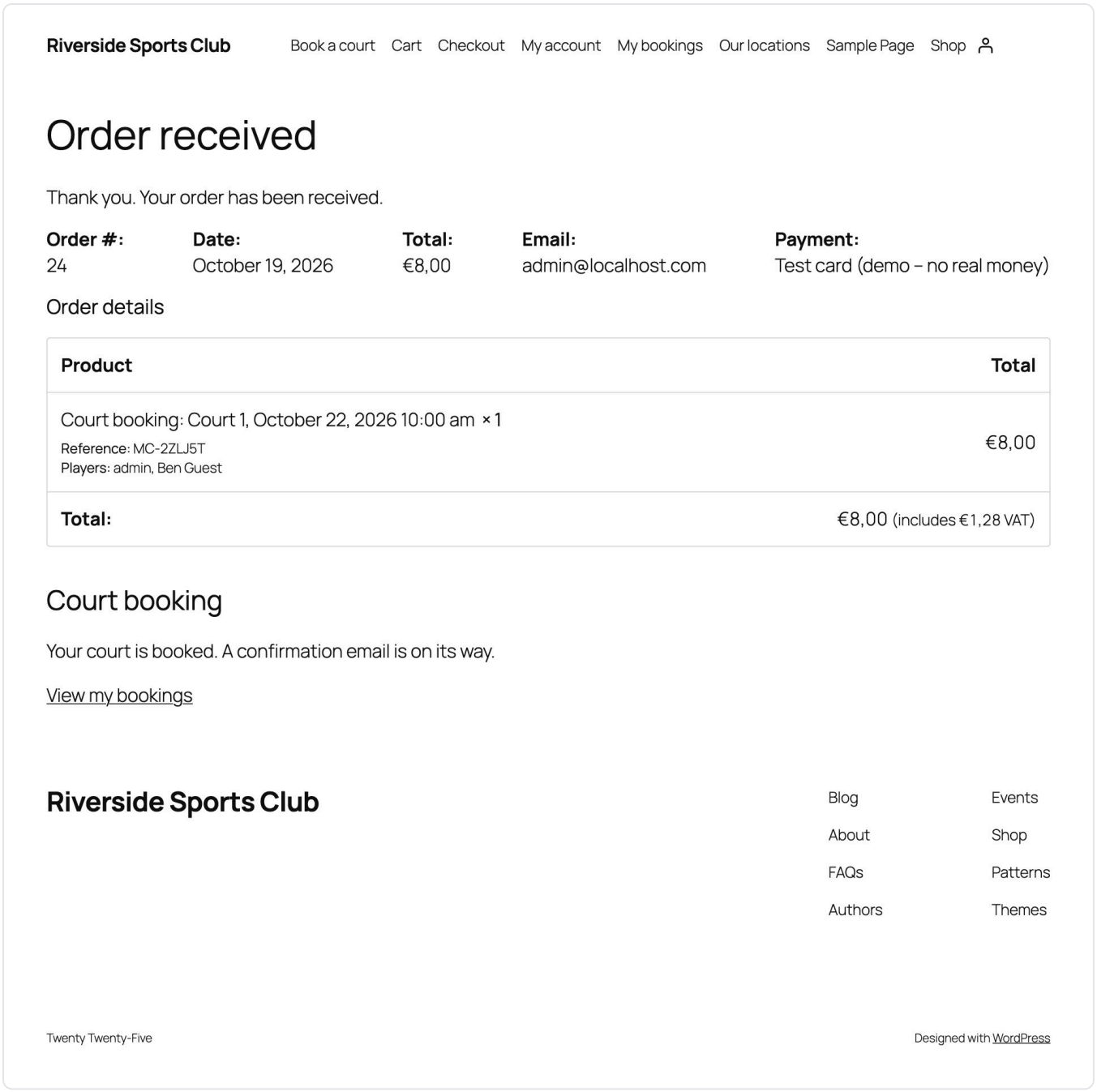
What the player sees

1. The player chooses **Pay online now** and clicks **Continue to payment**.
2. The court is **held** for them and they go to WooCommerce's payment page.

3. After paying they see WooCommerce's order-received page with a **Court booking** box and a link to *My bookings*.



WooCommerce's payment page for a booking



After payment

Holds and what confirms a booking

Situation	What happens
Player pays	Booking becomes **Confirmed / Paid**; the confirmation email is sent.
Player doesn't pay within the hold time	The booking is cancelled and the court is free again (no emails). Players waiting for that time get an alert.
Payment fails or the order is cancelled	Same as above.
Payment arrives after the hold ran out	The money is **refunded automatically** and the booking stays cancelled.
Player abandons the payment page	The booking shows **Awaiting payment** in *My bookings* with a **Complete payment** button until the hold ends.

Refunds

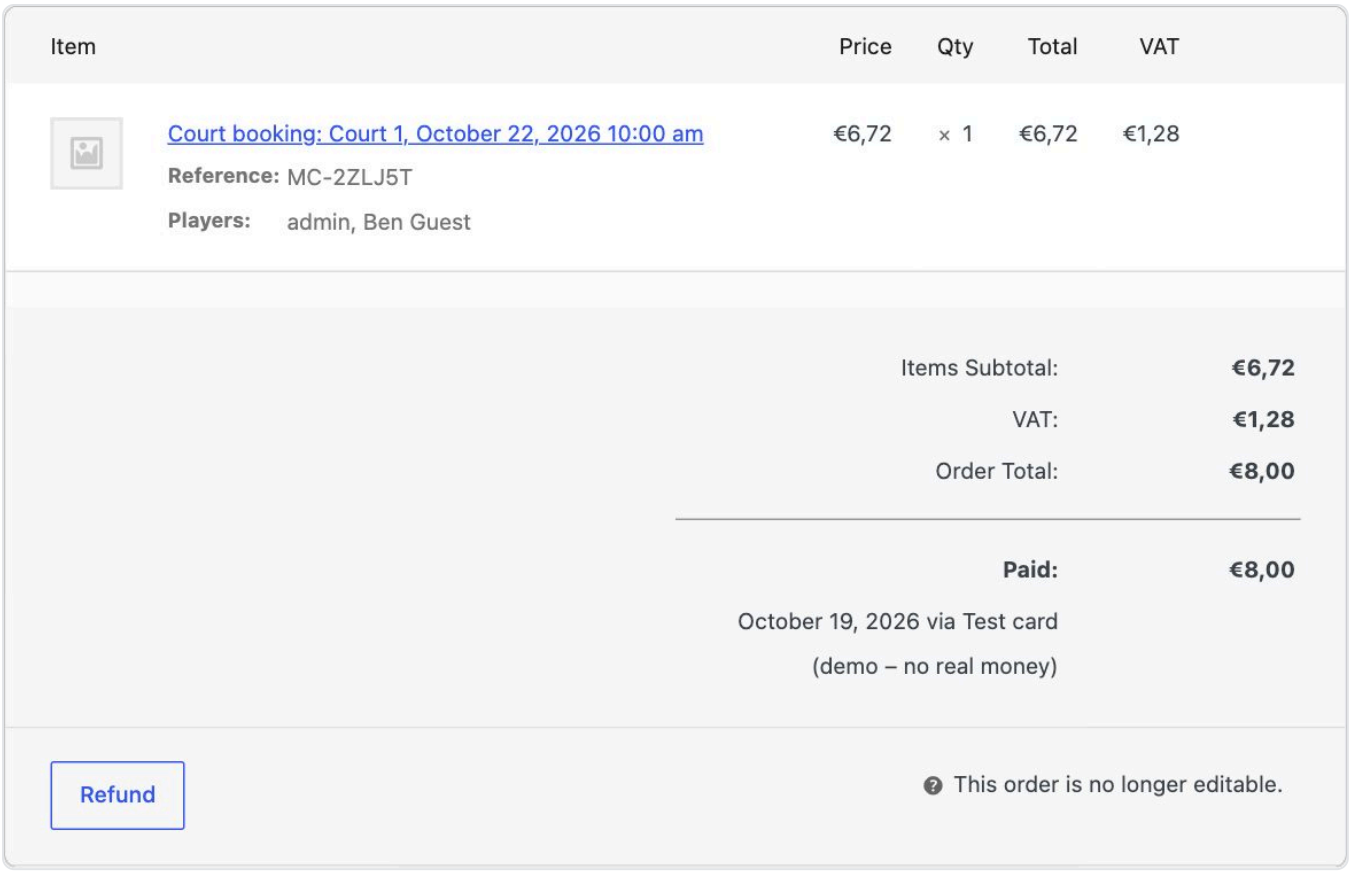
When a paid online booking is cancelled, the refund from the cancellation policy (or the % staff choose when cancelling) is sent back **automatically through the gateway**.

If the gateway can't refund automatically (for example *Cash on delivery*, or a gateway error), the booking is marked **Refund to issue**, a note is added to the order, and it appears under **Needs attention** on Today. Refund it in WooCommerce yourself.

Payment links for staff bookings

When staff book for a player (for example by phone), they can tick **Email the player a link to pay online**. The booking is confirmed straight away (no hold) and the player gets an email with a **Pay now** button. Staff can also send the link later with **Email payment link** in the booking panel. If the player pays at the desk instead, **Mark as paid** cancels the open order so they can't pay twice.

The order in WooCommerce



A booking order in WooCommerce: net price, VAT and payment

The booking panel in ManageCourt links to its order (**Order #123**), and the order shows the booking reference and players.

Taxes

Booking prices **include VAT**. With WooCommerce taxes enabled, the order line is split into the net price and WooCommerce tax lines using the rates for your **shop's address** and the **Tax class for bookings** chosen in **Settings → General**, so bookings appear in WooCommerce's tax reports. Refunds return the tax proportionally. See VAT and taxes.

> **TIP**
>
> Test everything with your gateway's **test/sandbox mode** before taking real payments: book, pay, cancel inside and outside the free-cancellation time, and check the refunds.

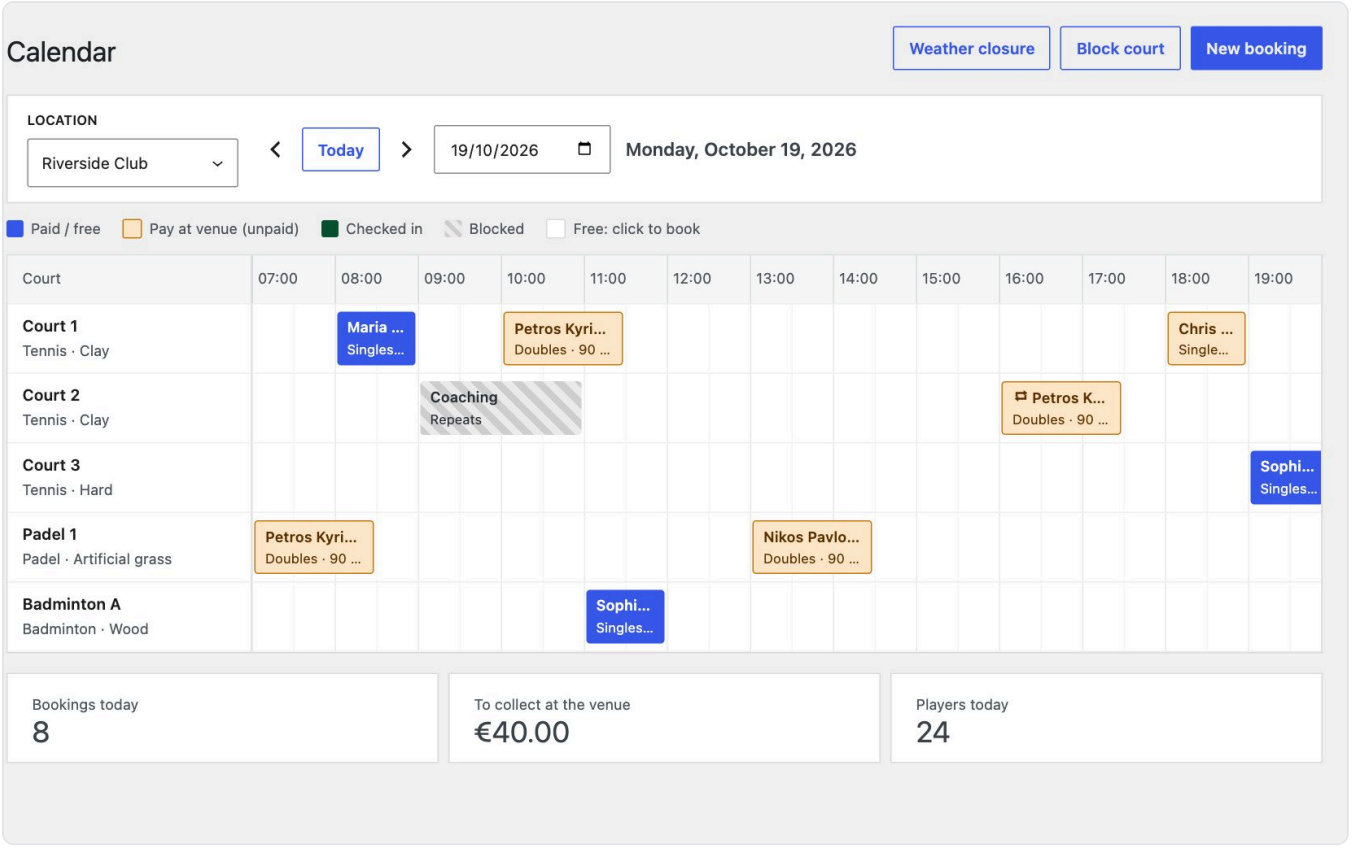
If WooCommerce is deactivated

Online payment disappears from the booking page and players can only pay at the venue. Existing bookings and orders are kept. A paid booking cancelled while WooCommerce is off is marked **Refund to issue**.

Calendar

The staff day view: see every court at a glance, book for players, open a booking to mark it paid, check in, move or cancel it, block courts and close them for bad weather.

ManageCourt → Calendar shows one location for one day: courts down the side, time across the top.

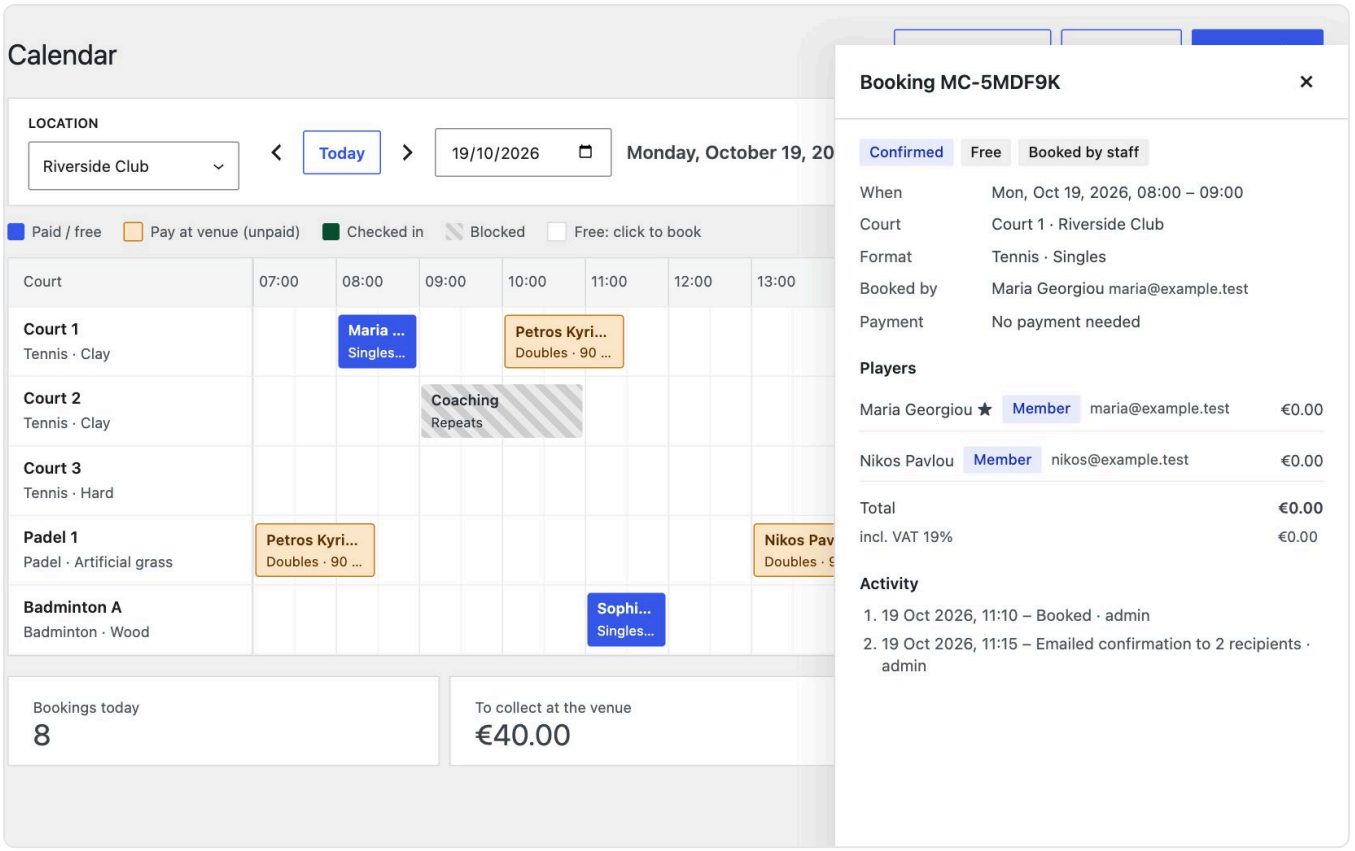


The calendar for one day

- Use **Previous day / Today / Next day** or pick a **Date**; switch **Location** at the top.
- Bookings are coloured: **Paid / free**, **Pay at venue (unpaid)** and **Checked in**. **Blocked** time is striped grey (*Repeats* marks a repeating block).
- Below the grid: **Bookings today**, **To collect at the venue** and **Players today**.
- Hover over a free cell (**Free: click to book**) and click to start a booking there.
- **Drag a booking** onto another court or time to move it.

Open a booking

Click a booking to open its panel on the right.



The booking panel

The panel shows the court, time, format, the player who booked (with email), the payment method (and the WooCommerce order, if any), every player with their share of the price, the price breakdown and VAT, notes, and an **Activity** log of everything that happened (booked, emails sent, paid, refunded…).

Actions at the bottom:

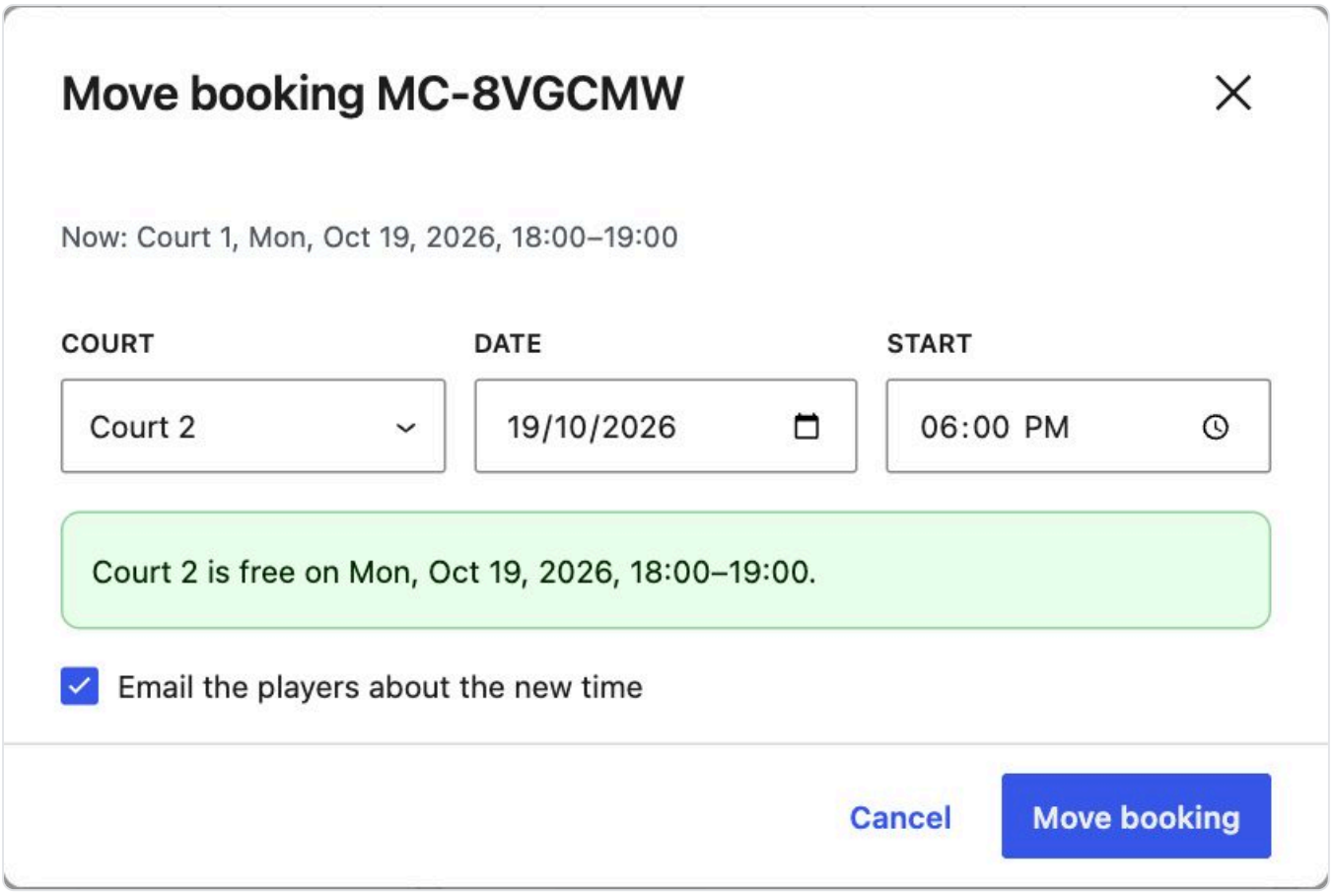
Action	When	What it does
Mark as paid	Unpaid bookings	Records payment at the venue.
Email payment link	Unpaid bookings, WooCommerce active	Emails the player a link to pay online. See Payment links.
Check in	From 30 minutes before the start	Marks the booking as played (*Checked in*).
No-show	From 30 minutes before the start	Records that nobody turned up. No-shows show in Reports and on player profiles.
Move	Confirmed bookings	Moves it to another court or time; see Move a booking.
Cancel booking	Upcoming bookings	Opens the cancel dialog (below).

Cancel a booking

For a session of a regular booking, first choose **Only this session** or **This and all following sessions**. The dialog suggests the refund from the cancellation policy; you can change the **Refund %**, add a **Reason (shown to players)**, and untick **Email the players** to cancel quietly. Paid online bookings are refunded through the gateway; see Refunds. The court becomes free immediately and anyone waiting gets an alert.

Move a booking

Drag the booking onto another court or time in the calendar, or open it and click **Move**. The move dialog opens with the new **Court**, **Date** and **Start** filled in; change them if needed. The players and the length stay the same, and only courts for the same sport are offered.



