# Club Locker - Online Reservation Site Information

# What is Club Locker?

Club **Locker** is your digital courtside companion for all things squash. Starting with the mobile friendly reservation feature, pros and admins empower their members to make reservations, find a match, sign up for activities, and even book lessons. Players are also able to enter friendly, league, and tournament match results quickly and easily, connecting players' national rating and ranking.

Some of the features are outlined below:

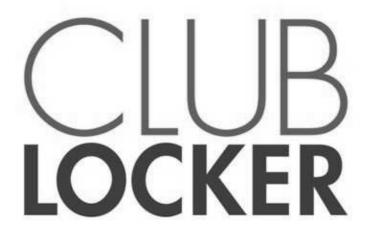
- Automated online confirmations with reminders
- Automated calendar sync
- Updated squash rating system in sync with US Squash's most recent national rating algorithm
- Squash player confirmations and ratings visible in the reservation blocks
- Numerous administrative reporting features
- Automated "find-a-match" feature
- Member Directory
- Box Leagues
- Mobile Interface
- And more!

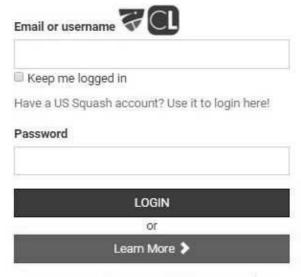
This overview gives step by step instructions on how to use Club Locker in the following areas:

- 1. How to log in to Club Locker
- 2. How to set up your Club Locker Profile and Display Overview
- 3. How to set up a match or lesson
- 4. Additional Support

# **HOW TO LOG INTO CLUB LOCKER**

- a. Go to www.clublocker.com
- b. If you have a US Squash logon, enter your username and password
  - i. FORGOT PASSWORD? If you do not remember your username or password, click on the "Forgot Password?" link
  - ii. NEW TO CLUB LOCKER/US SQUASH? If you do not have an account with US Squash, you can create a free account in seconds



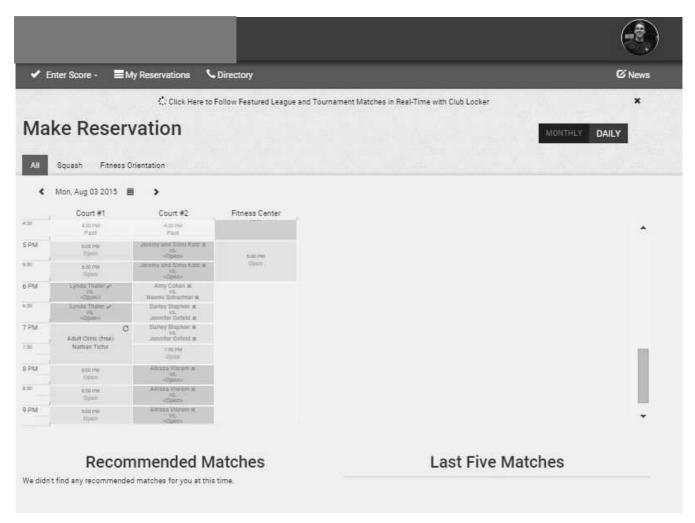


Create a new account | Forgot Password?

## HOW TO SET UP YOUR CLUB LOCKER PROFILE AND DISPLAY OVERVIEW

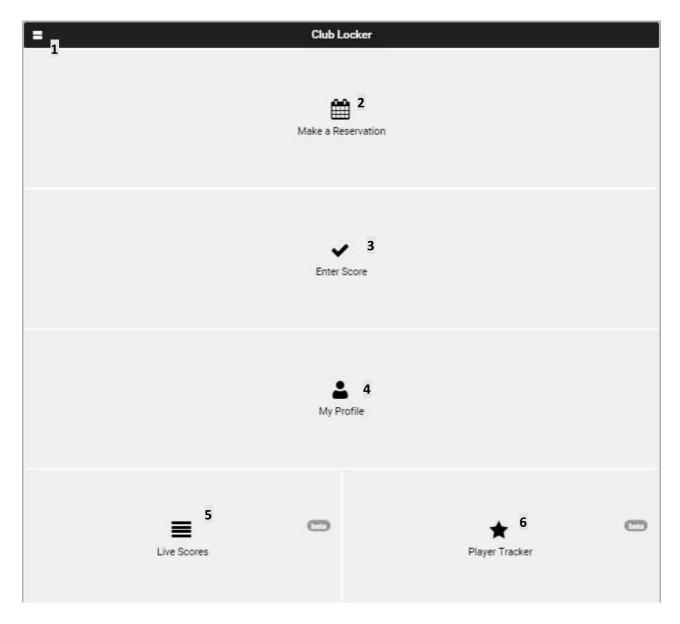
There are two different views to access Club Locker, from your computer desktop and also from your mobile device.

