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# TIPS

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## OPEN RESA

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## SOMMAIRE

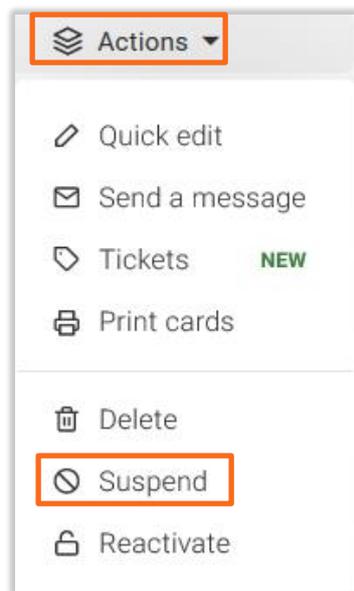
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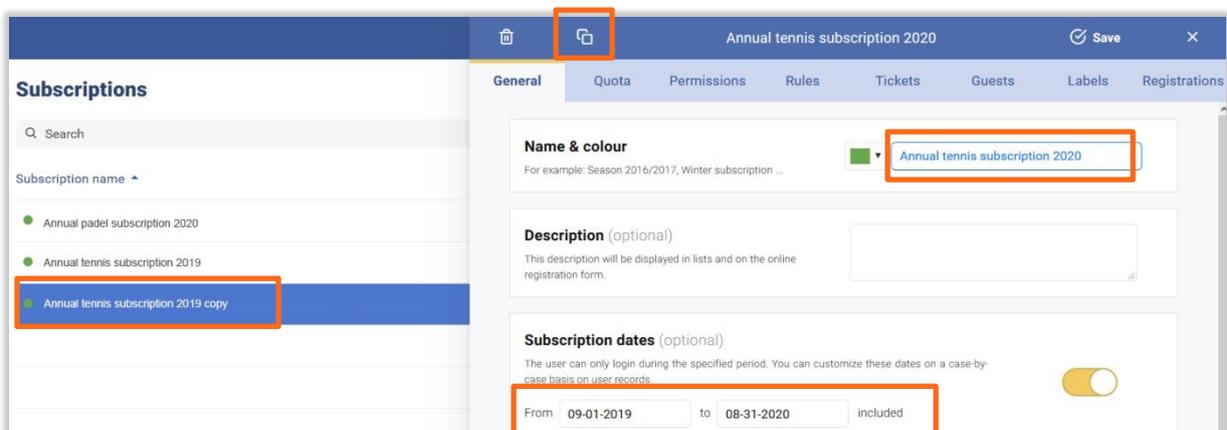
## HOW TO MAKE A CHANGE OF SEASON?

**QUESTION:** what to do at the beginning of the season?

**ANSWER:** If you keep the same subscriptions from one year to the next, start by duplicating your subscriptions by changing their name and the rights opening date (and possibly the tariff if it has changed) in the menu **ADMINISTRATION > USERS > Subscriptions**. Last season's subscribers will not be able to connect if you have entered the validity date of the subscriptions, otherwise you can suspend them by a grouped action in **ADMINISTRATION > USERS > User management**.

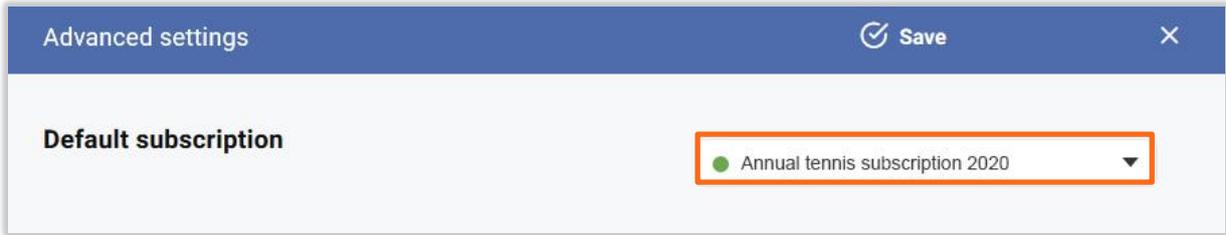


**Example of duplication:** the annual subscription 2019 will become the annual subscription 2020:



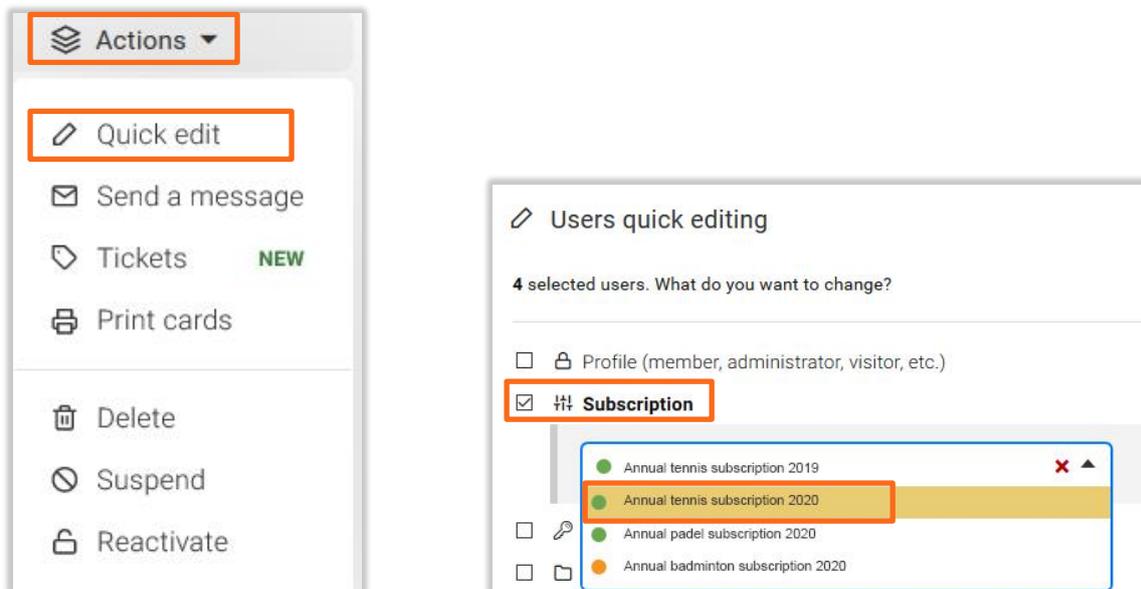
Set this new subscription as default: click on the grey box **"default"** in the list of subscriptions then select your subscription from the drop-down list and save.





Import the licensees of the new season to whom you want to assign this subscription in [ADMINISTRATION > USERS > Import a file](#), the default subscription will be automatically assigned to them. Repeat the operation if you have several subscriptions.

If by importing your licensees you cannot differentiate them by their subscription type, you can also assign them the default subscription and then perform a group action by selecting them in [ADMINISTRATION > USERS > User Management](#) to change the subscription of some of them.



After some time, you will be able to delete users who have not re-registered by selecting them in [ADMINISTRATION > USERS > User Management](#) by applying one or more **"filters"** (expired subscription or subscription name) and performing the **"Delete"** group action. Users will remain 6 months in the trash before their final deletion, which gives you time to possibly restore them even if they register well after the start of the season.

You can also delete the subscriptions of the past season in [ADMINISTRATION > USERS > Subscriptions](#) by clicking on the **"trash"** pictogram on each corresponding line.



At the beginning of the season, if you allow booking with invitation tickets, you can release the invitation quotas by clicking on **"Purge"** in the menu **ADMINISTRATION > DASHBOARD > Guest bookings log**. Each subscriber will receive the number of tickets included in his subscription, number defined in **ADMINISTRATION > USERS > Subscriptions > "Guests" tab**.

The screenshot shows the 'Guest bookings log' interface. At the top right, there is a 'Purge' button highlighted with an orange box. Below this is a navigation bar with tabs: 'General', 'Quota', 'Permissions', 'Rules', 'Tickets', 'Guests' (highlighted with an orange box), 'Labels', and 'Reg'. The main content area has two sections. The first section is 'Allow bookings with guests' with a toggle switch that is turned on. The second section is 'Tickets included in the subscription' with an information icon and a dropdown menu set to '4' (highlighted with an orange box) and the unit 'ticket(s)'.



## HOW TO HAVE A SCALABLE TOURNAMENT DISPLAY ?

**QUESTION:** Is it possible to have a scalable tournament display on the homepage?

**ANSWER:** Open Resa doesn't offer a specific content block, however you could add a custom block on the home page by inserting a table in which you could enter the results or insert the image (or .pdf file) of your updated table. In the menu **ADMINISTRATION > WEBSITE & COMMUNICATION > Homepage**, click on **"Add a block"** and then on **"Custom block"**.

Block of content Public

Title of the block (optional)  
TOURNAMENT

Icon  
Trophy

Styles - Format - Size - A - A - [Icons]

B I U [Icons]

DOS Clémence  
VANNES TENNIS CLUB 15/5  
EBOIS Mathilde  
TC ECHIROLLES 30  
PENTIER Ninon  
VIRY NOUREUIL TENNIS CLUB 30  
KADARI Hana  
EAUBONNE (CSM) 15/4  
EAU Marine  
VAUCRESSON (TC) 15/5

DOS C.  
6/4 6/4  
PENTIER N.  
6/4 7/5  
EAU M.  
6/2 6/4

1e rotation (9h) Q4

Cancel Save

On the homepage, your table will appear as follows:

TROPHY TOURNAMENT

DOS Clémence  
VANNES TENNIS CLUB 15/5  
EBOIS Mathilde  
TC ECHIROLLES 30  
PENTIER Ninon  
VIRY NOUREUIL TENNIS CLUB 30  
KADARI Hana  
EAUBONNE (CSM) 15/4  
EAU Marine  
VAUCRESSON (TC) 15/5  
MIT Elisa  
VERSOU-VILLARD BONNOY TC 30  
BESSA Noemy  
Association sportive ASPFF AJACCIO YESO  
ILQUIN Lola  
TC VITRYAT 15/4  
OS Alix  
CHALON T.C 15/5  
QUIDT Océane  
CLUB TULPE NOIRE HAZEBROUCK 30  
FAYAN Jeanne  
CANET 66 TENNIS 15/5  
HACH Lyne  
PARIS UNIVERSITE CLUB 15/3

DOS C.  
6/4 6/4  
PENTIER N.  
6/4 7/5  
EAU M.  
6/2 6/4  
ILQUIN L.  
6/2 6/1  
OS A.  
6/2 6/0  
HACH L.  
6/4 7/5

1e rotation (9h)  
2e rotation (10h30)  
3e rotation (12h)



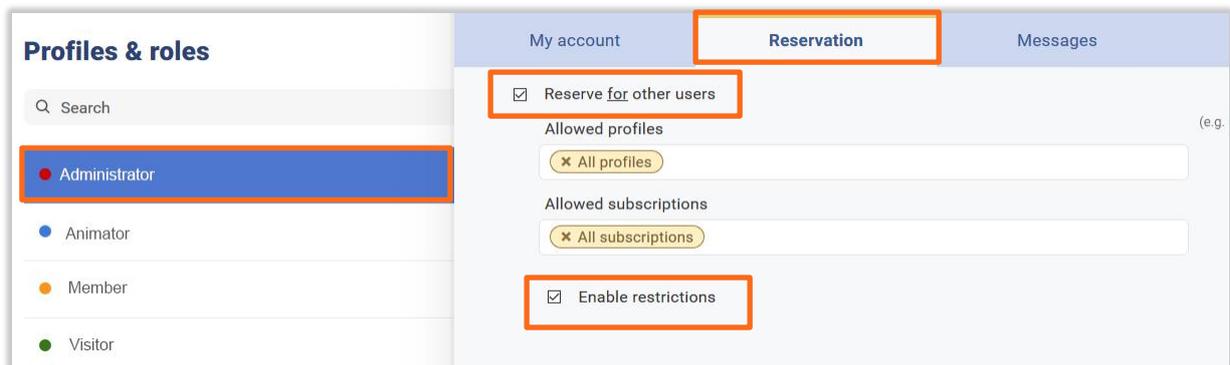
## HOW TO AVOID A NEGATIVE INVITATION COUNTER?

**QUESTION:** how to avoid a negative invitation counter for a member?

**ANSWER:** In general, when a member has a negative invitation counter, it means that an "Administrator" or "Animator" has made one or more reservations "for" the member with a guest, while the player's counter was depleted.

Indeed, administrators can exceed the limit and reserve "for" a player with a guest, even if the player has no tickets on his account.

If you absolutely want to avoid this situation, you can "**Enable restrictions**" in the "administrator" profile (menu **ADMINISTRATION > USERS > Profiles & roles > "Reservation" tab**). Be careful, however, if you activate the restrictions, you will not be able to exceed the rules and limits configured on the players' subscriptions (reservation quota in particular).