Moving a booking: dragged onto Court 2

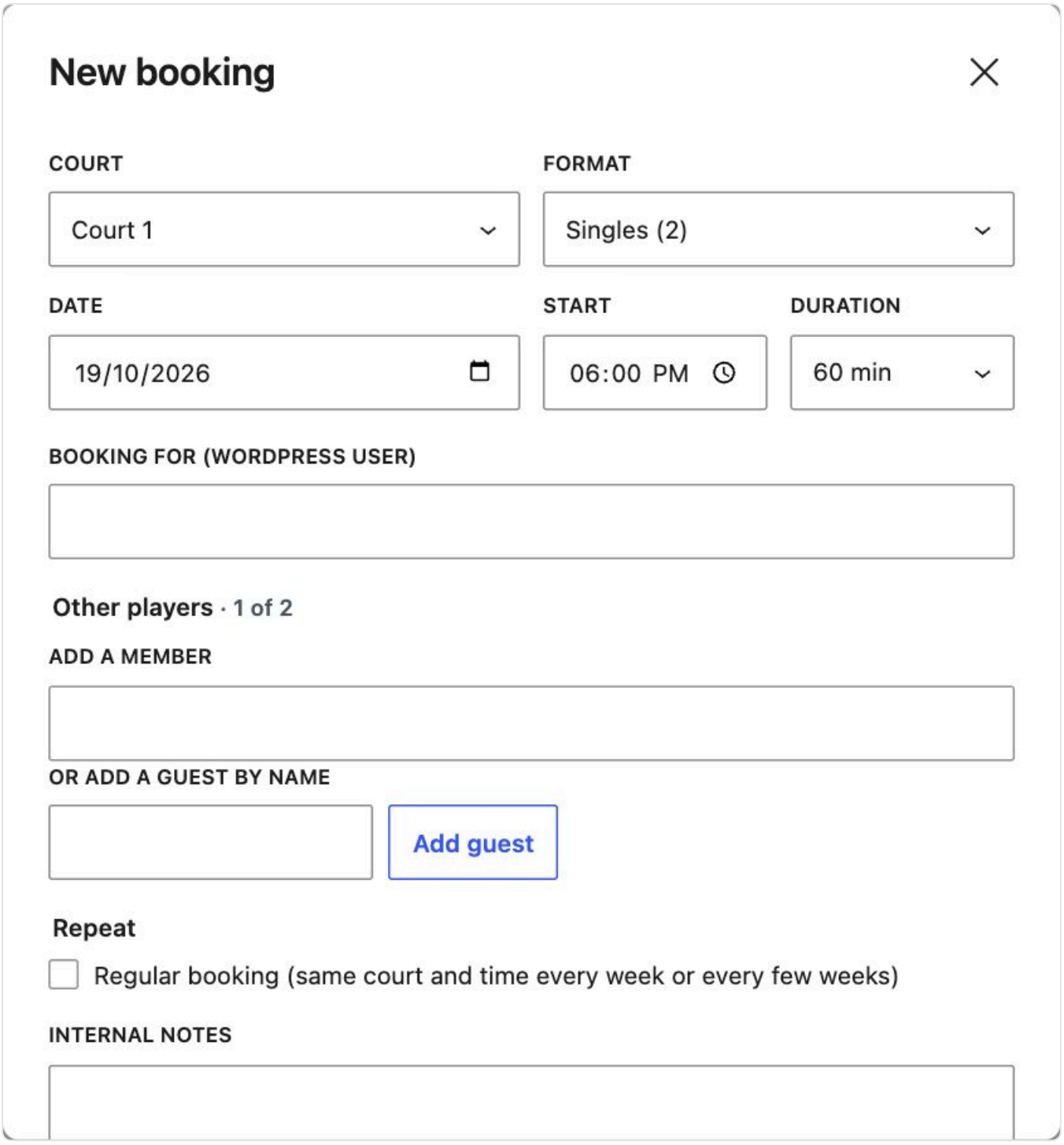
As soon as you choose, ManageCourt checks the new time and says whether it's free. Bookings and blocks are never overlapped.

- **Price.** If the new court or time costs differently, tick **Use the new price** to charge it; otherwise the player keeps the current price. For a paid booking, a lower price **refunds the difference** (online payments through the payment gateway), and a higher one leaves **the rest to pay at the venue**.
- **Email the players about the new time** sends the *Booking moved* email, with where it was before and an updated calendar file. Untick it to move quietly.
- The reminder is sent again for the new time, and players waiting for the old time are told it's free.

Only confirmed bookings can be moved; a booking still waiting for online payment can be moved once it's paid. Whether the booking rules apply to moves is an administrator's choice: **Settings → General → Apply the booking rules when staff move a booking**. Off (the default), staff can move a booking to any free time, like a staff booking.

Book for a player

Click **New booking** (or a free cell).



Booking on behalf of a player

1. Choose the **Court**, **Date**, **Start** and **Duration**, then the **Format**.
2. Search for the member the booking is for (the booker).
3. Add **Other players**: members, club-list players or guests by name.
4. Optionally add **Internal notes** (staff only).
5. **Ignore booking rules** is ticked by default, so you can book outside the window, opening hours or a player's limits. Double bookings and blocks are always refused.
6. With WooCommerce active, tick **Email the player a link to pay online** to let them pay before they come.

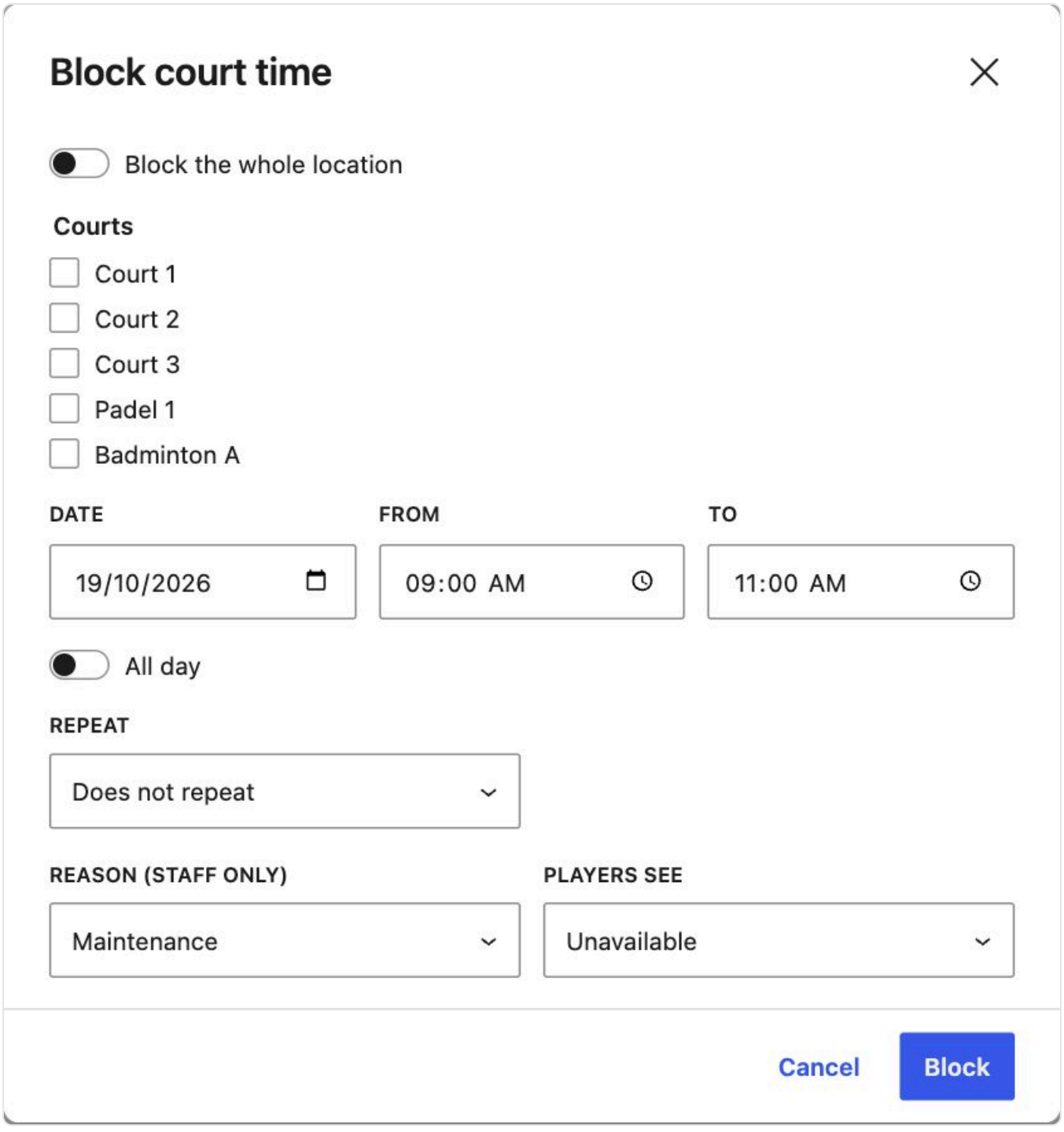
7. Click **Create booking**. The player gets the usual confirmation email.

To book the same time every week, tick **Regular booking** under **Repeat**; see Regular bookings. Sessions of a regular booking show a repeat icon on the calendar.

> **NOTE**
> Bookings are always made in a member's name, so the player can see it in *My bookings* and gets the emails. For walk-ins without an account, use a club member account such as "Walk-in" or add them to your club list.

Block court time

Click **Block court** to take courts out of booking: maintenance, coaching, a tournament, a holiday.



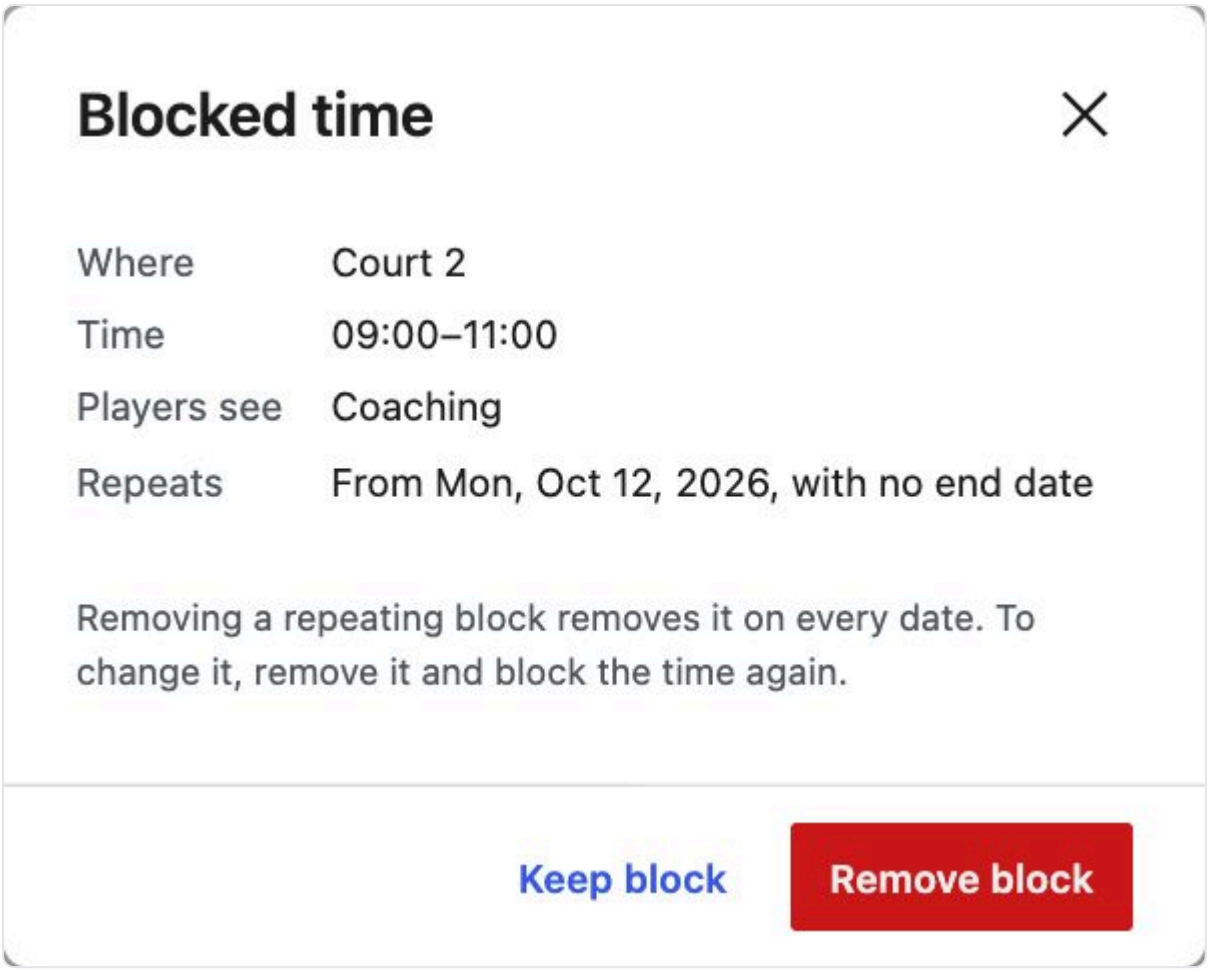
Blocking court time

Field	Options
Courts	One or more courts, or **Block the whole location**.
Date / **From – To** / **All day**	The time to block.
Repeat	**Does not repeat**, **Every day** or **Every week** on chosen weekdays, with an optional **Until** date.
Reason (staff only)	Maintenance, Coaching, Event, Holiday, Weather, Other.
Players see	**Unavailable** or **Booked**: the time is simply not offered on the booking page. **A custom label** such as *Coaching*: the time isn't offered either, and a note under the times says why, e.g. *Court 2 · 09:00–11:00 · Coaching*.

If bookings already exist in that time, ManageCourt asks what to do: **Cancel them, refund 100% and notify the players**, or **Keep them and block only the free times**.

Remove a block

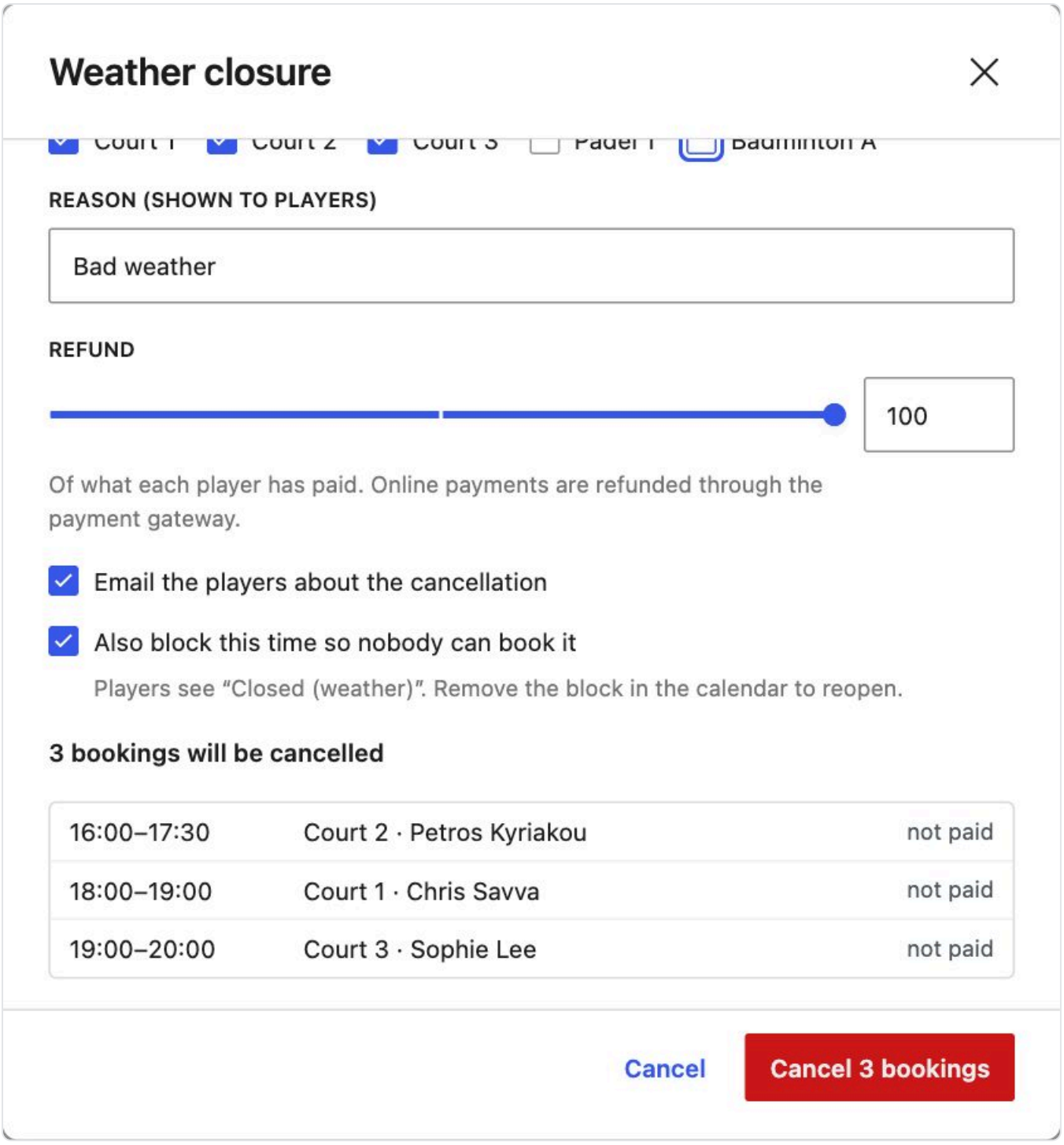
Click the block in the calendar. The dialog shows where it applies, the time, what players see and, for a repeating block, its dates. Click **Remove block** to free the time — players who are waiting for it are told. Removing a repeating block removes it on every date; to change one, remove it and block the time again.



Removing a block

Weather closure

When rain or a storm stops play, click **Weather closure** to cancel every booking on some or all courts for a time range at once.



Closing the outdoor courts for the rest of the day

1. Choose the **Date** and the time, **From** and **Until**. Bookings that overlap the range and haven't finished are included.
2. Untick the **Courts** that stay open (for example indoor courts).
3. Edit the **Reason (shown to players)**, for example *Thunderstorm*.
4. Set the **Refund**: 100% is suggested; lower it if, for example, half the game was played. It applies to what each player has paid; online payments are refunded through the payment gateway.
5. Keep **Email the players about the cancellation** ticked to send each player the usual cancellation email with your reason.

6. **Also block this time so nobody can book it** adds a block shown to players as *Closed (weather)*. Remove it from the calendar to reopen. Untick it to make the courts bookable again straight away; players waiting for a court are then told.
7. The list shows every booking that will be cancelled and the refund. Click **Cancel N bookings**.

A message then says how many bookings were cancelled and how much was refunded. The closure is recorded with the location.

Bookings list

Every booking in one searchable, filterable table, with CSV export.

ManageCourt → Bookings lists all bookings, newest first.



The bookings list

Search and filter

- **Search** by booking reference (e.g. `MC-7KQ2XD`), player name or email.
- **Filter** by date range, location, payment status (Free, Unpaid, Paid, Refunded, Partly refunded, Refund to issue, Not charged) and booking status (Awaiting payment, Confirmed, Checked in, No-show, Cancelled).
- Sort by date, show or hide columns, and change how many rows a page shows, from the view options.

Click a booking to open the same panel as in the calendar, where you can mark it paid, send a payment link, check in, record a no-show or cancel.

Booking statuses

Status	Meaning
Awaiting payment	An online booking whose court is held while the player pays.
Confirmed	Booked.
Checked in	The players turned up (recorded by staff).
No-show	Nobody turned up.
Cancelled	Cancelled by the player, staff, or because an online payment wasn't completed.

Payment statuses

Status	Meaning
Free	Nothing to pay.
Unpaid	To be paid at the venue, or online payment not made yet.
Paid	Paid at the venue or online.
Refunded / **Partly refunded**	Money returned after a cancellation.
Refund to issue	A refund is owed but couldn't be made automatically — refund it in WooCommerce.
Not charged	Cancelled before anything was paid.

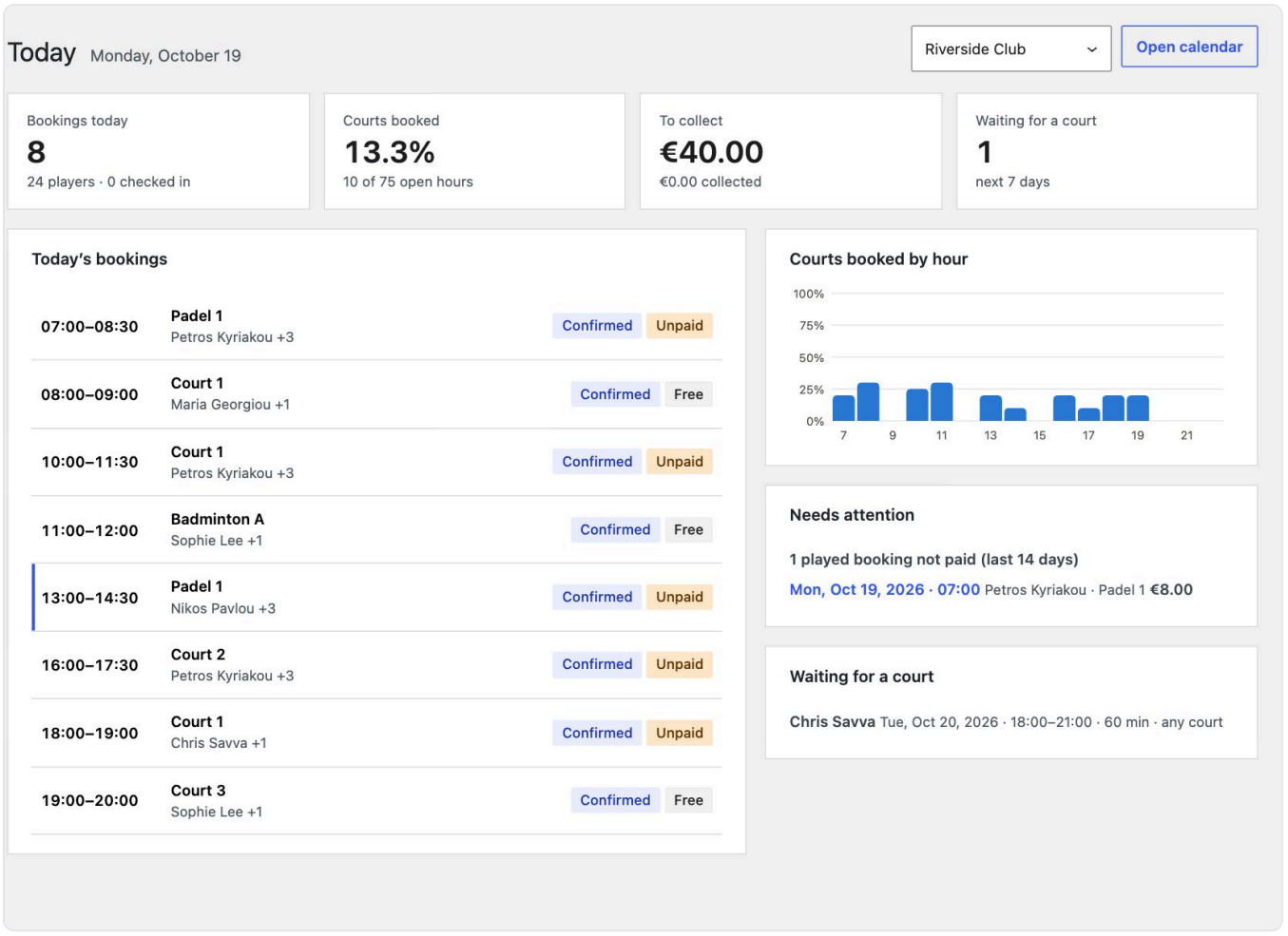
Export

Export this page (CSV) downloads the bookings shown on the current page. For a full period, use **Export bookings (CSV)** in Reports.