# **DESKTOP VIEW**



- 1. Enter scores Friendly, box league, and league matches
- 2. My Reservations Check in\*, add players, remove players, and cancel reservations
- 3. Club Directory View club rankings and contact information\*\* for members at your club
- 4. My Profile View your ranking and change your profile information
- 5. Club News View the latest updates from your club here
- 6. Live Scoreboard View live scores from around the world for accredited matches
- 7. Make Reservations Click any time slot to schedule and match or lesson
- 8. Recommended Matches Using the "Looking Feature" will show good potential match ups here
- 9. Last Five Matches shows your recent match history and allows quick access to enter in results
- \* When you confirm this match time a check mark will appear next to your name on the screen:
  - a. Two red check marks indicate neither player has confirmed
  - b. Two green check marks indicate both players have confirmed
  - c. A yellow check mark indicates only one player has confirmed

<sup>\*\*</sup>Some clubs choose to hide their member information and this feature may not be available.

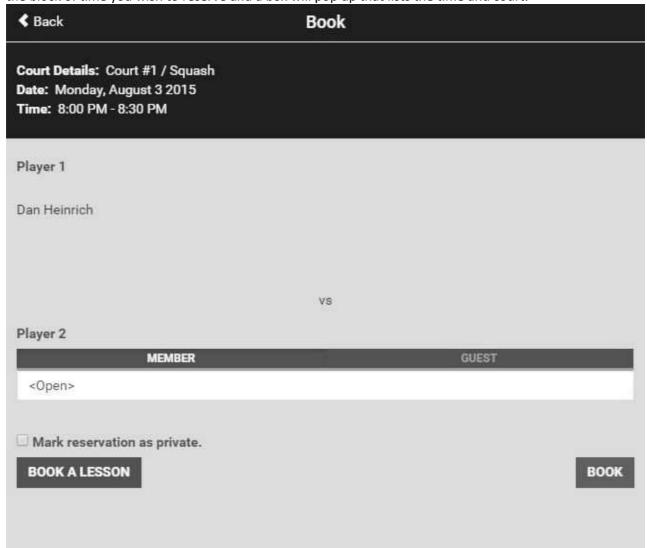


- 1. More options Review your profile and manage settings
- 2. Make a reservation Brings you to your reservation screen
- 3. Enter Score Enter in results for friendly, league, box league, and ladder matches
- 4. My Profile Edit your profile and manage your reservations
- 5. Live Scores View live scores from around the world from accredited matches
- 6. Player Tracker Follow along player's progress in accredited tournaments

### **HOW TO SET UP A MATCH OR LESSON**

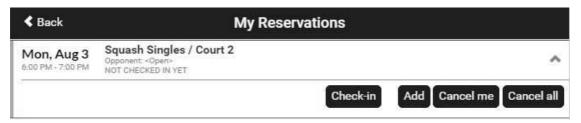
Booking a squash court is easy! Follow the instructions below and we'll see you on court!

1. BOOK A TIME: Select the court and date you wish to book (calendar icon next to today's date) Then click on the block of time you wish to reserve and a box will pop up that lists the time and court.



- a. Type in the player(s) you want to play with OR leave the area blank to allow others to join your reservation (Find a match/Looking Feature). If you know your opponent, when you start to type in their name, the system will start to identify the player in the system. You can also add a guest here and type in their name.
- b. Choose BOOK to confirm the match, OR click BOOK A LESSON to choose a club pro to take a lesson with.
- c. You can make your reservation Private if you like, only allowing those involved in the reservation and the club pro to see who's involved. Others will simply see the word "PRIVATE" in the reservation.
- 2. You will receive a confirmation email immediately after making the reservation. The confirmation email will have the ability to immediately add the reservation to your calendar.
- 3. You will receive another reminder and confirmation 12 hours before your reservation. Please check in at this point to add a green check mark by your name to show that you are confirmed and ready for your reservation.
- 4. If you need to manage or **CANCEL A RESERVATION**, click on **MY RESERVATIONS.** Click on the down

arrow in the upper right hand corner. A pull down window will appear and you can adjust the reservation. Email confirmations will be sent for any changes made.



- a. Check-In Check in for your reservation
- b. Add add in another player to your reservation
- c. Cancel Me Removes yourself from the reservation, leaving the reservation intact for your opponent.
- d. Cancel All Completely removes the reservation for both you and your opponent.
- 5. **FIND A MATCH/LOOKING FEATURE** If you do not have an opponent, you can leave your match blank. This will send a message to players in the US Squash system who are within a defined rating range (generally about 0.5 above and below the user's rating) to notify them of an available competitive match. Players can then log in and join the open reservation.

# **ADDITIONAL SUPPORT**

Any questions can be directed to Bill Buckingham and Dan Heinrich and US Squash by emailing <a href="mailto:clublocker@ussquash.com">clublocker@ussquash.com</a> or calling directly to 212.268.4090.