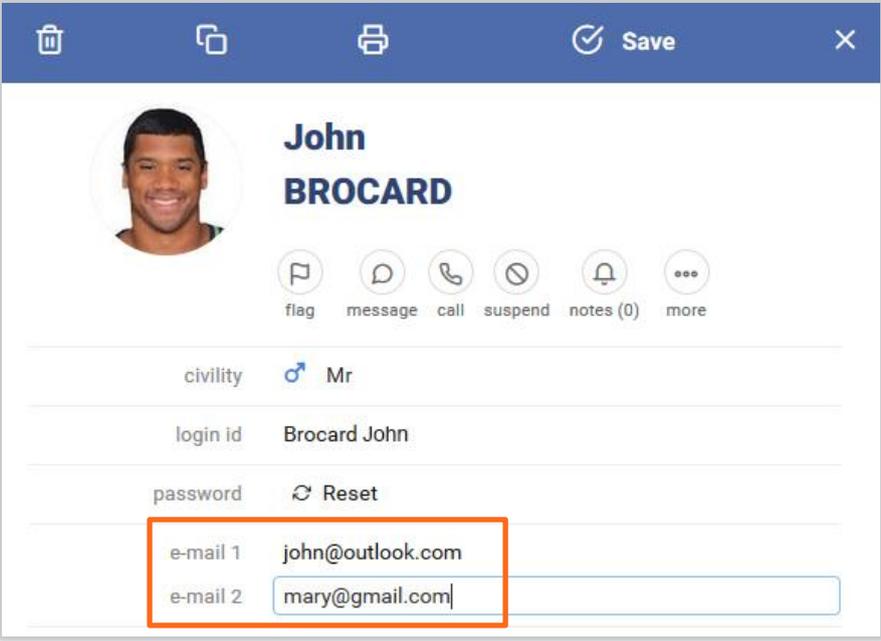
The screenshot displays the 'Profiles & roles' management interface. On the left, a list of roles includes Administrator (selected), Animator, Member, and Visitor. The main area shows the 'Reservation' tab for the Administrator profile. Two options are checked and highlighted with orange boxes: 'Reserve for other users' and 'Enable restrictions'. Below these are fields for 'Allowed profiles' (set to 'All profiles') and 'Allowed subscriptions' (set to 'All subscriptions').



## HOW TO SEND E-MAILS TO SEPARATED PARENTS?

**QUESTION:** Can we send e-mails to separated parents at the same time?

**ANSWER:** Yes, absolutely, in the child's user file, accessible through the menu **ADMINISTRATION > USERS > User management** and by clicking on the corresponding line, you just have to indicate the e-mail address of each parent.



The screenshot shows a user profile form for "John BROCARD". The form includes a profile picture, a name field, and several action buttons: flag, message, call, suspend, notes (0), and more. Below the profile information, there are fields for "civility" (set to "Mr"), "login id" (set to "Brocard John"), and "password" (with a "Reset" button). The "e-mail 1" field is set to "john@outlook.com" and the "e-mail 2" field is set to "mary@gmail.com". The email fields are highlighted with an orange border.

flag	message	call	suspend	notes (0)	more
civility	Mr				
login id	Brocard John				
password	Reset				
e-mail 1	john@outlook.com				
e-mail 2	mary@gmail.com				



## HOW TO RESERVE A TRAINING WALL?

**QUESTION:** The club has a wall open to all subscribed players and accessible by reservation. The club would like all players to be able to book it without a partner. How to do it?

**ANSWER:** In the menu **ADMINISTRATION > USERS > Subscriptions > "Permissions" tab**, for all subscriptions you have to activate the option **"Book without partner"**, then click on **"Advanced Settings"** and activate the option **"Advanced Configuration"** in order to authorize the reservation without partner only on the wall.

The screenshot shows the 'Permissions' tab in a software interface. The 'Book without a partner' toggle is turned on. The 'Advanced settings' link is highlighted. The 'Advanced Configuration' toggle is also turned on. A rule is being added for the 'Wall' on days M, T, W, T, F, S, S from 8:00 AM to 10:00 PM.

Then it must be determined whether a reservation on the wall should be included in the main reservation quota or not. If not, then you have to configure two different reservation quotas in the menu **ADMINISTRATION > USERS > Subscriptions > "Quota" tab**: one for the reservations on the tennis courts, and another quota dedicated only to the wall; thus a reservation on the wall does not block the quota and the player can also reserve a tennis court.

Then click on **"Advanced configuration"** to configure several reservation quotas.



General **Quota** Permissions Rules Tickets Guests Labels Regis

### Reservation quota

The user can make up to  reservations simultaneously

Hide calendars when booking quota is reached

[Advanced Configuration →](#)

Click on **"Add a quota"** (by default there is only one quota). The display will then be modified and you can define several quotas by specifying the calendars, the days of the week or the time slot on which each quota is applicable.

General **Quota** Permissions Rules Tickets Guests Labels Regis

### Reservation quota

[Add a quota](#)

(required) ×

The user can make up to  reservations simultaneously

M  T  W  T  F  S  S

Set a time range

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(required) ×

The user can make up to  reservations simultaneously

M  T  W  T  F  S  S

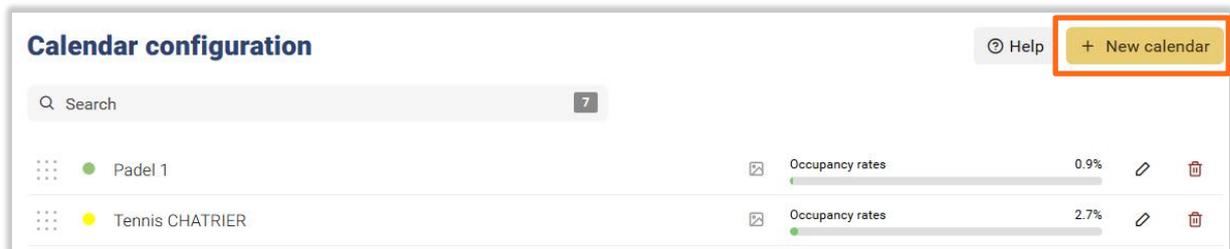
Set a time range



## HOW TO MANAGE A TOURNAMENT PERMANENCIES CALENDAR?

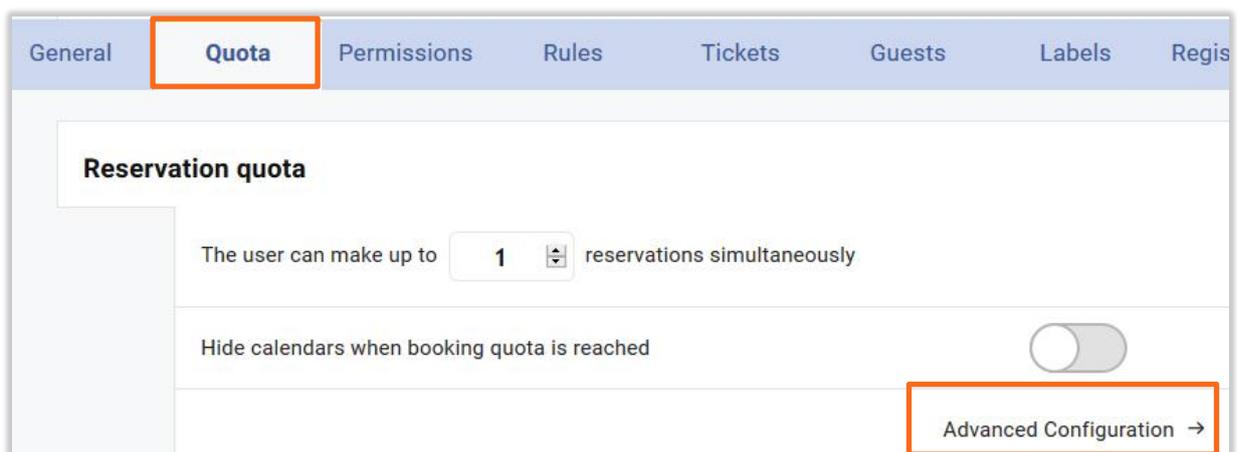
**QUESTION:** Is it possible to create a permanencies calendar management system? This would allow our members to register for permanencies for our tournament without having to go to the club.

**ANSWER:** You could create a new calendar in the menu [ADMINISTRATION > SETTINGS > Calendar configuration](#) by clicking on the **"New calendar"** button and naming it for example **"tournament Permanencies"**.



However, the configuration of the user subscription(s) would have to be changed so that users could reserve one or more slots on this calendar, without restricting reservation rights on other calendar.

In the menu [ADMINISTRATION > USERS > Subscriptions](#), click on a subscription and then on the **"Quota"** tab. Then click on **"Advanced configuration"** to configure several reservation quotas.



The idea is to define a quota for bookings for all courts, and another specific quota for tournament permanencies calendar. This way, the player does not see his reservation quota reached if he books a slot on the duty calendar.

Click on **"Add a quota"** (by default there is only one quota). The display will then be modified and you can specify the calendars, the days of the week or the time slot on which each quota is applicable.

**Reservation quota** ▼ Add a quota

**courts** (required) ×

The user can make up to **2** reservations simultaneously

× Padel 1 × Tennis CHATRIER × Padel 2  
× Table ping pong 1 × Tennis 1 × Padel 3

M T W T F S S

Set a time range

**permanencies** (required) ×

The user can make up to **10** reservations simultaneously

× Permanencies

M T W T F S S

Set a time range



## HOW TO OFFER EXTRA TIME FOR 3 OR MORE PLAYERS?

**QUESTION:** How to give extra time when at least 3 members reserve a slot?

**ANSWER:** If the next slot is available, you can offer additional time by setting the number of minutes offered that are not counted against the quota. For each subscription, in the menu **ADMINISTRATION > USERS > Subscriptions > "Permissions" tab** activate **"Book with partners"**, click on **"Advanced settings"** and configure the overtime option.

General Quota **Permissions** Rules Tickets Guests Labels Reg

**Book with partners**  **Advanced settings**

Give additional time when there are several partners

Give  minutes additional  
if user selects  partners.

Option disabled by default ⓘ  
 Option enabled by default ⓘ

When validating a book, a message will be displayed asking the user who makes the reservation whether or not he want to take advantage of the extra time.

ⓘ You get 30 minutes extra time on your reservation! (if the next slot is free).

Yes, I would like to take advantage of this extra 30 minutes.

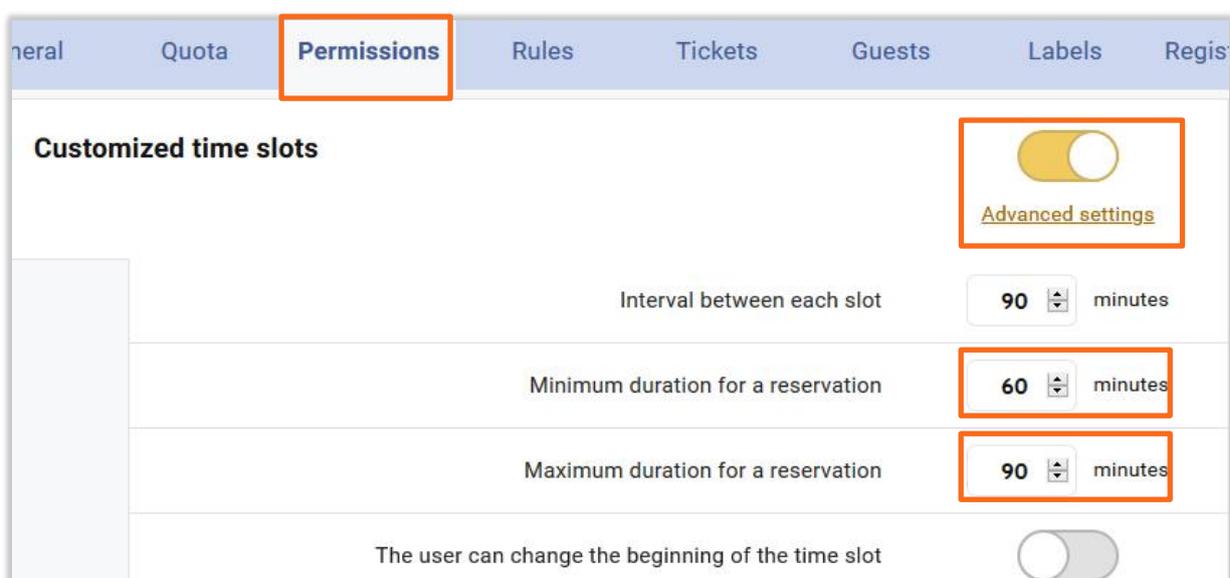


## HOW TO OFFER EXTRA TIME FOR MATCHS?

**QUESTION:** Some of our competitor members play matches for tournaments or championships and would like to reserve 1h30 or 2h time slots whereas the duration of a time slot is fixed at 1h.