Today

The front-desk screen: today's bookings, courts booked, money to collect, what needs attention and who is waiting for a court.

ManageCourt → Today is the first screen staff see. It shows one location for the current day and refreshes itself every minute. If you have several locations, choose one at the top; **Open calendar** jumps to the full day view.



Today at a location

The figures at the top

Tile	What it shows
Bookings today	Bookings starting today (not cancelled), with the number of players and how many are checked in.
Courts booked	Share of today's open court hours that are booked, e.g. *11.3% — 8.5 of 75 open hours*. Blocked time isn't counted.
To collect	What's still to be paid for today's bookings, and how much has been collected.
Waiting for a court	Players with an alert for the next 7 days.

Today's bookings

Every booking of the day in time order, with court, the player who booked (and how many others), status and payment. The **next booking to start** is highlighted. Click one to open its panel and mark it paid, check players in, record a no-show or cancel.

Courts booked by hour

A small chart of how busy each hour of the day is. Hover over a bar for the exact figure.

Needs attention

- **Refunds to make by hand** — cancelled online bookings whose refund couldn't be made automatically. Refund them in WooCommerce. See Refunds.
- **Played bookings not paid (last 14 days)** — bookings that have already happened and are still unpaid. Click one to mark it paid.

When everything is in order this box says *Nothing to follow up*.

Waiting for a court

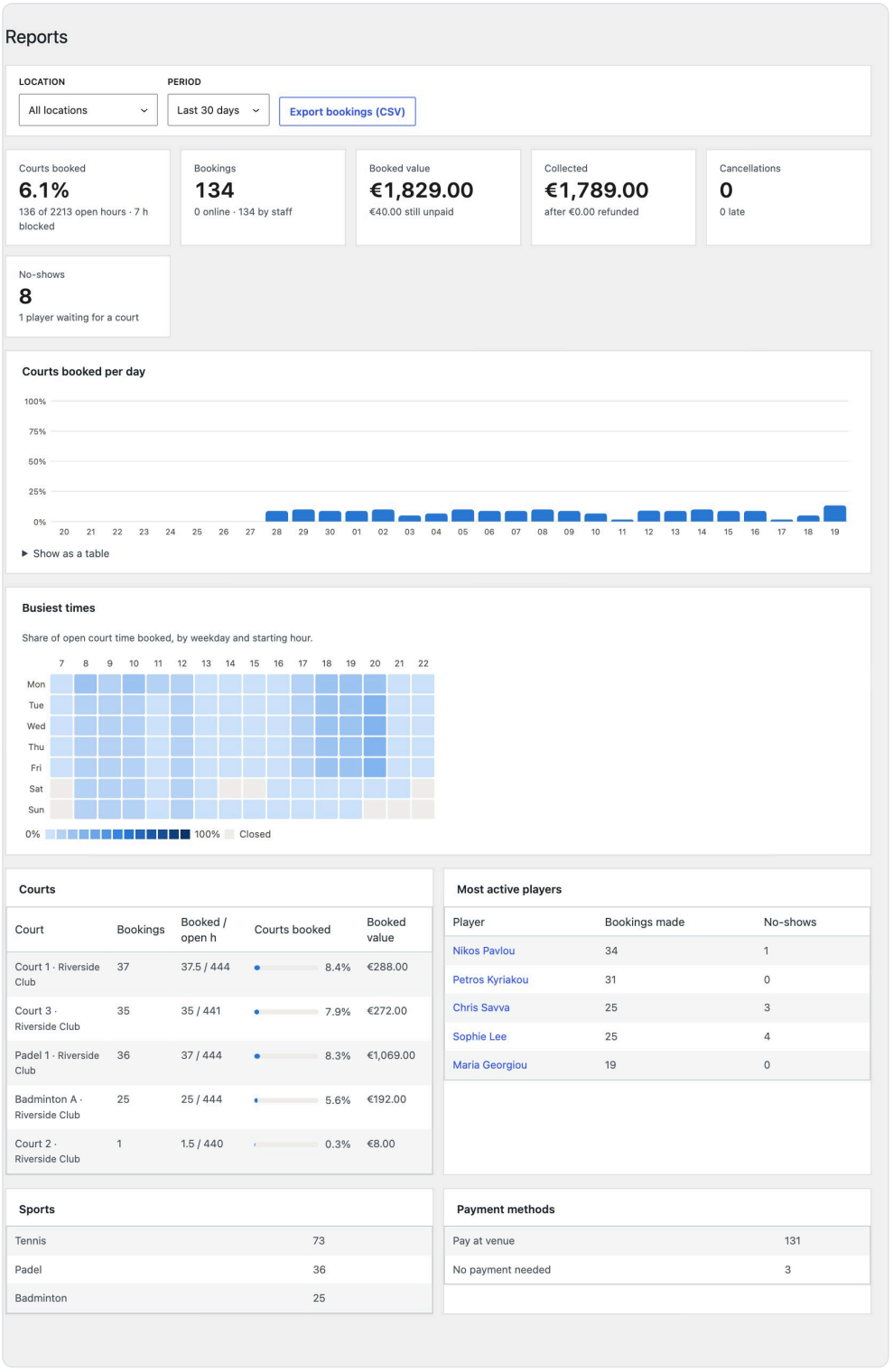
Who has asked to be told when a court frees up in the next 7 days: name, day, time range, duration and court. See Waitlist alerts.

> **NOTE**
>
> Today needs the **View reports** permission. Staff without it open ManageCourt on the calendar instead. See Roles and permissions.

Reports

How busy your courts are, revenue booked and collected, cancellations, no-shows, busiest times, most active players — for any period, with CSV export.

ManageCourt → Reports covers any period up to a year, for one location or all of them.



Reports for the last 30 days

Choose what to see

- **Location** — one location, or **All locations** (Court Managers limited to some locations see only theirs).
- **Period** — **Last 7 days**, **Last 30 days**, **This month**, **Last month**, **Next 7 days** (what's booked ahead) or **Custom dates**.

The figures

Tile	Meaning
Courts booked	Booked hours ÷ open, bookable hours. Blocked time counts neither way and is shown separately.
Bookings	Bookings not cancelled, split into *online* (made by players) and *by staff*.
Booked value	The price of the bookings in the period, not counting cancelled ones, and how much of it is **still unpaid**.
Collected	Money received for those bookings minus refunds (kept late-cancellation fees included), and refunds still pending.
Cancellations	How many were cancelled, and how many of those were late.
No-shows	Bookings nobody turned up for, and how many players are waiting for a court.

Figures are grouped by the day the booking **takes place**, in each location's local time.

Example: in October a player booked and paid €20 for 15 October, then cancelled late and was refunded 50%. October shows €0 booked value (the booking was cancelled), €10 collected (the fee kept) and 1 late cancellation.

Courts booked per day

A bar for each day of the period. Hover over a bar for the date, the share booked and the number of bookings, or open **Show as a table** for all the numbers.

Busiest times

A grid of weekday × starting hour: the darker the cell, the larger the share of open court time that's booked. Grey cells were closed. Use it to set peak prices (time bands), staff the desk, or plan coaching

in quiet hours.

Tables

- **Courts** — bookings, booked and open hours, share booked and booked value for each court.
- **Most active players** — who made the most bookings, and their no-shows. Click a name to open their profile.
- **Sports** and **Payment methods** — how bookings split.

Export bookings

Export bookings (CSV) downloads every booking in the period and location — including cancelled ones, so totals reconcile — with reference, date and times, location, court, sport, booker and email, players, status, payment status and method, total, paid and refunded amounts, currency, how it was made and when. The file opens correctly in Excel (UTF-8) and amounts are in euros/your currency, not cents.

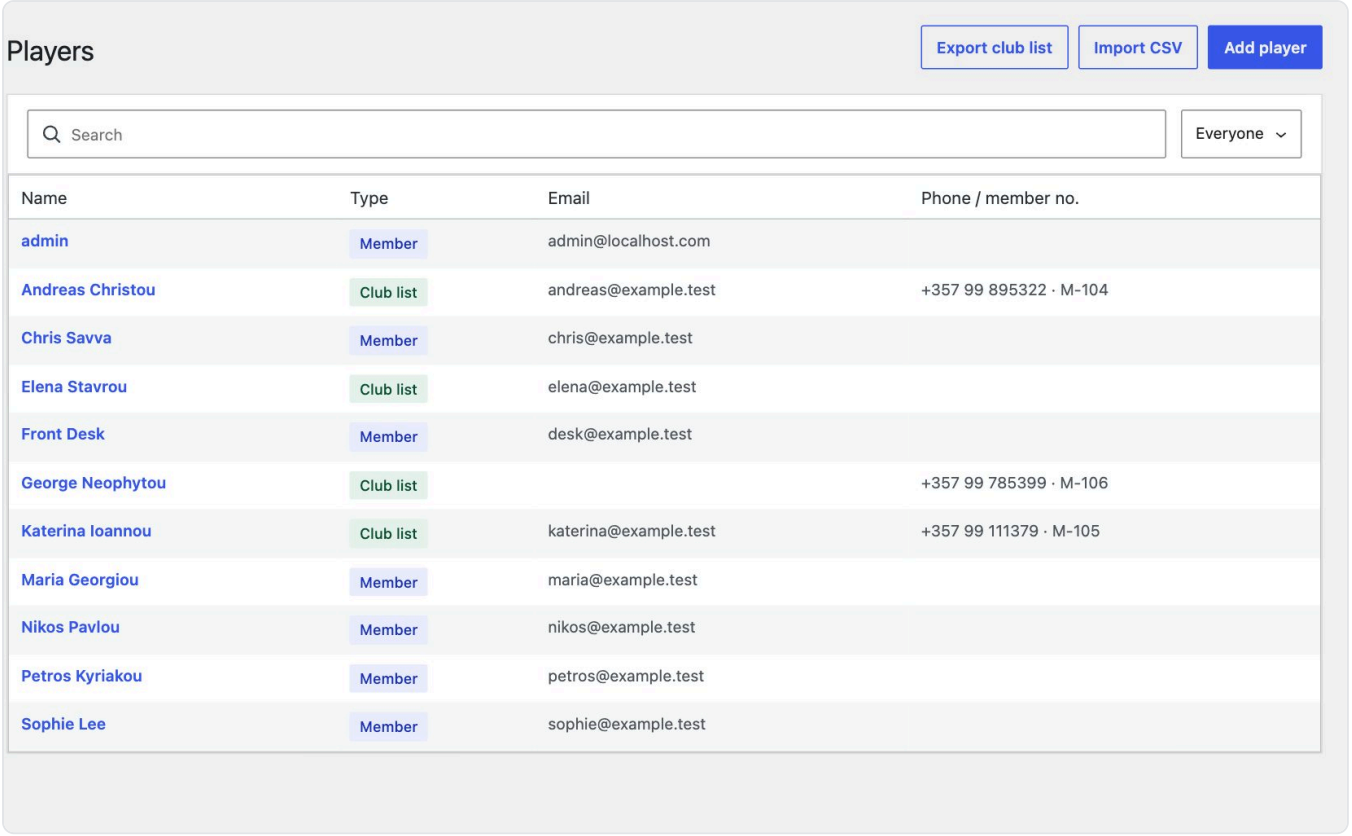
> **NOTE**
>
> Reports need the **View reports** permission (administrators and Court Managers by default).

Players

One directory of members and your club list, player profiles, adding players, importing a spreadsheet, exporting, and inviting club-list players to create an account.

ManageCourt → Players lists everyone who can play:

- **Members** — people with a WordPress account on your site (they can make bookings).
- **Club list** — players you've added by hand or imported, who may not have an account. They can be added to bookings and invited to sign up.

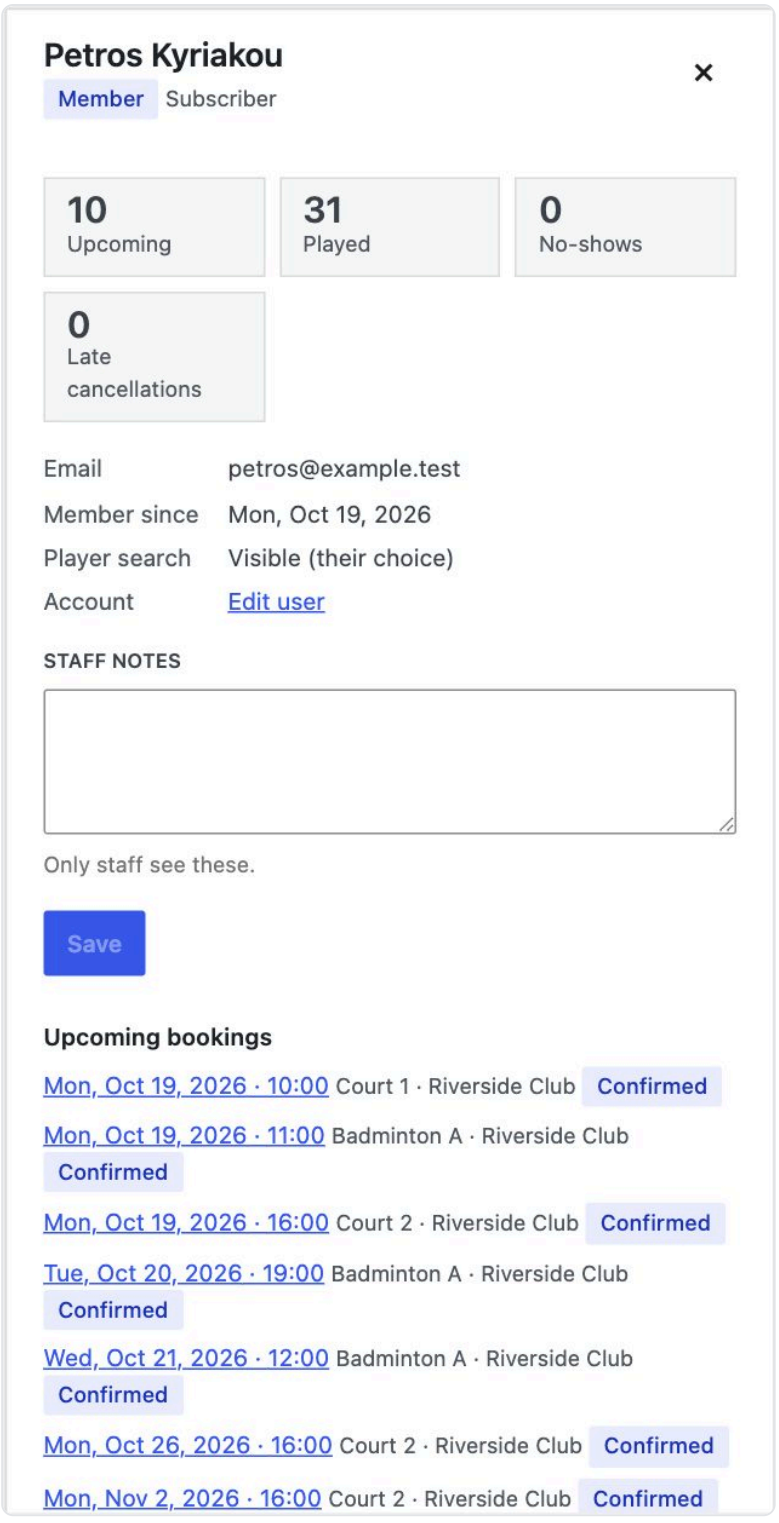


The players directory

Search by name, email, phone or member number, and filter **Everyone / Members / Club list**.

Player profiles

Click a name to open the profile.



A player profile

- **Upcoming / Played / No-shows / Late cancellations** at a glance.
- **Upcoming** and **recent bookings** — click one to open it in the calendar.
- **Staff notes** — only staff see these (for example *"left-handed, prefers clay"*).
- For **club-list players**: name, email, phone, member number, and **Appears in player search**: **Club default** (follows Settings → Privacy & data), **Yes — the player agreed**, or **No**. You can also delete them; their past bookings keep their name.

- For **members**: their email, since when they're a member, whether they appear in player search — *their choice* or *club default* (staff can't change it), and a link to edit the WordPress user.

Add a player

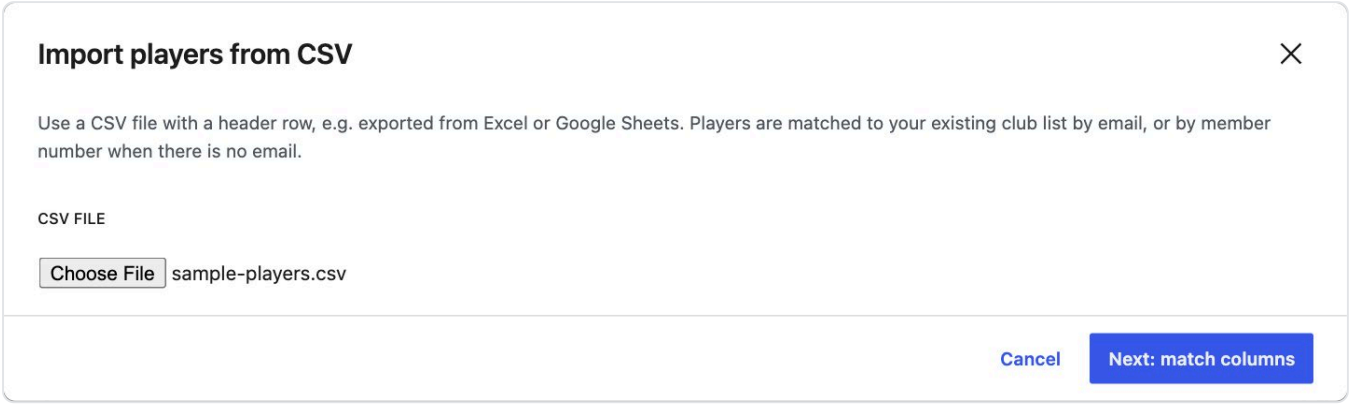
Click **Add player**, enter the name and any of email, phone and member number, and tick **The player agreed to appear in player search** if they did; otherwise they follow the club default.

Import a spreadsheet

Use **Import CSV** to add many players at once — for example your membership list exported from Excel or Google Sheets.

1. Upload

Choose a CSV file with a header row. Separators `,`, `;` and tabs are detected automatically. Files from Excel in Greek (Windows-1253) or other legacy encodings work: if the file isn't UTF-8 you'll be asked to choose its encoding.



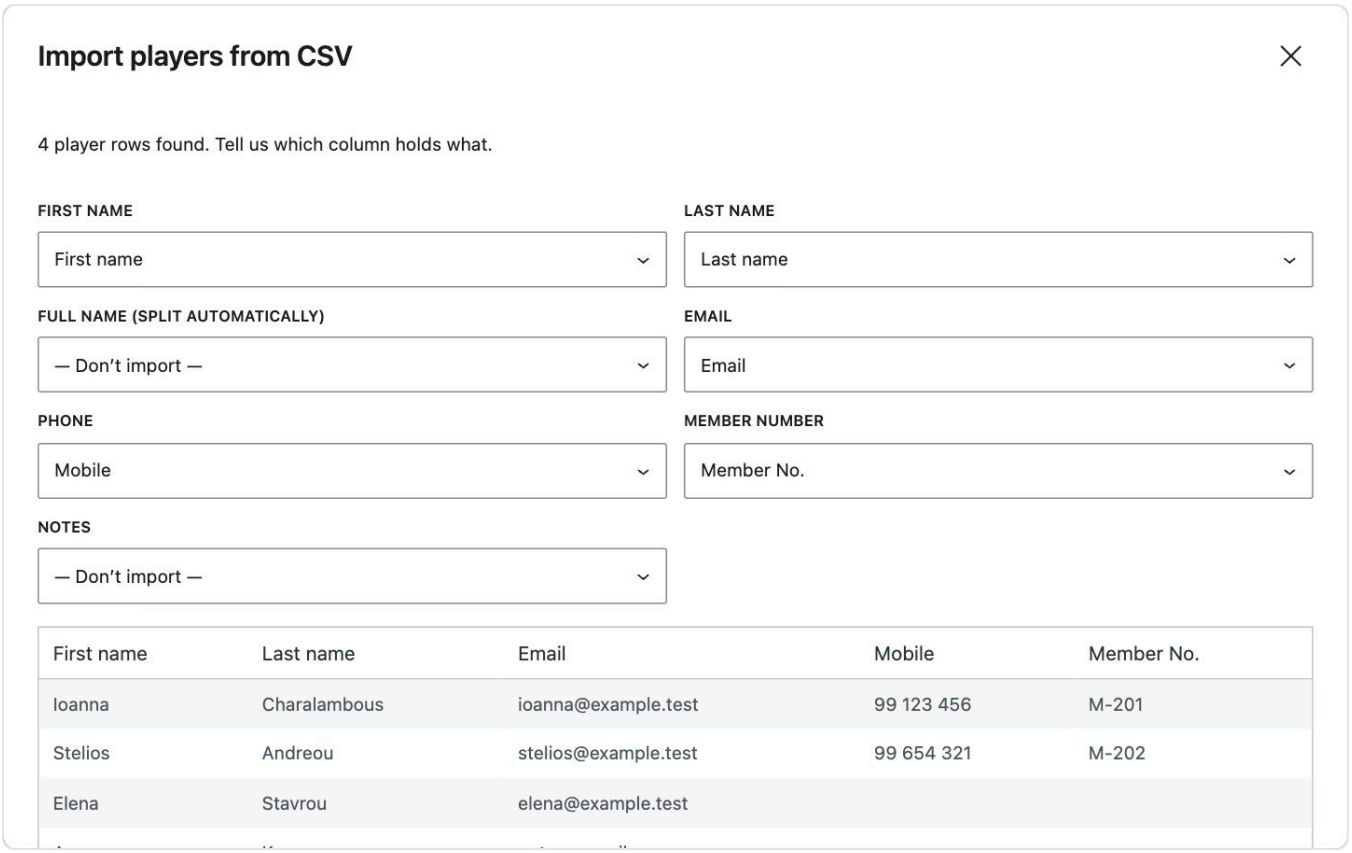
Step 1: choose the file

Example file:

```
First name;Last name;Email;Mobile;Member No.
Ioanna;Charalambous;ioanna@example.com;99 123 456;M-201
Stelios;Andreou;stelios@example.com;99 654 321;M-202
```

2. Match the columns

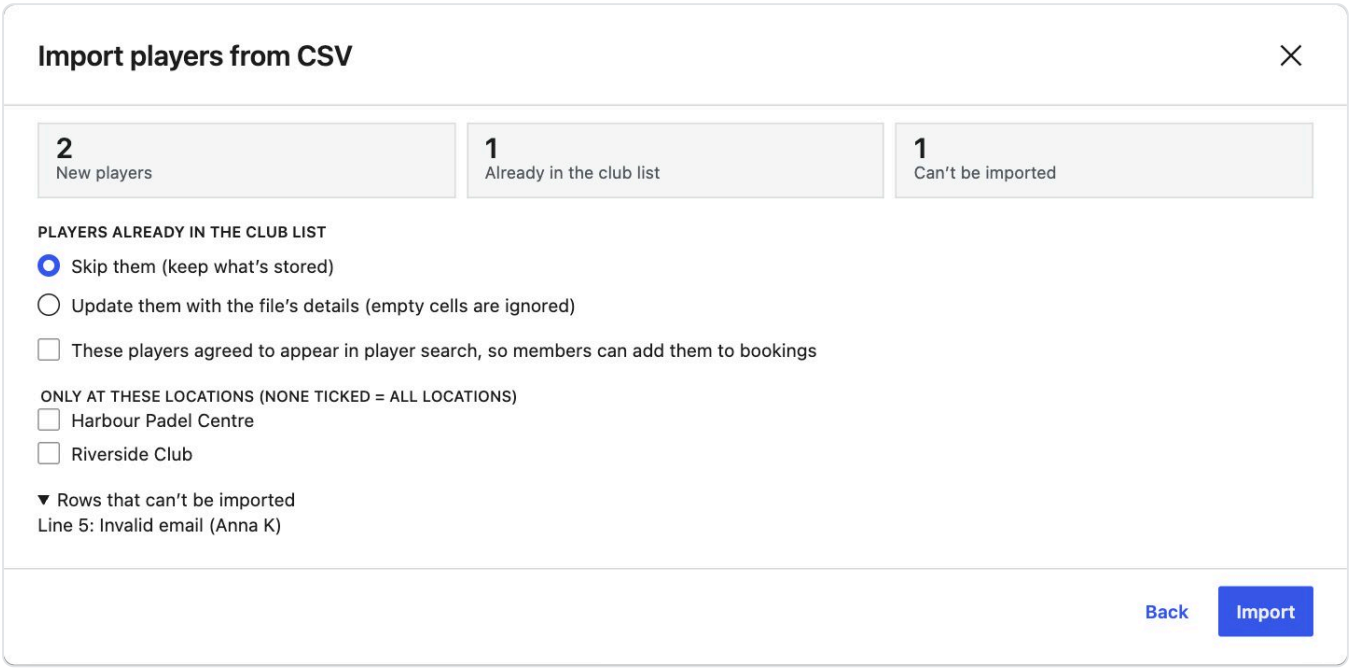
ManageCourt guesses which column is which (it recognises English and Greek headers such as *Όνομα*, *Επώνυμο*, *Τηλέφωνο*). Check each field; choose **Don't import** for columns you don't need. If your file has one *Name* column, map it to **Full name (split automatically)**: the last word becomes the last name.