**ANSWER 1:** One solution is to configure the **"Custom time slots"** option in the subscriptions configuration in the menu **ADMINISTRATION > USERS > Subscriptions > "Permissions" tab**. Activate the **"Customized time slots"** option and then click on **"Advanced settings"** to display the options.

This way, you can make it possible for players to reserve either 60 minutes or 90 minutes.



General	Quota	Permissions	Rules	Tickets	Guests	Labels	Regis
<b>Customized time slots</b>							<input checked="" type="checkbox"/> <a href="#">Advanced settings</a>
			Interval between each slot	90	minutes		
			Minimum duration for a reservation	60	minutes		
			Maximum duration for a reservation	90	minutes		
The user can change the beginning of the time slot							<input type="checkbox"/>



**ANSWER 2:** Another solution is to use a predefined label **"Match"** (to be defined in the menu **ADMINISTRATION > SETTINGS > Predefined label** and by clicking on **"New label"**) and to authorize for subscriptions, in the menu **ADMINISTRATION > USERS > Subscriptions > "Labels" tab**, to reserve 2 consecutive one-hour slots, without necessarily counting these slots against the booking quota and allowing consecutive bookings with this wording. You can limit the number of slots to be reserved with this label or tick the **"unlimited"** box.

New label

Label name \*

Match

Background colour \*

Cancel Save

General Quota Permissions Rules Tickets Guests **Labels** Regi:

**Allow booking with labels**

Match  Unlimited

- 10 time slot(s) +

+ Add a label

**Ignore Quota and Booking Limits** ⓘ

**Allow consecutive slots** ⓘ



## HOW TO PROHIBIT CANCELLATIONS WITH A GUEST AND HOW TO SET A TIME LIMIT FOR CANCELLING A RESERVATION?

**QUESTION:** We would like to modify the possibility of cancellation of the reservations in particular not to be able to cancel the "guests" any more and to put for example possible cancellation only minimum 3, 4, or 5 days before.

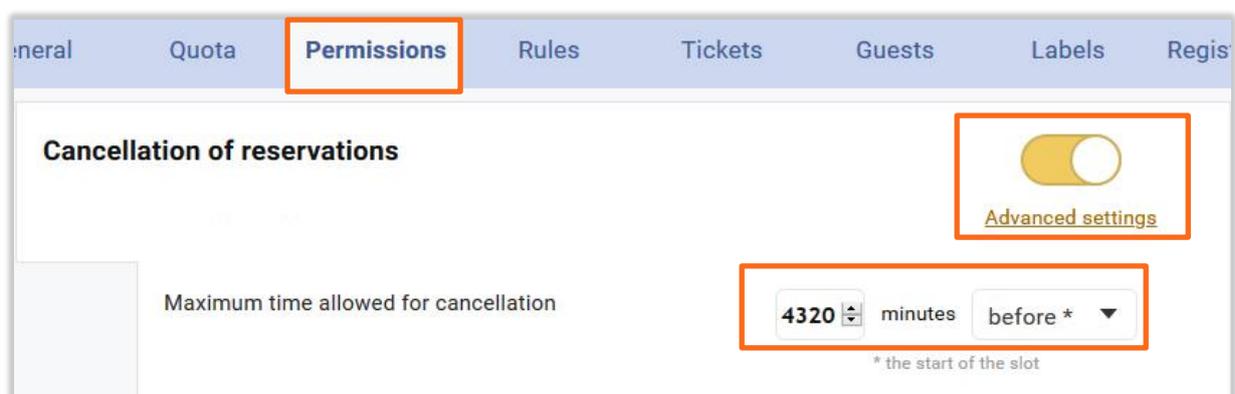
**ANSWER:** In the menu **ADMINISTRATION > USERS > Subscriptions**, for each subscription, go to the **"Permissions"** tab.

In the **"Cancellation of reservations"** section, activate the switch on the right, click on **"Advanced Settings"** to display the sub-options.

You will then be able to disable the switch to the right of **"Cancellation of guest bookings"**, so players will no longer be able to cancel their reservations with a guest (only administrators and hosts will be able to do this).



Regarding the minimum time to cancel, you will find in the same section another sub-option **"Maximum time allow for cancellation"**. Currently, the setting is in minutes, so you will have to do a little calculation, for example to allow cancellation up to 3 days before the start of the reservation, you will have to indicate  $60 * 24 * 3 = 4320$  minutes "before".

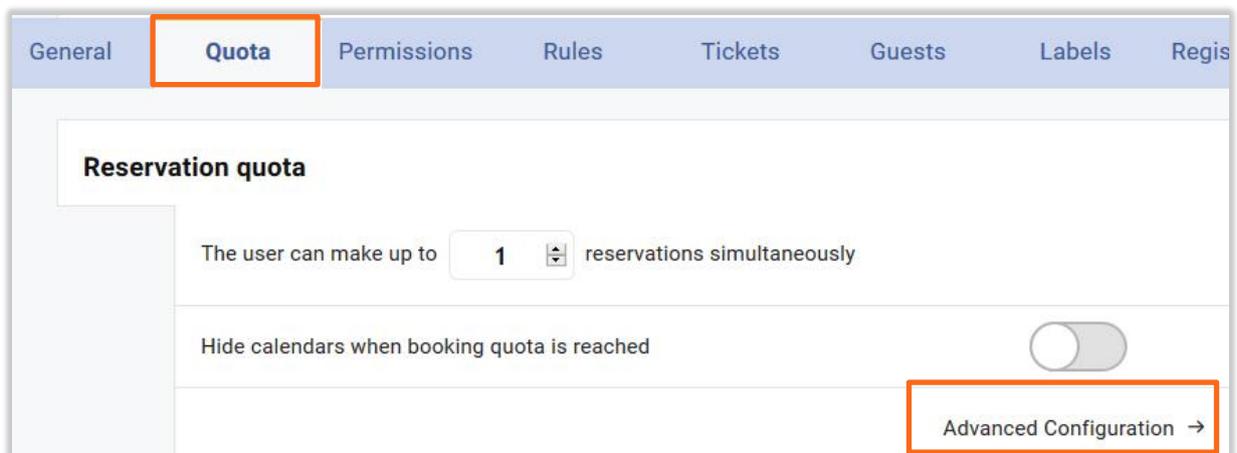


## HOW TO DEFINE MULTIPLE QUOTAS?

**QUESTION:** To date, a member cannot reserve a second slot until they have completed their first reservation to avoid multiple slot blockages by the same person. How can I set up the reservations and courts so that a member can reserve a tennis court and a paddle court simultaneously in advance knowing that he must be blocked by not being able to reserve 2 tennis courts or 2 paddle courts at the same time?

**ANSWER:** The solution is to configure two separate booking quotas, one for tennis and one for padel, so that the player can plan tennis bookings in advance without blocking padel bookings and vice versa.

In the menu **ADMINISTRATION > USERS > Subscriptions**, click on a subscription and then on the **"Quota" tab**. Then click on **"Advanced configuration"** to configure several reservation quotas.



The screenshot shows a web interface for configuring a reservation quota. At the top, there is a navigation bar with tabs: General, Quota (highlighted in orange), Permissions, Rules, Tickets, Guests, Labels, and Regis. Below the navigation bar, the main content area is titled "Reservation quota". It contains a text input field with the value "1" and a small icon to its right, followed by the text "reservations simultaneously". Below this, there is a toggle switch for the option "Hide calendars when booking quota is reached", which is currently turned off. At the bottom right of the main content area, there is a link labeled "Advanced Configuration" with a right-pointing arrow, which is also highlighted in orange.

Click on **"Add a quota"** (by default there is only one quota). The display will then be modified and you can define several quotas, tennis and padel, by specifying the calendars, the days of the week or the time slot on which each quota is applicable.



General **Quota** Permissions Rules Tickets Guests Labels Register

### Reservation quota

[Add a quota](#)

**tennis** (required) ✕

The user can make up to **1** reservations simultaneously

✕ Tennis CHATRIER ✕ Tennis 1

M T W T F S S

Set a time range

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**padel** (required) ✕

The user can make up to **1** reservations simultaneously

✕ Padel 1 ✕ Padel 2 ✕ Padel 3

M T W T F S S

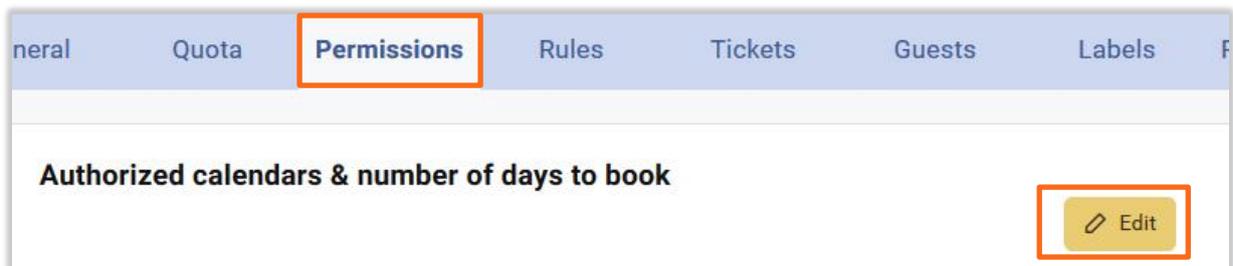
Set a time range



## HOW TO RESTRICT RESERVATIONS ON CERTAIN COURTS?

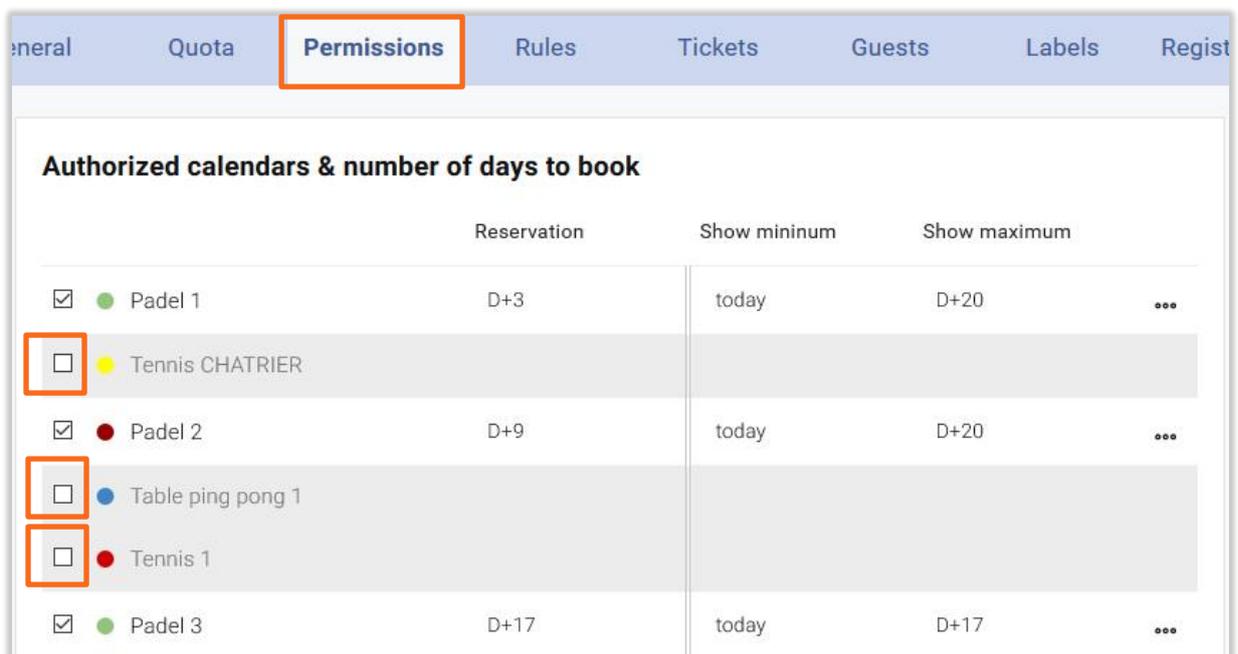
**QUESTION:** I would like to create a profile or role with a reservation restriction on specific paddle courts.

**ANSWER:** In this case a "subscription" and not a "profile/role" must be configured. In the menu **ADMINISTRATION > USERS > Subscriptions** go to the subscription configuration, open the "**Permissions**" tab, you will find a section "**Authorized calendars and number of days to book**". Click on the "**Edit**" button and you will then be able to untick the non-authorized slots. Only the courts that are checked will be displayed on the booking boards of the subscribers to this subscription.



General Quota **Permissions** Rules Tickets Guests Labels F

**Authorized calendars & number of days to book** 



General Quota **Permissions** Rules Tickets Guests Labels Regist

**Authorized calendars & number of days to book**

	Reservation	Show minimum	Show maximum	
<input checked="" type="checkbox"/> ● Padel 1	D+3	today	D+20	...
<input type="checkbox"/> ● Tennis CHATRIER				
<input checked="" type="checkbox"/> ● Padel 2	D+9	today	D+20	...
<input type="checkbox"/> ● Table ping pong 1				
<input type="checkbox"/> ● Tennis 1				
<input checked="" type="checkbox"/> ● Padel 3	D+17	today	D+17	...



## HOW TO LIMIT THE RESERVATION WITH CERTAIN PARTNERS?

**QUESTION:** I would like to create a profile or role with a unique reservation linked to another user (parent-child card).

**ANSWER:** This is neither linked to a profile/role nor a subscription, however, you could create a specific subscription called for example "**Parent-Child Card**" in order to define restrictions and special rules for these players.

To limit the reservation with one or more partners, you have to go to **ADMINISTRATION > USERS > User Management**. Click on the name of the parent to open his record, then scroll down to the bottom and you will find a "**Confidentiality**" section. Then click on "**Show settings**" and you will find an option "**allowed partners**". This is where you will be able to specify the names of the children so that the parent can only book with his children: check the box "**Restrict the list of partners**" then click on the line "**Search users**" and select them in the drop-down list.

The image shows a user management interface. At the top, there is a 'privacy' section with a 'Show settings' button highlighted by an orange box. Below this, there is a 'Confidentiality' section with a 'Hide settings' button. The 'allowed partners' section is highlighted with an orange box, and it contains a checked checkbox for 'Restrict the list of partners' and a 'Search users' button. To the right, a search results dropdown is shown, listing several users: ABA-PEREA Yago, AREBTS Esteban, ALBERT Pierre (highlighted with an orange box), ALLOMBERT Pierre, AUBLANC Bruno, BERRY Jack, and BROCARD Jean-Luc. A 'Search users' button is also visible at the bottom of the dropdown.

In addition, you could also configure the "**reservation with him**" parameter by specifying the names of the child(ren) so that only the child(ren) can book with the parent (otherwise another player who is not part of the family will be able to book with the parent).



## HOW TO ASSIGN A NEW SUBSCRIPTION TO USERS?

**QUESTION:** How assign a new subscription to users, another one being the default?

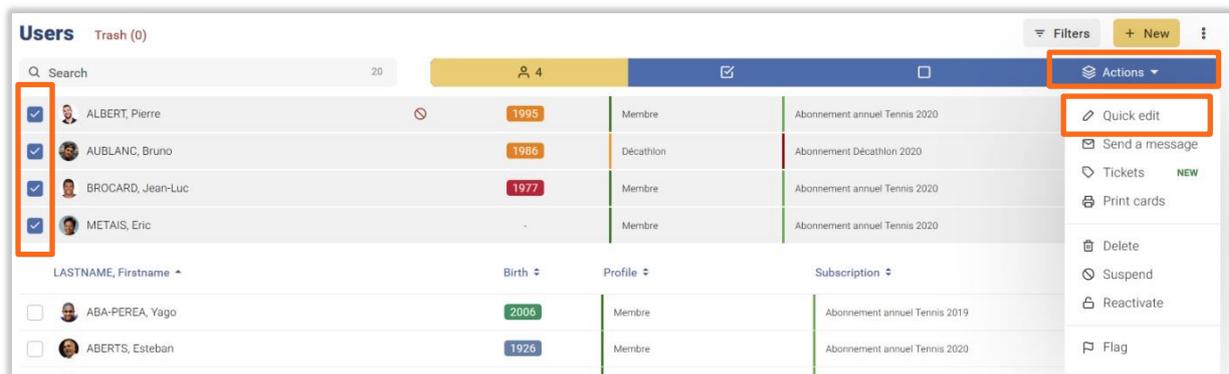
**ANSWER:** To assign this new subscription to the users, you have several solutions:

1) In the menu **ADMINISTRATION > USERS > User management**, click on a user to open his file, you can then select the subscription in the list and click on **"Save"**.



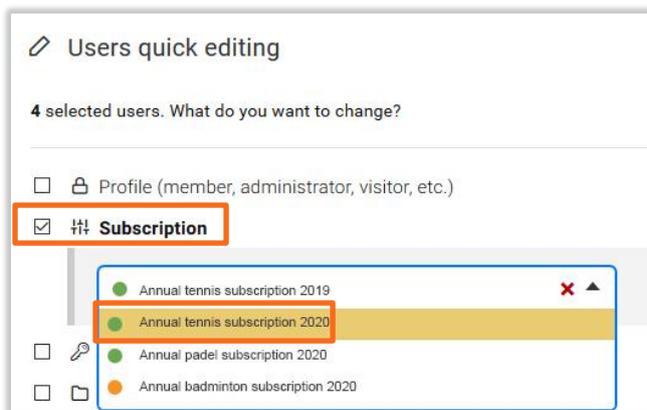
2) Still in the menu **ADMINISTRATION > USERS > User Management**, you can make a grouped action by selecting the users in the list using the checkboxes to the left of each name.

Then click on the **"Actions"** button at the top right of the page and then on **"Quick Edit"**.



In the sub-menu, tick the **"Subscription"** box then select from the drop-down list the subscription that will apply to all the selected users.





3) Finally, you can also use an Excel / CSV file to update users, via the menu **ADMINISTRATION > USERS > Import a file**. The idea is to have an Excel file containing at least the following columns : LAST NAME, FIRST NAME, SUBSCRIPTION. In the **"subscription"** column, you will indicate the exact and complete name of the desired subscription.

Excel file :

1	Last name	First name	Subscription
2	ABA-PEREA	Yago	Annual tennis subscription 2020
3	ABERTS	Esteban	Annual tennis subscription 2020
4	ALBERT	Pierre	Annual tennis subscription 2020
5	ALLOMBERT	Pierre	Annual tennis subscription 2020
6	AUBLANC	Bruno	Annual tennis subscription 2020
7	BERRY	Jack	Annual tennis subscription 2020
8	BROCARD	Jean-Luc	Annual tennis subscription 2020
9	COCHARD	Philippe	Annual tennis subscription 2020
10	GERARDOT	Philippe	Annual tennis subscription 2020
11	LOUIS	Jean-Charles	Annual tennis subscription 2020

Result of the import:

<input checked="" type="checkbox"/>			Last name	First name	Subscription
<input checked="" type="checkbox"/>	↻ Mise à jour	2	ABA-PEREA	Yago	Annual tennis subscription 2020
<input checked="" type="checkbox"/>	↻ Mise à jour	3	ABERTS	Esteban	Annual tennis subscription 2020
<input checked="" type="checkbox"/>	↻ Mise à jour	4	ALBERT	Pierre	Annual tennis subscription 2020
<input checked="" type="checkbox"/>	↻ Mise à jour	5	ALLOMBERT	Pierre	Annual tennis subscription 2020
<input checked="" type="checkbox"/>	↻ Mise à jour	6	AUBLANC	Bruno	Annual tennis subscription 2020
<input checked="" type="checkbox"/>	↻ Mise à jour	7	BERRY	Jack	Annual tennis subscription 2020
<input checked="" type="checkbox"/>	↻ Mise à jour	8	BROCARD	Jean-Luc	Annual tennis subscription 2020
<input checked="" type="checkbox"/>	↻ Mise à jour	9	COCHARD	Philippe	Annual tennis subscription 2020
<input checked="" type="checkbox"/>	↻ Mise à jour	10	GERARDOT	Philippe	Annual tennis subscription 2020
<input checked="" type="checkbox"/>	↻ Mise à jour	11	LOUIS	Jean-Charles	Annual tennis subscription 2020

The user files will be updated with the new subscription.



## DO I HAVE TO CONFIGURE THE PAYPAL DETAILS SEVERAL TIMES?

**QUESTION:** In the configuration of a new subscription, do we have to fill in Paypal details again if we already have a 1st subscription already registered?

**ANSWER:** Your Paypal account <xxx@yyy.zz> is already configured in the menu [ADMINISTRATION > SETTINGS > PayPal](#), so you have nothing else to do but to define the prices of the reservation or invitation tickets in the configuration of the new subscription.

Online payment solution

**PayPal.com** Visit Website Save

---

**Enable the PayPal module**

---

**PayPal account email address**  
Enter the "default" email address of the recipient PayPal account.



## CAN WE CONFIGURE 2 SUBSCRIPTIONS FOR THE SAME USER?

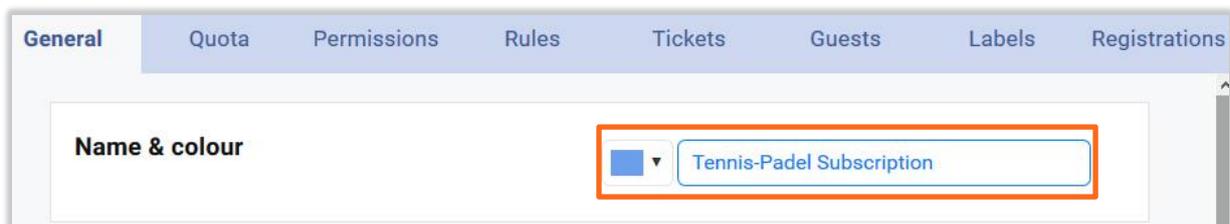
**QUESTION:** Can 2 subscriptions, padel and tennis, be assigned to the same user?

**ANSWER:** Currently, it isn't possible to configure 2 subscriptions on the same user account. To solve your problem, you will have to create a third combined subscription entitled for example "**Tennis - Padel subscription**", this one will then allow you to book on both activities.

In the menu [ADMINISTRATION > USERS > Subscriptions](#), click on "**New**".



Then define the settings for this new subscription in all the tabs.



Note, however, that it is now possible to define different rates on booking tickets according to activities, days and time slots (but not on invitation tickets).



## THE DATE DISPLAYED ON THE CALENDARS ISN'T THE CURRENT DATE !

**QUESTION:** When I open Open Resa from my desktop shortcut, the planning day that appears is the 27th of July 2018 and not the calendar of the day, how do I change it?

**ANSWER:** You need to recreate your shortcut, as follows:

1/ Go to the Open Resa website

2/ If the calendars page is not displayed, click on the "**Calendars**" menu in the upper banner then on "**Calendars per day**" (or "**per week**").



3/ Then create the shortcut.



**Warning:** Don't use the calendar date selector before creating the shortcut, otherwise the date selected in the calendar will be "fixed" in the link of the shortcut and the shortcut will then systematically open on this date.



## CAN A MEMBER PAY WITHOUT CREATING A PAYPAL ACCOUNT?

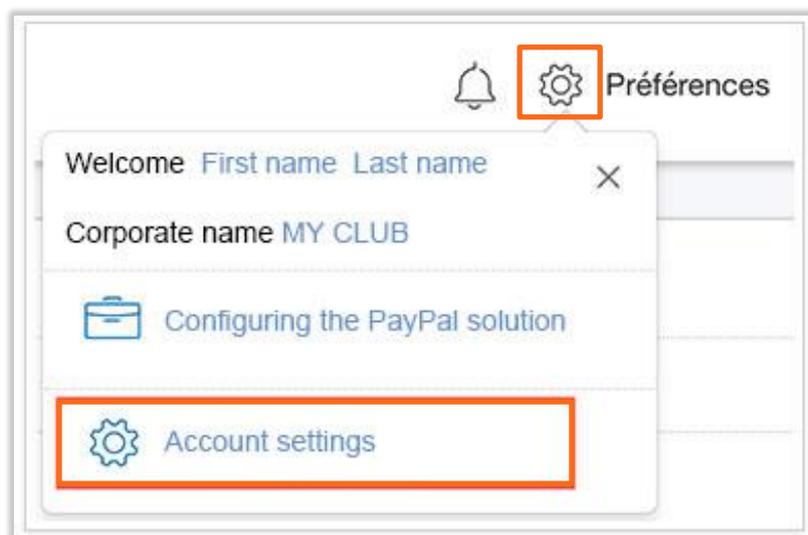
**QUESTION:** According to your online help, it is not necessary for the member to create a PayPal account or, as soon as a member wants to buy tickets, he is redirected to a PayPal page and cannot buy if he does not have an account and does not want to create one.

Is there a particular configuration to make to pay just by credit card without a Paypal account?

**ANSWER:** Go to your PayPal club account then go to the star wheel on the top right and then "**Account Settings**", then in the menu on the left go to the "**Site Payments**" menu and finally to "**Merchant Site Preferences**" and click on "**Update**".

On this page you will find an option "**PayPal account optional**", check that it is activated if not activate it. A "**Pay by Credit Card**" button should then appear on the payment page below the login form, allowing the player to pay without logging in or creating a PayPal account.

Note however that PayPal seems to reserve the right not to display this button depending on the platform, for example on mobile phones, we sometimes found that this button did not appear, without any particular reason.