Step 2: match the columns

3. Review

See how many players are **new**, how many are **already in the club list** and how many **can't be imported** (with the line number and reason: no name, invalid email, or the same player twice in the file).



Step 3: review and choose options

- Players are matched to your club list **by email**, or **by member number** when a row has no email.
- For players already in the list choose **Skip them** or **Update them** with the file's details. Empty cells never erase what's stored.
- Tick **These players agreed to appear in player search** only if they did; otherwise they follow the club default.
- With several locations, you can make the imported players available **only at some locations**.

Click **Import**. The summary shows how many were added, updated, skipped and not imported.

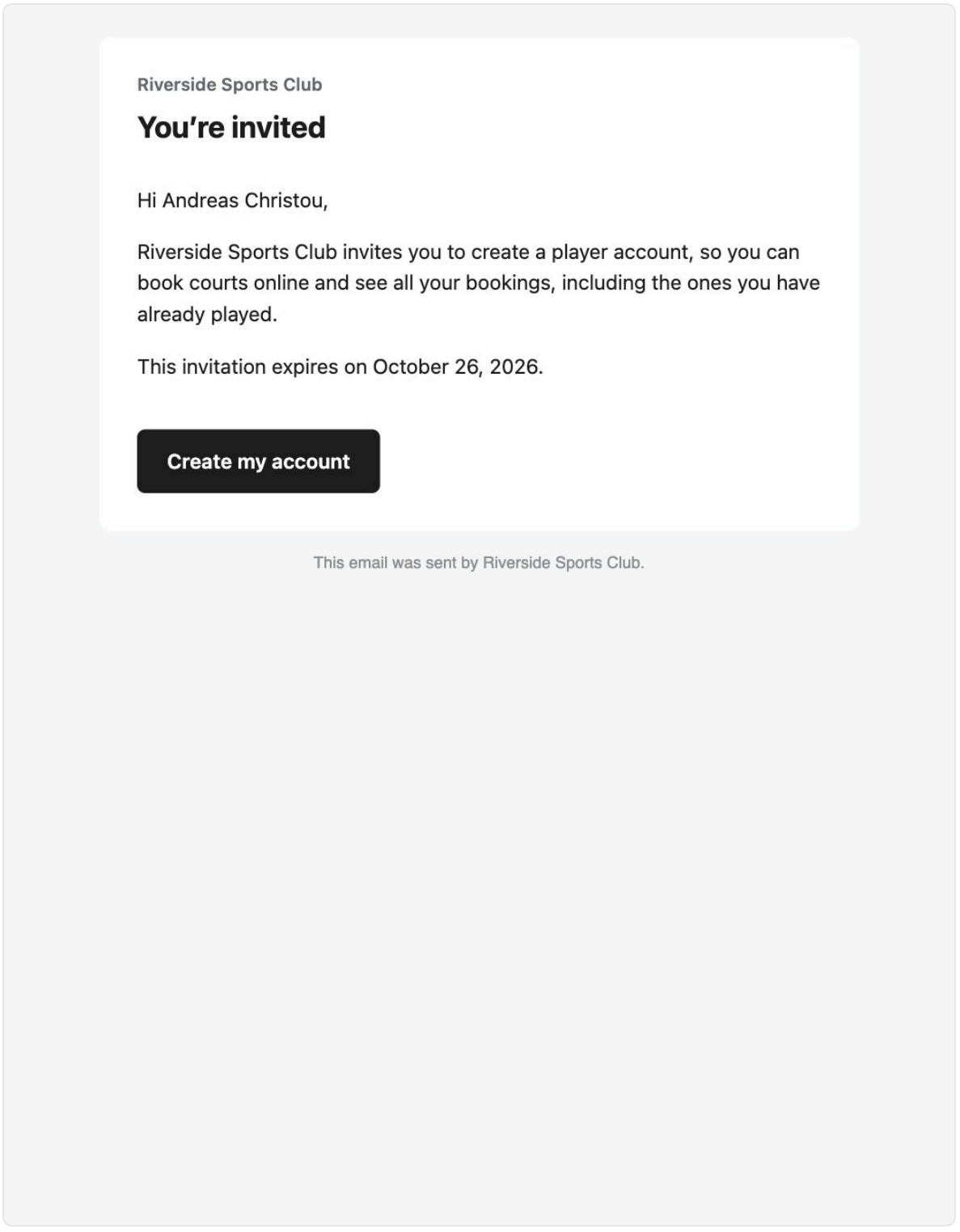
Export the club list

Export club list downloads all club-list players as a CSV (UTF-8, opens in Excel).

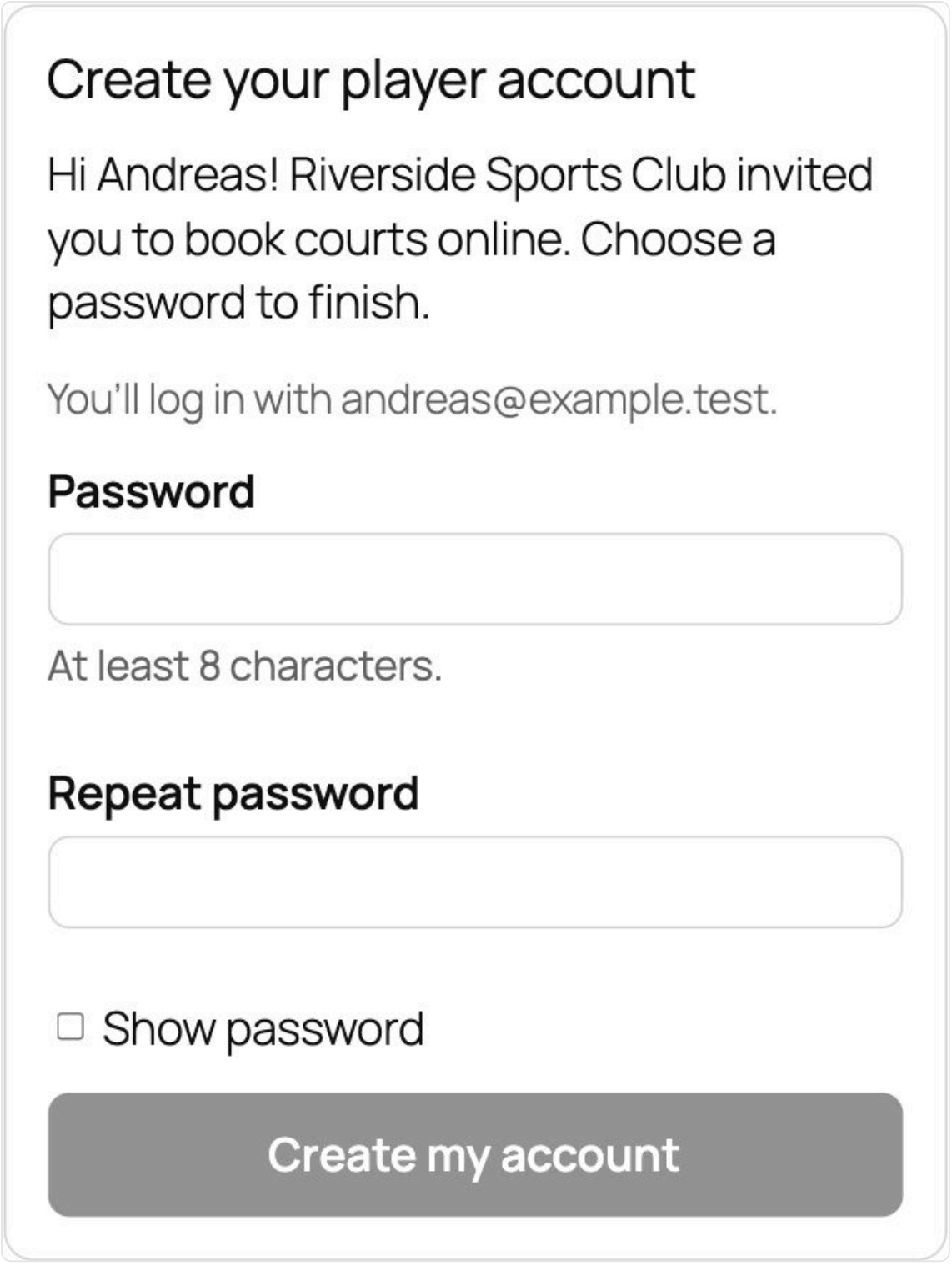
Invite a club-list player to create an account

Members can book online and see their history; club-list players can't. To turn a club-list player into a member:

1. Open their profile and make sure their email is filled in.
2. Click **Send invitation**. They get an email with a **Create my account** button. The link works for 7 days and only once.
3. They choose a password on your *My bookings* page and are logged in straight away. Every booking they played as a club-list player moves to their new account, and their player-search choice carries over too (without one, they follow the members' default).



The invitation email



The sign-up form the player sees

> **IMPORTANT**
>
> Invitations need your *My bookings* page to be set in **Settings → Emails**, because that's where the sign-up form appears.

If someone with that email already has an account, ManageCourt offers **Link to member** instead: the club-list player and their bookings are linked to the existing member.

Need a new invitation? Click **Send a new invitation** — the old link stops working.

Waitlist alerts

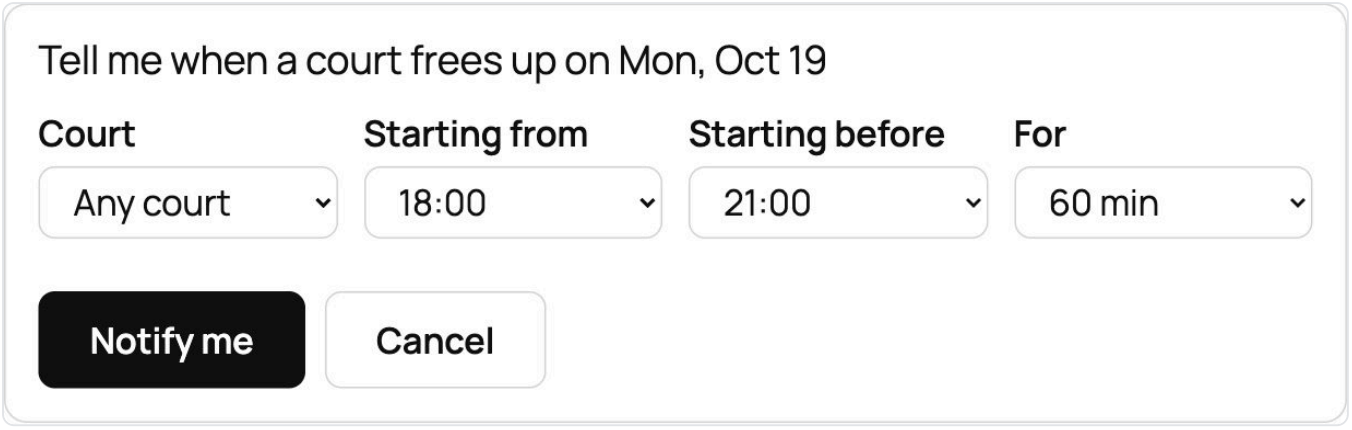
Players ask to be told when a court frees up at the time they want; everyone waiting is emailed as soon as a matching slot becomes free.

When the times a player wants are taken, they can ask ManageCourt to email them if a court frees up.

How players set an alert

Under the free times, players see **Can't find a time? Tell me when a court frees up**. They choose:

- **Court** — *Any court* (at this location, for the selected sport) or one court,
- **Starting from** and **Starting before** — the time range they can start in,
- **For** — how long they want to play.



Asking to be told when a court frees up

If something matching is **already free**, they're told straight away which times, so they can book instead. Players who aren't logged in see a link to log in first.

What happens next

Whenever time becomes free — a booking is **cancelled**, an online booking **isn't paid in time**, or staff **remove a block** — ManageCourt checks the alerts for that day in the background. **Everyone waiting** for a matching slot gets an email at the same time; the first to book wins.

The email lists the free times by court and has a **Book now** button that opens the booking page on that day.

- Each player gets **one email per newly freed slot**, never repeats for the same opening. If the slot is booked again and later freed again, that's news again.
- An alert ends when the player **books** in that time range, **stops** it, or the **time passes**.

Players manage their alerts

Active alerts appear at the top of *My bookings* under **Waiting for a court**, with **Stop alert**.

Settings

In Booking rules → **Availability alerts** (global, per location or per court):

- **Allow "Notify me"** — turn alerts on or off.
- **Alerts each player can have at a time** — per location, default 5.

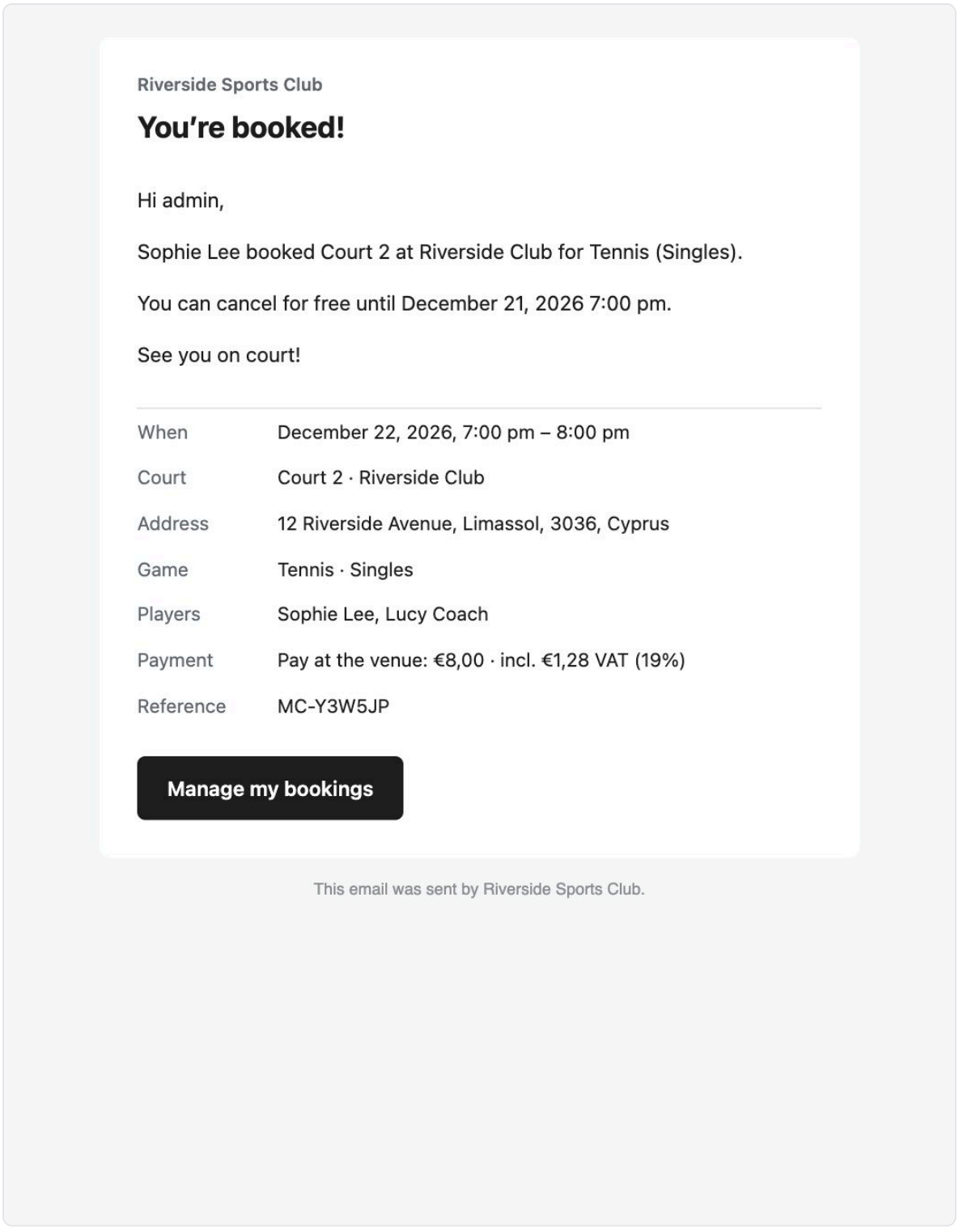
Alerts can only be set for dates that are already open for booking. Edit the email under **Settings → Emails → Court available (alert)**.

Staff see who is waiting on Today and the count in Reports.

Emails

Which emails ManageCourt sends and when, who gets them, editing the templates with placeholders, reminders and the club's copy.

ManageCourt sends booking emails in each recipient's WordPress language. Every email has your text at the top, then an automatic **booking details** table (when, court, address, game, players, payment, reference) and a button — *Manage my bookings*, *Pay now* or *Book now*. Player emails about a booking include a **calendar file** (`.ics`) that adds it to their phone or computer calendar; a cancellation's calendar file removes it.



A confirmation email

The emails

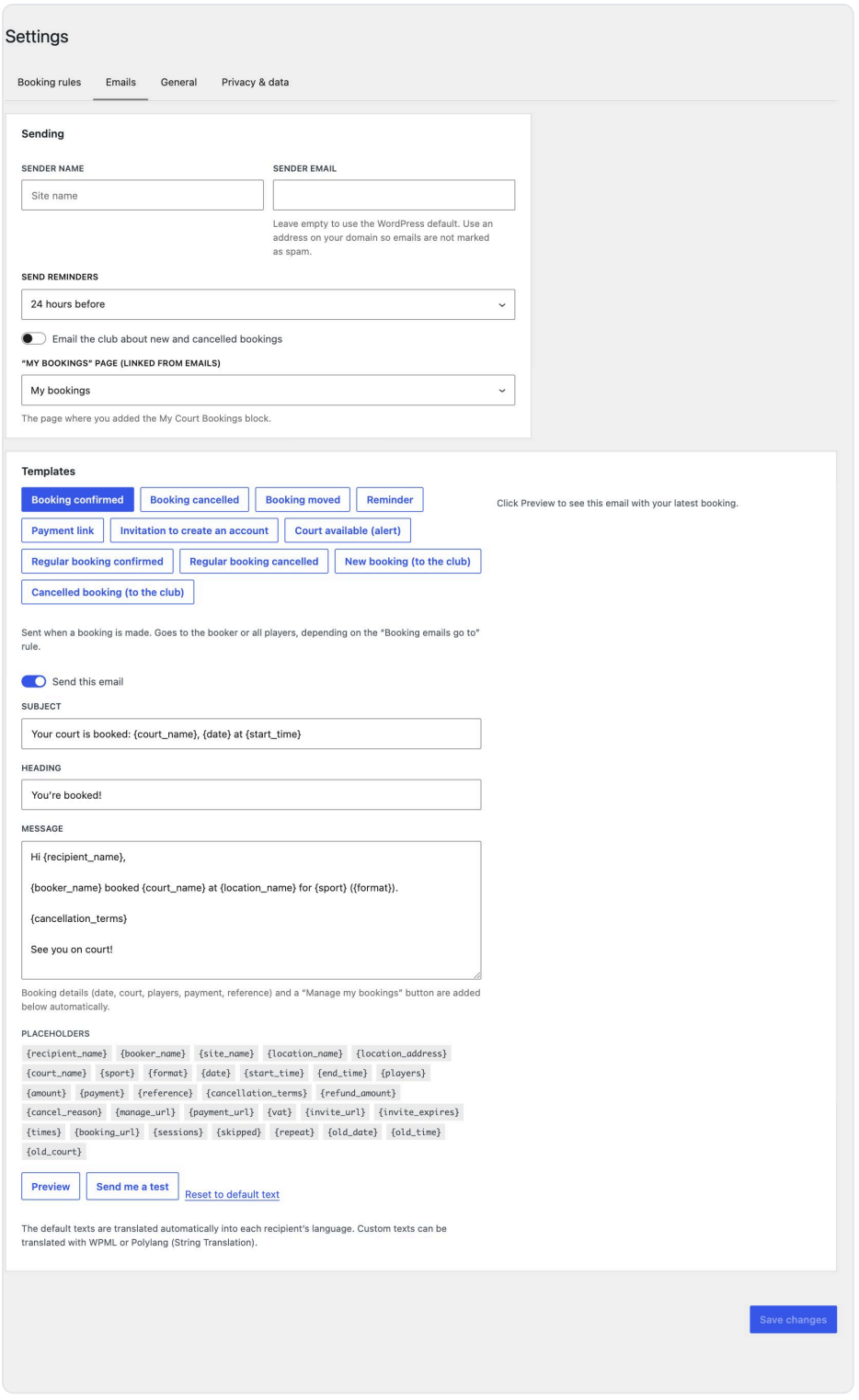
Email	Sent when	To
Booking confirmed	A booking is made — or, for online payment, when the payment arrives	Booker, or everyone in the booking (see below)
Booking moved	Staff move a booking to another court or time (they can untick *Email the players*). Shows where it was ({old_court}, {old_date}, {old_time}) and the new details, with an updated calendar file	Same as above
Booking cancelled	A booking is cancelled (staff can untick *Email the players*)	Same as above
Reminder	A set time before the start (Settings → Emails → *Send reminders*)	Same as above
Payment link	Staff send a link to pay online	Booker
Regular booking confirmed	A regular booking is made: one email listing every date booked and the dates skipped (instead of one confirmation per session)	Same as *Booking confirmed*
Regular booking cancelled	A session and all following ones are cancelled: one email listing the cancelled dates	Same as above
Invitation to create an account	Staff invite a club-list player	That player
Court available (alert)	A matching court frees up	Players waiting for it
New booking (to the club)	Every new booking, if *Email the club* is on	Club email
Cancelled booking (to the club)	Every cancellation, if *Email the club* is on	Club email

Who gets booking emails is the **Booking emails go to** rule: only the player who booked, or everyone in the booking with an email address (members always have one; club-list players and guests only if an email was given).