## HOW TO PROHIBIT CLUB RESERVATIONS FOR A MEMBER WHOSE PROFILE ISN'T COMPLETE?

**QUESTION:** When I wish to forbid reservations to a member who does not have his profile up to date (address, photo...), I still find people with incomplete profiles on the reservation schedule. These people have certainly booked the room through a third party.

How can I ban members with missing profiles, without being obliged to ban the reservation function for another?

**ANSWER:** Indeed, in this case it is a manager of the club with a profile with the right **"Reserve for users"**. If the player makes the reservation himself, the check is made and the player is refused the reservation if his profile is not complete according to your settings.

However, if the club makes the reservation **"for"** the player, the check is not made, which allows the club to reserve for a player whose profile is not complete.

We will see if we can arrange to add this check, you will then have to go to the menu **ADMINISTRATION > USERS > Profiles & Roles**, click on the profile then go to the **"Reservation"** tab, and in the option **"Reserve for other users"**, tick **"Enable restrictions"**.

The screenshot shows a user profile settings page with three tabs: 'My account', 'Reservation', and 'Mes'. The 'Reservation' tab is active and highlighted with an orange border. Below the tabs, there are three main sections:

- Reserve for other users:** A checkbox is checked and highlighted with an orange border.
- Allowed profiles:** A dropdown menu shows 'All profiles' selected.
- Allowed subscriptions:** A dropdown menu shows 'All subscriptions' selected.
- Enable restrictions:** A checkbox is checked and highlighted with an orange border.



## HOW TO CHANGE OR CHOOSE YOUR LANGUAGE?

**QUESTION:** How to choose the language of Open Resa?

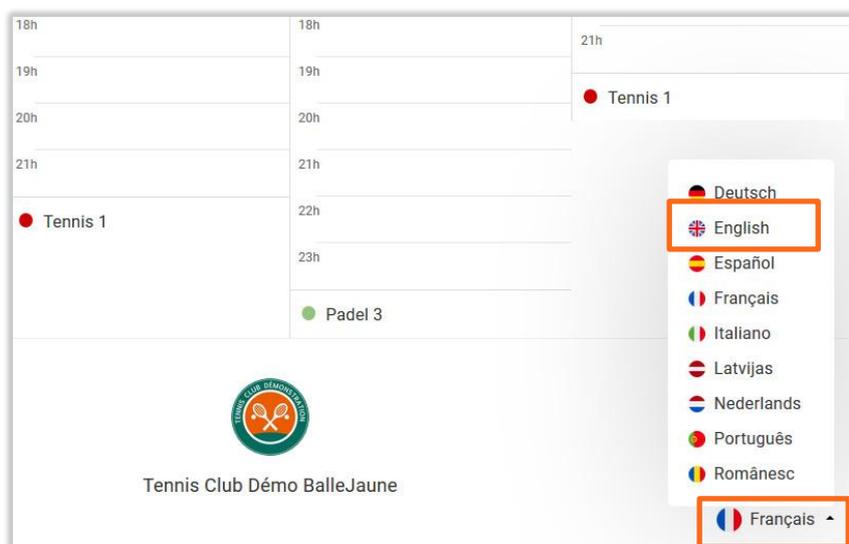
**ANSWER 1:** On the homepage, before logging in, you can choose your language in the upper right-hand corner of the top banner by clicking on the displayed language and then choosing your language from the drop-down list.



You can choose between **9 languages**:

German, English, Spanish, French, Italian, Latvian, Dutch, Portuguese and Romanian.

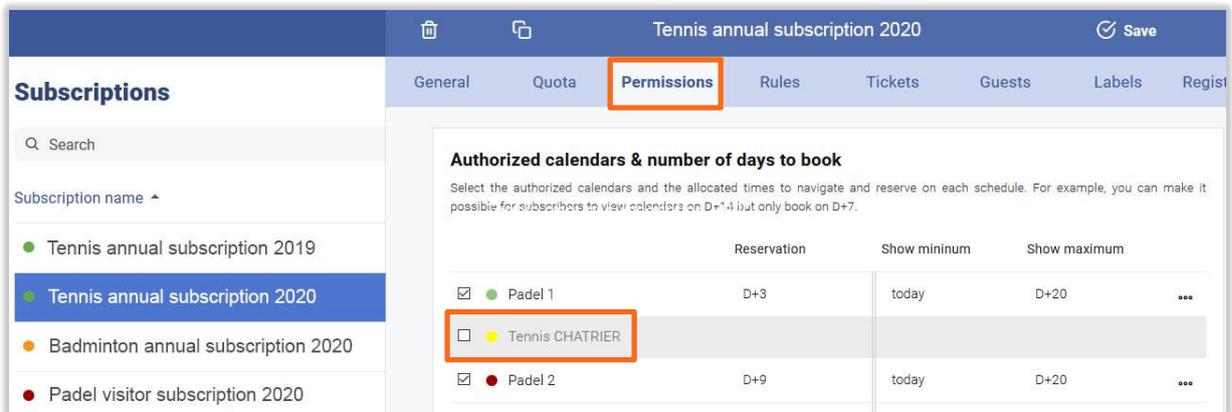
**ANSWER 2:** After logging in, you can also change the language in the same way at the bottom right of the calendars page.



## HOW TO HIDE A CALENDAR FROM USERS?

**QUESTION:** How to hide a calendar from users but not from administrators?

**ANSWER 1:** Go to the menu **ADMINISTRATION > USERS > Subscriptions** in the **"Permissions"** tab for each subscription.

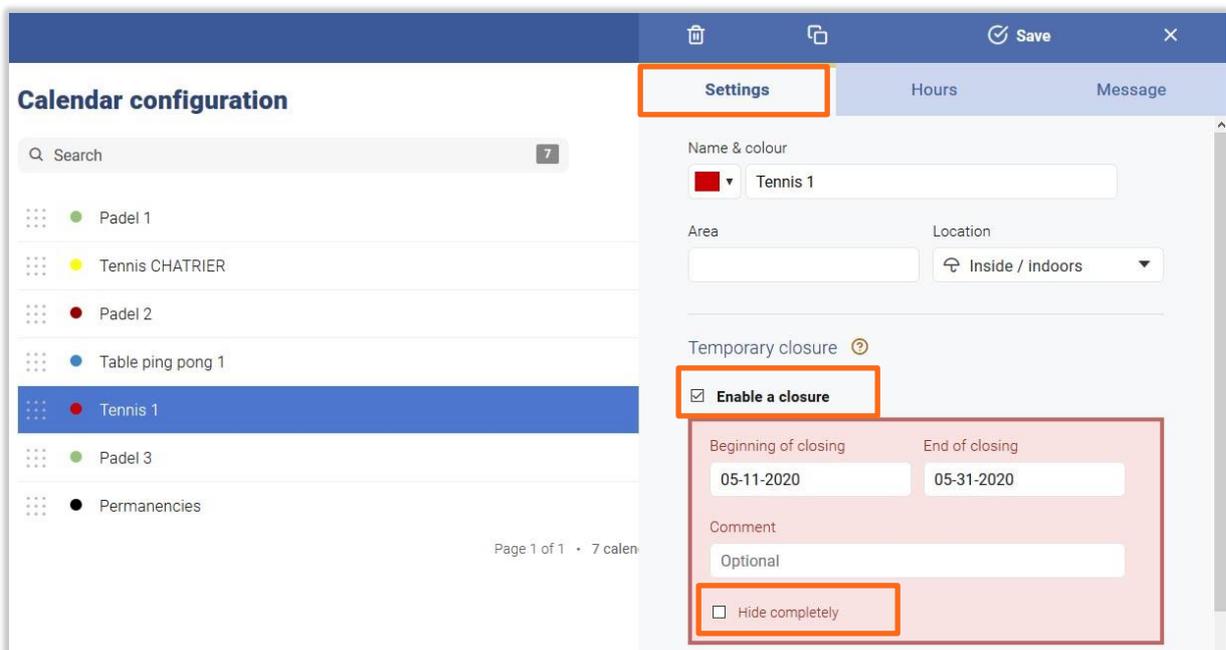


	Reservation	Show minimum	Show maximum	
<input checked="" type="checkbox"/> Padel 1	D+3	today	D+20	...
<input type="checkbox"/> Tennis CHATRIER				
<input checked="" type="checkbox"/> Padel 2	D+9	today	D+20	...

In the option **"Authorized calendars & number of days to book"**, just untick the calendar to hide from users, it will however remain visible to administrators.

**Note:** If you have defined a large number of subscriptions, you have other possibilities to quickly prevent users from booking on a calendar temporarily, even if it remains visible. These methods are described below.

**ANSWER 2:** You can use the option **"Enable a closure"** on a calendar in the menu **ADMINISTRATION > SETTINGS > Calendar configuration** and in the **"Settings"** tab. The closing period will be displayed on the calendar.



Temporary closure ⓘ

**Enable a closure**

Beginning of closing: 05-11-2020      End of closing: 05-31-2020

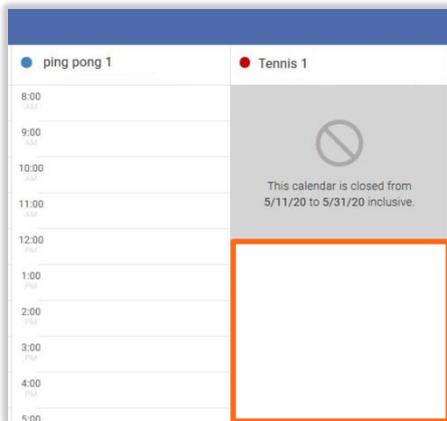
Comment: Optional

Hide completely



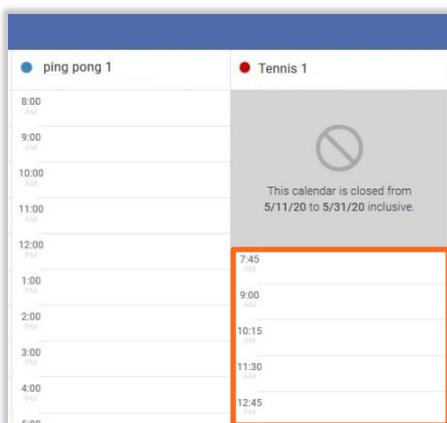
Tick the **"Enable a closure"** option then define the start and end dates of the closure, possibly add a comment to explain the reason for the closure.

**Note:** If you tick the **"Hide completely"** option, the calendar will not appear, neither for users nor for administrators.



View of calendars by a user:

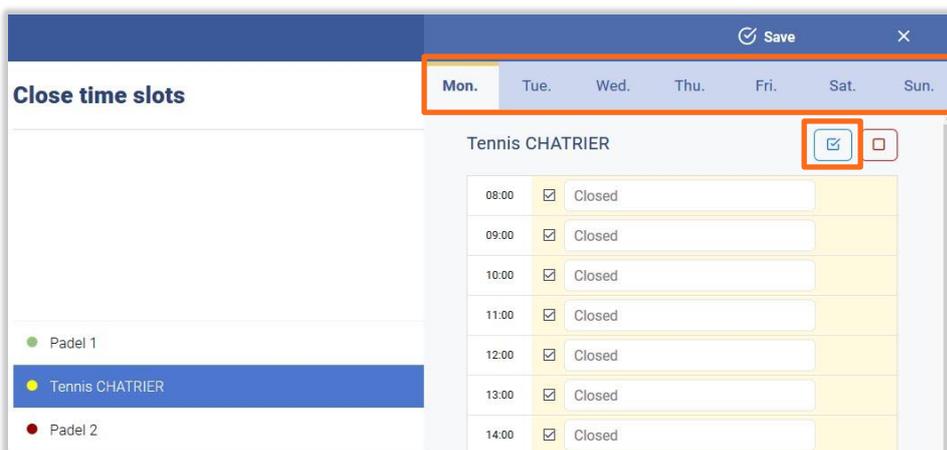
He doesn't have access to the slots of Tennis 1.



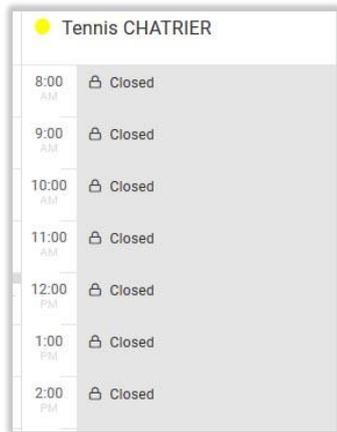
View of calendars by an administrator:

He has access to the slots of Tennis 1.

**ANSWER 3:** Go to **ADMINISTRATION > SETTINGS > Close time slots**. This closing, symbolized by a small padlock on the calendars, is immediate and will be effective until a manual reopening by an administrator: you cannot indicate a start and end date. Administrators can still make reservations on closed slots.



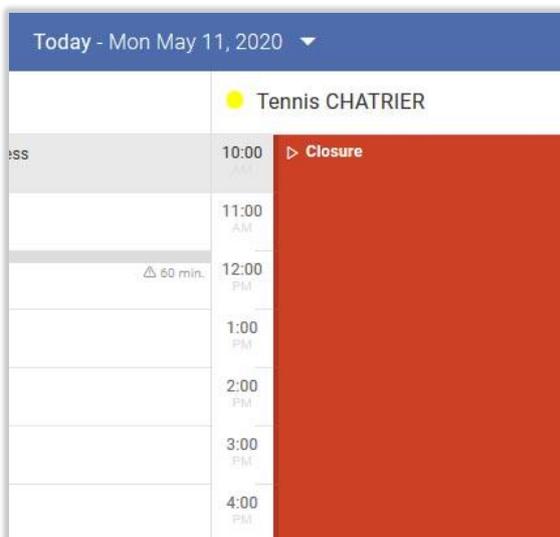
Select your calendar by clicking on it and then tick globally all the hours of closure every day.



View of calendars by a user or by an administrator:

Administrators can still book on the Tennis Chatrier slots.

**ANSWER 4:** You can use a label (to be defined in the [ADMINISTRATION > SETTINGS > Predefined labels](#) menu) to book all the slots on a calendar, by repeating this reservation every day and/or over a certain duration. Administrators can still reserve on slots by overwriting the label.



View of calendars by a user or an administrator:

Administrators can still book on the Tennis Chatrier slots.



## HOW TO CONFIGURE AND SECURE A COMPUTER IN KIOSK MODE?

**QUESTION:** We want to put a new PC in terminal mode at the Club House, probably with Win 10. Do you have a tutorial that explains how to put the PC in kiosk mode to use only the browser under the OpenResa address and block all other functions?

**ANSWER:** We do not offer a tutorial to configure and secure a computer in "kiosk" mode, however, we offer some information on this subject below:

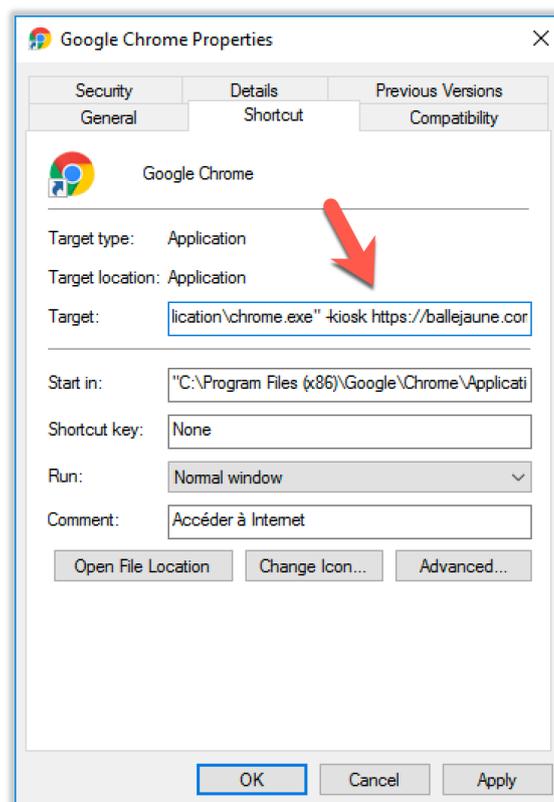
### Free solution with Google Chrome

It is possible to set a shortcut on your Windows desktop to launch Chrome in "Kiosk" mode, i.e., full screen without a navigation button or address bar.

1. If necessary, create a shortcut to the Google Chrome application on your desktop.
2. Right-click the shortcut and select the "Properties" submenu.
3. Open the "shortcut" tab and in the "target" or "target" field, add the following value to the end of the existing string:

-kiosk <https://ballejaune.com/kiosk-boot/737/80f4cd3984f092b685c9ed6c924f8b29>

-kiosk <https://ballejaune.com/kiosk-boot/...> complete URL address available on OpenResa in the **ADMINISTRATION > SETTINGS > Public kiosk mode** menu.



4. Validate the modification by clicking on "**OK**" then close Chrome if it's open.



5. Double-click the shortcut on the desktop to launch Chrome in kiosk mode. The OpenResa kiosk mode will automatically be displayed in full screen.
6. Create a specific non-administrator account on Windows with or without a password and assign a strong password to the main administrator account.
7. You might want to set up the "Parental Controls" built into Windows to limit access to certain applications and only certain web sites.

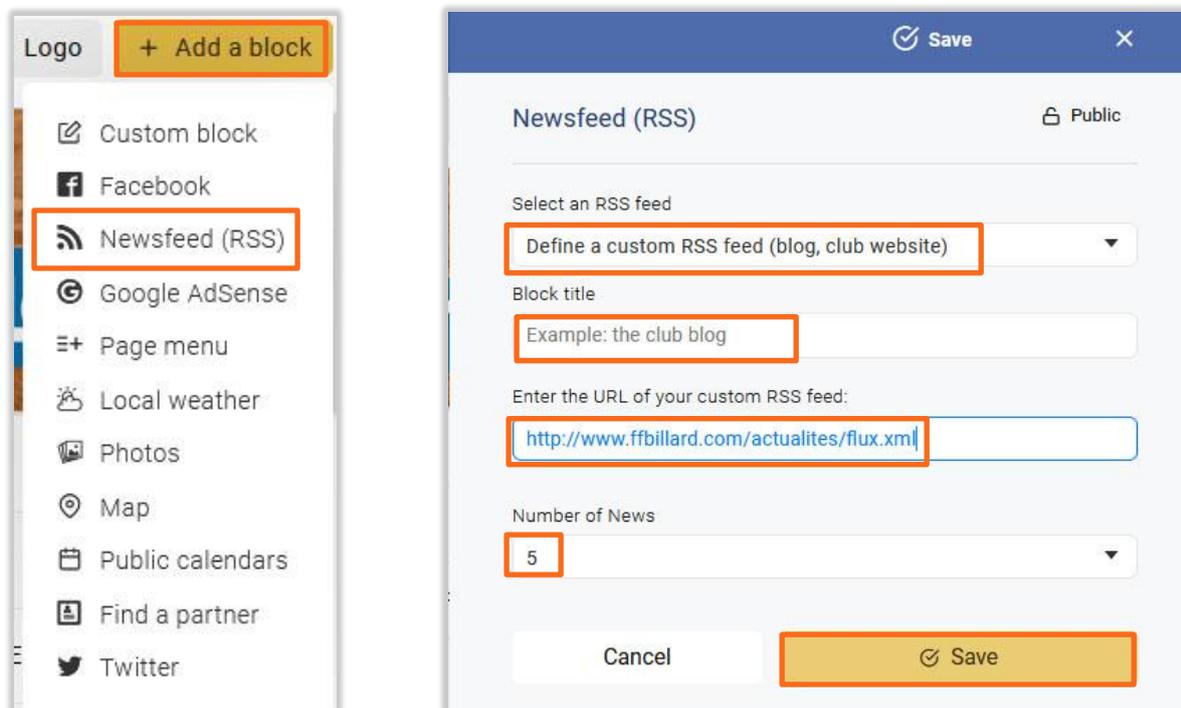
The disadvantage of this solution is that it doesn't prevent the user from accessing the operating system. In fact, simply press the "Windows" key on the keyboard to display the Windows menu and exit the Chrome window. This problem can be solved with a touch screen and the virtual keyboard offered in the OpenResa terminal mode.



## HOW TO ADD AN RSS FEED ON THE HOMEPAGE?

**QUESTION:** I'm trying to set up the homepage of our billiard federation's RSS feed and it's not working. I think I'm not setting it up right. What is the procedure to follow?

**ANSWER:** Go to the menu **ADMINISTRATION > WEBSITE>Homepage** menu, click on **"Add a block"** then choose **"Newsfeed"** in the drop-down list that opens.



In the new window, click on the line **"Select an RSS feed"** then choose an existing feed from the drop-down list or else **"define a custom feed"** possibly giving it a title and then indicate the **URL address** of this feed ([www.ffbillard.com](http://www.ffbillard.com)). Don't hesitate to change the number of news to display. Don't forget to save.

The feed will then appear on the homepage:



## HOW TO CHANGE THE ORDER IN WHICH THE CALENDARS ARE DISPLAYED?

**QUESTION:** It's summer and I would like to put the outdoor calendars on the left side of my OpenResa screen for better visibility. How to do it?

**ANSWER:** Go to the [ADMINISTRATION > SETTINGS > Calendars configuration](#) menu. In the list of calendars, click on the square composed of 9 small dots in front of the calendar to be moved and drag and drop it to the top of the list.



**Restriction:** if you are a user of a **PassPerso** or other access control solution, it isn't possible to move the calendars.



## HOW TO DEFINE DIFFERENT TICKET PRICES FOR PEAK AND OFF-PEAK HOURS?

**QUESTION:** How to define different ticket prices for peak and off-peak hours?

**ANSWER:** Go to the **ADMINISTRATION > USERS>Subscriptions** menu **"Tickets" tab**. After activating the ticket system and defining the calendars on which to sell tickets, set your prices according to the calendars, days and peak or off-peak times by clicking on the **"Add a price rule"** button.

**Example of different rates according to peak/off-peak hours:** 10 tickets per 60-minute slot during the day, 15 tickets in the evening and 20 tickets at the weekend.

**Pricing for booking tickets**  
Configure the tariffs to be applied according to schedules, days of the week and time slots. For example, you can request 10 tickets for a 60-minute reservation on the Tennis courts and 15 tickets for a 90-minute reservation on the Padel courts.

Ticket(s)	Duration	Calendar	Time Slot
10	60 minutes	All calendars	M T W T F S S from 8:00 AM to 5:00 PM
15	60 minutes	All calendars	M T W T F S S from 5:00 AM to 10:00 PM
20	60 minutes	All calendars	M T W T F S S from 8:00 AM to 10:00 PM

If you activate an online payment system, you can define degressive rates according to the number of tickets purchased (by clicking on **"Add a book"**), the ideal being to consider that a ticket is equal to one euro:

**Online payment**  
The user can purchase booking tickets at the rates indicated below. An online payment system (PayPal/Paybox) must be set up to use this feature.  
Activating online payment does not prevent you from selling tickets manually. Go to the "User management" menu to manage the tickets on subscriber profiles.  
Online payment solution: [PayPal](#) [Configure](#)

**Ticket books**  
You can create several prices depending on the number of tickets. For example, you could sell the ticket individually for EUR 10 and offer a pack of 10 tickets for the discounted price of 90 EUR.

1	ticket(s) =	1.00	EUR
10	ticket(s) =	10.00	EUR
20	ticket(s) =	15.00	EUR

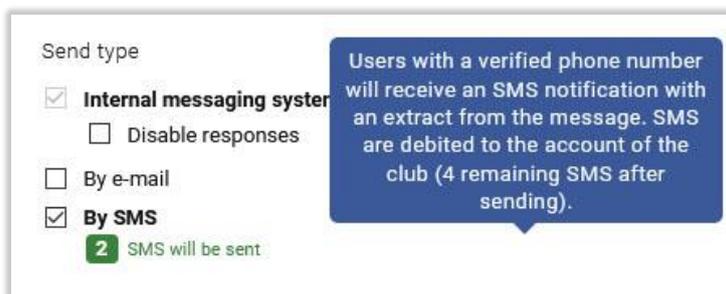
**Note:** this system allows to apply different rates according to several activities (example subscription Tennis and Padel).



## CAN WE SEND SMS TO ALL THE MEMBERS?

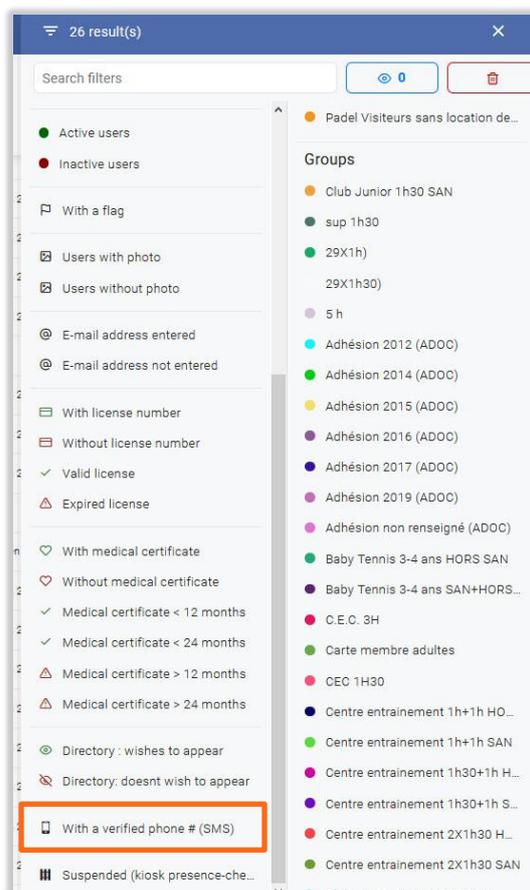
**QUESTION:** I wanted to send a text message to all my members but obviously the phone number has to be "verified"? Can you tell me more?