No emails are sent for an online booking that is never paid.

Sending settings

ManageCourt → Settings → Emails, top section:



Email settings and templates

Setting	Meaning
Sender name / **Sender email**	Who emails come from. Use an address on your own domain so emails aren't marked as spam.
Send reminders	Off, or 2, 4, 12, 24 or 48 hours before the start. Bookings made after the reminder time get no reminder (they just got the confirmation).
Email the club about new and cancelled bookings + **Club email**	A copy to the club; defaults to the site admin email.
"My bookings" page	The page with the **My Court Bookings** block. Email buttons, reminders and invitations link here.

Edit the templates

Below the settings, pick a template and edit its **Subject**, **Heading** and **Message**. Turn **Send this email** off to stop sending it. **Preview** shows it with a real booking; **Send me a test** emails it to you; **Reset to default text** brings back the original wording.

Use placeholders in curly brackets; they're replaced for each email. Unknown placeholders are left as typed so you can spot typos.

Placeholder	Example
`{recipient_name}`	Maria Georgiou
`{booker_name}`	Petros Kyriakou
`{site_name}`	Riverside Sports Club
`{location_name}` / `{location_address}`	Riverside Club / 12 Riverside Avenue, Limassol
`{court_name}`	Court 1
`{sport}` / `{format}`	Tennis / Doubles
`{date}` / `{start_time}` / `{end_time}`	11 October 2026 / 18:00 / 19:30
`{players}`	Maria Georgiou, Nikos Pavlou, John Smith
`{amount}` / `{payment}`	€24.00 / Pay at the venue: €24.00
`{vat}`	incl. €3.83 VAT (19%)
`{reference}`	MC-7KQ2XD
`{cancellation_terms}`	Free cancellation until 10 October, 18:00.
`{refund_amount}` / `{cancel_reason}`	A refund of €24.00 will be issued. / Reason: court maintenance
`{manage_url}`	Link to *My bookings*
`{payment_url}`	Link to pay online (payment link email)
`{invite_url}` / `{invite_expires}`	Sign-up link and its expiry date (invitation email)
`{times}` / `{booking_url}`	Free times and the link to book (alert email)
`{repeat}` / `{sessions}` / `{skipped}`	every Tuesday / the list of dates / the dates that weren't free (regular booking emails)
`{old_court}` / `{old_date}` / `{old_time}`	Where a moved booking was: Court 1 / 11 October 2026 / 18:00 (*Booking moved* email)

Example — friendlier confirmation:

> Subject: `See you on court, {recipient_name}! {court_name}, {date} at {start_time}`
>
> Message: `{booker_name} booked {court_name} for {sport}. Please arrive 10 minutes early. {cancellation_terms}`

On multilingual sites, edited templates can be translated with WPML or Polylang — see Multilingual sites.

> **TIP**
> If emails don't arrive, see Troubleshooting.

The player experience

What players see: choosing a time, adding players, paying, My bookings, cancelling, alerts and accepting an invitation.

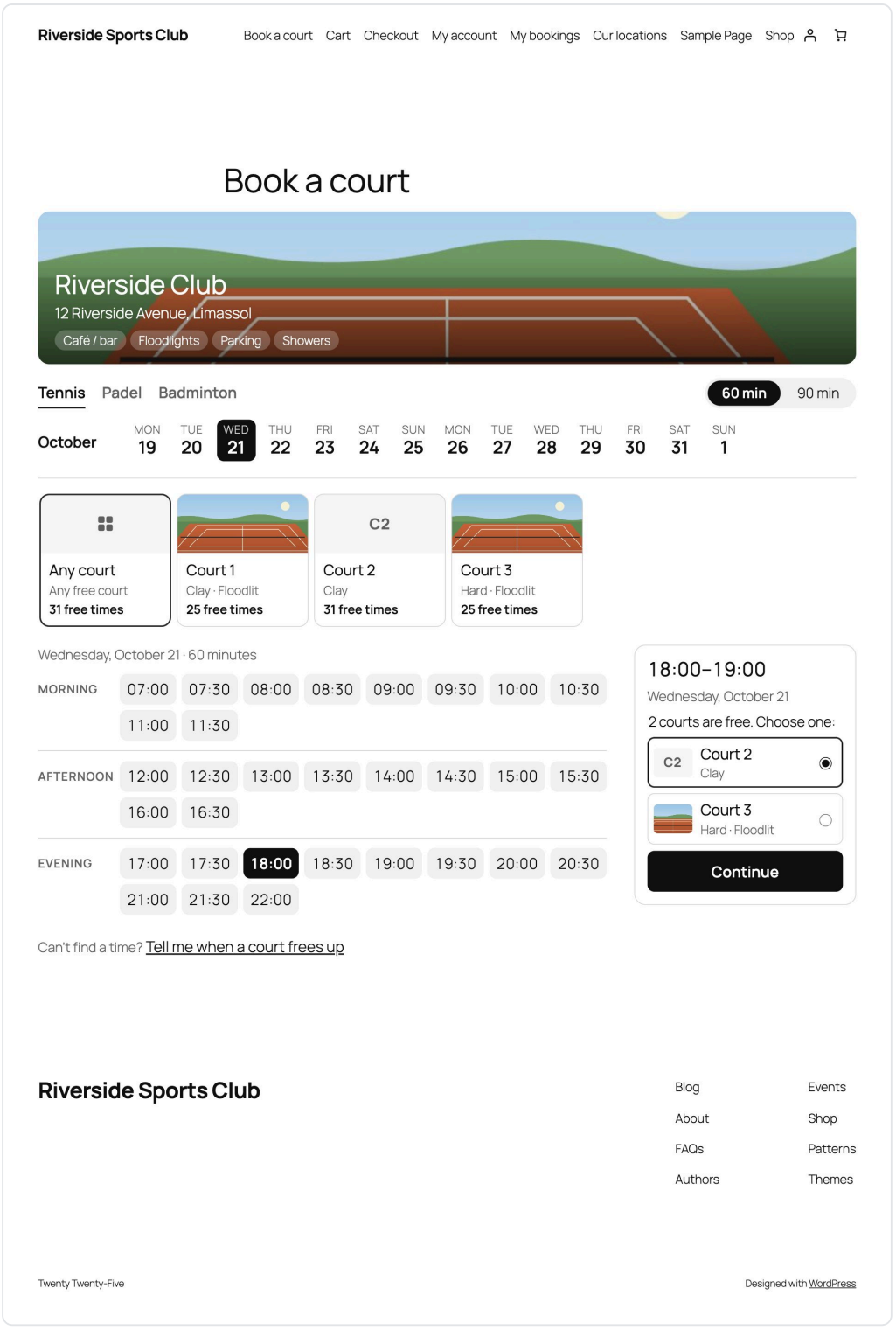
This section walks through your website as a player sees it. It's useful for answering players' questions and for checking your setup.

Choose a time

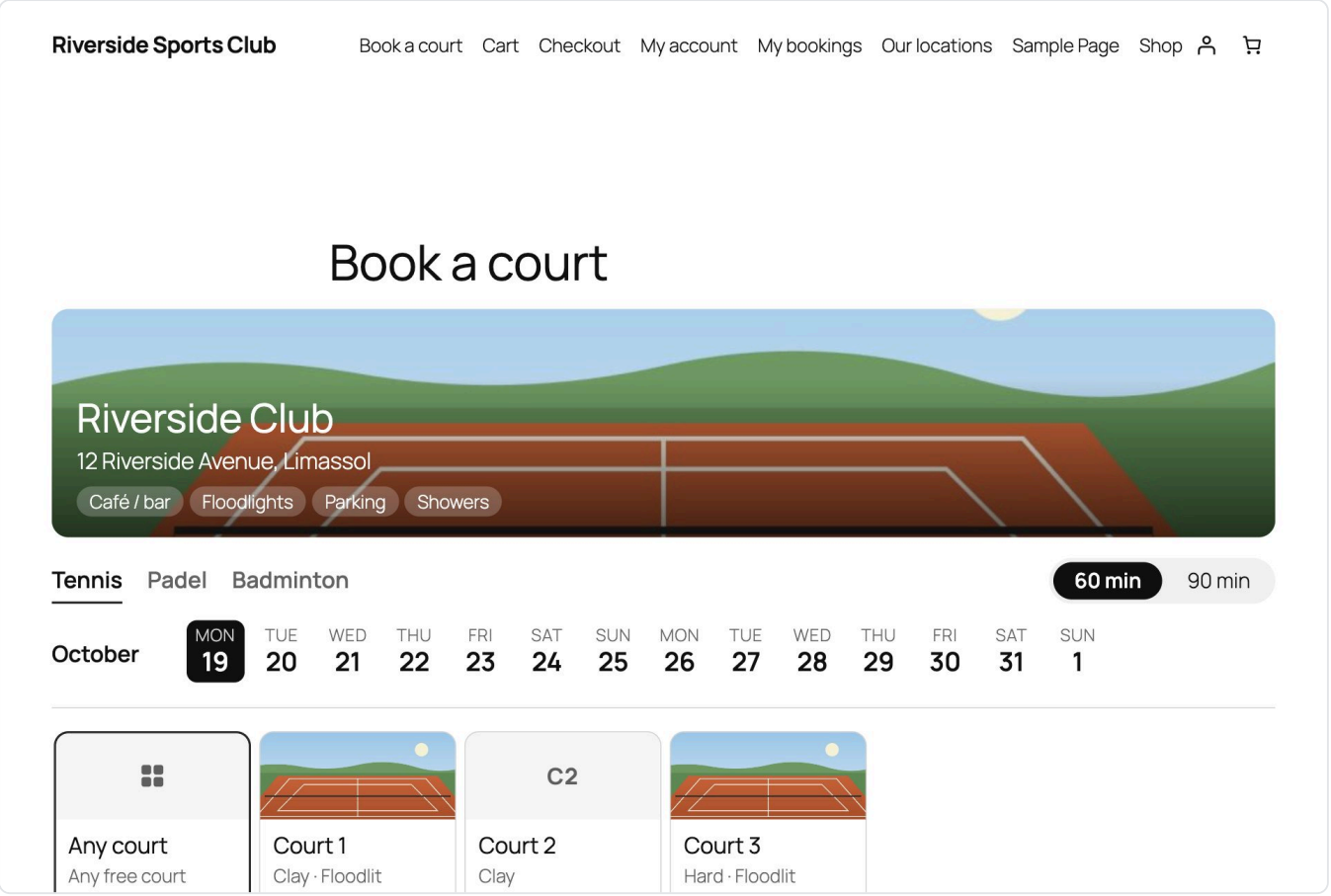
On the *Book a court* page players see the location at the top: its name, address and amenities, over its **featured image** if it has one (on a location's own page the theme already shows these, so they're left out). Then:

1. **Sport**, **length** (for example *60 min* / *90 min*) and **day** — the next 14 days, with arrows to scroll.
2. **Court** — a row of cards, one per court, with the court's **featured image** (or its initials when it has none), surface, *Indoor* / *Floodlit* and how many start times are free. The row scrolls sideways when there are more courts than fit. **Any court** (the default) shows every time at which at least one court is free.
3. **Time** — only free start times are shown, grouped into **Morning**, **Afternoon** and **Evening**. Blocks with a label are listed under them, for example *Court 2 · 09:00–11:00 · Coaching* or *All courts · 14:00–23:00 · Closed (weather)*.
4. With *Any court*, the panel beside the times lists **the courts that are free at that time**, and the player can choose one (the first is selected). Then **Continue**. On phones the choice and *Continue* stay in a bar at the bottom of the screen.

Anyone can look; booking needs an account.



Choosing a court and time: Any court, 18:00, three courts free



Visitors who aren't logged in see the same page and are asked to log in to book

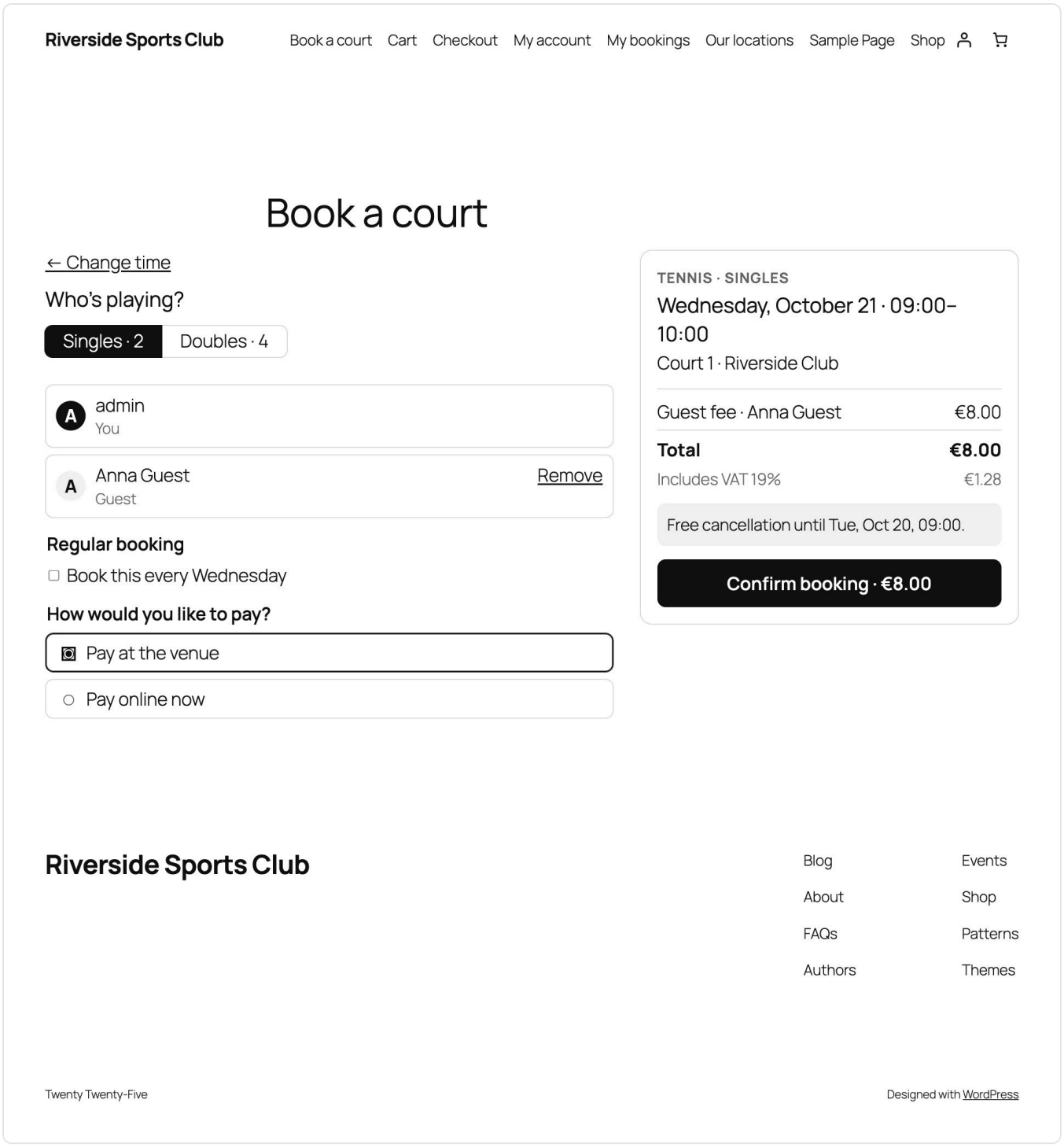
> **TIP**
>
> Give your location and courts a **featured image** (in WordPress, on the location or court edit screen) for the banner and the court cards. Without images the page still looks complete.

Add players and pay

Next, players choose the **format** (for example Singles or Doubles) and add the other players:

- **Members** and **club-list players** who can be found in the player search (who can be found) — type two letters of a name;
- **Guests** — type a name and choose *Add "…" as a guest* (a guest fee may apply).

The summary on the right shows the court, time, every price line, the total and VAT, and the cancellation terms. If both payment methods are allowed, players choose **Pay at the venue** or **Pay online now**.



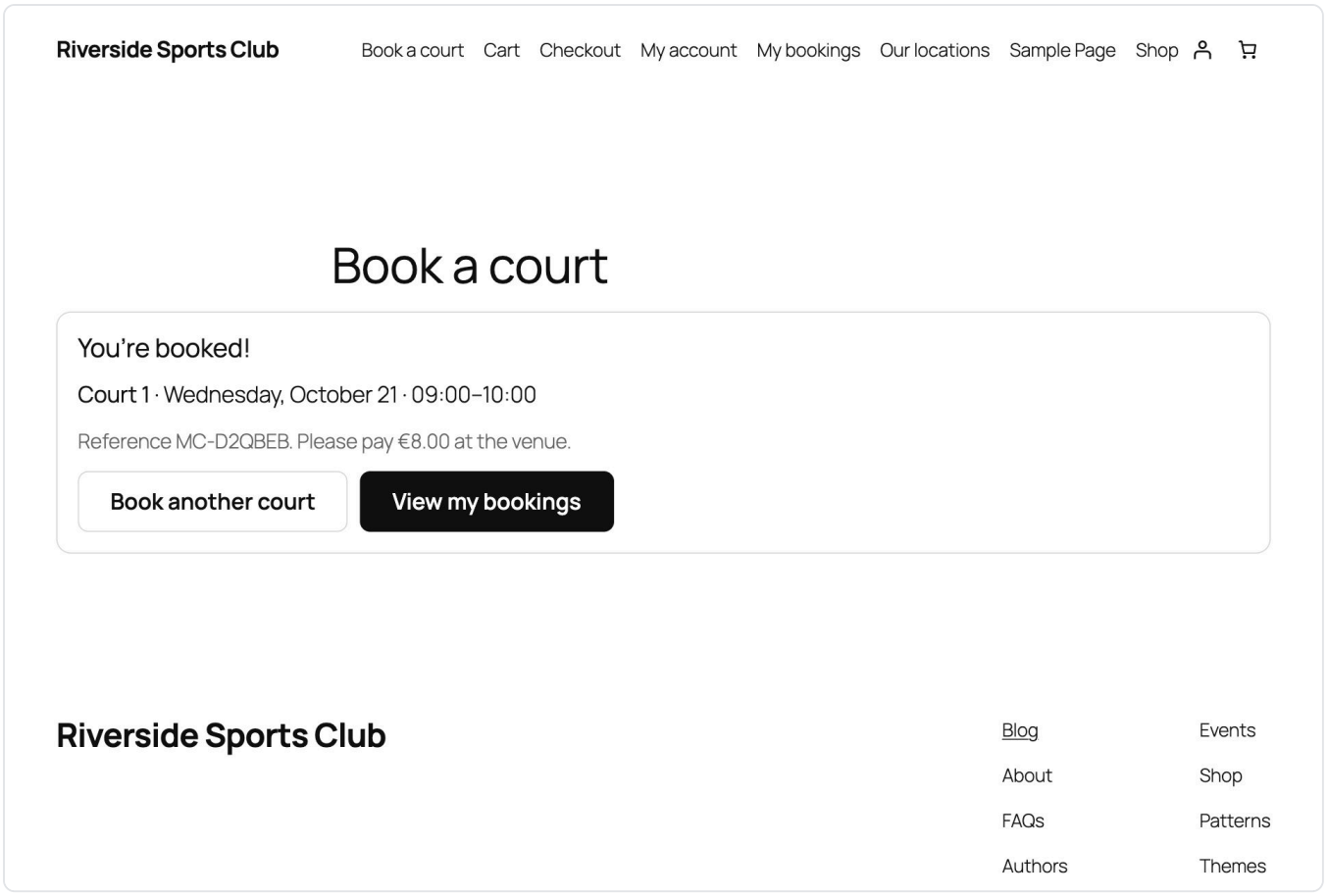
Adding players: the price updates as they go

Book every week

Where the club allows it, players can tick **Book this every Tuesday** (the weekday they chose) and pick how often and how many sessions. Every date is checked and listed before booking. See Regular bookings.