**REPOSE:** SMS: mandatory updating of mobile phone numbers by members. Indeed, you can't do it en masse for everyone nor can you do it in the user's place. It is up to the user to add and confirm his number to be "**verified**". We have chosen this method to avoid our platform becoming a SPAM factory where anyone can send mass SMS to any number.



In the future, however, we intend to offer you a specific module for sending SMS campaigns. This module will allow him to send SMS to the phone numbers indicated in the user records, without the need for each player to confirm his number. However, the number of messages sent will be limited (daily, weekly and monthly limit) and the user will have the possibility, by a simple "**STOP**" answer by SMS, to unsubscribe his number.

Finally, there is no export possible, however you have a dedicated "**filter**" in the **ADMINISTRATION > USERS > User management** menu. Click on the "**Filters**" button on the top right and then choose the filter "**With a verified phone number (SMS)**" located at the bottom of the left column.



## HOW TO AUTORIZE THE BOOK OF A TIME SLOT FOR MORE THAN 4 MEMBERS?

**QUESTION:** How to allow 10 subscribers to register for a lesson on a slot when the limit is 4 names per slot?

**ANSWER:** Go to the **ADMINISTRATION > SETTINGS>Schedule configuration** menu, define the time slot corresponding to the lesson by dividing it into bookable sub-slots by 2, 3 or 4 persons in order to arrive at a total number of 10.

**Example for a 1-hour lesson:** For example, create a calendar "Group from 10:00 A.M. to 11:00 A.M." and define it by dividing the time into 10-minute sub-slots. With 6 slots of 2 people, you get 12 people instead of 10, you can for example reserve the first slot with a label "Group 10:00 AM 11:00 AM" to block this slot.

The image shows two screenshots from a software interface. The left screenshot is the 'Hours' configuration window. It has tabs for 'Settings', 'Hours', and 'Message'. Under 'Name & colour', there is a dropdown menu set to 'Group from 10h00 A.M. to 11h00 A.M.'. Below that is a checkbox for 'Define different calendars depending on the days of the week'. The 'Hours' section shows a time range from '10:00 AM' to '11:00 AM'. The 'Time slot duration' is set to '10' minutes, which is highlighted with a red box. There is a '+ Add time range' button and 'Cancel' and 'Save' buttons at the bottom. The right screenshot is a calendar view for the 'Group 10:00 A.M. 11:00 A.M.' slot. It shows a grid of time slots from 10h to 13h. The 10h slot is highlighted in blue and labeled 'Group 10:00 A.M. 11:00 A.M.'. The 10h10 slot is reserved by 'THOMAS Charlotte', 10h20 by 'GERARDOT Philip...', and 10h30 by 'THOMAS Thibault' and 'COCHARD Philippe'. Other slots are empty.

In Subscriptions, **"Permissions" tab**, you can set the maximum number of subscribers per slot whether in the booking option with or without partner:

The image shows two screenshots of the 'Permissions' tab configuration interface. The left screenshot is titled 'Book with partners' and has a toggle switch turned on. It allows the subscriber to book a slot by selecting other subscribers from a list. The 'Number of partners authorised by reservation' section shows a table with columns for 'Minimum' and 'Maximum'. The 'Groupe de 10h - 11h' row has '1' in the Minimum column and '2' in the Maximum column, which is highlighted with a red box. The right screenshot is titled 'Book without a partner' and has a toggle switch turned on. It allows the subscriber to book a slot without choosing a partner. The 'The user may add his name to the reservation of another user' section shows a table with columns for 'Up to' and 'users per slot'. The 'Groupe de 10h - 11h' row has '3' in the 'Up to' column and '3' in the 'users per slot' column, which is highlighted with a red box.

More generally, it's up to you to decide on the number of sub-slots and the number of members who can register in each sub-slot to arrive at the desired total number of registrations.



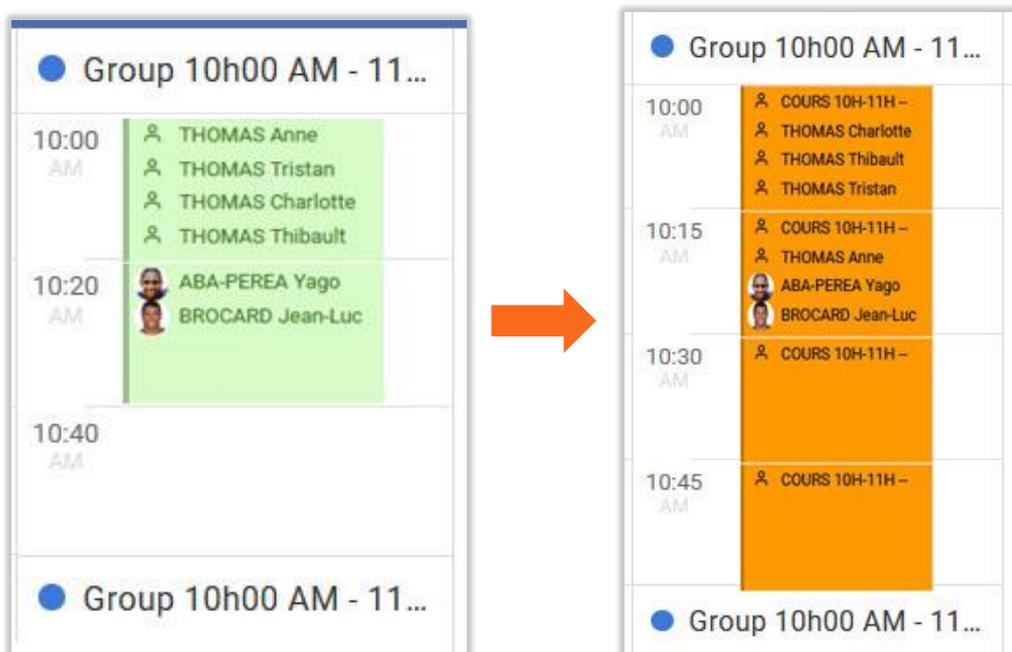
## HOW TO PREVENT THE CANCELLATION OF AN ENTIRE SUB-SLOT?

**QUESTION:** My subscribers can book group lessons without partners with permission to cancel only their name (the 1-hour lesson is divided into 3 sub slots open to 4 people). When the first person to register on a sub-slot cancels his booking, the entire sub-slot is cancelled. How to avoid this?

**ANSWER:** The first to register for a slot is the person responsible for the reservation and therefore cancels the entire slot when he wants to cancel his name. You could increase the number of sub-slots and reserve as administrator first all the sub-slots with a predefined name for this and repeat the reservation (every day, week or month). This way a sub-slot cannot be cancelled entirely by a subscriber, since he will never be "responsible" for the reservation. Only an administrator will be able to do this. If you get too many sub-slots compared to the total number of people admitted in the current period, you can block them at the reservation by using a label.

In the **"Permissions"** tab of the **ADMINISTRATION > USERS > Subscriptions** menu you must of course activate the sub-option **"the subscriber can only cancel his name"** in the option **"cancellation of reservations"**.

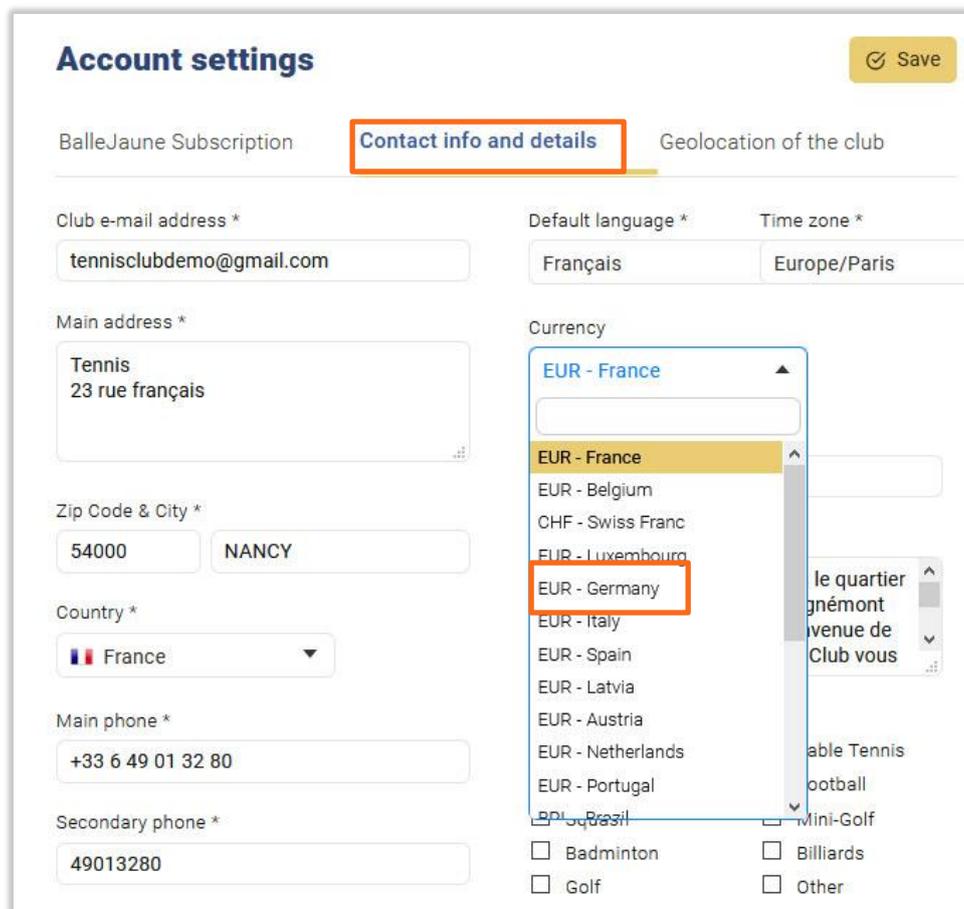
**Example:** a 1-hour lesson divided into 3 sub-slots of 20 mn each with 4 authorized names each, that makes a maximum total of  $3 * 4 = 12$  persons. The hour can be divided into 4 sub-slots of 15 minutes each with 4 authorized names and the administrator first reserves all the sub-slots with a predefined name (LESSON 10H-11H --), so there are 3 places per sub-slot for the subscribers that is a total of  $4 * 3 = 12$  places.



## HOW TO CHANGE THE CURRENCY FOR ONLINE PAYMENTS?

**QUESTION:** How to change the currency for online payments?

**ANSWER:** Go to the **ADMINISTRATION > SETTINGS > Account settings** menu "**Contact info and details**" tab and choose your currency from the drop-down list. Save your change.



**Account settings** Save

BalleJaune Subscription **Contact info and details** Geolocation of the club

Club e-mail address \*  Default language \*  Time zone \*

Main address \*

Zip Code & City \*

Country \*

Main phone \*

Secondary phone \*

Currency

- EUR - France
- EUR - Belgium
- CHF - Swiss Franc
- EUR - Luxembourg
- EUR - Germany**
- EUR - Italy
- EUR - Spain
- EUR - Latvia
- EUR - Austria
- EUR - Netherlands
- EUR - Portugal
- EUR - Brazil

Badminton  Billiards

Golf  Other



## HOW TO CONTROL TICKET PURCHASES OF MY SUBSCRIBERS?

**QUESTION:** Some of my subscribers report to me that they have purchased reservation or invitation tickets but that their tickets have not been credited to their account. How can I control their ticket purchases?

**ANSWER:** Go to the user record of your subscribers. On the line of tickets or invitations, the number of tickets credited to their account is indicated and you can access the history of ticket purchases and uses by clicking on the cylinder-shaped pictogram.

The screenshot shows a user profile for Filip MARTINS. The profile includes a name, a placeholder for a profile picture, and several icons for actions like flag, message, suspend, notes, and more. Below this, there are fields for civility (Mr), login id (martins Filip), password (Reset), and two email addresses (phillpe-martins@orange.fr). The profile is marked as 'Membre'. The subscription is 'Abonnement annuel Tennis 2020' from 09-01-2019 to 08-31-2020, with a status of 'In progress' and 'expires 2 months from now'. The 'paid on' field is empty. The 'comments' field is empty. The 'quota(s)' field shows '0 out of 2 - courts'. The 'tickets' field shows '14' and a cylinder-shaped icon, both highlighted with a red box. The 'guests' field shows '12' and a cylinder-shaped icon, also highlighted with a red box.