Booking confirmed

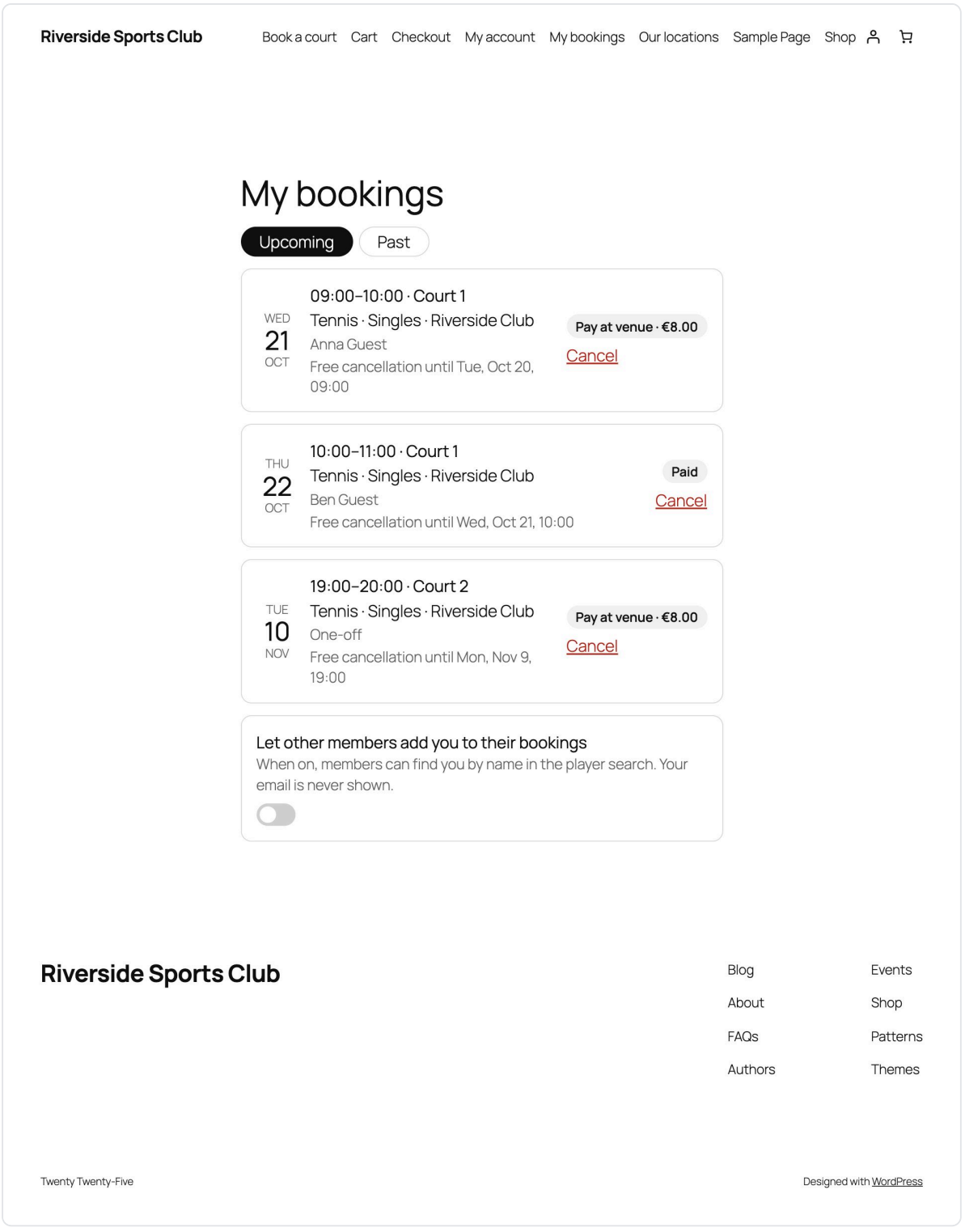
With *Pay at the venue* (or a free booking) the booking is confirmed straight away and a confirmation email is sent. With *Pay online now* the player continues to the payment page first — see Payments.



Booking confirmed

My bookings

The *My bookings* page shows upcoming and past bookings, including ones the player was added to by someone else.



My bookings

- **Cancel** — allowed until the cancellation deadline; the refund (for online payments) is shown before confirming. Unpaid online bookings can always be abandoned. For a regular booking, players choose **Only this session** or **This and all following sessions**.
- **Regular booking · 3 of 10** — the session's place in a regular booking.
- **Complete payment** — for an online booking whose payment wasn't finished, while the court is still held.
- **Waiting for a court** — active alerts, with **Stop alert**.

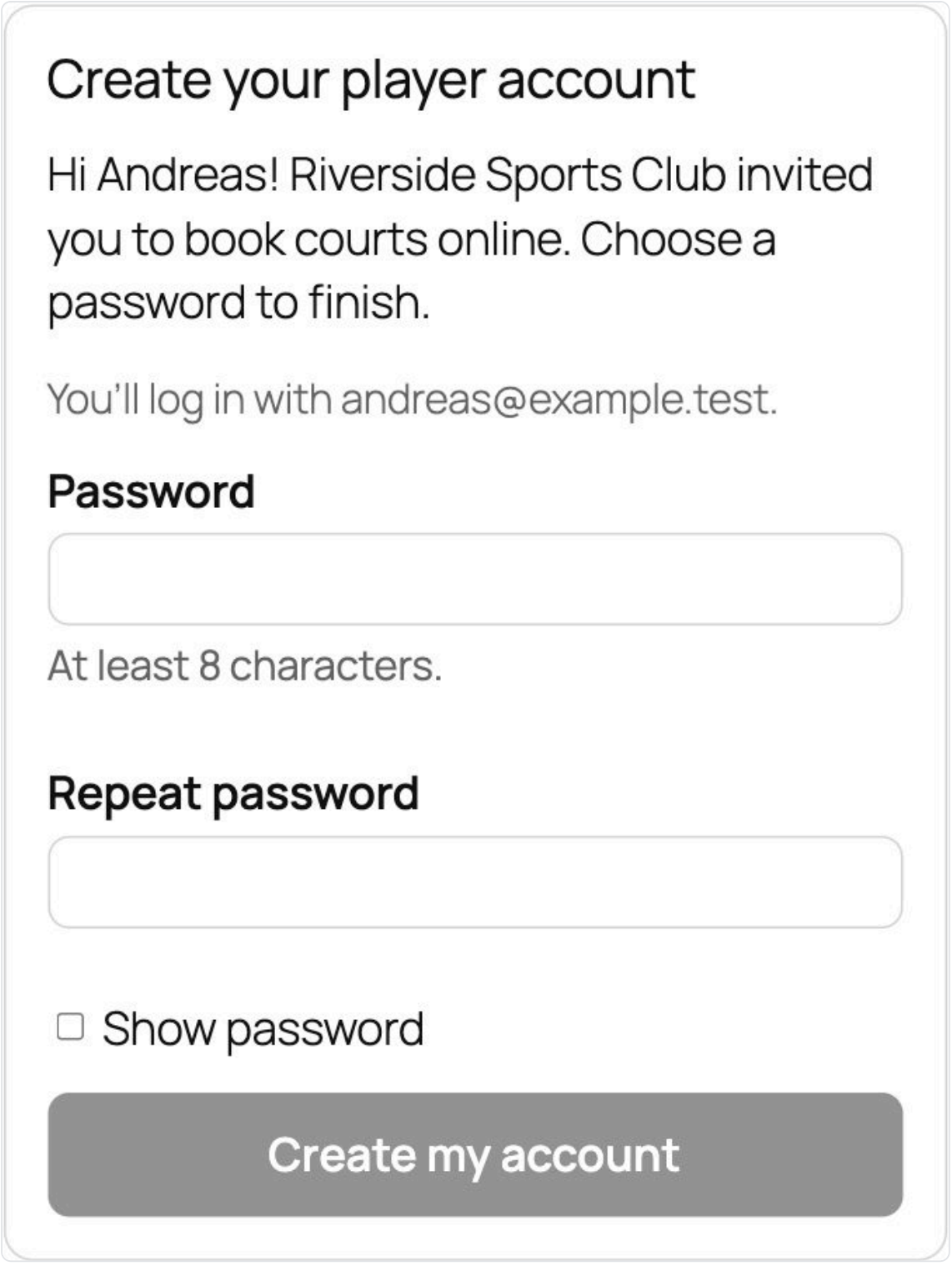
- **Let other members add you to their bookings** — players choose whether they appear in the player search (their email is never shown). Until they choose, the club's default applies.

Notify me

When nothing suits, **Tell me when a court frees up** creates an alert — see Waitlist alerts.

Accepting an invitation

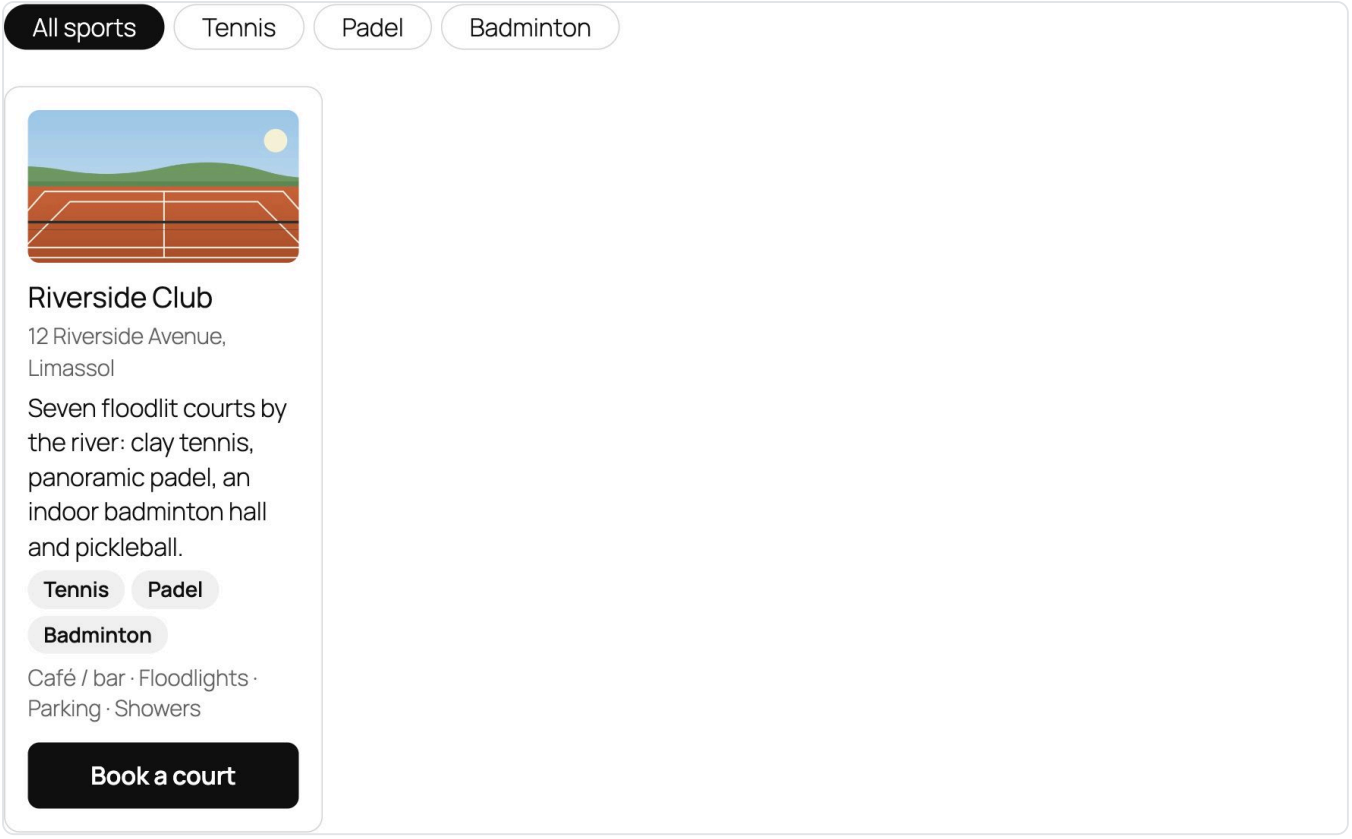
A club-list player invited by the club opens the link in their email, sees their name and email, chooses a password, and is logged in with their past bookings already in *My bookings*.



Creating an account from an invitation

Finding locations

The **Court Locations** block lists your locations with their address, sports, amenities and a **Book a court** button, filterable by sport.



The locations directory

Regular bookings

Book the same court and time every week or every few weeks: how staff and players create a series, what happens to dates that aren't free, paying and cancelling sessions.

A **regular booking** (a series) books the same court, time, length and players every week, or every 2, 3 or 4 weeks, for a number of sessions or until a date. It suits weekly games, leagues, school groups and coaching.

Each session is an **ordinary booking**: it shows in the calendar, the bookings list and reports, gets its reminder, can be checked in, paid and cancelled on its own. Sessions show a repeat icon ⟳ in the calendar and a *Regular booking · 3 of 10* tag in *My bookings*.

Who can make one

Who	When
Staff	Always, from the calendar's **New booking**, for any number of weeks (up to 52 sessions).
Players	Only where the **Regular bookings** rule is on, and for at most the number of weeks it allows.

For players, the sessions may be **later than the normal booking window**: with a 7-day window, a player can still book every Tuesday for the next 8 weeks. Every other rule applies to **each session**: opening hours, durations, notice and **limits per player**. For example, with "2 upcoming bookings at a time", a series books 2 sessions and lists the others as skipped.

Dates that aren't free

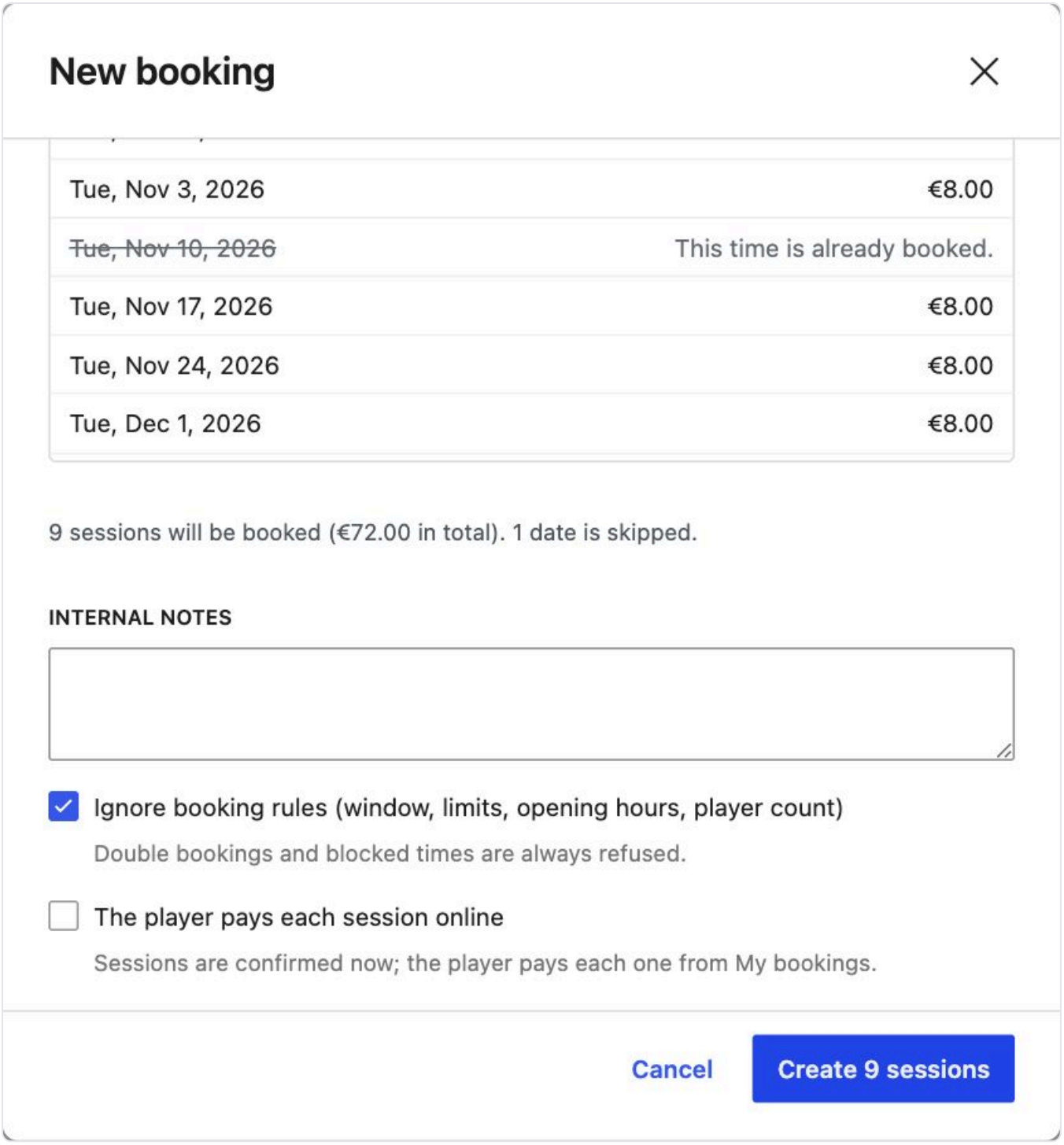
Before anything is booked, every date is checked. Dates that are already booked, blocked or closed are shown with the reason, crossed out, and **skipped**; the free dates are booked. If none is free, nothing is booked.

Book a series for a player (staff)

In the calendar, click **New booking**, fill in the booking as usual, then under **Repeat**:

1. Tick **Regular booking**.
2. Choose how often: **Every week**, or every **2**, **3** or **4 weeks**.
3. Choose when it **Ends**: **After a number of sessions** or **On a date** (the last date it may fall on).

4. Click **Check dates**. Every date is listed with its price, and the ones that aren't free show why.
5. Click **Create N sessions**.



Checking the dates of a regular booking

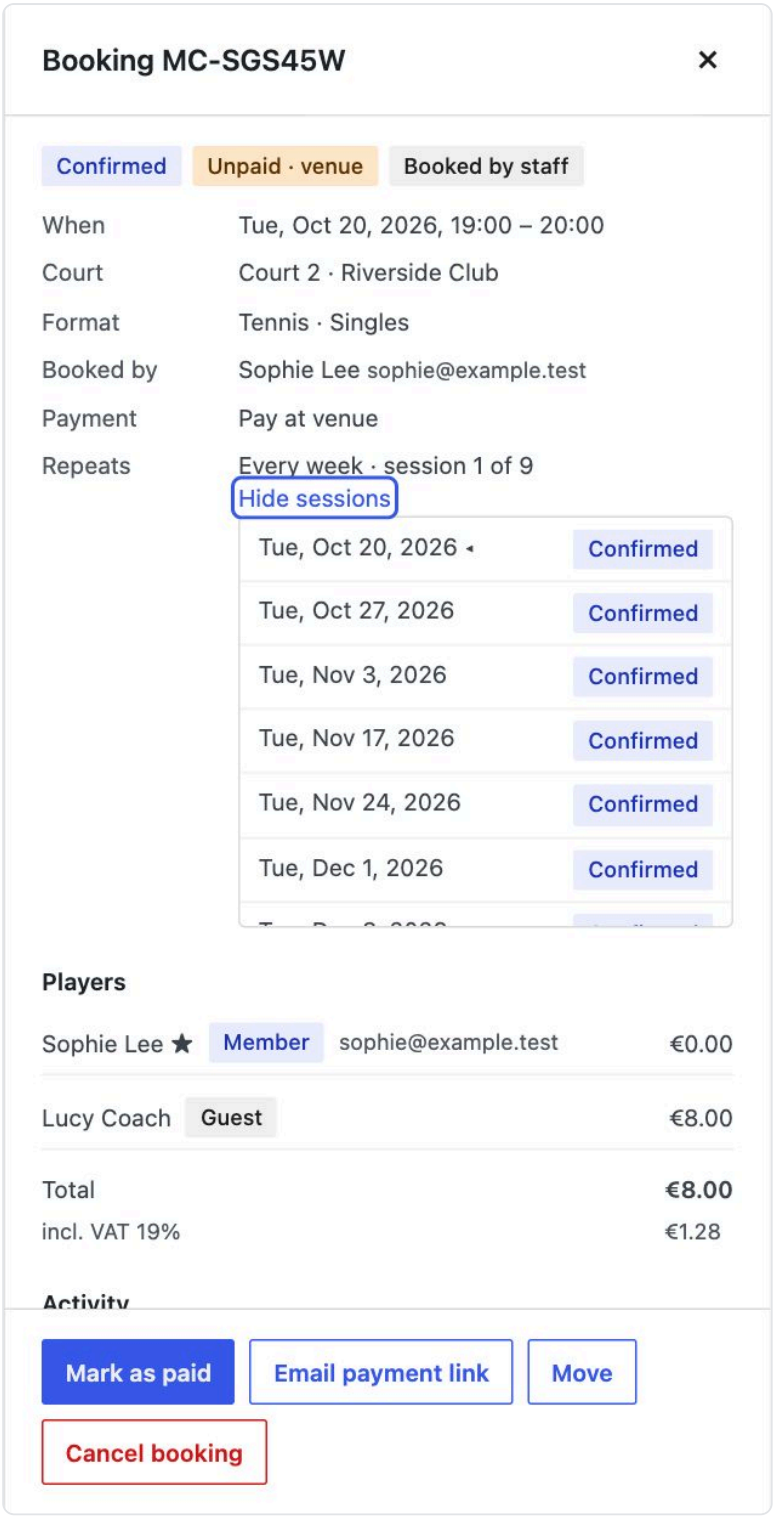
Changing anything in the form (court, time, players…) clears the list, so check the dates again before creating.

With WooCommerce active, tick **The player pays each session online** to let the player pay each session from *My bookings*; otherwise they pay at the venue.

The player gets **one summary email** listing every date booked and any dates skipped, instead of one confirmation per session.

See a series (staff)

Open any session in the calendar. The **Repeats** line shows *Every week · session 3 of 8*; click **View all sessions** to list every date with its status, plus the dates that were skipped.

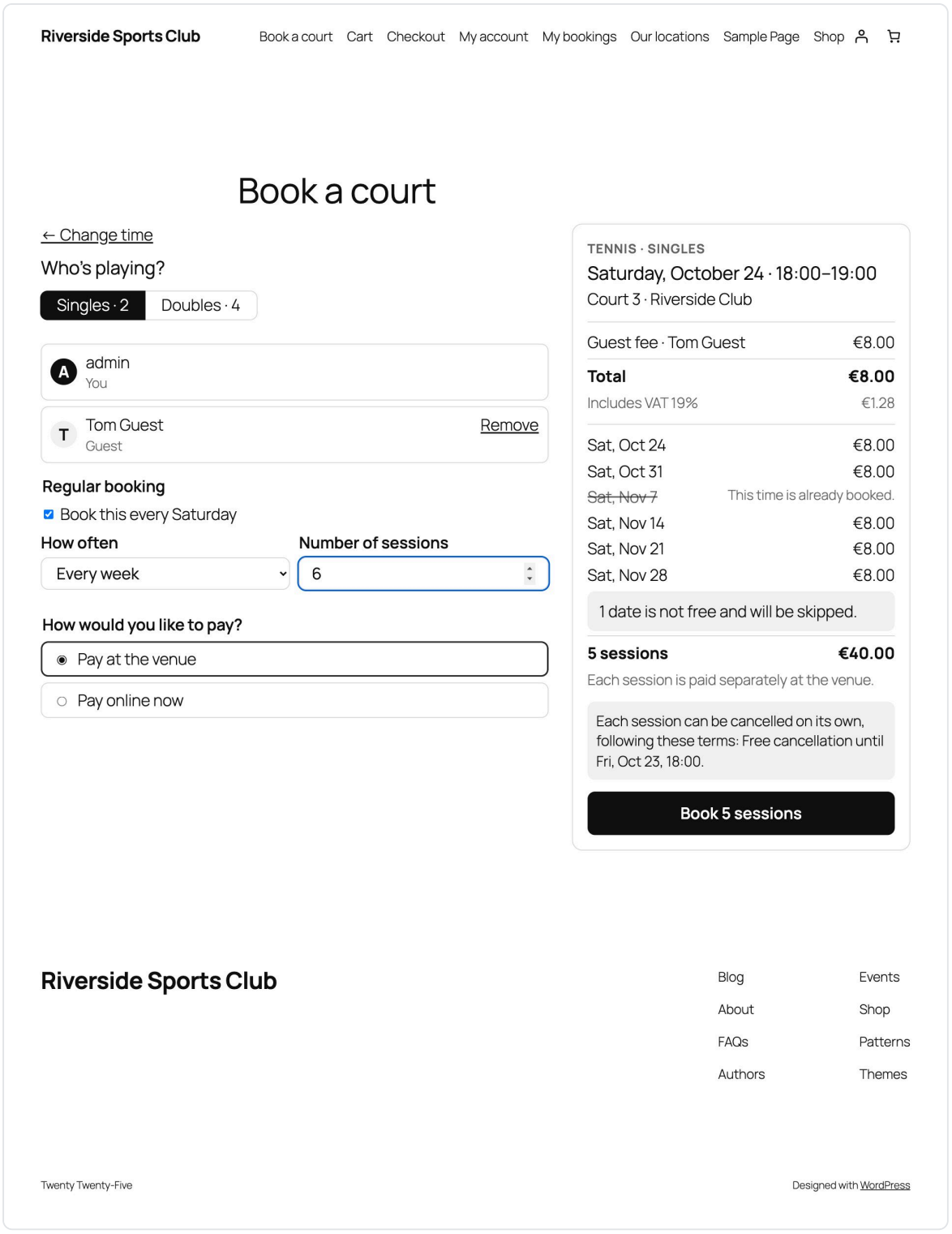


A session of a regular booking in the booking drawer

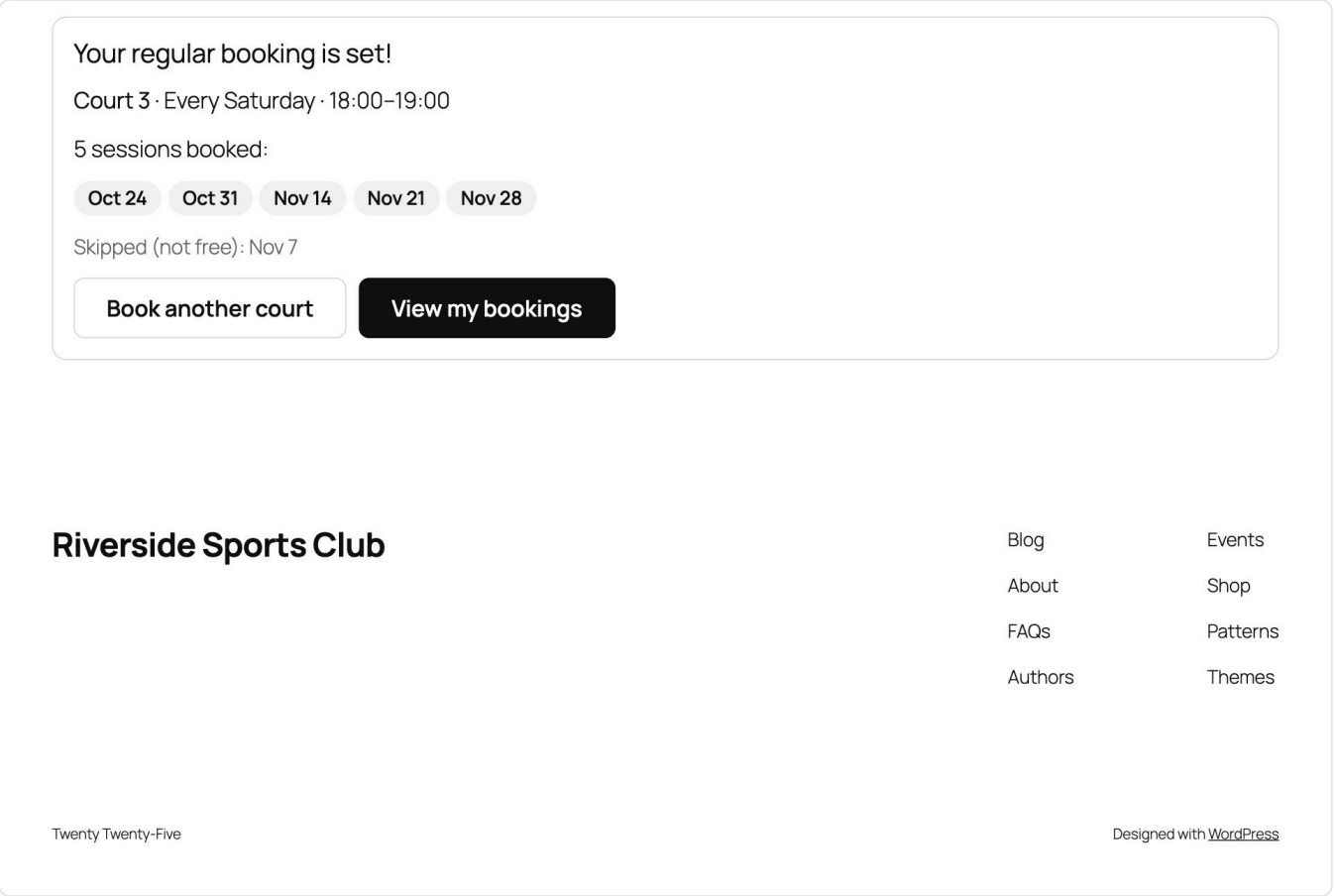
Book every week (players)

After choosing a time and players, players see **Regular booking**:

1. Tick **Book this every Tuesday** (the weekday of the chosen date).
2. Choose **How often** and the **Number of sessions**. The number is limited by the rule's maximum weeks.
3. The summary lists every date, with the price of each and the dates that will be skipped.
4. Click **Book N sessions**.



Booking every week as a player



The regular booking confirmed

Paying

Each session has its **own price and payment**, worked out from your price plan for that date (so, for example, a member's free bookings each week still apply).

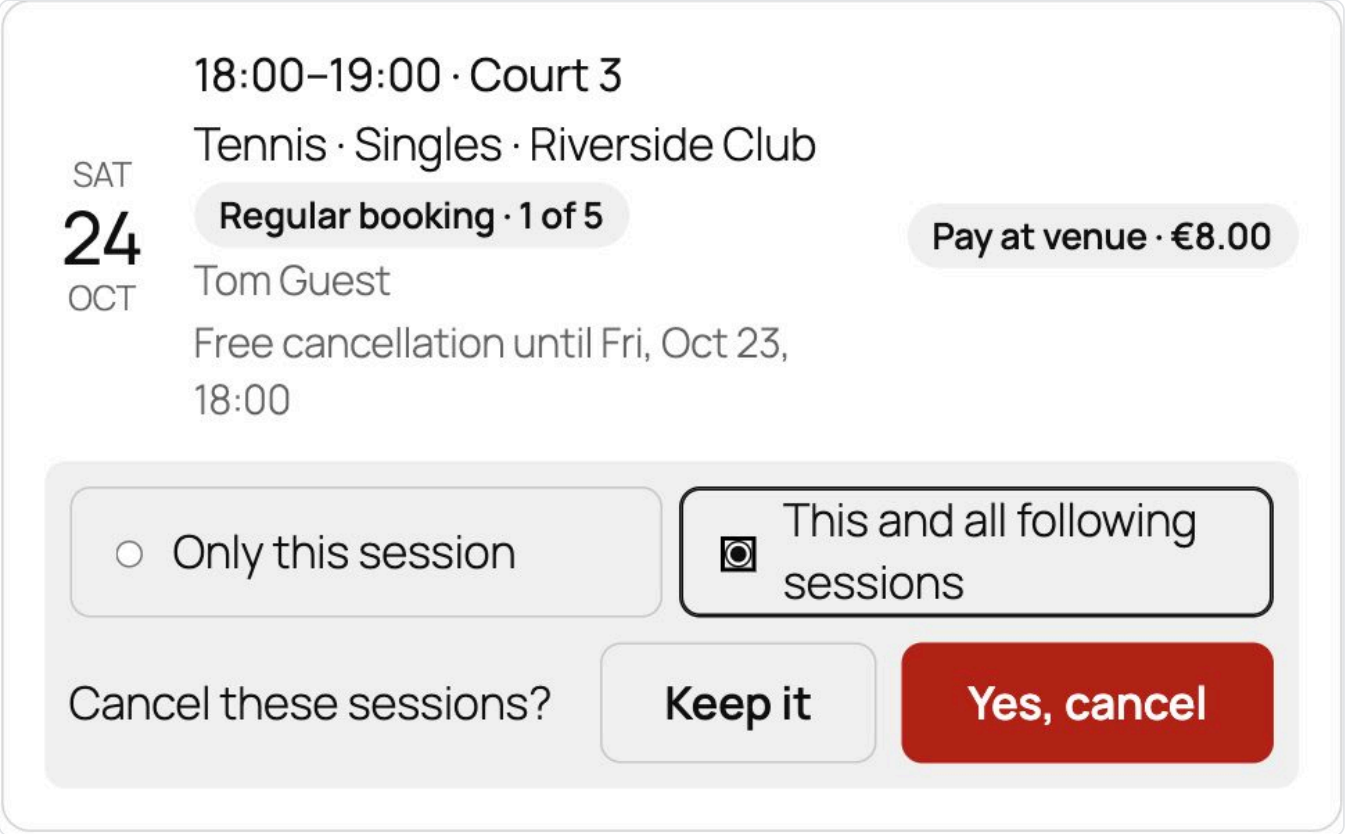
- **Pay at the venue**: each session is paid when the player comes.
- **Pay online**: sessions are confirmed straight away (courts aren't held). In *My bookings*, each session has **Complete payment**, which opens the WooCommerce payment page for that session only. Staff can still **Mark as paid** or **Email payment link** for any session.

Cancelling

One session. Cancel it like any other booking: the player from *My bookings* (within the cancellation deadline), staff from the booking drawer. The rest of the series is untouched.

This and all following sessions. When cancelling a session that has later sessions, the player and staff choose:

- **Only this session**, or
- **This and all following sessions**.



Cancelling a session and every later one

For players, each session follows the cancellation policy: a session that is already past the deadline stays booked, and the player is told how many could not be cancelled. Staff cancel them all, with the refund percentage they choose applied to every paid session.

The players get **one email** listing the cancelled dates.

> **NOTE**
>
> To change the time or court of a series, cancel the remaining sessions and book a new series.

Blocks and shortcodes

Put booking, My bookings and the locations list on any page with blocks or shortcodes, and control which location and sports they show.

ManageCourt adds three blocks to the WordPress editor (search for "court" in the block inserter). Each has a shortcode for page builders and classic themes.

Court Booking

The booking page: location banner, court cards, free times and the booking steps.

Block setting	Shortcode attribute	Meaning
Location (*Players choose the location* by default)	`location="123"`	Show one location only (its ID).
Sports shown (none = all)	`sports="tennis,padel"`	Only these sports (sport slugs).
Show prices	—	Hide prices if you don't want them on this page.
Colour	—	An accent colour for this block only.

```
[managecourt]
[managecourt location="123"]
[managecourt location="123" sports="padel"]
```

The location ID is the number in the address bar when you edit the location (`post.php?post=123`).

My Court Bookings

The player's upcoming and past bookings, cancellations, payments and alerts. Put it on its own page and choose that page in **Settings → Emails → "My bookings" page**.

```
[managecourt view="my-bookings"]
```

Court Locations

A directory of your locations with address, sports, amenities and a **Book a court** button, filterable by sport. Block settings: **Sports shown** (only locations with these sports) and **Colour**.

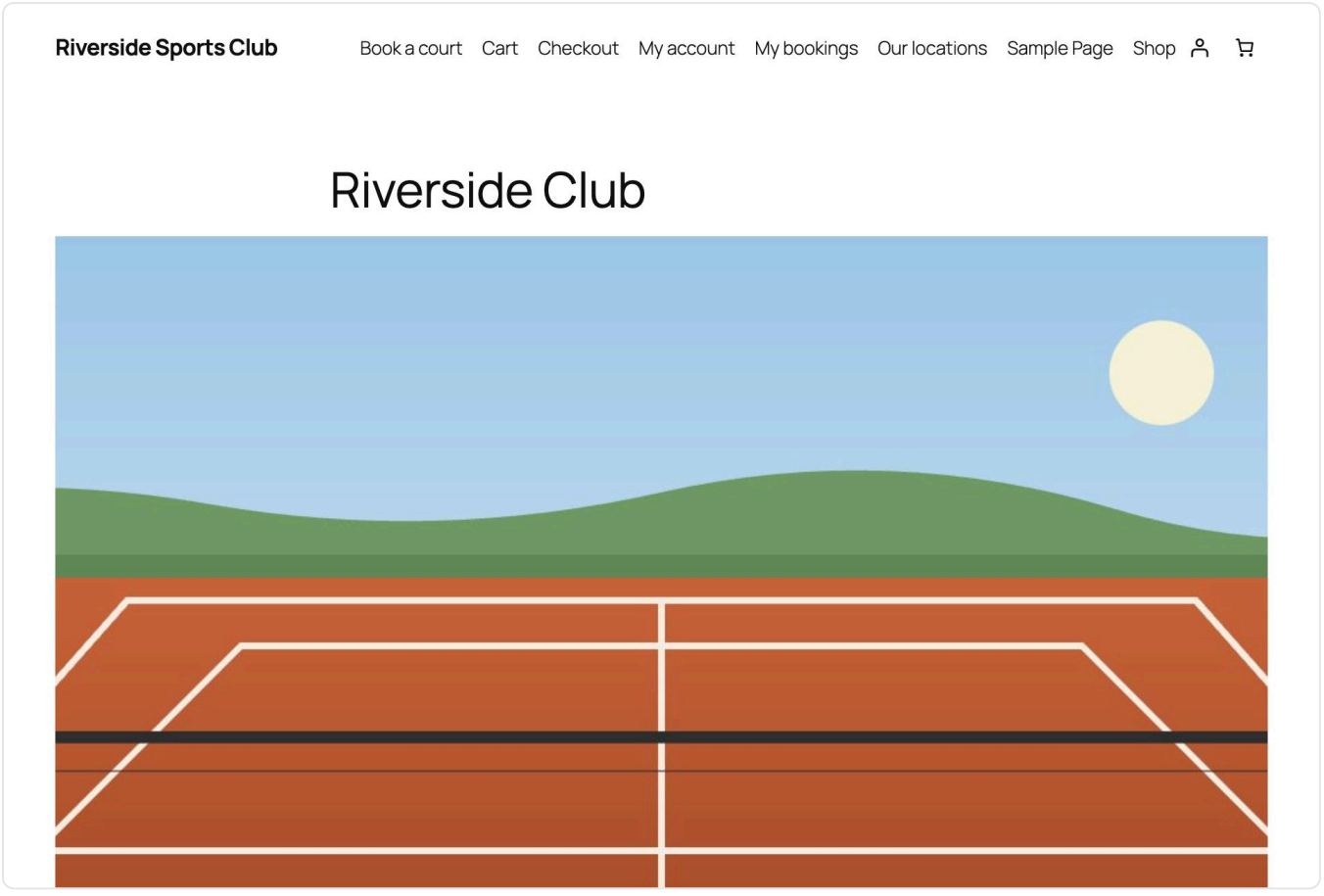
```
[managecourt view="locations"]
```

Location pages

Each location also has its own page automatically (for example `https://yourclub.com/locations/riverside-club/`) showing its details and the booking page for its courts. Block themes can change its layout in **Appearance → Editor → Templates → Single location**.

Look and feel

ManageCourt uses your theme's fonts and colours automatically, so it fits your site without styling. To use a different accent colour on one block, set **Colour** in its block settings.



The booking block in the Twenty Twenty-Five theme

Roles and permissions

What administrators and Court Managers can do, and how to limit a Court Manager to some locations.

Roles

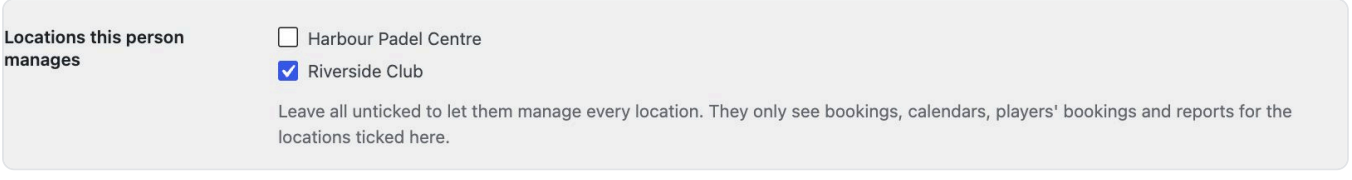
ManageCourt adds a **Court Manager** role for front-desk staff and gives administrators every ManageCourt permission.

Can...	Administrator	Court Manager
See **Today** and **Reports** (including money)	✓	✓
Use the **Calendar** and **Bookings**: book for players, mark paid, check in, no-show, cancel, block courts	✓	✓
Use **Players**: profiles, add, import, export, invite	✓	✓
Edit **Locations**, **Courts**, **Sports**, **Surfaces**, **Amenities** and their booking rules	✓	—
Edit **Price plans** and **Settings** (global rules, emails, VAT, data)	✓	—

Give someone the role in **Users → Edit user → Role → Court Manager**. A Court Manager has no other access to your site's content.

Limit a Court Manager to some locations

On the Court Manager's profile (**Users → Edit user**), the **ManageCourt** section lists your locations. Tick the ones they manage; leave all unticked for every location. Only administrators can change this.



Choosing which locations a Court Manager manages

A limited Court Manager only sees and changes bookings, calendars, Today and Reports for their locations, and only those locations' bookings on player profiles. The players directory itself is shared.

Permissions for developers

The permissions are WordPress capabilities, so a role editor plugin can mix them into your own roles:

Capability	Allows
`managecourt_manage_bookings`	Calendar, bookings, blocks
`managecourt_manage_players`	Players directory, import, invitations
`managecourt_view_reports`	Today and Reports
`managecourt_manage_locations`	Locations, courts, sports, surfaces, amenities, their rules
`managecourt_manage_settings`	Global settings and price plans

Settings

Every option under ManageCourt → Settings, plus background jobs and what happens when you deactivate or delete the plugin.

ManageCourt → Settings has four tabs.

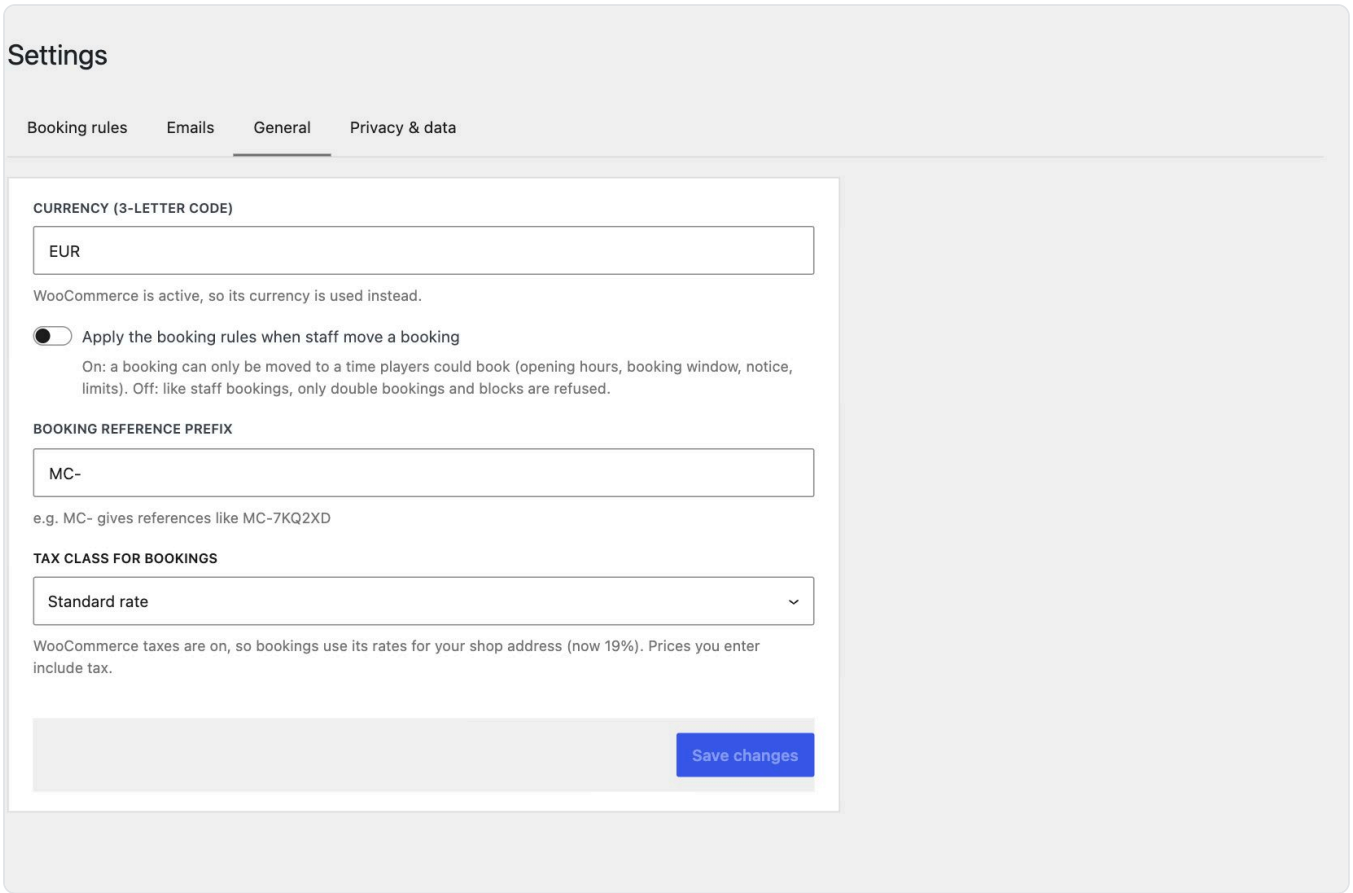
Booking rules

The global rules every location and court start from. See Booking rules.

Emails

Sender, reminders, the club's copy, the *My bookings* page and every email template. See Emails.