The screenshot shows the 'History of Operations' page. The page has a title 'History of Operations' and a date 'Friday, July 3, 2020'. There are buttons for 'Export', 'Filters', and 'Last 3 months'. The table below has columns for 'User', 'Operation', 'Date', and 'Operation origin'. The table shows several rows of operations, including 'Booking ticket' with a count of +15, -1, and -2. The 'Export' button and the 'Last 3 months' filter are highlighted with red boxes.

User	Operation	Date	Operation origin
MARTINS, Filip	+ 15 Booking ticket	3 days ago	MARTINS, Simon
Saturday, June 27, 2020			
MARTINS, Filip	- 1 Booking ticket	9 days ago	Reservation #73599901
MARTINS, Filip	- 2 Booking ticket	9 days ago	MARTINS, Simon
Friday, May 15, 2020			
MARTINS, Filip	- 1 Booking ticket	2 months ago	Reservation #71954544

You can refine the history by period and export the result to an Excel file.



## HOW CAN SUBSCRIBERS CHOOSE THE START AND DURATION OF A RESERVATION?

**QUESTION:** Is it possible to let players choose to start bookings at full hours or every 30 minutes, but for periods of one hour or even 90 minutes? I found in the settings that you could automatically set all slots to 30 minutes, but as a result, every time a player wants to reserve an hour (the most frequent duration), he has to repeat the procedure 2x, which is a bit restrictive.

**ANSWER:** You will find a **"Customized time slots"** setting in the configuration of subscriptions, [menu ADMINISTRATION > Users > Subscriptions](#) (click on a subscription then go to the **"Permissions"** tab).

Activate the **"Customized time slots"** setting and then click on the **"Advanced settings"** link below the switch. You will then be able to define various options such as the interval between each slot, the minimum and maximum duration of a reservation. You will also be able to give the subscriber the possibility to choose the start time by activating the option **"The user can change the beginning of the time slot"**.

The screenshot shows the 'Permissions' tab of a subscription configuration interface. The 'Customized time slots' section is active, with a toggle switch turned on. Below the toggle is a link for 'Advanced settings'. The settings include:

- Interval between each slot: 30 minutes
- Minimum duration for a reservation: 60 minutes
- Maximum duration for a reservation: 90 minutes
- The user can change the beginning of the time slot:

The player clicks on a free slot on the calendars and can then change the start time and end time of his booking according to the above settings.



**Example:** the player clicks on the slot from 12:00 to 13:00, on the booking form he will have the option to start his booking at 12:00 and finish at 13:00 (i.e. 60 minutes) or 13:30 (i.e. 90 minutes) or to start at 12:30 and finish at 13:30 (i.e. 60 minutes) or 14:00 (i.e. 90 minutes). He could also start his reservation at 11:30 am.

Wednesday, December 30, 2020

from  to

Print

Forecast

me slot

12 km/h SV  
0.04 mm/

- 08:00
- 08:30
- 09:00
- 09:30
- 10:00
- 10:30
- 11:00
- 11:30
- 12:00**
- 12:30
- 13:00

*Choice of start time*

Wednesday, December 30, 2020

from  to

Print proof

- 13:00
- 13:30**
- 13:30

*Choice of end time according to start time*

Wednesday, December 30, 2020

from  to

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- 13:30
- 13:30**
- 14:00



## WHERE TO FIND THE SMARTPHONE APPLICATION?

**QUESTION:** What is the name of the smartphone application?

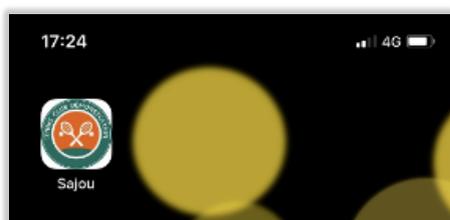
**ANSWER:** We don't offer an application on the Apple App Store or the Google Play Store. However, users can install a "**web-app**" directly from your homepage <https://ballejaune.com/club/nomclub>.

When you go to this page, an "**INSTALL**" banner appears at the bottom of the page on iOS and "**Add to Home Screen**" on Android. Clicking on this banner then guides the user to create an application on the home screen of the phone or tablet.

In the menu **ADMINISTRATION > SETTINGS > Club name & web address** you can name the application as you wish and configure the logo that will become the icon of the application.

The screenshot shows the 'Settings' page for a club. The left sidebar contains various settings categories: Account settings, Club name & web address (highlighted), Activity reports, CALENDARS, and KIOSK MODE. The main content area is titled 'Club name & web address' and includes a 'Change logo' button and a 'Save' button. Below the title, there is a text field for the club name, which is currently 'Tennis Club D mo BalleJaune'. To the left of this field is a circular logo with a tennis racket and the text 'TENNIS CLUB D MONSTRATION'. Below the club name field is a section for 'Custom web address' with a text field containing 'https:// ballejaune.com /club/ tennisclubdemo'. At the bottom, there is a section for 'Mobile web-app' with a text field containing 'Sajou'.

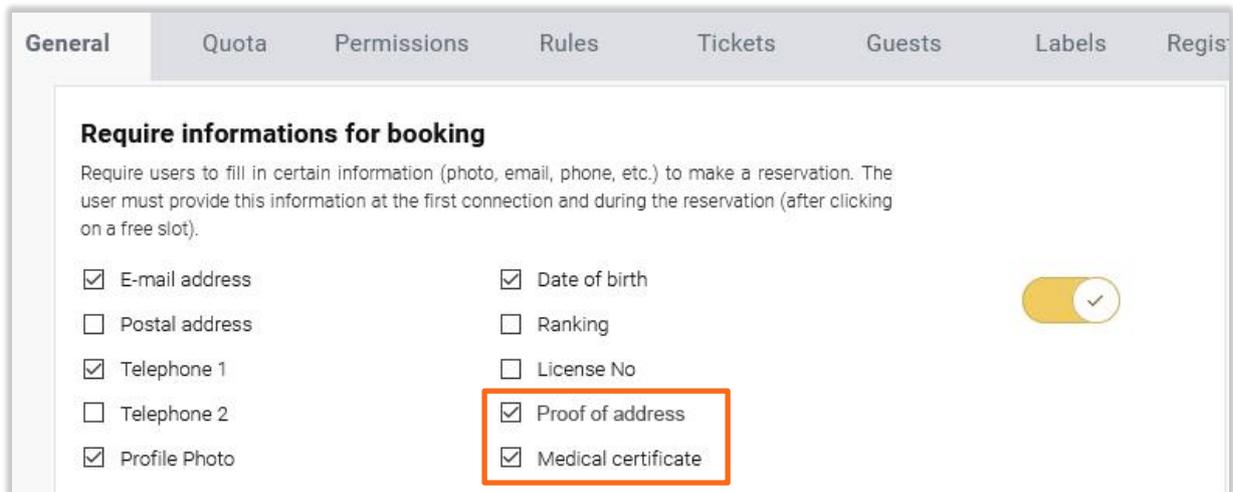
### Icons on home screen:



## HOW TO OBLIGE A SUBSCRIBER TO PROVIDE A JUSTIFICATORY DOCUMENT?

**QUESTION:** How to oblige a subscriber to provide a justificatory document (home address or medical certificate)?

**ANSWER:** In the menu **ADMINISTRATION > USERS > Subscriptions "Général"** tab, you can force the subscriber to provide information to be able to book in the option **"Require information for booking"** including a proof of address and a medical certificate.



**General** | Quota | Permissions | Rules | Tickets | Guests | Labels | Regis

### Require informations for booking

Require users to fill in certain information (photo, email, phone, etc.) to make a reservation. The user must provide this information at the first connection and during the reservation (after clicking on a free slot).

E-mail address       Date of birth

Postal address       Ranking

Telephone 1       License No

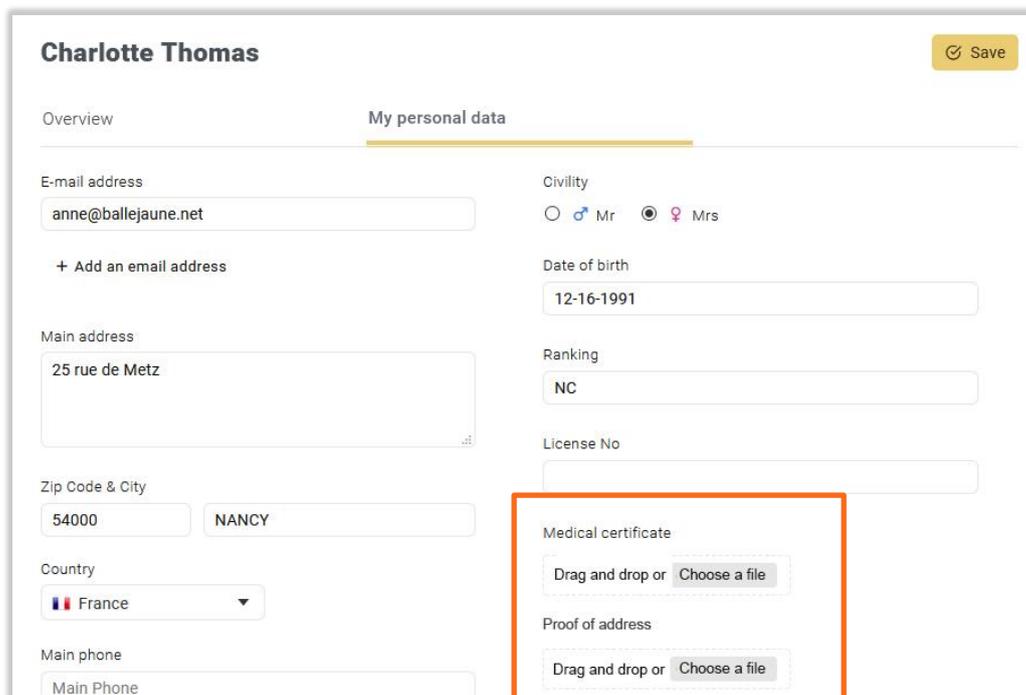
Telephone 2

Profile Photo

**Proof of address**

**Medical certificate**

Subscribers will be able to download one or more justificatory documents directly into their account:



### Charlotte Thomas

Save

Overview | **My personal data**

E-mail address:

+ Add an email address

Main address:

Zip Code & City:

Country:

Main phone:

Civility:  Mr  Mrs

Date of birth:

Ranking:

License No:

**Medical certificate**:

**Proof of address**:

**Note:** Accepted formats for justificatory documents: JPEG, PNG and PDF.



An administrator will also be able to download a justificatory document into a subscriber's account if the subscriber has sent it by e-mail to the club, in the menu **ADMINISTRATION > USERS> User management** by selecting the subscriber:

**Charlotte THOMAS**

flag message suspend notes (0) more

civility Mrs

login id THOMAS Charlotte

password Reset

access code **1041#**

e-mail 1 anne@ballejaune.net

e-mail 2

medical certificate   
Drag and drop or Choose a file

home 25 rue de Metz  
54000 NANCY  
 France

proof of address Drag and drop or Choose a file

In the case of online registrations, you can force the new subscriber to provide a justificatory document when registering by ticking the **"required attachments"** box(es) in the form definition of the menu **ADMINISTRATION > USERS> Online registrations, "Settings" button**:

### Online registration

Open the form Save

#### Validation process

1. The player fills in and sends the registration form,
2. a confirmation email is sent,
3. the player confirms his/her registration by clicking on the link received by email,
4. the club accepts the registration request,
5. finally, the player receives his login information by e-mail.

Manual validation

#### Form fields

Compose your registration form by selecting the desired fields below.

<input checked="" type="checkbox"/> Lastname & Firstname	<input checked="" type="checkbox"/> Postal address	<input checked="" type="checkbox"/> Date of birth
<input checked="" type="checkbox"/> E-mail address	<input checked="" type="checkbox"/> Telephone 1	<input type="checkbox"/> License No
<input checked="" type="checkbox"/> Gender	<input type="checkbox"/> Telephone 2	<input checked="" type="checkbox"/> Comment

#### Required attachments

<input type="checkbox"/> Medical certificate	<input checked="" type="checkbox"/> Proof of address
----------------------------------------------	------------------------------------------------------



The user will then have to download the justificatory document on the form:

### Online registration

Be careful to download your certificate of residence in our commune!

Mr  Mrs

Last name \* THOMAS

First name \* Dominique

Date of birth \* 07/03/1961

E-mail \* anne@ballejaune.net  
Your password will be sent to this email address.

Address \* 15 rue de Metz

Postal Code \* 54000

City \* NANCY

Country \*  France ✕ ▼

Telephone(s) \* 0606350697

Proof of address \* Drag and drop or Choose a file

As long as the receipt has not been downloaded, the subscriber will not be able to continue the registration process, an error message will be displayed if he validates his form:



The justificatory document will be directly integrated into the subscriber's account.