General

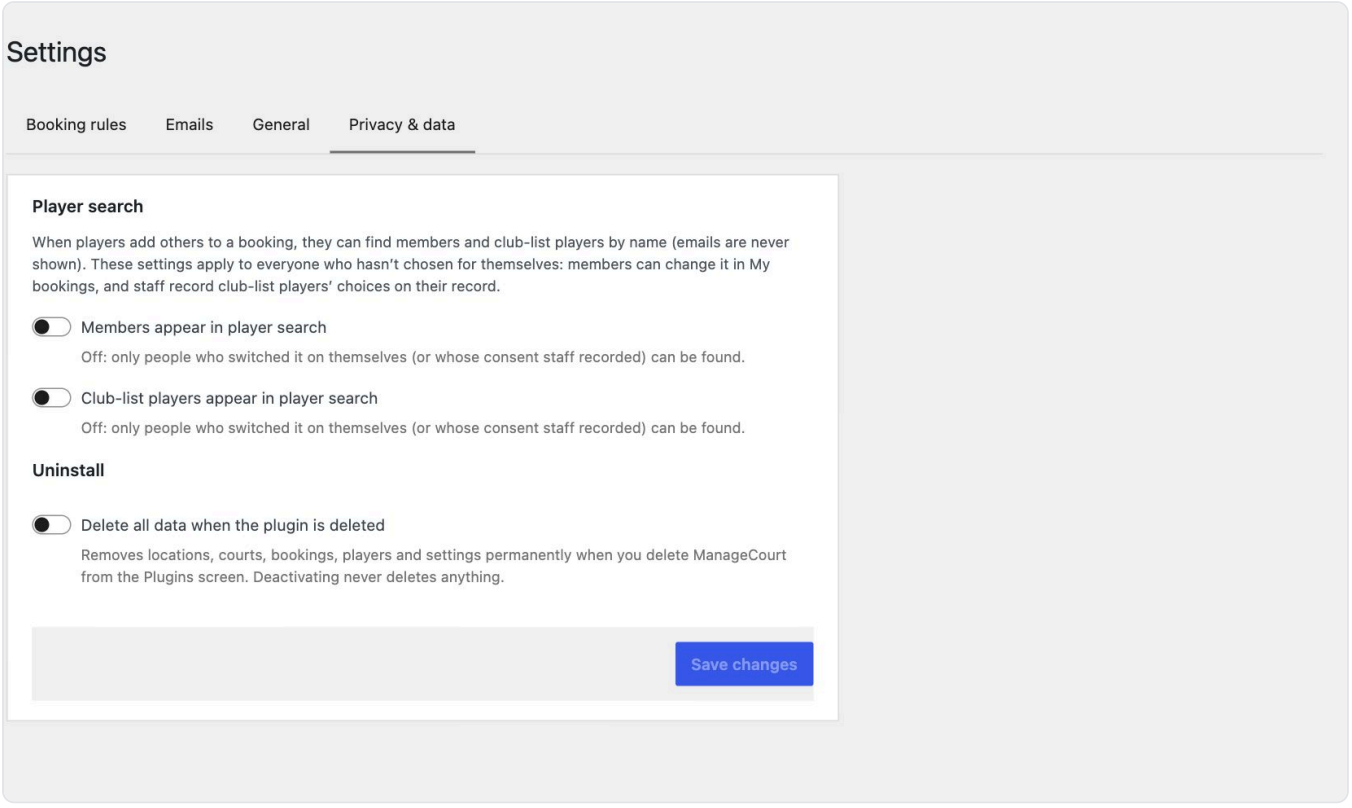


General settings

Setting	Meaning
Currency (3-letter code)	Used when WooCommerce isn't active. With WooCommerce, its currency is used.
Apply the booking rules when staff move a booking	On: a booking can only be moved to a time a player could book (opening hours, booking window, notice, limits). Off (default): staff can move it to any free time.
Booking reference prefix	The start of booking references, e.g. `MC-` gives `MC-7KQ2XD`. Up to 8 letters, numbers or dashes.
VAT rate (%)	Without WooCommerce taxes: the VAT included in your prices, shown on quotes and emails. 0 hides VAT.
Tax class for bookings	With WooCommerce taxes on (replaces the VAT rate): which WooCommerce tax class bookings use, for example a reduced rate.

See VAT and taxes.

Privacy & data



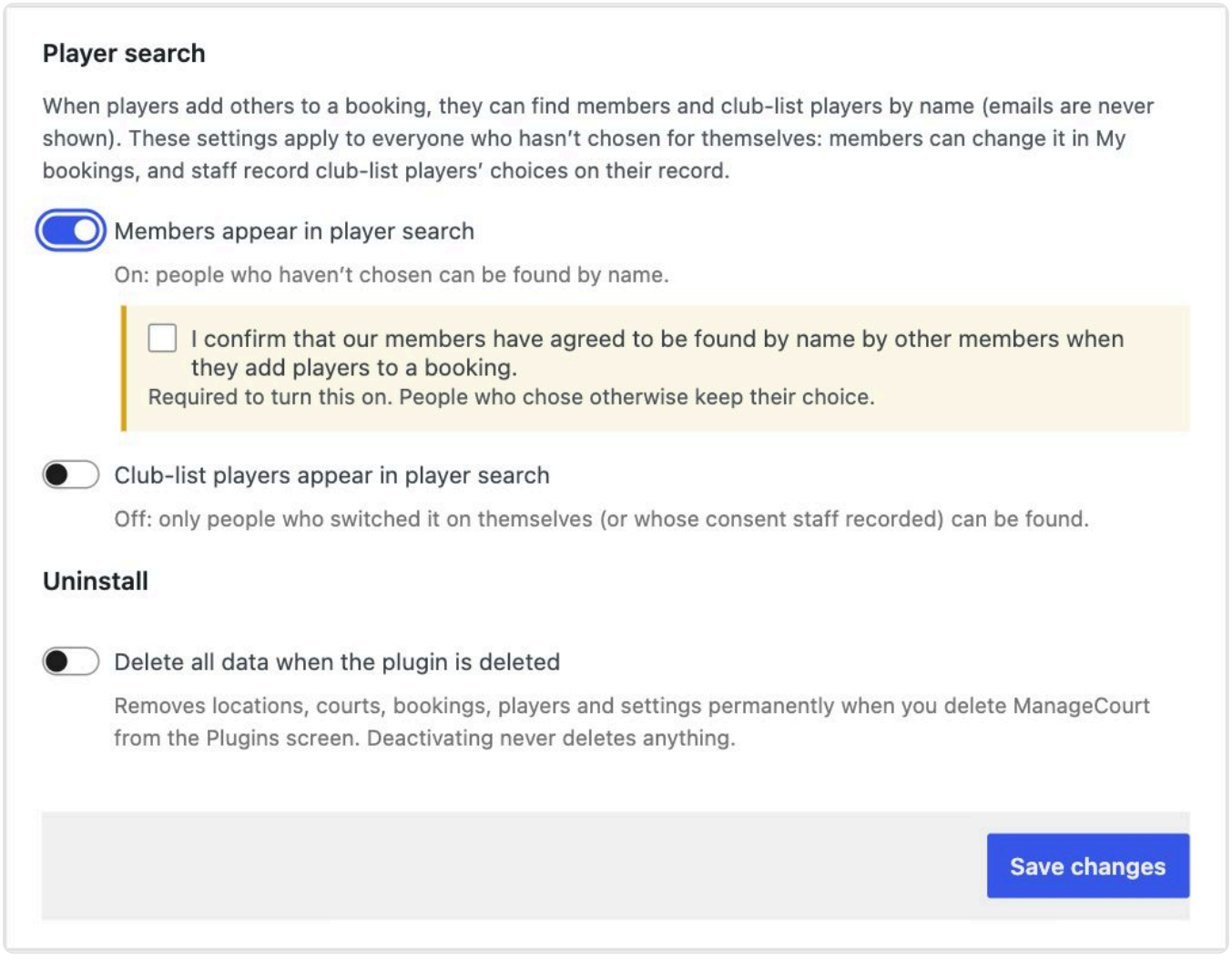
Privacy & data

Player search

When players add others to a booking, they find **members** and **club-list players** by typing their name (emails are never shown). These two switches set who can be found **if they haven't chosen for themselves**:

Setting	Meaning	Default
Members appear in player search	Members who never changed *Let other members add you to their bookings* in *My bookings* follow this.	Off
Club-list players appear in player search	Club-list players whose record says *Club default* follow this.	Off

To turn one **on**, you must tick the confirmation that these people **have agreed** to be found by name; ManageCourt records who confirmed it and when (shown under the switch). Turning it off needs no confirmation.



Turning on the members' default asks you to confirm consent

Each person's own choice always wins: members can switch it in *My bookings*, and staff can set a club-list player to **Yes — the player agreed** or **No** on their record (Players). Changing a default only affects people who haven't chosen. See Privacy.

Uninstall

Delete all data when the plugin is deleted — off by default. When on, deleting ManageCourt from **Plugins** permanently removes locations, courts, bookings, players, price plans, alerts and settings. Deactivating never deletes anything.

> **WATCH OUT**
>
> Only turn this on if you really want everything gone. Export what you need first (Reports → *Export bookings*, Players → *Export club list*).

Background jobs (emails and reminders)

ManageCourt does some work in the background so pages stay fast:

Job	How often
Sending emails	As soon as possible after each event
Reminders	Every 15 minutes
Releasing unpaid online bookings	Every 5 minutes (WooCommerce only)
Checking waitlist alerts	When time becomes free
Ending past alerts	Every hour

These run through **Action Scheduler** (the same job queue WooCommerce uses; ManageCourt includes it). You can see them in **Tools → Scheduled Actions** (search for "managecourt").

WordPress only runs background jobs when someone visits the site. On quiet sites, ask your host to set up a real cron job so emails go out on time:

```
*/5 * * * * wget -q -O - https://yourclub.com/wp-cron.php?doing_wp_cron >/dev/null 2>&1
```

and add this line to `wp-config.php`:

```
define( 'DISABLE_WP_CRON', true );
```

Activation, updates and removal

- **Activation** creates ManageCourt's tables, the Court Manager role and the default sports, surfaces and amenities.
- **Updates** run any needed data changes automatically the first time the new version loads; your settings and bookings are kept. For example, updating to the price-plans version turned existing fees into plans with the same prices.
- **Deactivation** stops background jobs. Nothing is deleted.
- **Deletion** removes data only if *Delete all data…* is on (above).

Multilingual sites

Using ManageCourt with WPML or Polylang: translating locations, courts and email templates, and emails in each player's language.

ManageCourt works with **WPML** and **Polylang**.

Translate locations, courts and lists

- **Locations** and **courts** are translatable post types: translate their name and description like any page. Settings such as hours, rules and fees are shared by all translations, so you only set them once.
- **Sports**, **surfaces** and **amenities** are translatable taxonomies.
- Bookings always belong to the original location and court, so a court is never double-booked across languages, and availability is the same in every language.

The booking pages

Create a translated *Book a court* and *My bookings* page in each language with the same blocks. Players see ManageCourt's texts (buttons, steps, messages) in the page language.

Emails

Each email is sent in the **recipient's** language: their WordPress profile language for members, the site language for guests. ManageCourt's built-in texts come translated with the plugin's language files.

If you edit a template, your text is registered with **WPML → String Translation** or **Polylang → Strings translations** (group *ManageCourt emails*), where you can translate it.

Translating ManageCourt itself

All texts can be translated. The template file is `languages/managecourt.pot` in the plugin folder; use Loco Translate or Poedit to create a translation for your language.

Privacy and GDPR

What personal data ManageCourt keeps, player search consent, and how to export or erase a person's data.

What is stored

- **Bookings**: date, time, court, the players' names (and emails, if given), payment status and amounts.
- **Players list**: names, email, phone, member number and notes you enter or import.
- **Alerts**: the place, day and times a player asked to be told about, until that time passes.
- **Staff notes** about members.
- **Activity log** on each booking (who did what, when).

Player search needs consent

Members and club-list players can be found by name when others add players to a booking. By default **nobody** can be found until they agree:

- **Members** switch **Let other members add you to their bookings** in *My bookings*. Staff can't change a member's choice.
- **Club-list players** can't log in, so staff record their choice on their record (**Yes — the player agreed** / **No**) or when importing.
- An administrator can make people who **haven't chosen** findable by default (**Settings → Privacy & data**), separately for members and club-list players — only after confirming they have consent. Who confirmed it and when is recorded. Everyone's own choice still wins.

Search results never show emails or phone numbers.

Export and erase personal data

ManageCourt connects to WordPress's own tools under **Tools → Export Personal Data** and **Tools → Erase Personal Data**.

- **Export** includes the person's bookings, their club-list record, their player-search choice and their alerts.
- **Erase** removes the person's name and email from bookings (shown as "Deleted player" instead), clears their club-list record (name, email, phone, member number, notes, invitations), deletes their alerts and staff notes, and removes their player-search choice. The bookings themselves stay, so your records and reports remain correct.

Privacy policy

ManageCourt suggests text for your privacy policy under **Settings → Privacy → Policy guide**. Review it and add it to your policy page.

Troubleshooting and FAQ

Answers to common questions and fixes for common problems.

No times show on the booking page

Check, in this order:

1. The location's **Players can book at this location** switch is on, and the court's **Status** is *Active*.
2. The day has **opening hours** (location or court).
3. The date is inside the **booking window** — with a fixed opening time, the date may not be open yet.
4. **Minimum notice** — times too close to now can't be booked.
5. The selected **duration** fits before closing time.
6. Nothing is **blocked** for the whole day (calendar).

Read **What players will see** in the location's *Booking rules* tab for a summary.

The times are an hour off

Check the location's **Timezone** (location → Details) and **Settings → General → Timezone** in WordPress.

"Pay online" doesn't appear

WooCommerce must be **active** and **Pay online (WooCommerce)** ticked in the payment methods for that location or court. Free bookings never ask for payment.

A booking shows "Refund to issue"

The payment gateway couldn't refund automatically (some gateways, such as *Cash on delivery*, can't). Open the WooCommerce order from the booking panel and refund it there. See Refunds.

Emails don't arrive

1. Send yourself a test: **Settings → Emails → (a template) → Send me a test**.
2. If the test doesn't arrive, your server isn't sending email reliably. Install an SMTP plugin (e.g. *WP Mail SMTP*) and use your email provider.
3. Set a **Sender email** on your own domain.

4. On quiet sites, set up a real cron job — see Background jobs.
5. Check **Tools → Scheduled Actions** for failed "managecourt" actions.

A player can't find a member to add

A member appears in the player search if they turned on **Let other members add you to their bookings** in *My bookings*, or if they never chose and **Settings → Privacy & data → Members appear in player search** is on. Club-list players likewise follow their record or the club default. Staff can add anyone from the calendar.

The location page shows "Page not found"

Go to **Settings → Permalinks** and click **Save** once to refresh WordPress's links.

"Invitations need your My bookings page"

Choose your *My bookings* page in **Settings → Emails → "My bookings" page**.

The CSV import shows strange characters

Choose the file's encoding in step 1 — Greek Excel files are usually **Windows-1253**. Or save the file from Excel as **CSV UTF-8**.

FAQ

Can players book without an account? No. Anyone can see availability, but booking needs an account, so bookings, limits and cancellations are tied to a person. Guests can be added to a booking by name.

Can staff book outside the rules? Yes — bookings from the calendar ignore the window, limits and opening hours by default. Double bookings and blocks are always refused.

Can two people book the same court at the same time? No. ManageCourt locks each slot when a booking is saved, so even simultaneous clicks can't create a double booking; the second player is told the time was just taken.

Is there a commission per booking? No. Online payments go through your own WooCommerce gateway; only the gateway's own fees apply.

What happens to my data if I delete the plugin? Nothing, unless you turned on **Delete all data when the plugin is deleted** in **Settings → Privacy & data**.

Updates don't appear

New versions only show in **Dashboard → Updates** while your **licence is active** on this site:

- Open **ManageCourt → Account** and check that the licence is activated and not expired. If you moved the site (for example from staging to live), activate the licence on the new site there.
- WordPress checks for updates about twice a day. **Dashboard → Updates → Check again** checks straight away.
- If your server blocks outgoing connections, ask your host to allow connections to Freemius (the licensing service ManageCourt uses).

"Online booking is not available at the moment"

Booking pages show this, and the ManageCourt menu shows only the licence screen, when ManageCourt has **no active licence** on this site: it was never activated, the free trial ended, or the licence **expired** (a monthly or annual licence that wasn't renewed). Renew it under **ManageCourt → Account**, or open **ManageCourt**, enter your licence key and click **Activate License**; your locations, courts and bookings are all still there. Administrators also see a link to the licence screen under the message.

For developers

Hooks, filters, the REST API and where ManageCourt keeps its data.

Actions

Action	Arguments	Fires when
`managecourt_booking_created`	`$booking_id`	Any booking is created (including unpaid online ones).
`managecourt_booking_confirmed`	`$booking_id`	A booking is confirmed: at creation, or when its online payment arrives. Confirmation emails hang off this.
`managecourt_booking_paid`	`$booking_id`	A payment is recorded (venue or online).
`managecourt_booking_cancelled`	`$booking_id`, `$summary`	A booking is cancelled or released. `$summary` has `refund_amount`, `refund_percent`, `is_late`, `notify`, `was_confirmed`, `reason`.
`managecourt_booking_moved`	`$booking_id`, `$summary`	Staff moved a booking. `$summary` has `from`, `to`, `old_total`, `new_total`, `refund`, `to_pay`, `notify`.
`managecourt_series_created`	`$series_id`, `$booking_ids`	A regular booking was made (each session also fires `managecourt_booking_created`).
`managecourt_weather_closure`	`$location_id`, `$summary`	After a weather closure. `$summary` has `cancelled` (booking IDs), `refunded`, `blocks`, `date`, `from`, `to`.
`managecourt_closure_deleted`	`$closure`	A block is removed.
`managecourt_player_joined`	`$user_id`, `$player_id`	An invited club-list player created their account.
`managecourt_loaded`	—	ManageCourt has registered its services.
`managecourt_upgraded`	`$from, $to`	Data was upgraded to a new schema version.

Action	Arguments	Fires when
`managecourt_freemius_loaded`	`$sdk`	The licensing SDK (Freemius) is ready.

Filters

Filter	Use
`managecourt_email_html`	`( $html, $type, $values )` — change an email's final HTML.
`managecourt_rate_limit`	`( $max, $bucket )` — change or disable (return 0) a rate limit, e.g. bookings per hour.
`managecourt_location_page_content`	`( $enabled )` — return `false` to stop ManageCourt adding details and the booking page to location pages (for example when your theme lays them out itself).

Example — add a line to every confirmation email:

```
add_filter( 'managecourt_email_html', function ( $html, $type ) {
        if ( 'confirmed' === $type ) {
                $html = str_replace( '</body>', '<p style="text-align:center">Parking
        }
        return $html;
}, 10, 2 );
```

Example — send bookings to another system:

```
add_action( 'managecourt_booking_confirmed', function ( $booking_id ) {
        wp_remote_post( 'https://example.com/hook', array( 'body' => array( 'booking'
} );
```

REST API

All endpoints are under `/wp-json/managecourt/v1`:

- **Public**: `/locations`, `/locations/{id}/courts`, `/availability`.
- **Logged-in players**: `/bookings` (create, preview), `/me/bookings`, `/me/bookings/{id}/cancel`, `/me/alerts`, `/me/preferences`, `/players/search`, `/invites/{token}`.
- **Staff**: `/admin/bookings`, `/admin/calendar`, `/admin/closures`, `/admin/rules`, `/admin/settings`, `/admin/emails`, `/admin/price-plans`, `/admin/players`, `/admin/today`, `/admin/reports`.

Requests from the browser use WordPress cookie authentication with the `wp_rest` nonce; staff endpoints check the ManageCourt capabilities (see Roles and permissions) and location limits. Money is always in minor units (cents); times are ISO 8601 in the location's timezone.

Data

Where	What
Post types `mc_location`, `mc_court`	Locations and courts (meta keys start with `_mc_`).
Taxonomies `mc_sport`, `mc_surface`, `mc_amenity`	Lists; sport formats in term meta `mc_formats`.
Tables `{prefix}mc_bookings`, `mc_booking_players`, `mc_booking_slots`	Bookings, their players, and the slot locks that prevent double bookings.
Tables `mc_players`, `mc_closures`, `mc_price_plans`, `mc_alerts`, `mc_activity_log`	Club list, blocks, price plans, alerts, activity.
Option `managecourt_settings`	Settings and global rules.

Times are stored in UTC; money in cents.

Changelog

What changed in each version of ManageCourt and of this guide.

0.1.0 (in development)

Phase 3

- **Licence and updates**: activate ManageCourt with your licence key; updates arrive in Dashboard → Updates while the licence is active. Without an active licence (never activated, trial ended or licence expired) ManageCourt is locked (data kept). Monthly, annual and lifetime licences. 3-day free trial, no card needed.
- **Player search defaults**: administrators choose whether members and club-list players who haven't chosen can be found by name (with a consent confirmation); everyone's own choice wins.
- **Booking page**: blocks with a label (e.g. *Coaching*, *Closed (weather)*) are listed under the free times.
- **Price plans**: per-player plans have a price for members, for club-list players and for guests (0 = free); new **Used at** section on each plan to choose the locations and courts that use it, or make it the default.
- **New booking page**: location banner, court cards (Any court or a specific court, scrolling sideways), free times grouped by part of the day, and a choice of the free courts after picking a time. Featured images of locations and courts are used when set.
- **Moving bookings**: drag a booking in the calendar or use *Move*; keep or update the price (refund or balance), *Booking moved* email with an updated calendar file; setting for whether booking rules apply.
- **Weather closure**: cancel every booking on chosen courts for a time range, with the refund you choose, the players emailed and the time optionally blocked.
- **Regular bookings**: book the same court and time every 1–4 weeks, by staff or (if the rule allows) players; dates that aren't free are listed and skipped; each session paid on its own; cancel one session or this and all following; one summary email.

Phase 2

- **Online payments with WooCommerce**: pay-for-order flow (no cart), courts held while paying, automatic refunds through the gateway, payment links for staff bookings, WooCommerce taxes.
- **Price plans**: per court or per player, guest fees, time bands, lighting surcharges, member prices by role, early-booking and last-minute discounts, free bookings per week or month, booking fee, VAT, and a "Test a price" tool.
- **Players**: one directory of members and club list, profiles, CSV import (including Greek Excel files) and export, invitations to create an account.
- **Waitlist alerts**: "Tell me when a court frees up".
- **Today** dashboard and **Reports** with CSV export.

- **Sports**: edit each sport's game formats on the Sports screen.
- **Calendar**: remove a block by clicking it.
- **Court Managers** can be limited to some locations from their user profile.

Phase 1

- Locations, courts, sports, surfaces and amenities; opening hours; booking rules with inheritance.
- Booking flow for players; staff calendar and bookings list; blocks.
- Booking emails with templates, reminders and calendar files.
- My bookings, cancellations with refund levels.
- Blocks and shortcodes, location pages, privacy tools.

Guide

- **19 October 2026** — Getting started: the ManageCourt menu has its own icon (Install and activate).
- **19 October 2026** — Getting started: Licence and updates (locked without a licence or when it expires, 3-day free trial, monthly/annual/lifetime); Troubleshooting: "Online booking is not available at the moment".
- **19 October 2026** — Freemius edition of the guide; Troubleshooting: Updates don't appear.
- **16 October 2026** — Getting started: Licence and updates.
- **8 October 2026** — Settings: Privacy & data → Player search; Players and Privacy updated.
- **8 October 2026** — Calendar and The player experience: labelled blocks are shown to players as notes.
- **8 October 2026** — Price plans: fees per kind of player and Used at.
- **8 October 2026** — The player experience: Choose a time rewritten for the new booking page.
- **8 October 2026** — Calendar: Move a booking and Weather closure; Settings and Emails updated.
- **8 October 2026** — New section: Regular bookings; updates to Booking rules, Calendar, Emails and The player experience.
- **8 October 2026** — First edition of the user guide.